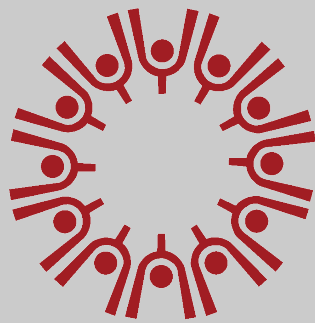


**BASILDON, BILLERICAY &  
WICKFORD COUNCIL FOR  
VOLUNTARY SERVICE**

**WORKING IN PARTNERSHIP IN  
BASILDON, BILLERICAY & WICKFORD**



**ANNUAL REPORT 2010**

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## **BBWCVS — OUR VISION, MISSION & VALUES**

BBWCVS' vision is of a fair, vibrant and open society that encourages and is supported by voluntary and community action.

BBWCVS' mission is to promote, develop & facilitate a thriving, effective, sustainable and influential voluntary sector in Basildon, Billericay & Wickford.

BBWCVS work is guided by values that promote equality of opportunity, participation, co-operation, partnership and democratic involvement.

We promote local voluntary and community action in order to combat poverty and disadvantage, and improve the quality of life for groups, communities and individuals.

## **BBWCVS — WHAT WE DO**

BBWCVS undertakes 5 core functions:

- **Development Work**: identifying local needs, working with others to develop appropriate actions and working strategically to benefit the local voluntary & community sector
- **Liaison**: helping to maintain links with a wide range of voluntary & community organisations and promoting cross sector relationships
- **Representation**: enabling the local voluntary & community sector to present its views to statutory sector agencies through consultation, networking, forums, seminars and workshops
- **Support Services**: funding, financial, management & constitutional information and advice, training, newsletters and mailings
- **Strategic Partnership Work**: working with the Local Strategic Partnership (LSP), helping to develop the Voluntary Sector Compact, participating in neighbourhood regeneration and working with other statutory bodies at a strategic level

BBWCVS hosts the Volunteer Centre which provides a volunteer recruitment, placement and support service to residents & voluntary and community organisations. We host Vinspired the Youth Volunteering programme for 16 to 25 year olds. We manage the Community Development project at Queens Park in Billericay & Craylands/Fryerns East in Basildon, and provide a local base for VInvolved Project, which promotes volunteering for 16-25 year olds.

## CURRENT TRUSTEE BOARD

**John Robb** - Chair (BDVC)  
**Stella Calkin** - Vice Chair (Independent)  
**Gerry Ryan** - Treasurer (Independent)  
**Amy Dowd** - Pathfinders  
**Don Sydney** -TGACC  
**Paul Nagle** - BDAA  
**Angie Cahill** - BATIAS  
**Carole Houghton** - BATIAS

Representatives from External Organisations  
Sallyanne Thallon—Essex County Council

## CURRENT STAFF

Chris Evans - Chief Officer  
Pam McCarthy - Development Services Manager  
Arsen Poghosyan - Development & Funding Advice Officer  
Sharon Chan - Volunteer Centre Manager  
Artak Poghosyan - Community Development Manager  
Becky Walsh - Senior Administration Officer  
Marina Martin - Finance Officer  
Jackie Reynolds— Office Administrator

## VOLUNTEERS

Reliable volunteers are really important to BBWCVS.  
We would like say a big THANK YOU to all our volunteers.

Peter Brooks

Sue Hine

Rebecca Sibthorpe

Colin Murphy

## CHAIR'S REPORT - JOHN ROBB, OBE

The year since the last report has been both eventful and challenging both for us and the sector. For the CVS the loss of our former Chief Officer had a major impact on the trustees and staff. The response was exemplary and I wish to place on record my thanks to them, as well as to colleagues in our partner organisations especially the other Essex CVS's.



Despite this we continued to strive to provide a continuing service to all our members. We were actively assisted in this task by Ade Fadare who provided consultancy advice and support, including active involvement in the recruitment of the new Chief Officer. I would like to take this opportunity to thank him for his counsel during this period.

Our new Chief Officer Chris Evans, formerly the Director of a Citizens Advice service in East London, started in post in January and we feel sure that the organisation is now in safe hands and in a good position to move forward. Critical to this will be to ensure that the voice of the sector is heard and that it is able to play an active role in local strategic partnership working.

This year also saw the sad loss of Tony Guyon, who served as an ex-officio member of the Board on behalf of the District. Tony was a passionate champion of the sector and his absence is a big loss to the sector. Our condolences to his family.

On a positive note the year saw the launch of two new projects a supported volunteering project and a new funding advisory service. This meant we were able to recruit three new members of staff Anne, Jackie and Arsen and all have started well. Their work is covered at greater length within this report. Importantly these initiatives reflect the continuing trust, confidence and support shown by our strategic partners at both County level as well as from the NHS South West Essex.

Finally I wish to place on record our thanks to them as well as to our other funders and partners the Basildon District Council and the Essex Community Foundation for their ongoing support.

As you can read from this report with limited resources the CVS has achieved much during the past year. We have developed new projects and initiatives, worked with groups to develop provision and activity, played an important role in strengthening community cohesion with our Community Development Project, and assisted groups to raise much needed revenue and capital with our fund raising project.

My role will be to build upon these achievements by demonstrating our commitment to quality with the attainment of PQASSO level 3, by ensuring financial sustainability, to strengthening strategic partnership work locally as well as establishing links with key local agencies. This work has begun.

### **PQASSO**

Policies and Procedures have been reviewed to ensure compliance with PQASSO level 3. This will mean that we are subject to external accreditation and evaluation. As part of this process we have committed ourselves to becoming a user centred service. It will need a comprehensive policy and plan for user involvement, with a regular flow of comments and suggestions from users with agreed satisfaction targets. Importantly the input of our stakeholders will be critical to this.

### **Strategic Partnerships working.**

In order to develop our strategic partnership work we are committed to holding periodic meetings with our partners and funders, Basildon District Council, Essex County Council, and NHS South West Essex. This work is ongoing and the experience to date has proved positive.

I have also attended the meetings of the Community Cohesion Group, Basildon Inclusion Group, the Essex Compact and the Children's Trust Board.

To put this on a firmer footing we aim to:

- Review and refresh the local COMPACT with our partners.
- Provide a distinctive voice on the Executive of the Local Strategic Partnership to ensure effective engagement with the sector.

Representing our members and the wider voluntary sector remains a key part of our work. This is going to be particularly the case in the coming year which is clearly going to be difficult both for the sector but also for the individuals and communities we work with. This is at a time when the need for the services provided by our members has never been greater. It is why we are determined to ensure that our members are able to enjoy access to a wealth of expert advice on all aspects of running a voluntary organisation, plus up to the minute information on voluntary sector policy.

## COMMUNITY DEVELOPMENT PROJECT - ARTAK POGHOSYAN

Our Community Development Project was originally established in January 2006. Funded until December 2011 by the Fair Share Trust Programme in Basildon and Billericay. The project aims to further develop the communities of Fryerns East and Craylands and Queens Park to enable them to engage within their communities through activities that develop and maintain self esteem and skills, taking control of local community activities and facilities that actively contribute to a more cohesive voluntary and community sector.



The ongoing funding was a recognition of the necessity for, and value of the work done by the Community Development Manager Artak Poghosyan. It also reflects in the excellent working relationship we have established with the Essex Community Foundation Programmes Director Caroline Taylor and the Fair Share Trust Panel, who have been consistently supportive of the project since its inception. Our thanks go to them.

During the period from April 2009 to March 2010 we have continued to deliver and organised a range of activities in the Queens Park and Craylands/Fryerns East areas. In Queens Park we have:

- Organised a free Christmas Party at the Hannakins Farm Community Centre.
- Written, produced and distributed quarterly newsletters to 500 homes.
- Organised a “Go9Pool” – pool academy, a four week course for young people, who received certificates on completion.
- Organised an outing with BeeKay Youth Club to see STOMP in London.
- Held a Queens Park Fun Day in August at the Community Centre.

In Craylands /Fryerns East we have also written, produced and distributed a quarterly newsletter to 3800 households; coordinated an International Day with music, dance, and food attended by over 500; and worked with the local group Friends of Craylands to set up and run the Craylands Internet Café. Much of this work has been driven by the Craylands Action Plan which is owned by a working group involving agencies in the area. All have signed up to delivering the actions drawn from the resident’s survey conducted in 2008 by Basildon District Council.

The aim of this project and much development work is to ensure a lasting and sustainable legacy for the area. I am therefore delighted to be able to report on two significant successes and achievements for the community. Firstly the BeeKay Youth Club obtained a £4,700 grant from Youth Opportunity Fund to continue its activities.

Secondly I would like to highlight and celebrate a local campaign.

### **Queens Park Zebra Crossing Campaign**

In 2006 we initiated a survey of residents in the Queens Park area. The survey identified a number of improvements that residents felt would make it better for the community and young people. One of the biggest and most urgent concerns was the lack of a safe crossing for young people from Queens Park to access the Hannakins Farm Community Centre. As a result we supported the Queens Park Residents Group to campaign to have the zebra crossing installed. Following several months of traffic speed tests and pedestrian surveys, Essex County Council approved the planning application for the zebra crossing and funded the installation.



In February 2010 the zebra crossing was installed in front of Hannakins Farm Community Centre, linking Queens Park with the centre where many activities take place. The campaign's success has highlighted the impact of residents working together on common issues as well as the importance of long term commitment. The campaign took over a year! It has boosted resident's confidence that change happens and their voices are heard. It has also left an important and sustainable legacy for the community.

During a period of transition for BBWCVS I also represented the voices of the community and interests of the sector by participating in number of strategic groups including Basildon Inclusion Group, Working Neighbourhood Group (WNG) – Sub Group of Basildon Inclusion Group. I have also participated in the newly established Community Development Practitioners Network.

To conclude I would like to thank Friends of Craylands, Basildon District Council, Swan Housing, St Georges Community Housing, Basildon Police, Basildon Adult Learning, the People Speak and Essex County Council for their support of this work and look forward to a positive future and collaboration tackling the challenges for the areas.

## **DEVELOPMENT SERVICES MANAGER—PAM MCCARTHY**

### **OUR AIM IS TO:**

**ENCOURAGE, FACILITATE, EMPOWER AND SUPPORT THRIVING, INNOVATIVE VOLUNTARY AND COMMUNITY ACTION THROUGHOUT BASILDON DISTRICT**

A core role of the CVS is to assist voluntary and community organisations to function more effectively and deliver quality services to their users, members and constituents. In furtherance of this objective we have provided support to groups with legal, constitutional, and funding advice. This enables groups to establish, improve and develop their own operations ensuring best practice wherever practicable.

During 2009-10 visits to 62 groups were undertaken giving advice on a range of development issues. This included assisting new groups to set up including registering with the Charity Commission, and providing support on ensuring attainment of the PQASSO quality mark. Several groups have made enquiries regarding this quality assurance system and I have mentored 3 organisations plus our own BBWCVS during the period in question. PQASSO is moving from a self evaluation quality assurance system to full accreditation. In the short term this inhibited organisations from applying due to costs involved. However, I think this will change as the Charities Evaluation Service, after spending a lot of time marketing the benefits of accreditation, has noted an influx of interest from the voluntary sector who now realise the huge benefits of full accreditation when applying for funding.

We have also worked with the Charities Evaluation Service (CES) and National Association of Council of Voluntary Services (NACVS) & other CVS organisations particularly within the County of Essex to ensure appropriate information is disseminated to all our members and to keep updated with local information. This was of particular importance as the sector was greatly affected by the recession and the knowledge of an Election and possible change of government legislation during this period.

Another of our core functions is to facilitate effective communication or networking and collaboration amongst local voluntary and community groups. This enables groups to learn from one another, establish contacts and work more effectively. It also enables the better use of scarce resources by sharing good practice and expertise where possible.

During the year we promoted cross sector working in a variety of ways including organising the three Voluntary Sector Forum events bringing together voluntary and community organisations to share ideas and experience. Key themes were Commissioning & Procurement; the Volunteer Centre and Volunteer Opportunities; the NHS 0 – 19 Care Pathway and new proposals on Vetting & Barring.

The Voluntary Sector Forum is supported by a steering group that meets periodically to plan agendas and agree themes. It remains an important point of contact for the sector and is well attended. Feedback continues to be overwhelmingly positive.

I have also attended various AGMs and Trustee meetings to assist with information, advice and guidance.

To improve liaison it is planned that we:

- Attend a minimum of one equality forum per quarter.
- Continue to provide opportunities for networking for voluntary and community organisations by hosting a minimum of four events per annum.

### **Partnership Work**

The outcomes of our funding activities are covered at greater length in the next section. Much of this work has been delivered in partnership. For example, we have worked with the Community Fund to provide training and workshop advice on Lottery Applications; worked closely with Essex Community Foundation particularly advising on the Grass Roots funding; assisted Veolia Trust with an event to promote the work of the Trust as well as the CVS; and co-hosted a funding advice workshop in partnership with Basildon Council in January 2010. We also commenced work with our colleagues in RAVS and CAVS in preparation for a Funding Advice Seminar proposed for June 2010.

Our partnership project with Brentwood CVS to deliver funding advice and advice on tendering and procurement has proved a great success and is covered at greater length in the Funding Advice Officer Report. Regarding this project I feel it should be noted that judging by comments, emails, and client user response, this project has been a huge success and this is due to the hard work of the Development Team.

Arsen Poghosyan, our Development & Funding Advice Officer has built an excellent rapport with organisations within the Basildon, Billericay & Wickford area. It is unfortunate that the project is due to conclude in September 2010 as Arsen's enthusiasm and commitment to BBWCVS will be greatly missed should there not be an opportunity to keep the project ongoing.

Pam McCarthy

### **Achievements:**

Pam obtained PQASSO Peer Reviewer Status and attended mentor update training sessions.

**FUNDRAISING DEVELOPMENT SUPPORT PROJECT**

Arsen Poghosyan, Development and Funding Advice Officer has been employed at the BBWCVS since September 2009. This project has been funded and commissioned by the South West Essex Primary Care Trust (now SE Essex NHS). Specifically, the need for this project was identified by the commissioning teams who noted the number and quality of applications and tenders being put forward to the South West Essex Primary Care Trust were below the standard the commissioning teams could engage with. Essex County Council Adult Services and Basildon District Council Community Service teams also identified similar issues with both the quality and number of applications.

This project has been delivered in close partnership with Brentwood CVS. The project was initiated at the beginning of September 2009 and will end on 30th September 2010, thus this report covers periods of September 2009 to 31st March 2010.

**Project Scope**

The project aims to develop the fundraising skills of Third Sector Groups operating in the Basildon and Brentwood Districts. The project aims to:

- Support groups and organisations in both districts to successfully complete funding applications and tenders;
- Apply for funds successfully from a range of funding sources including statutory sources.

**Project Outcomes**

To address project aims we have:

- Worked with Statutory and Third Sector Groups to identify the existing needs.
- Developed and successfully run 7 funding workshops from November 2009 to 31st March 2010 that were specially tailored and addressed to groups' needs. The sessions were delivered in the districts of Basildon and Brentwood.

## DEVELOPMENT & FUNDING ADVICE OFFICER—ARSEN POGHOSYAN

- Funding training sessions have been delivered to 96 registered participants on the topics of procurement, do's and don'ts, writing successful funding bids, business plan. The topics were identified by the groups themselves and tailor made to meet their needs.
- 53 groups and organisations from both Basildon and Brentwood districts have taken part in one or more workshops.
- 45 groups in Basildon and Brentwood districts have received one-to-one funding advice sessions.
- Organised a funding fair in conjunction with Basildon District Council – 5th March, 2010.

As a result of this work we have assisted groups to secure about £210,000 of funding with at least another £450,000 still pending for decisions. Feedback has been very positive with many letters of thanks received following successful bids and substantial funds brought in to the area.

**Sandra Shearer, DPUN:** “Thanks so much for the feedback. This is the first time I have had any constructive information”.

**Audrey Clark, Rethink Graphics:** “Had you not supported us and invited us to attend the courses and events I don't know where we would be now. Thank you Arsen for all your help so far”.

**Karen Gooding, Computers for the Disabled:** “I cannot thank you enough for your guidance and look forward to asking many more questions in the future.....”.

**Jackie Anslow, Brentwood Arts Council:** “We need a few more 'Arsens”

**Christina Stubbs, SNAP (Special Needs and Parents):** “We have benefitted tremendously from the funding workshops”.

The funding officer post currently ends in September 2010, and alternative sources of funding have yet to be identified. However the business case for additional funding support and investment in the district is readily apparent. Evidence from Essex County Council and the Big Lottery suggests that despite our success South Essex continues to have a low level of applications for available funding. To inform this case we have undertaken an evaluation exercise with participating groups to assess the ongoing need. On behalf of our members we will use this evidence to continue to press for this much work to be continued.

Arsen Poghosyan has been awarded NOCN Level Three accreditation on a course entitled “Advising Voluntary & Community Groups on Funding Issues”. Award provided by Fit4Funding (The Charities Information Bureau).

## OUR AIM IS TO:

ENCOURAGE, FACILITATE AND SUPPORT THRIVING, INNOVATIVE VOLUNTARY AND COMMUNITY ACTION THROUGHOUT BASILDON DISTRICT



### **Volunteer Centre**

The work of the Volunteer Centre has continued to grow, driven in part by the recession, but also as a result of the development of an exciting new Supporting People Project.

The recession has meant that we have seen an increasing number of referrals from the Department of Work and Pensions with many unemployed people seeing volunteering as a way into future employment. Accordingly during the year 565 new volunteers registered with the centre. This compared to 257 on the previous year. We placed volunteers with a diverse range of organisations. They included BDVC, MIND, Wat Tyler Park, Age Concern and St Lukes Hospice.

Encouragingly the number of organisations using our services continued to grow with over 49 new volunteering opportunities being registered.

### **Supporting People Project**

During the year we successfully started a new Supporting People Project. Funded by the performance reward grant funding meant that we were able to recruit a project Co-ordinator Anne Earl with administrative support from Jackie Reynolds.

The project has begun well with referrals coming from a number of agencies including Family Mosaic, MIND and the local Community Mental Health Team. The project registered 27 volunteers who have benefited from a variety of opportunities including gardening, charity shops and local support groups. Training, support and guidance has also been available to local groups working with volunteers with mental health issues.



## **Partnership Working and Networking**

This year we have worked in partnership with many organisations including VInvolved, DIAL, Family Mosaic, Basildon District Council, BDVC and Connexions. This has been a key to many of our activities. For example this was instrumental in activities during the 25th Anniversary of National Volunteers week, and the CSV Make a Difference Day in October.

During Volunteers' Week, in partnership with Basildon Working Neighbourhood Group, we arranged for 25 different activities to take place throughout the district with the support of six high profile local individuals. Our thanks go to John Baron MP, Cllr Lynda Gordon, Emma Palmer (Evening Echo), Cllr Pat Rackley, Angela Smith MP and Ray Williams MBE for their time and support during the week.

## **Good Practice Development.**

As a centre we are regularly contacted by groups wishing to develop good practice, deliver training and promote best practice. We share this commitment and as a result this year we have worked in partnership with the other Essex Volunteers Centres to renew our accreditation with Volunteering England.

For the future we aim upon this activity by:

- Securing longer term funding for the Centre.
- Continuing to work around the core functions of the Volunteer Centre.
- Coordinating the Volunteering sub-group of the Basildon Working Neighbourhood Group.
- Supporting the Voluntary Sector forum.

## TREASURER'S REPORT - GERRY RYAN BBS, FCMA

Last year income reduced by £40k compared to 2009. Expenditure reduced by £22k, resulting in a deficit. The closing reserves are split £54k restricted, representing 2.5 months of expenditure; and £191k un-restricted representing 9.5 month's expenditure. The closing cash balance of £238k remains marginally lower than the total reserves.

Details of changes in the components of the income and expenditure are contained in the Statutory Accounts, including the notes to the accounts.

The trustees will continue to monitor the level of reserves and the reserves policy as part of the continuing risk assessment process, and in the context of the recommendations of the Charity Commission

We continue to obtain our core funding from the NHS SW Essex, Essex County Council and Basildon District Council. However, we remain committed to diversifying our sources of funding and are pleased to report that over half of our funding now comes from other sources. As well as our core funders this year we received funding from the Essex Community Foundation for our community development activities, from the Essex Partnership for our Supporting People Project, and NHS SW Essex for our funding working.

We are only too aware of the financial pressures experienced by our funders, and will continue to take active measures to seek additional sources of funding to widen access to our services for groups.

In view of the continuing pressures on its resources the trustees particularly wish to thank our core funders for their continued support.

Year ended 31 March	2010	2009	2008	2007	2006
	£	£	£	£	£
Incoming Resources	221,082	261,218	336,960	447,447	486,100
Resources Expended	240,364	262,796	323,045	433,004	418,581
Surplus / (Deficit)	(19,281)	(1,578)	13,915	14,443	67,519
Closing Reserves	244,761	264,042	265,620	251,705	237,262
Cash Balances	238,072	252,681	254,316	260,015	256,619

**FULL AUDITED FINANCIAL ACCOUNTS ARE AVAILABLE ON REQUEST  
FROM BBWCVS OR FROM OUR WEBSITE [WWW.BBWCVS.ORG.UK](http://WWW.BBWCVS.ORG.UK)**

# THANK YOU

## FINALLY OUR THANKS:

As a CVS we recognise the important role our partners can play in assisting us to improve and develop our services. As a result we have continued to work with other providers and community and voluntary groups.

This year we would like to thank a number of partners.

- ◆ INVOLVED: Claire Bowley, South Essex Youth Volunteer Advisor visited the office most weeks.
- ◆ DIAL, BDVC, and Connexions for their active support to the Basildon Working Neighbourhood Volunteering Sub Group.
- ◆ Pippa Brent-Isherwood and Maxine Williams from Basildon District Council
- ◆ Glyn Pritchard from NHS South West Essex
- ◆ Caroline Taylor from Essex Community Foundation.
- ◆ Pauline Stafford for her assistance with the Supporting People Project.
- ◆ The Fair Share Panel for their ongoing support for our Community Development Project.
- ◆ Colleagues from the Essex Volunteer Centres for their work towards securing accreditation by Volunteering England.

We are also grateful for the funding and support given by our Core funders:

Basildon District Council  
South West Essex PCT  
Essex County Council.

Last but by no means least a big thank you to our Staff & Volunteers. Our volunteers come from all communities, all ages and all backgrounds and bring a valuable range of skills to the service. They contributed many hours of service during the year. The importance of this contribution to our work community cannot be overstated and our thanks go to them.

## BBWCVS MEMBERS 2010

Abridge Pre School  
Age Concern Essex  
Bards in Black  
Basildon & Brentwood Alzheimers Society  
Basildon & Thurrock Epilepsy Action  
Basildon Community Resource Centre  
Basildon District Citizens Advice Bureau Ltd  
Basildon District Volunteer Carers  
Basildon Division Guides Association  
Basildon Malayalee Association  
Basildon MIND  
Basildon Pathfinders Blind & Partially Sighted Club  
Basildon Physically Handicapped Club  
Basildon Retirement Fellowship  
Basildon West TASCC  
Basildon Womens Aid  
BATIAS  
Billericay Arts Association  
Billericay Good Companions Senior Citizens Club  
Billericay Neighbourhood Watch Schemes  
Billericay Parents Forum  
Billericay Recreation Rooms Foundation  
Brentwood & District Crossroads  
Brighter Opportunities Through Supported Play  
Christian SOS  
Computers for the Disabled  
CSV - Essex Supported Volunteering  
Diabetes UK  
DIAL Basildon South Essex  
Essex Carers Support  
Forest Glade Football Club  
Gay Essex Mens Social Group  
Greenfell Pre School  
Hamelin Trust  
Havens Hospices  
Headway Essex  
Home Start Basildon

## BBWCVS MEMBERS 2010

Interact Chelmsford Ltd  
Kingswood Community Association  
La Danse Fantastique  
Lighthouse Furniture Project  
Lions Club of Billericay  
Look Essex  
Mayflower Performing Arts  
Moat Homes Ltd  
Nature Break Wildlife Cruises  
Noak Bridge Nature Reserve Society  
Noak Bridge Pre School  
Norsey Wood Society  
Northlands Park Childrens Centre  
Open Road  
Out & About  
Parents Aid  
Park Lodge Toddler Group  
PAVIS  
People Enjoying Pensions  
Positive Solutions Mediation  
Redbridge Community Housing Limited  
Relate South Essex  
Rethink Good Companions  
Rethink Training & Employment  
SADS UK - Ashley Jolly Trust  
Samaritans of Basildon & Thurrock  
Shadyfish Xperience  
Shotgate Gardening Club  
South Essex 50+ Club  
St Lukes Hospice  
Step by Step Pre School  
Transliving International  
WHCM Bridge Counselling

BBWCVS WOULD LIKE TO THANK ALL OF ITS MEMBERS FOR THEIR SUPPORT  
AND ENCOURAGEMENT AND WE LOOK FORWARD TO WORKING WITH YOU  
NOW AND IN THE FUTURE



**BASILDON, BILLERICAY & WICKFORD CVS**

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