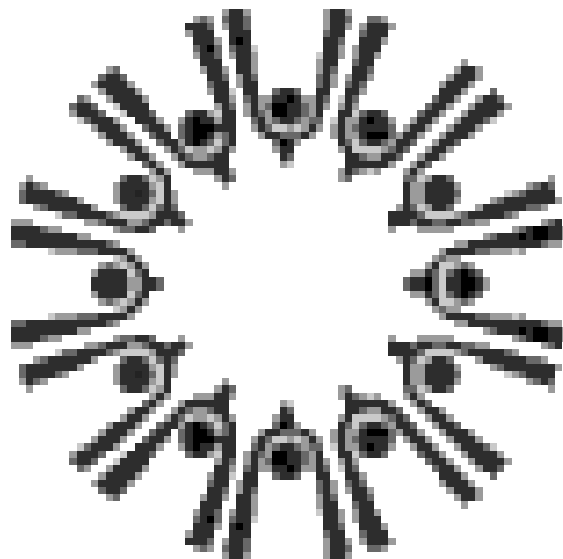


Council for Voluntary Service Central Lancashire
Registered Charity No. 222247

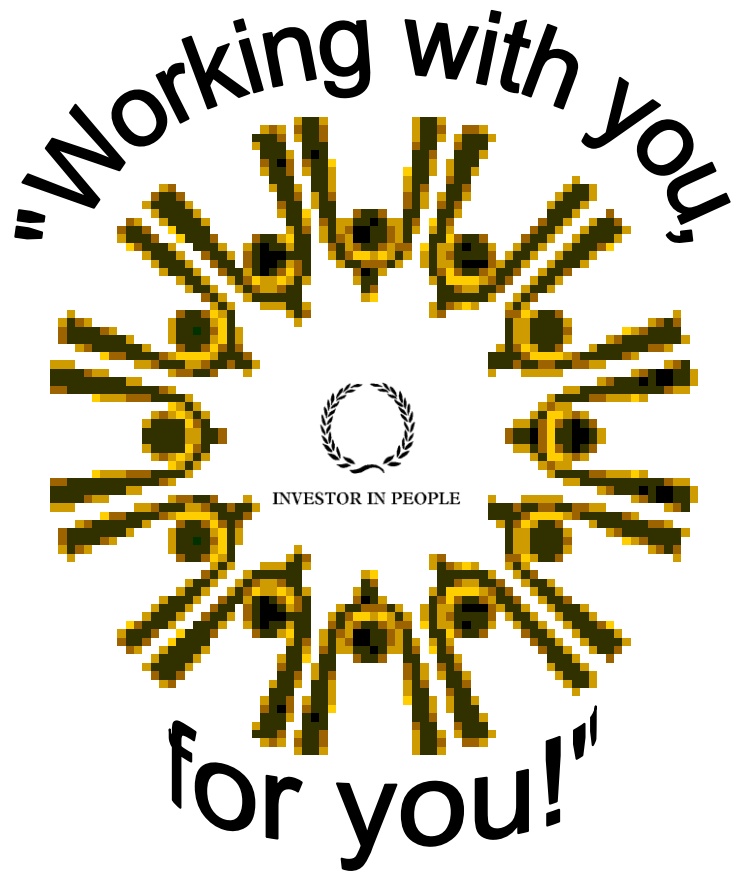
Celebrating 79 years of service
"Promoting and assisting
voluntary and community
activity in Preston"
1934-2013

serving Chorley and South Ribble since 2011

Annual Report &
Accounts 2012/2013



"Working with you, for you!"



About Us...

The Trustees of the Council for Voluntary Service Central Lancashire submit their report for the year ended 31st March 2013.

REGISTERED OFFICE OF THE CHARITY:

Units 23-27
Guild Hall Arcade
Lancaster Road
Preston
PR1 1HR
Telephone: 01772 251108
Fax: 01772 251170
Email: info@cvscentrallancashire.org.uk
Website: <http://www.cvscentrallancashire.org.uk/>
Registered Charity No. 222247

STAFF:

Chief Officer	Joan Burrows	
Volunteering and Public Relations Officer	Mark Waddington	
Grants/Community Inclusion Officer	Ian Ferguson	up to Jan '13
Veterans Service - Liaison Officer	Sharon Austin	from April '12 up to Sep '12
Veterans Service - Liaison Officer	Aaron Beaver	from Jan '13
Veterans Service - Liaison Officer	Christopher Robinson	Nov '12
Veterans Service - Administrative Officer	Mark Banks	from Nov '12
DRIVE Project Co-ordinator	Janet Dand	up to Aug '12
Locality Worker Central Lancashire (Red Rose Recovery)	Rose Latham	from Nov '12
Domestic	Stella Swift	
Sports Volunteer Project Officer	Selina Whitty	from Sep '12 up to Feb '13
Administrative Assistant (Assisted Placement)	Simon Fowler	

We would like to express our sincere thanks to the volunteers who have assisted us in our work: Lynn Silver, William Dobson, Nicola Haselden, Janet Whitfield, Paul Wilkins, Daniel Sullivan, David Parker, Robert Williams, Tracey Ingram, Julie Gaunt and John Robbins who assisted with administration and Freddie, Colin, Stuart and John (HMP Kirkham) for their assistance with administration and event support and for their DIY skills. We acknowledge the support during the year from Remploy Primeforce (assisted staff placement) and we have welcomed being involved in assisting The Red Rose School, St. Annes-on-Sea by providing a work based placement for Jessica Worrall. Since 2010 we have had a working relationship with colleges in France the Lycée Privé De La Chambre De Commerce Et D'Industrie De Nîmes School of Higher Education and more recently the Lycée Hemingway Nîmes Camargue specialising in commerce and the services by providing work experience. This year the students have been Remy Pastor, Johanna Prieto, Cecile Feist, Marion Ganguet and Fleur Luporini respectively. CVS also provided a shorter work placement for Stefano Klimka from Recklinghausen.



About Us...

WHAT IS THE CVS?

The full name is the Council for Voluntary Service Central Lancashire. The CVS exists because 79 years ago local voluntary and community organisations saw a need for an umbrella organisation which would provide support, training, development services, information and representation on behalf of the voluntary sector.

Council for Voluntary Service Central Lancashire (CVS) is an unincorporated voluntary association with charitable status and is governed by a Constitution.

Aims:

- *The provision of services to, and support for, other voluntary organisations in Preston and District*
- *The provision of opportunities for closer working together within the voluntary sector and with statutory authorities*
- *The provision of a channel through which other organisations may make representations on matters which concern the community*
- *The development of new ideas, strategies and organisations*
- *Strategic partnerships - This involves direct engagement in strategic partnership bodies with statutory and other organisations in order to participate in decision-making processes. CVS may engage themselves or enable the engagement of the local voluntary and community sector. Strategic partnerships may be sub-regional, district wide or neighbourhood. They may be cross-cutting or have a particular focus.*

EQUALITY AND DIVERSITY STATEMENT

Council for Voluntary Service Central Lancashire supports the principle of equal opportunities in its employment practice, service delivery and through its role as advocate for the wider voluntary and community sector. The Council for Voluntary Service Central Lancashire's Equality and Diversity Policy is a basis for all its work. There have been no material changes to this policy over the past year.



About Us...

EXECUTIVE COMMITTEE 2012/2013

The Charity is managed by a board of Trustees, elected from the membership together with elected officers and representatives of statutory bodies, and is collectively known as the Executive Committee. The trustees meet regularly. In addition sub-committees and advisory groups are established to support the work of the Executive Committee.

PRESIDENT: The Right Worshipful The Mayor of Preston
Cllr. Roberta Cartwright up to June '12
Cllr. Carl Crompton from June '12

VICE PRESIDENT: Mrs. M. Graham JP

ELECTED TRUSTEES

HONORARY OFFICERS:

Chairman	Mrs. W. Hogg
Vice-Chairman	Mr. A. Hackett
Treasurer	Mr. A. Patel

COMMITTEE MEMBERS:

Mr. T. Greaves
Mrs. M. Graham JP
Mr. I. Member
Mr. H. Mulla JP
Mr. D. Harrison
Ms. Z. Coupland
Ms. R. Moss

CO-OPTED MEMBERS:

Mrs. H. Carmichael
Mrs. S. Skirvin (resigned Jan '13)

NOMINATED REPRESENTATIVES:

Lancashire County Council:	County Cllr. M. Green
Preston City Council:	Cllr. D. Wilson
Chorley Borough Council	Cllr. J. Cronshaw
South Ribble Borough Council	Vacancy
NHS Central Lancashire	Vacancy

MEMBERSHIP/AFFILIATIONS/CHARTER MARKS.....

MEMBERSHIP/AFFILIATIONS:

National Association for Voluntary and Community Action (NAVCA) *
National Association of Voluntary Organisations (NCVO)

* formerly National Association of Councils for Voluntary Service (NACVS)

CHARTER MARKS:

- INVESTORS IN PEOPLE recognised February 2004 post recognition reviews in February 2007 and February 2010
- NAVAJO LESBIAN AND GAY FRIENDLY ASSURANCE awarded November 2001
- PRACTICAL QUALITY ASSURANCE STANDARD FOR SMALL ORGANISATIONS (PQASSO) Achieved Levels 1 (external assessment) and Levels 2 and 3 (self assessment)



Membership of Sub Committees 2012/2013

“In 2011 we took the decision to amend our committee structure in view of the many issues confronting us and we established a Planning Committee to concentrate our thoughts on the years ahead; we also divided the work of the Finance and General Purposes Committee into two areas with a Finance Committee able to concentrate more clearly on the many funding issues we face leaving the rest of the work to a General Purposes Committee”

Finance Committee

Mrs. W. Hogg
Ms. R. Moss
Mr. A. Patel
Mr. H. Mulla JP
Officer Rep:
Joan Burrows

General Purposes Committee

Mr. T. Greaves
Mr. A. Hackett
Mrs. M. Graham JP
Mr. I. Member
Mrs. W. Hogg
Mrs. H. Carmichael
Officer Rep:
Joan Burrows

Planning Committee

Mr. A. Hackett
Mrs. W. Hogg
Mr. H. Mulla JP
Mr. D. Harrison
Officer Rep:
Joan Burrows

Policy Working Group

Mrs. W. Hogg
Mrs. H. Carmichael
Ms. R. Moss
Officer Rep:
Joan Burrows

PQASSO Working Group

Mrs. W. Hogg
Ms. R. Moss
Officer Reps:
Joan Burrows
Ian Ferguson

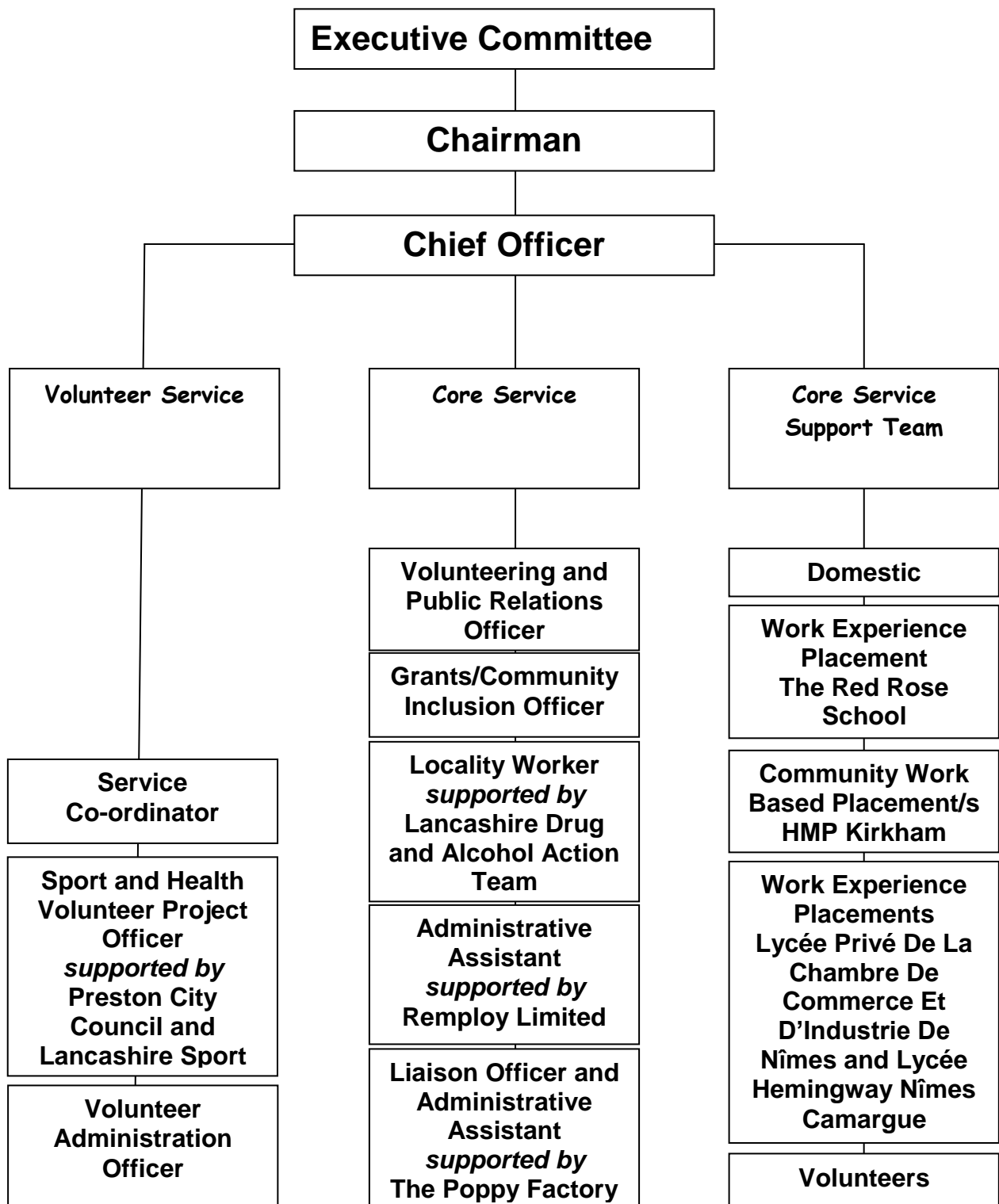


CVS Representatives and guests with the Guild Mayor and Mayoress of Preston, the Mayors of Chorley and South Ribble, the Chairman of Lancashire County Council and Joe Irvin, Chief Executive Officer of the National Association for Voluntary and Community Action photographed in the Mayor's Parlour prior to the CVS Annual General Meeting 2012.



About Us...

MANAGEMENT STRUCTURE



Affiliated Members - List of member organisations as at 31.03.13.

Action for Blind People
Active Mediation
ADHD Central Lancashire
After Adoption
Age Concern Central Lancashire
Al-Ansaar Welfare & Education
Alcoholics Anonymous
Alzheimer's Society Central Lancashire
Armed Forces Group Preston
Barnardo's Moving On
Breathe Easy, British Lung Foundation
British Red Cross Society Preston
Broadgate Residents Action Group
Brookfield SpacePlace
Brothers Of Charity Services
Cadley & Greyfriars Pact Partnership
Cancer Help (Preston) Limited
Caritas Care
Cedar House (Preston Pregnancy Counselling Centre)
Central Advocacy
Central Lancashire ME/CFS Support Group
Civil Service Pensioners Alliance, Preston & Chorley
Community Gateway Association
Cottam Community Association
CSV Training and Enterprise North
CRUSE Lancashire - Preston, Fylde & Wyre Branch
Deafway
Disability Equality North West Limited
Emmaus Preston Limited
Fair for All
Family Support Advocates
Fox Street Community
Friends of Fishwick & St. Matthews
Friends of Preston - New Victoria
Friends of Preston - Preston Malayalee Inter-Cultural Association
Fulwood Methodist Church
Fylde Coast Mens Support Association (F.C.M.S.A.)
Galloway's Society for the Blind
George Barton Motor Neurone Disease Research Trust
Girlguiding North West England
Grassroots Family Support Project
Greater Deepdale Community Association
Groundwork Lancashire West & Wigan
Guild Initiative for Furniture Trust (GIFT 92)
Gujarat Hindu Society
Gujarat Muslim Welfare Society
Heartbeat



Homestart Preston
Ingol & Tanterton Community Trust (INTACT)
Integrate (Preston & Chorley) Limited
International Thai Foundation
Jamaican National Association
Lancashire - TAAG (Teenage ASD ADHD Group)
Lancashire Community Finance (IPS) Limited
Lancashire Global Education Centre
Lancashire Young Homeless Project Limited
L'Arche Community (Preston)
Merriweather Home Association
Multiple Sclerosis Society
Music and the MIND CIC
My Home Town (UK)
N-Compass North West Limited
Noah's Ark Childrens/Youth Club
North West Lancashire and Cumbria Ia
Parkinson's UK
PAST - Parents of Autistic Spectrum (Disorders) Together
Penwortham Home West Allotment Association
Play Inclusion Project
Pre-School Learning Alliance
PRESCAP (Preston Community Arts Project)
Preston & District Citizens Advice Bureau
Preston & District Diabetes UK Voluntary Group
Preston & District Dyslexia Association (PADDA)
Preston & District Fibromyalgia Support Group
Preston & District SCOPE
Preston & South Ribble Trades Union Council
Preston & Western Lancashire Racial Equality Council
Preston Afghan Community Association
Preston Arts Association
Preston Bangladesh Association
Preston Blind Bowling Club
Preston Care & Repair
Preston Childsplay
Preston City Caribbean Carnival
Preston City Trampoline Club
Preston Community Transport Limited
Preston Domestic Violence Services
Preston Faith Forum
Preston Montserrat Association
Preston Muslim Forum
Preston Musical Comedy Society
Preston Pakistan Cultural Society
Preston Panthers
Preston Quaker Meeting - Religious Society of Friends
Preston Samaritans



Preston Serene Reflection Meditation Group (Soto Zen)
Preston Sikh Cultural Association
Preston Social Support Group for Deafened People
Preston Standing Conference of Womens Organisations
Preston Twinning Partnerships
Public and Commercial Services North West & Central Lancashire
PUKAR Disability Resource Centre
Rainbow
Reformed for Life
Relate Lancashire
Roadpeace Lancashire
Rosemere Cancer Foundation
Royal British Legion (Preston Branch)
Sahara In Preston
Salvation Army
Shadows & Rainbows Partnership
Signposts MARC Limited
SMILE Preston (Self Motivation in Lasting Endorphins)
Spectrum Association
SPIRE - Preston Supported Housing
Sri Guru Arjan Dev Gurdwara
St. Catherine's Hospice (Lancashire) Limited
Stonham Parkinson House Young Parent Services
Tanterton Christian Fellowship
The Foxton Centre
The National Trust Ribble Centre
The SPACE Centre (Friends of the Willows)
The Wildlife Trust for Lancashire - Manchester and North Merseyside (PLIP)
UCLAN - Student Involvement and Development Centre
Victim Support Lancashire
Workers Educational Association - North West Region
Y.M.C.A. Preston
Young Lancashire



Photographs from Annual General Meeting 2012.



CHAIRMAN'S REPORT

Again we faced a year of economic instability but as always, the trustees, staff and volunteers of the Council for Voluntary Service Central Lancashire rose to the challenge and services have continued and we remain a busy, enthusiastic organisation.

As in previous years our Annual General Meeting showcased "Volunteering" to emphasise the work of many of our member organisations. Certificates are awarded, presentations are made to publicise the varying work done, and a small award is made to recognise the work of one organisation. This year the award was to Help the Homeless based in Chorley. It was good to meet members of organisations in Chorley and South Ribble, many of them attending for the first time and learn about their community participation.

We are always happy to have our President, the Right Worshipful Mayor of Preston, with us at our Annual General Meeting and groups are always pleased to have their certificates presented to them by the Mayor and it is good to see how often the Mayor knows the groups and is aware of the excellent work they are doing; clearly Preston community works well. Last year we had with us the Mayors of Chorley and South Ribble to celebrate the work being done with groups in these areas and also to participate in presenting certificates. Our "Wall of Fame" in the CVS office clearly demonstrates these partnerships in action.

Domestically we continue our rounds of trustee and staff appraisals. This helps in compliance with the Investors in People Charter Mark and works towards the Practical Quality Assurance Standard for Small Organisations (PQASSO). Perhaps more importantly I have the opportunity to find out more about staff issues and hear how my trustees feel we, as a CVS, are working. Volunteer and Work Placement meetings are also very useful. So much of the success of our work depends on their participation and it is great to talk with all of them and appreciate how enthusiastic they are in their loyalty to CVS. We must be doing something properly - our students from Nîmes keep in contact with us and come back to see us.

During the year there have been some staff changes. We have had three members of staff leave our direct employment and we have welcomed five members of staff.

CVS trustees ask me to express our sincere thanks to all our staff, volunteers and work placements who have ensured our continuing success and achievements in 2012/2013. On Page 2 of this report you will find the full story. Without them the CVS would not function.

The Executive Committee members have as always been a great support to me and their contribution during a difficult period has been much appreciated. We have had to take some difficult decisions.

Our Chief Officer is the mainstay of the organisation. Without her we would struggle and the trustees ask me to commend her for her unstinting efforts. Despite personal problems she has steered us through another difficult year. Thank you Joan.

My thanks for financial support go to Preston City Council, NHS Central Lancashire, Lancashire Drug and Alcohol Action Team and The Poppy Factory. Who knows what the future holds? Whatever it does I am personally confident that with trustees, staff and volunteers all working together we will continue to flourish.

I commend this report to you.

Mrs. Wendy Hogg
Chairman



CHIEF OFFICER'S REPORT

Welcome to the Council for Voluntary Service Central Lancashire's annual review of its work during 2012/2013. Throughout this report we aim to show a picture of the range of work we have undertaken and hope that it provides an understanding of the way that our services underpin those of our members. Once again this has been a very busy year.

Before I provide my report of activity I think it's important to note that 2012 was Guild Year in Preston. This unique event, held only once every 20 years, commemorates King Henry II granting Preston the right to have a Guild Merchant in 1179, when he gave the town its royal charter (The Guild was an organisation of traders, craftsmen and merchants). This is the only Guild still celebrated in the UK. The 2012 celebration was the first Guild in the 21st century and the first since the granting of Preston's city status in 2002. The Guild has played an important role in the development of Preston just as the Council for Voluntary Service has played an important role supporting voluntary and community activity in the City. As the celebrations for each Preston Guild have evolved to reflect the changing face of Preston, so the Council for Voluntary Service in Preston has evolved to embrace change and address the challenges facing the voluntary sector. Pictures taken during the Guild can be found on Page 30.

In June 2011 Preston Council for Voluntary Service changed its name to the Council for Voluntary Service Central Lancashire. The change, brought about by the closure of Chorley and South Ribble Council for Voluntary Service, extended to our area of benefit to include the districts of Chorley and South Ribble. Unfortunately, at present the services we can offer in these districts is limited as funding has been difficult to find and our current funding streams are all pertinent to Preston alone. CVS has met with CVS colleagues from Lancaster in an effort to develop systems, services and new projects which would support groups working in the two CVS's constituted areas of benefit. Discussions are ongoing.

CVS membership stands at 128, which includes eleven members who have joined during the past year. Sadly this year we have seen a number of long standing members close. These include Preston Homestart, PRESCAP (Preston Community Arts Project), Preston HIV Support Team and the Shadows and Rainbows Partnership. Membership is considered by the Executive Committee, and the constitutions and rules of applicants have to comply with our own Charitable Status. However, our services and support, subject to resources aforementioned, are offered to the whole of the voluntary and community sector working in our area of benefit as many smaller and developing organisations are working hard to develop their policies and practice which will allow them to apply for membership. We are in touch with a total of 311 groups in Preston and have undertaken some ad hoc support to groups in Chorley and South Ribble an example of which is printing and circulation of a newsletter on behalf of Mood Swings Network Self Help Group to their membership.

We have met our targets set out in our work plan of development, information and training.

In addition to the 'one off' telephone calls or enquiries, we have worked with sixty two (62) different organisations during the year on matters such as funding, management, governance and personnel issues.

We have continued to provide information to existing and new groups as well as agencies whom we work alongside within the public and private sectors. Information is regularly cascaded to groups via our weekly e-bulletin and mailshots. Our electronic mailing list numbers 600+ and is regarded as a timely and accurate source of information to the sector and others.



This year we have fielded a total of 3,584 telephone calls with general enquiries for information, this figure does not include the increasing number of requests for information by email which we are starting to monitor and the increase in hits to our website: in 2009 it received 3,428 hits, in the same period in 2012 it received 4,476. It was only in 2012 that we formally started to promote our website and this year 4,347 hits were recorded. We have had over 11,303 official visitors to the offices with numerous ad hoc visitors. We continue to update the database which supports the Directory of Voluntary and Community Groups Working in Preston. This year we continued and finalised work on collating a database for groups working in both Chorley and South Ribble districts and this information has been uploaded on to our website. We continue updating our Funding User Guide.

Liaising with other agencies to ensure that the views and experiences of people in voluntary organisations are taken into account remains a vital part of our work. To name but a few CVS Central Lancashire was represented on the following: Lancashire Teaching NHS Foundation - Governing Council, Third Sector Lancashire, HMP Kirkham Partnership Group, Preston Twinning Partnership and the WHO Healthy Cities Governance Group.

During the year we have offered workshops on topics which have included: Managing Volunteers, Minute Taking Skills, Introduction to Advanced Social Media and First Aid.

70 people have sought Funding Advice and workshops have been held to support applications to The Big Lottery and Awards for All Funds together with one-to-one support sessions. On the latter 13 organisations have attended.

In addition to our core work CVS Central Lancashire has a long history of supporting and managing projects. We supported the work of NHS Central Lancashire by supporting the network of locally trained people to become Health Champions and the Lancashire Drug and Alcohol Action Team (LDAAT) by employing the Central Lancashire Locality Worker on behalf of Red Rose Recovery. The purpose of this project is to develop locality based non treatment alcohol interventions which will support freedom from dependence on drugs and alcohol, improvement in mental health and wellbeing and prevention of drug and alcohol related deaths to name just a few of the project criteria. The worker has made good links with Building Recoveries In Communities (BRIC), the Lancashire Users Forum, and the prison service via the therapeutic wing at HMP Wymott, Leyland and at HMP Kirkham via the recovery programme in situ there. In West Lancashire working alongside Lifeline, user meetings have been established at the Engine Rooms in Skelmersdale.

Working alongside the Armed Forces Group Preston (AFGP), a Veterans' Information Centre has been formally up and running since January 2013. The centre was officially opened on the 10th April and the event was well supported by representatives from both the civilian and armed forces welfare agencies. A Veterans Liaison Officer and an Administration Officer have been employed on a fixed term basis, funded by The Poppy Factory. The centre has dealt with a variety of enquiries from ex servicemen and women on various topics ranging from housing to access to health services. As word spreads of this new facility it continues to get busier with telephone and drop in queries. The CVS will host the centre for the foreseeable future and continues to work with the AFGP towards an independent future.

National Volunteers Week takes place each year between 1st and 7th June and at our AGM 2012 we recognised the valued contribution volunteers make and presented 52 organisations with certificates acknowledging the same. Our systems for facilitating volunteer brokerage continue to attract attention from across the globe. Following on from the visit by the Deputy Mayor of Sochi and her delegation in 2011, Sochi is to host the 2014 Winter Olympics, in 2012 we welcomed two students from the Kazan State Technological University. Both parties are



interested in volunteer recruitment and both introduced to us by the University of Central Lancashire. Supporting the work of Preston Twinning Partnership CVS delivered a presentation, on our Volunteer Service and the benefits volunteering can bring to individuals seeking to volunteer and organisations seeking to recruit volunteers, at a conference held in Dordrecht, Holland in November and whose delegates were drawn from across Europe.

CVS has provided practical support for the Lancashire County Council Volunteer Service by providing accommodation for their team to hold surgeries for volunteer recruitment and CVS recruited volunteers for Guild events and supporting the work of Preston City Council Sport and Health Team we employed the team's Volunteer Co-ordinator.

We have continued to undertake ad hoc pieces of work which have included administration of the Public Health Tackling Health Inequalities Grant Scheme in partnership with NHS Central Lancashire. The work includes advertising the grant scheme in the community, distributing application packs, advising applicants, arranging the panel meetings, notifying applicants of the outcomes and monitoring and evaluation of the successful schemes. These grants enable small voluntary and community sector groups to deliver projects in Preston, Chorley and South Ribble which help improve the health and wellbeing of the population and contribute to the costs of holding local community events benefiting culture and community cohesion. Sadly the grant scheme has now closed.

The CVS was approached by Lancashire Teaching Hospitals NHS Foundation Trust to undertake a survey of our membership, alongside groups from Chorley and South Ribble, the purpose of which will be to provide information to the Trust on those groups which carry out healthcare related activities. From this exercise the Trust will seek to develop stronger working relationships with the sector to support healthcare to residents. The survey has now been completed and a report sent to the Trust.

Once again a key event this year has been an information/exhibition centre opened in the Guild Hall Arcade for a six week period during August and September. The Centre brought a wide range of information to people's attention and groups were brought together promoting the many services available locally. Our thanks go to Preston City Council for freely providing the Centre facility to us.

Alongside LCC/Help Direct, CVS are involved in the development of the Preston Central Timebank and with Lancashire Constabulary, Preston Division, we are working towards accreditation to become a third party reporting centre.

Another piece of development work this year has included exploring, with partners, the feasibility of establishing a Preston On Line Centre. A meeting to ascertain interest/support was held in December with over 30 people attending. The centre will be a place where people can come to access computers and Information Technology support to use the same. The idea was prompted by an anticipated need by local people due to the changes during 2013 to the benefit system and in particular the introduction of Universal Credit. To date things are moving in the right direction with support from the City Authority and a number of Unions.

During the year we continue to provide minute taking secretariat service to the Community Food Growing Group and the Guild 2012 Community Procession Steering Committee.

In addition to all the aforementioned we continue to review policies and procedures for the maintenance of good practice and continue to work in line with the NAVCA Membership Quality Standards. In February 2004 Preston CVS was awarded the Investors in People Standard, 2007 saw our first post recognition review and we undertook our second review in 2010. We



maintain this standard with a review due in 2013. The last twelve months has seen CVS continue to adhere to Levels 1 and 2 of the PQASSO self assessment quality assurance system designed for voluntary organisations and work towards completing Level 3. This standard goes through all aspects of the organisation and asks you to check that the relevant systems are in place and to do something about it if they are not. In 2012 our organisation also achieved the Health Works Award Central Lancashire - Bronze in recognition of our commitment to improve the working environment for all employees. This award was signed by Maggi Morris, Director of Public Health, NHS Central Lancashire.

Once again our thanks must go to NHS Central Lancashire and Preston City Council for their financial assistance and to other agencies who have provided us with finances or support in kind which includes the The Poppy Factory and the Lancashire Drug And Alcohol Action Team. I acknowledge the work undertaken by Ruth Carter preparing our payroll and accounts and confirm our business remains with The Co-operative Bank plc, the Britannia Building Society, the Nationwide Building Society and the Yorkshire Building Society. I thank my work colleagues for their skilful contributions and much needed good humour throughout the year and on behalf of the staff team, I would like to thank the Executive Committee members who have given up many hours of their time and expertise to offer support, encouragement and direction to us all, in particular to the Chairman Wendy Hogg and our Vice Chairman, Alan Hackett who with their professionalism, knowledge and experiences have been excellent mentors to myself in another year of mixed fortunes.

Thank you to the volunteers who assist us in our office administration and thank you to those of you who send letters of thanks and make comment on the services and support you receive from us. They are greatly appreciated.

In conclusion, most of the groups that the CVS works with operate on a financial scale which is out of proportion to the benefits that the community receives from them. We are delighted to be able to support so much voluntary activity in our community and to promote the often unrecognised work that is going on in our midst, I acknowledge the work of our membership organisations recognising their individual commitment, dedication and professionalism in the services they provide to local people. The challenge for us all will be to meet this demand at a time when resources are less available because of the economic situation.

Joan Burrows
Chief Officer



Members of the CVS Admin Team in the General Office.



COMMUNITY DEVELOPMENT FOR HEALTH

According to the 2011 Census, the city of Preston had a population of 140,202 and consists of a diverse population profile. Preston's population of people from black and minority ethnic, including mixed, origins is 24% of this figure. Although health overall is improving nationally, there are still some glaring inequalities between Preston and the rest of the country and between different communities in the city. Preston has a considerable amount of health inequality - for instance 9 of the 22 wards are in the top 10% of the index of multiple deprivation.

Trustees, staff and volunteers at Preston CVS are updated with health information, such as health promotion campaigns and health service developments at meetings held on a regular basis; All staff and volunteers are trained to be able to cascade the information through to the CVS membership of 128 groups, of which 48 have a direct health focus, and wider to a further 183 groups as are listed in the Directory of Voluntary and Community Groups Working in Preston. Team members attended Asset Based Community Development training which covered compare and contrast and needs based approaches. An example of how this has been implemented is via the Preston BME Forum presentations given around capacity building BME groups and how to develop Asset based Approaches to their service. CVS have added during this year a dedicated "Asset Based Approaches" page to our website.

CVS undertakes health promotion to the general public. The Arcade our offices are situated in attracts excellent pedestrian footfall and we field numerous enquiries at our reception through our window displays and information board sited within our offices. Profiles have included Cervical Cancer Prevention, Male Cancer Awareness, Diabetes, Bowel Cancer, Learning Disability Awareness, Prostate Cancer Awareness and Carers Rights. We have also had displays for national campaigns which included No Smoking and Stoptober, National Heart Month and Alcohol Awareness Week. From August to October, at a time when pedestrian flow was enhanced due to the celebrations of the Preston Guild 2012, we acquired, courtesy of Preston City Council, additional units in the Arcade for information exhibitions the majority of which promoted local health initiatives and VCS groups with a health focus. These included Diabetes UK (Preston branch) and the Diabetes Education Service and the British Lung Foundation and Preston City Council Sport and Health Development Team promoting the Stop Smoking Service and Keep Your Employees Healthy Initiative.

During the period of this report NHS information has been disseminated to CVS members and others via the CVS weekly E-bulletin; and through this medium and our window displays we promoted Fibromyalgia Awareness Week and, as a direct consequence, have been involved in establishing a new Fibromyalgia Support Network across Central Lancashire.

Consultations have included local Healthwatch, Clinical Commissioning Groups equality and diversity strategy, Department of Health new adult safeguarding power, Compact Voice guidance on the new Health Compact and Lancashire Clinical Commissioning Group priorities for Health Services Consultations.

By attending the Health and Wellbeing Thematic Working Group (HWTWG) we have been able to have input bringing to the table views of members and responding to requests for support. The Community Food Growing initiative is a good example. The Group is lead by Public Health and Lancashire Wildlife Trust with the task of facilitating the setting up of local food growing groups around Preston. CVS Central Lancashire was able to offer support to those groups wanting to develop a constitution and channel volunteers for individual projects through our Volunteer Service. We attend the Health and Wellbeing VCFS Forum co-ordinated by Preston Community Network and through this Forum and the HWTWG we contribute to discussions and initiatives supporting the health priorities of healthy weight, cancer screening and tobacco control. We facilitated one day roadshows on behalf of Vine House Cancer Care and the Lancashire Cardiac and Stroke Association undertaking health promoting work for Bowel Cancer awareness and Stroke Prevention messages respectively.

We continue to support the Health Champions initiative, having two trained health champions at the CVS who hold the Level 2 award in Understanding Health Improvement from the Royal Society for Public Health (RSPH), by encouraging people to participate in the Health Trainers Training and support for trained Champions in developing schemes of work. We are in the process of registering as RSPH Accredited Health Champions Training Centre.



GRANTS/COMMUNITY INCLUSION OFFICER'S REPORT

Following the closure of the Acorn and Small Sparks grant programmes in 2010-11 the CVS continued to administer the NHS Central Lancashire Tackling Health Inequalities Grant programme.

During 2012-13 the following grants were awarded:

Preston: Caritas Care (Charity) Limited; Thursday Fitness Club; Rainbow Autism Group. South Ribble: Caritas Care (Charity) Limited. Chorley: Caritas Care (Charity) Limited; Stonham Welfare Ex-Offenders.

Later in the year the Tackling Health Inequalities Grants programme were replaced with a new Asset Based Community Development Grants programme and the following grants were awarded:

Preston: Dig In North West; Friends of Ribbleson Library. Chorley and South Ribble: Central Lancashire ME/CFS Group; Chorley Women's Centre.

As the grant funding directly available through CVS has diminished the CVS has attempted to support groups access funding available from other grant making bodies. The free weekly CVS newsletter, launched in February 2012, and currently circulated to in excess of 600 subscribers across Central Lancashire on a weekly basis, has carried details of 551 unique funding opportunities over 2012/2013.

The newsletter also carries articles submitted by Member Organisations, vacancies and employment, volunteering, training and health news, events, consultations and appeals. To subscribe visit our website: <http://www.cvscentrallancashire.org.uk/> and follow the Newsletters link.

In addition, the CVS has facilitated workshops and drop in sessions providing sixty six local organisations the opportunity to meet with staff from the Big Lottery Fund to develop their projects.

Ian Ferguson
Grants/Community Inclusion Officer

Council for Voluntary Service Central Lancashire

Volunteer Service

Thinking of Volunteering?

INTERESTED? THEN WHY NOT FIND OUT MORE ABOUT VOLUNTEERING OPPORTUNITIES.....

.....The Volunteer Service can put you in touch with a whole range of voluntary organisations-all of whom depend on volunteers to achieve their objectives.

So - why not give us a call on **(01772) 251108** to arrange a one-to-one interview to discuss your interests and what volunteer opportunities there are that match these, or - just call in.



VOLUNTEERING AND PUBLIC RELATIONS OFFICER'S REPORT

I can't believe it has been a whole year since the last AGM and Celebrating Volunteers Event! Last year was a great afternoon with over fifty local organisations recognised for their volunteer engagement. Congratulations to all involved.

The last twelve months have seen some significant changes to my role, with me moving away from volunteering and more towards CVS core business including development work with new and existing organisations. To accommodate these changes, towards the end of 2012, we began looking at new ways to manage and run the volunteer brokerage service. As you will no doubt be aware, the service is extremely well used - we routinely see in excess of 5,000 enquiries around volunteering per year. Unfortunately however, the service is completely unfunded and is run and paid for entirely from CVS unrestricted reserves.

Thankfully, we have at the CVS a team of very dedicated, skilful volunteers, all of whom joined us through this very service, and after discussion we organised a new way of helping potential volunteers and organisations wishing to engage volunteers. The CVS's volunteer brokerage service is now run almost entirely by volunteers, for volunteers, and the new processes have been going very well since we started them earlier this year. We have registered several hundred new potential volunteers and in the last three months of this financial year we increased the number of opportunities for volunteers by almost 20!

I should like to take the opportunity to thank Jan, Robert, Nicola, Tracey and Julie for their efforts these last few months. They have successfully helped hundreds of people between them and their dedication is very much appreciated.

Because of my role change, I have been involved in a lot of new and exciting projects in the last year. Chief among them has been my involvement with the Health and Wellbeing initiative. I am very pleased to now be trained to deliver Health Improvement workshops and the CVS is on its way to becoming a Royal Society of Public Health accredited training centre.

Another major initiative that I have been involved in this year is the Digitally Together project, which is looking to eventually establish a city centre IT resource for job seekers and benefit claimants. We have been working with DigiEnable to research a baseline for existing IT provision and support in and around Preston.

I am also very pleased to have been able to assist a few new organisations this year, including RELEASE into Victory, an organisation established to help adult sufferers of child sexual abuse, and Community Help Africa/UK CIC, an organisation dedicated to helping disadvantaged young people in Africa, as well as working locally to address issues around cultural understanding through dance and music.

I have represented the CVS regularly on the Preston FM Steering Group, helping drive the station forward and trying, where I can, to reflect the views of the sector. That's a strong group that also has input from Preston Community Network and the University of Central Lancashire.

I attend regular, monthly meetings of the Community Engagement Team at Preston City Council, updating them on the work of the CVS and keeping abreast of their own projects. I have also attended many events during the last 12 months, supported by our volunteers, including volunteer fairs at UCLAN, briefings and networking events on health and the Police and Crime Commissioner.

I have assisted our Chief Officer with various grant applications as well as helping organisations with their own.

We have continued to maintain and update our website (www.cvscentrallancashire.org.uk) and we know from our tracking software that the site is incredibly well used - the pages on Asset Based Community Development have drawn thousands of views! I have also established an official CVS Central Lancashire Facebook page this year! I must admit, it has proved far more difficult to keep updated and relevant than I anticipated, but we are working on it! As always, your suggestions are most welcome.

Mark Waddington
Volunteering and Public Relations Officer



CVS PROJECTS

In addition to our core work with organisations, the CVS manages projects that have been established to address specific needs. This year we have been supporting the Lancashire Drug And Alcohol Action Team (LDAAT) and the Armed Forces Group Preston.

CENTRAL LANCASHIRE LOCALITY WORKER'S REPORT (RED ROSE RECOVERY/LDAAT)

Red Rose Recovery (RRR) Lancashire is a Limited Company with pending Registered Charity status which gives people, in recovery from drug or alcohol misuse, the chance to contribute to their local communities by taking part in education, employment or volunteering. The RRR team work with communities in East, Central and North Lancashire to build links within charities, leisure groups, colleges and local businesses to create real opportunities for people in recovery to rebuild their lives, whilst giving something back to the community. RRR delivers services to the community.

Red Rose Recovery Central Locality is a project working in partnership with the Council for Voluntary Service Central Lancashire and is aimed at individuals, groups, family or carers of those wanting to embrace recovery from substance misuse.

Recovering from Alcohol and Drug misuse is often a difficult path shrouded with fear and stigma. Red Rose Recovery aims with the support of CVS to deliver a thriving project surrounding education, training volunteering and work opportunities for those people that have been marginalised. With the help of the Volunteer Co-ordinator in the CVS several individuals have access to volunteer opportunities, a number of which have had accredited qualifications attached. Through this an individual recovering from substance misuse develops self worth and confidence in their own ability to become a member of their community in a worthwhile capacity. Red Rose Recovery has developed strong links with local organisations including police, prison service, probation, education facilities and employers and these links have proved that opportunities to recover and reach their full potential is achievable and sustainable.

Since my appointment in November Red Rose Recovery has successfully taken part in many community developments including in Skelmersdale by transforming a neglected garden area for local residents with the help of a number of volunteers. It is anticipated that the redevelopment of outdoor spaces will continue and this has a positive impact on not only the individuals in recovery but the wider community.

Many of the clients we are privileged to work alongside are now successfully completing accredited qualifications which are sourced and hosted by Red Rose recovery in partnership with other agencies. This can only have a positive impact on their future employability. Furthermore these individuals then partake in volunteering opportunities via Red Rose Recovery and the success of the project is going from strength to strength.

With the continued support of the Council for Voluntary Service Central Lancashire it can only be anticipated that Red Rose Recovery will assist many more individuals into leading fulfilling productive lives without the use of any substances and dispelling any stigma, providing that recovery is viable and sustainable.

Rose Latham
Locality Worker - Central Lancashire



ARMED FORCES GROUP PRESTON/VETERANS INFORMATION CENTRE

1. **Introduction.** The Armed Forces Group Preston (AFGP) has undergone a period of instability since the first Liaison Officer, Sharon Austin, resigned to relocate to Lincoln. Finding a suitable replacement proved difficult.

However, stability was to appear when Mrs. Joan Burrows, the Chief Officer for the Council for Voluntary Service Central Lancashire secured funding from Lee Griffiths of the Poppy Factory, to appoint Mark Banks as new Administration Officer in November 2012 who quickly steered the group in the right direction. In January 2013, the Management Committee appointed Aaron Beaver as Liaison Officer (LO).

2. **AIMS AND VISION.** The aims and vision of the AFGP are:

- a. **Aims.** The aims of the AFGP are to:

- Raise the profile of the Armed Forces Community.
- Operate a One Stop Shop by ex Service personnel or those with a Service connection.
- Provide help, advice, guidance and practical support to serving and ex serving members of the Armed Forces community, relating to issues concerning welfare, housing, health, pensions, benefits and any other issues that may be of concern to clients and will complement existing local authority initiatives.

- b. **Vision.** It is the vision of the AFGP to:

- Increase the number of volunteers.
- Continue to assist the Armed Forces Community in its current role.
- Develop outreach services in the districts of Chorley and South Ribble.
- Develop a One Stop Shop exhibition using IT, media and display boards.
- Explore the feasibility of moving to suitable located independent premises.
- Work towards acquiring the Practical Quality Assurance Standard for Small Organisations (PQASSO).
- Consider the need of employing a Funding Facilitator in partnership with the Council for Voluntary Service (CVS) Central Lancashire.

3. **AFGP PROMOTION.** To increase the profile of the AFGP, PowerPoint presentations have been produced, email and websites designed and facebook and twitter accounts set up.

- a. **AFGP PowerPoint Presentation.** The Liaison Officer produced a PowerPoint presentation for the first anniversary of the signing of the Armed Forces Community Covenant on 27th February 2013 in the Town Hall. Given by Mr. Tony Richards, Secretary, the presentation was well received and promoted a healthy question and answer networking opportunity with the existing and new signatories.

- b. **Foyer PowerPoint Presentation.** The LO edited the AFGP PowerPoint presentation



that scrolls on the PC in the CVS foyer as it was difficult to read and in need of being updated.

- c. **Email and Website.** An email account was set up, afgpreston@hotmail.co.uk along with a web page. www.afgp.org.
- d. **Facebook and Twitter.** Facebook allows the AFGP to promote other services available to the Armed Forces Community such as Dig In North West. Run by the Senior Horticultural Therapist, Donna Rowe-Green who provide horticultural therapy sessions for Military Veterans & their families, based in Ashton Park in Preston, Lancashire.
- e. **Leaflet Drop.** Distributed leaflets to shops and businesses in the Preston area to promote services and events and includes the Lancashire Evening Post, Chorley Guardian and Chorley FM.

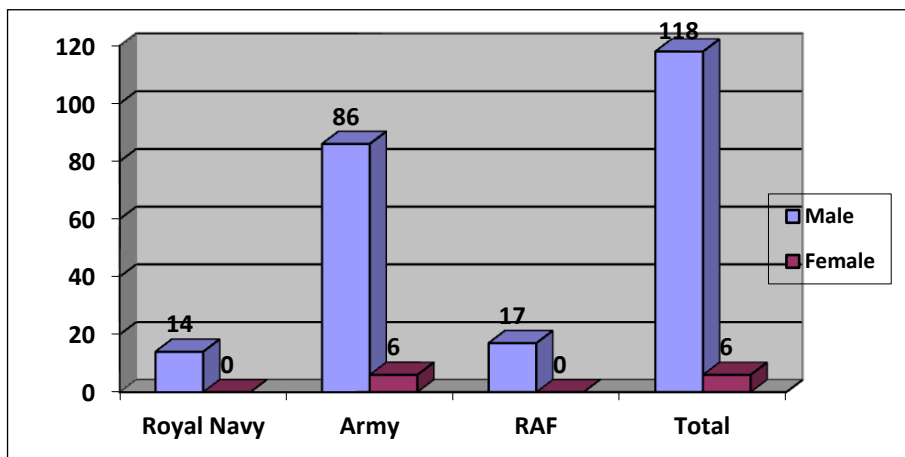
4. **AFGP EVENTS.** The AFGP have recently taken part in the following events:

- a. **First Anniversary of the Signing of the Armed Forces and Community Covenant.** Preston City Council, along with the AFGP and CVS Central Lancashire marked the first anniversary of the signing of the Armed Forces and Community Covenant on Wednesday 27th February 2013. The event was held in the Town Hall at a re launch of the One Stop Shop where original signatories were invited to attend a presentation along with newly recruited organisations on the benefits of signing up to the Covenant.
- b. **First Anniversary of the AFGP.** The AFGP celebrated its first anniversary on 10th April, hosting an open day, which saw the launch of the Guild Work Club in premises adjacent to the CVS Central Lancashire offices. Mr. John Shedwick, Lancashire County Council Chairman and other agencies including the Royal British Legion Motorcycle Branch also attended the event opened by the High Sheriff.

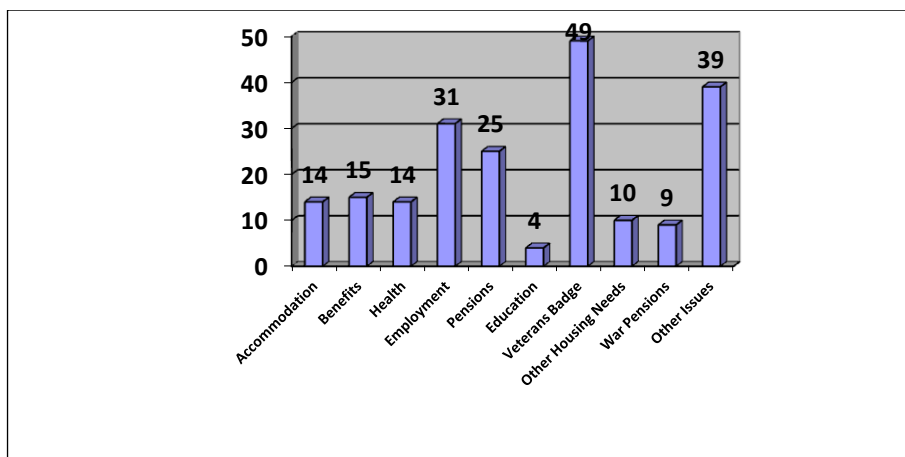
5. **AFGP CLIENTELLE.** Statistics show that the North West of England is the largest recruiting area in the UK with 22% of the Army recruited from this area, a large number of whom return with families on completing their Service.



- a. Clients may present with one routine enquiry but may have a more serious underlying problem. During the twelve-month period between April and March 2013, the AFGP have dealt with 121 clients with 142 issued, the greatest number of clients being males from the Army.
- b. The following graph shows the number of ex-Service personnel who have approached the AFGP during April 2012 and March 2013, grouped by Service and gender.



- c. The following graph shows the issues the Armed Forces Community have presented with in the same period:



- d. The following issues have been presented by the Armed Forces Community in the same period:

- Mobility scooter hire
- Medical records and genality
- Wheelchair access and stair lift enquiries
- Local befriending services and activity organisations
- Enhanced Learning Credit, course funding, business plans and business start up
- Regular soldiers making enquiries about their forthcoming redundancy or discharge

ADMINISTRATIVE DEPARTMENT REPORT

The small team who have worked well together throughout the year providing administrative support are Simon Fowler who commenced in September 1999, and other long standing volunteers and work experience students from home and abroad who joined us at different times throughout the year, all providing support to the Chief Officer, Core and Project Service staff. We are dependent on voluntary help with clerical duties in the office and as a consequence the volunteer team experienced changes in duties and further expanded during the year thus reflecting the increasing workload in the general office.

During the year the team attended training courses on First Aid, Vulnerable Adults, Managing Volunteers, Marketing Workshops and Minute Taking Skills. Further short sessional training was undertaken on the use of office equipment, all hopefully enhanced their work (and life) skills.

CVS VOLUNTEERS AND PLACEMENT STUDENTS

Volunteers now play an important role in the day to day running reception and general office administration services. They work hard as front line members of the team and behind the scenes photocopying, collating, sending out mail, filing and a multitude of other work to keep our services going. Some stay a few months to build on their CVs while others have been with us a few years, all of whom we are grateful to for their hard work and commitment. With this sentiment in my mind our thanks go to Jan, Lynn, Daniel, Nicola, Bill, Joan, Arron, Paul, David, Robert, Tracey, Julie and John.

Along with volunteers the CVS has taken on placement work experience students from The Red Rose School, Lycée Privé De La Chambre De Commerce Et D'Industrie De Nîmes School of Higher Education and the Lycée Hemingway Nîmes Camargue and men from HMP Kirkham on community work based placements.

The new CVS year is upon us and no doubt there will be the inevitable changes within our volunteer workforce and new initiatives for them to be involved in, all to be expected when being part of such a busy developing organisation.



Members of the CVS Team, Trustees, Staff and Volunteers.



Students from Nîmes with the Guild Mayor and Mayoress and Jürgen O. H. Voges of Preston Twinning Partnership.



PRESTON TWINNING PARTNERSHIPS

The Council for Voluntary Service Central Lancashire has worked, in partnership, throughout the year with Preston Twinning Partnerships participating to date in two of three international conferences referred to in the following report. CVS has provided a presentation at conference about the voluntary service we facilitate for the people living in Preston and the districts of Chorley and South Ribble as well as the benefits that volunteering can make to individuals. CVS has also provided business administration work experience placements for students from two of Preston's twin towns and this scheme is ongoing.

The Preston Twinning Partnership is the voluntary organisation that assists Preston City Council in dealing with Preston's four twin town contacts. Our aim is to promote and foster friendship and understanding between the people of Preston and those of Preston's four twin towns and other organisations with which the Preston Twinning Partnerships has established links and to encourage exchange visits by individuals, groups and organisations between our towns, particularly of young people, and the development of personal contacts in order to broaden mutual respect and understanding of each other's cultural, educational, commercial and recreational activities.

The past year has been an extraordinarily busy one for the Preston Twinning Partnerships, especially during the Preston Guild 2012.

Almost a year before the Guild 2012 celebrations, the Preston Twinning Partnerships (PTPs) - began planning their contribution to the Guild 2012 festivities and apart from hosting delegations from Preston's twin towns decided on the following:

the production of:

- 1) A Charity Concert with national and home-grown talents and performers from our twin towns,
- 2) The arrangement of a Welcoming-Dinner,
- 3) The arrangement of a Celebration-Dinner, and
- 4) Actively participating in and organising the international part of the Food Festival on Winckley Square.

Also, at the request of Preston City Council, the PTPs took on the responsibility of welcoming and entertaining 51 guests from Preston's four twin towns for the period from Wednesday 29th August until Wednesday 5th September 2012. A budget was provided for reasonable costs of transport, hosting and entertaining by the City for the civic guests, of which there were 15. The costs for the remaining 36 visitors were borne by PTPs.

Judging by the 'thank you' letters from the foreign delegate, a good time was had by all and Preston's reputation as a friendly town spread far and wide.

The Preston Twinning Partnerships is especially pleased to have been able to sponsor students from France, Germany & Poland to come to Preston for a period of work experience. The students were accommodated privately. Last year we hosted over 15 French and 3 German students.

Our grateful thanks go out to all those generous work providers and kind hosts.

Recklinghausen, Preston's German twin town, organised 6 international conferences that have taken place in Poland, Romania, The Netherlands, and Germany last year and in 2013. The next one will be in France and the ultimate one in Germany in 2014. Members of the Preston Twinning Partnerships took part (they all paid their transport expenses), giving PowerPoint Presentations on Recycling in Preston, Voluntary Services in Lancashire and experiencing the workings of an Integrations Council in Germany. All found the experience stimulating and interesting. Our thanks goes out to Joan Burrows who, as a most accomplished communicator, managed to 'break the ice' wherever we went and lent considerable gravitas to our delegations.

The next year will not be as busy as the Guild Year, but there are still two conferences to attend, and the visit to the Kalisz Festival will take place in June to which the Preston Twinning Partnerships will send delegates participating in a Food Fair, a Seminar on Common Europe and Historic Trade Trails, an Educational Workshop, a Photo Exhibition, Autism Seminar and a Sports Competition ... all that in a week and a day.



The Preston Twinning Partnerships made a sizeable monetary contribution to St. Oswald's School in Longton to support a visit of 48 pupils from a Nîmes school in June, and mediated in sending and under 11 football team from PNE to an international football tournament in Recklinghausen during the 6th & 7th July of this year. Also, the Preston Trampolining Club has been invited to go to Recklinghausen for a friendly tournament from 27th July until the 3rd of August.

You can see, Ladies and Gentlemen, the Preston Twinning Partnerships is making every effort to promote Preston abroad and we are pleased and proud that our acquired experience allows us to do so with good effect.

Derek Smith
Chairman

LANCASHIRE COUNTY COUNCIL

Once again, building on a working partnership that initially started in February 2004 Lancashire County Council Volunteer Service has been working in partnership with CVS Central Lancashire since November 2011. The CVS has kindly provided the use of a room on a monthly basis to facilitate a "drop-in" service for people interested in volunteering in the community. The arrangement has been very successful in that it has enabled us to develop links with other organisations. The staff at CVS have always been very proactive in encouraging would-be volunteers to access this service. We are extremely grateful to the Trustees, Staff and Volunteers of CVS Central Lancashire for their generous support of this Lancashire County Council initiative.

Mary Donlan
Volunteer Services Officer

HMP KIRKHAM CUSTODY TO WORK SCHEME

At HMP Kirkham we have a large number of selected, low risk life sentence and long term prisoners who are approaching the end of their sentences. After a thorough risk assessment, including a period of supervised community work, they become eligible for unsupervised activities in the community. This vital stage of the resettlement programme enables men to develop work routines and enhance their life and social skills in preparation for their eventual release.

The partnership with Council for Voluntary Service Central Lancashire, spanning fourteen years, has allowed us to successfully place men there for community work. The prisoners and also Kirkham's resettlement team have always regarded these placements as positive and beneficial experiences. We value this partnership and look forward to continued involvement with the Council for Voluntary Service based in Preston.

Phil Ryding
Learning and Resettlement Manager



FINANCE COMMITTEE, GENERAL PURPOSES COMMITTEE, POLICY WORKING GROUP AND PQASSO GROUP

The Executive Committee re-appointed the Committees and Working Groups in July 2012. This report will cover the work of all these groups in 2012/2013.

The Finance Committee meets monthly. Financially this has not been an easy year in the Voluntary Sector, reflecting the economic climate in general. It is important to local communities and organisations that the CVS remains an active and viable body, so much of our effort and emphasis has had to be on seeking funding both from the statutory bodies and other sources. The CVS has, over the past years, built up a reserve and it is now on this that we are having to beg to help close the financial "gap". The Finance Committee maintains a close watch on interest rates to ensure that such funds as we have are invested as wisely and carefully as possible.

You will see from our Financial Report that this has not been an easy year and our overall deficit is a matter of concern. We emphasise again the fact that we can only continue to provide some services because of our reserves. Our staff and volunteers play a large part in making savings wherever possible and the Executive Committee appreciates their commitment to our continuing well-being.

Our Honorary Treasurer, Mr. A. Patel, gives support and financial advice which is much appreciated.

The General Purposes Committee deals with contracts, personnel, premises, routine maintenance etc and the work of this committee has again been much influenced by financial constraints. Staffing has been affected and we deeply regret this. This committee oversees the work of LINK trustees. We meet regularly, usually monthly, with staff members to discuss workplans, development of staff, training issues, work patterns, holiday arrangements etc. Each Link Trustee reports to the General Purposes Committee ensuring that the trustees are aware of issues concerning our staff. Use of our meeting room by various organisations has always been a small but important source of revenue and the General Purposes Committee is responsible for setting rates for use of the room, equipment, refreshments etc. It should be noted that the cost to member organisations is generous compared to that of similar accommodation in the town centre.

The Policy Working Group has had another busy year. Changes in legislation require constant vigilance and we aim to keep policies and procedures as up-to-date as possible. We consult regularly with an HR firm to ensure that these and our employee handbook are in line with Government requirements. Work has covered reviewing our Lone Worker Policy, continuing the preparation of a Business Continuity Plan and individual risk assessments are being undertaken. Skills Audits and Statements of Confidentiality are being completed. The terms of reference for the Policy Committee were also drawn up for inclusion in the new Business Plan. I am grateful to Ms. Moss and Mrs. Carmichael for their support in this work.

The PQASSO group continues to meet and we are endeavouring to complete Level 3 soon. Ideally a few training sessions would help but finding a suitable trainer to facilitate this has provided difficult. However the group meetings continue to provide CVS with opportunities to deal with many varying topics.

My thanks to members of all the groups. Policy and PQASSO are very useful in ensuring that we cope with issues of changing legislation at short notice.

I am particularly grateful to our Chief Officer whose support for all our committees and working groups has ensured we continue to function well.

Wendy Hogg
Chairman

Finance & General Purposes Committee 2012/2013 Central Lancashire "Working with you, for you!"



FINANCIAL REPORT FOR THE YEAR ENDED 31ST MARCH 2013

TREASURER'S REPORT

1 ACCOUNTING POLICIES

The principle accounting policies in the preparation of financial statements have been consistently applied to all the years.

a) Basis of Accounting

The accounts have been prepared under the historical Costs Convention and in accordance with revised version of the Accounting and Reporting for Charities: Statement of Recommended Practice, 2005 (SORP). Up until 2007 - 08 we applied SORP 2000 but the growth in size of the SORP 2005, in comparison to the SORP 2000, is largely as a result of expanded explanations in an attempt to make the guidelines more accessible and comprehensible. All income and expenditure is dealt with on an accrual basis.

b) Pension and Retirement Benefit

CVS Central Lancashire operates a retirement Pension scheme, from October 2005, the assets of the scheme are held and administered by the Lancashire Pension Service and managed professionally. Contributions to the scheme are determined by a qualified Actuary. The contributions to the scheme are, for the CVS as employer 11.5% and for employees between 6.5% and 6.8% of pensionable salary. The contributions made by the CVS during the financial year were charged to the income and expenditure account as they arise.

c) Executive Committee Members' Remuneration

The Executive Committee Members receive no **remuneration**, except travelling expenses, from CVS Central Lancashire during the financial year for the valuable services provided as a member.

The charity law requires the Trustees to prepare financial statements, on the going concern basis unless it is inappropriate to presume that the charity will continue its operations, for each year which give a true and fair view on the state of affairs of the Council for Voluntary Service Central Lancashire.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the trustees to ensure that any statement of account prepared by them complies with the regulations under section 42(1) of the Charities Act 1993. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

d) Tangible Fixed Assets

Depreciation is calculated, normally on a straight line basis, to write off the cost of fixed assets over their estimated useful lives. Estimated useful lives are reviewed periodically, taking into account normal wear and tear. Full year depreciation is being charged for an asset purchased at any time during the year. The following rates are being used :

	Estimated useful lives	%
	Years	Rate
IT Equipment	4	25
Office Equipment	8	12.5
Fixtures and Fittings	12½	8



2 INCOME AND EXPENDITURE, SURPLUS AND DEFICIT

- a) Income for the year ended 31st March, 2013 has decreased by £8,814 to £95,945 compared with £104,759 in 2011/12, a decrease of 8.41%.
- b) Expenditure during the financial year has slightly increased by £4,777 to £154,475 compared with £149,698 in 2011/12, an increase of 3.19%.
- c) There was a deficit of £58,530 for the year compared with a deficit of £44,939 in 2011/12.
- d) Investment income and interest received during the financial year was £210 compared with £234 in 2011/12.

3 FULL ANNUAL ACCOUNTS

- a) The summary of Financial Statement does not contain sufficient information to give a full understanding of the results and state of affairs of the CVS Central Lancashire. Copies of the full audited financial statements can be obtained, free of charge, by contacting our Chief Officer.
- b) We recognise that our staff and volunteers are our assets. 2012 / 2013 has not been an easy year. CVS's good performance is due to their skill, dedication and hard work. Their true professionalism and dedication have delivered excellent service. For future years we have set ourselves challenging targets and we will strive to ensure improvements are instigated. It is my pleasure to thank all our staff and volunteers on behalf of the Trustees. On a personal level, I would like to take this opportunity to thank my colleagues, especially the Chairman, Mrs. W. Hogg and members of the Finance Committee for giving their time, expertise, help, suggestions and for support during the year. My special thanks is due to Joan Burrows for her support, hard work, dedication and provision of an excellent service to the Executive Committee throughout the year. Thanks are also extended to Ruth Carter who has provided professional book keeping services throughout the year. Our thanks are also extended to all members for their continuing support.
- c) CVS Central Lancashire is committed to making a valuable contribution to society and taking an active role in the community through initiatives. Last but not least I must emphasise the importance of working in harmony with **all our partners** in ensuring that the excellent services provided continues.

Mr. Ahmed Patel
Honorary Treasurer

SUNSHINE CHILDREN'S CENTRE (FORMERLY SURE START FISHWICK AND ST. MATTHEWS)

CVS Central Lancashire (formerly Preston CVS) has held Lead Organisation status for this Sure Start programme since 2001. The programme received Children's Centre accreditation in Summer 2008 hence a change of name chosen by members of the parents forum. The accreditation gave recognition of the fact that the programme was providing the full range of services to meet the Core offer for Children's Centres. A Children's Centre building has been established at Brockholes Wood School since November 2008.



SUMMARY STATEMENT OF FINANCIAL ACTIVITIES 2012/13

YEAR ENDING 31 MARCH 2013

SUMMARY STATEMENT OF FINANCIAL ACTIVITIES - (SOFA)

	FUNDS		TOTAL	
	Unrestricted inc designated	Restricted	2013	2012
<u>INCOME and EXPENDITURE</u>				
Statutory Authority service contracts	49,540	-	49,540	56,127
Grants	-	34,679	34,679	33,887
Investment Income	-	102	102	102
Interest Received	210	-	210	234
Other Income	11,414		11,414	14,409
TOTAL INCOMING RESOURCES	61,164	34,781	95,945	104,759
RESOURCES EXPENDED				
<u>Direct Charitable Expenditure</u>				
Activities	64,803	39,101	103,904	89,510
Support	37,432	4,914	42,346	48,257
Fundraising/publicity	400	-	400	-
Management/Administration	7,825	-	7,825	11,931
TOTAL RESOURCES EXPENDED	110,460	44,015	154,475	149,698
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS	(49,296)	(9,234)	(58,530)	(44,939)
<u>TRANSFERS between Funds</u>				
Management Fees/ Accommodation Charges	3,476	(3,476)	-	-
Application of Income to purposes	102	(102)	-	-
TOTAL TRANSFERS	3,578	(3,578)	-	-
NET INCOME	(45,718)	(12,812)	(58,530)	(44,939)
OTHER RECOGNISED GAINS/(LOSSES)				
Unrealised gains/(losses) on investments	-	(1)	(1)	61
NET MOVEMENT FOR YEAR	(45,718)	(12,813)	(58,531)	(44,878)
Funds as 1 April - prior year	50,374	75,889	126,263	171,141
Funds as at 31 March - current year	4,656	63,076	67,732	126,263



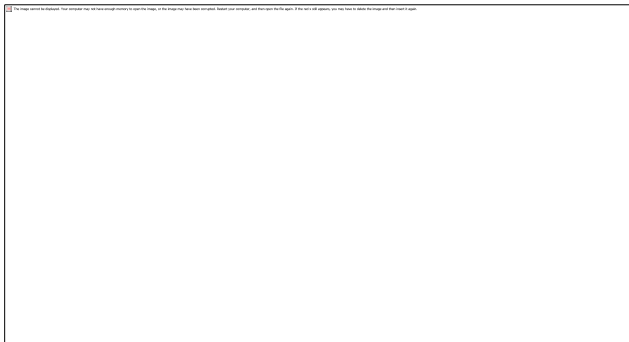
BALANCE SHEET

BALANCE SHEET AS AT 31 MARCH 2013

	Note	CVS CL FUNDS			TOTAL 2013	2012
		External Funds	Unrestricted Inc Designated	Restricted		
FIXED ASSETS						
TANGIBLE ASSETS						
Office Furniture and Office/Leasehold Equipment at Cost	4	-	32,021	28,751	60,772	60,772
INVESTMENTS						
Securities	6	-	-	376	376	377
		-	32,021	29,127	61,148	61,149
CURRENT ASSETS						
Debtors and Prepayments	5	-	14,949	2,699	17,648	15,226
Cash at Bank		-	-	27,252	27,252	44,217
Cash in Hand		-	13	-	13	51
Cash on Deposit		101,019	-	28,828	129,847	129,628
Grant in Arrears		-	-	-	-	7,925
		101,019	14,962	58,779	174,760	197,047
LESS: CURRENT LIABILITIES						
Creditors		-	12,010	-	12,010	7,998
External Custodial Funds		101,019	-	-	101,019	73,457
Grant Held In Advance		-	-	-	-	-
	7	101,019	12,010	-	113,029	81,455
TOTAL ASSETS LESS CURRENT LIABILITIES		-	34,973	87,906	122,879	176,741
PROVISIONS FOR LIABILITIES AND CHARGES						
Depreciation Reserve		-	30,317	24,830	55,147	50,478
			30,317	24,830	55,147	50,478
NET ASSETS		-	4,656	63,076	67,732	126,263
FUNDS						
RESTRICTED FUNDS		-	-	63,076	63,076	75,889
UNRESTRICTED FUNDS						
GENERAL		-	4,656	-	4,656	14,374
DESIGNATED		-	-	-	-	36,000
TOTAL FUNDS		-	4,656	63,076	67,732	126,263



Remembering Preston Guild 2012



PLANNING COMMITTEE

This is the second year for the operation of this Committee and for us, as for the rest of CVS, it is a question of seeking to do more things with fewer resources.

As a continuation of our work in an extended area we have been working with various organisations in South Ribble and Chorley including Mood Swings Chorley and South Ribble Self-help Group, Friends of Hurst Grange Park, Penwortham Holme Allotment Society, Noah's Ark Children's/Youth Club and Headway Chorley and South Ribble. Our aspiration is to extend our partnership working and more useful meetings have been held with our colleagues at Lancaster CVS.

Work has also continued with Lancashire Teaching Hospitals NHS Foundation Trust and a survey we have undertaken for them was completed.

Our Business Plan has been accepted after its revisions, necessitated by the withdrawal of funding by Lancashire County Council. Several application bids have been submitted, one notable success being an Awards for All Grant to establish an Online Access Hub, to gather details of all Online Access Points across Preston - vital to so many as Job Seekers and Benefit clients are required to make contact OnLine. This also being supported by local Trade Unions. Another current application is to the Big Lottery - Heritage Lottery Fund - to establish a Titanic Heritage Exhibition Centre.

Work with our partners in Red Rose Recovery (formerly DRIVE) and the Armed Forces Group Preston, based in our offices as well as outreach locations, grows steadily. The AFGP have established a Work Club to give personal and practical advice to ex-service personnel in employment applications and benefit enquires. Both organisations have had changes in personnel who have made themselves at home within CVS.

Private sector involvement has been developed, notably with Barclay's Bank, who now run regular Money Advice sessions at our offices and with whom we hope to develop more schemes in the future.

Planning is difficult in times of financial uncertainty but I must pay tribute to all the members of this committee for all their dedicated hard work and support this year.

Alan Hackett
Committee Chairman

WHY JOIN CVS CENTRAL LANCASHIRE?

"I was greatly helped by the team at the Council for Voluntary Service Central Lancashire. In addition to personal advice they run some great training courses where speakers from various agencies come and pass on most useful information. The Funding User Guide is a most useful publication also. If you are a voluntary organisation, I strongly recommend that you join the CVS.

(Preston HIV Support Team).



What the COUNCIL FOR VOLUNTARY SERVICE CENTRAL LANCASHIRE (CVS) did in 2012/2013

- Undertook core services and provided networking opportunities for members and others
- Supported sixty two (62) voluntary/community organisations with development work
- Assisted seventy (70) individuals/groups with funding advice
- Supported one (1) group to work towards achieving Charitable Status
- Continued to expand our Library resource
- Made media presentations for two (2) local radio stations
- Made presentations about our work to six (6) agencies
- Provided CVS promotional/information stands at five (5) local events
- Facilitated the continuing work of the Volunteer Service
- Facilitated a Celebrating Volunteers Event
- Helped one (1) group establish a website
- Organised fifteen (15) training events
- Facilitated two (2) consultations
- Produced weekly E-bulletins with a total circulation figure of 600 plus
- Responded to requests for information from
 - Telephone: 3584
 - Visitors: 11303
 - Email: monitoring system to be implemented
- Provided the administration for the Tackling Health Inequalities Grant Scheme in partnership with Preston City Council and NHS Central Lancashire
- Facilitated the appointment of Voluntary Sector representatives to local committees
- Continued to update the database for the Directory of Local Voluntary Organisations working in Preston and a start up database for the districts of Chorley and South Ribble
- Continued to update the Funding User Guide
- Continued to develop the CVS Central Lancashire Website
- Supported The Rotary Club of Preston with their Youth Speaks event
- Were involved in the review of Health Services by consultation with voluntary organisations



- Continued in the development of a Business Plan
- Continued to hold lead responsibility in the Sunshine Children's Centre formerly known as Sure Start Fishwick and St. Matthews
- Provided administrative support to thirteen (13) schemes/partnerships
- Provided secretariat services to two (2) groups/initiatives
- Provided Recruitment and Selection assistance to two (2) organisations
- Loaned office equipment to four (4) voluntary/community groups
- Provided meeting room resources for thirty six (36) voluntary/community groups and other agencies
- Provided surgery accommodation for six (6) agencies
- Attended membership AGMs and Events
- Provided fund holding services for four (4) agencies
- Supported the development of the Lancashire Tackling Local Infrastructure Consortium by participating in meetings/groups
- Continued to implement Levels One and Two of the Practical Quality Assurance Standard for Small Organisations (PQASSO) and work towards Level Three
- Continued to implement the Investors in People Standard
- Continued to implement the Bronze accreditation of Healthy Workplace Award



CVS and AFGP team members photographed with an Olympic Torch.

What the COUNCIL FOR VOLUNTARY SERVICE CENTRAL LANCASHIRE (CVS) plans to do in 2013/2014

The CVS will:

- Continue to provide support and information to the Voluntary Sector, CVS members and others
- Continue to undertake and review Core Services in the light of the views of affiliated members and the current economic climate
- Continue to explore the feasibility of establishing a Voluntary Sector Resource Centre/Preston Hub in partnership with other local agencies
- Establish a project to provide further development support for voluntary and community organisations
- Continue to respond to local consultations
- Continue to update the database of Local Voluntary and Community Organisations working in Preston and publish the information on the CVS website
- Continue to update the database of Voluntary and Community Organisations working in the districts of Chorley and South Ribble and publish the information on the CVS website
- Continue to update the Funding User Guide
- Continue to implement the Investors In People Standard, the NAVCA membership standard and the NAVAJO standard
- Continue to implement PQASSO Levels One and Two and work towards achieving Level Three
- Catalogue and expand our library resource
- Continue to investigate the need/or not to provide publications in a range of locally used languages
- Investigate the production of CVS publications in other formats i.e. tape, Braille
- Continue to facilitate networking opportunities between voluntary, statutory and private sector representatives
- Continue to be involved in reviews of the local health and social care services - by consultation with voluntary organisations and statutory agencies
- Explore funding to enable continuation of the work of the Volunteer Service and to investigate the employment of further specialist staff



- Continue to purchase equipment to enable improved administration systems and meeting room facilities
- Facilitate a Voluntary/Community Sector Reception
- Continue to support local events
- Continue to produce an E-bulletin for members and others
- Continue to update our Business Plan
- Explore joint working projects to enable the employment of officers to strengthen the support already provided to the sector with Lancaster CVS
- Continue to hold lead responsibility for the Sunshine Children's Centre formerly known as Sure Start Fishwick and St. Matthews
- Continue to further develop partnerships with The Red Rose School and HMP Prison Service
- Produce a training programme for 2014 tailored to the needs of our members
- Continue to support the work of the Lancashire CVS Association (Company Limited by Guarantee)
- Continue to promote the work of One Lancashire and the Transforming Local Infrastructure initiative
- Work towards the Silver accreditation of the Healthy Workplace Award



Pictures from the opening and exhibitors from the voluntary and community and statutory sectors bringing many different facets of health and wellbeing together under one roof, thus enabling visitors to explore health information and seek advice, lifestyle options and support in the community.

Celebrating Volunteers Day Wednesday 6th June 2012



Each year, the first week in June has now traditionally become the time to acknowledge and celebrate the work that volunteers do throughout the year.

The Council for Voluntary Service Central Lancashire held a celebratory event on the 6th June to say thank you to all of our volunteers locally.

Fifty community and voluntary organisations attended and received Volunteers' Week certificates from the Guild Mayor of Preston, Councillor Carl Crompton and a number of volunteers spoke about their experience of volunteering and what it has meant to them.



Celebrating Volunteers Day Wednesday 6th June 2012



CVS CENTRAL LANCASHIRE - OUR OPERATIONAL HEADQUARTERS

Preston CVS was based at Princes Building, 50/52 Lancaster Road for over 7 years but on the 18th of February 2008 we moved to spanking new premises in the Guild Hall Arcade.

The move was prompted by the developers of the Tithebarn project, Preston Tithebarn Partnership via Grosvenor and Lend Lease, wishing to take over our premises at Princes Building to use as an information office for the project.

The CVS has moved into three units in the Arcade which had been vacant for two years after Farm Foods relocated to Strand Road. The new premises provide an enhanced open-plan office facility for staff and volunteers, together with a conference suite which can comfortably accommodate up to 50 people depending on the room configuration. The new facilities also allow two meetings to be accommodated at the same time.

The transfer to the new



1.



2.



premises took place over the weekend of the 16th and 17th of February and the office was open for business as usual on the 18th February 2008. The formal opening event was held on 3rd March with the Mayor of Preston, Cllr. Christine Abrams and consort, Cllr. Norman Abrams, the Chairman of Lancashire County Council, County Councillor Wendy Dwyer and Sir Tom Finney doing the honours by cutting the ribbon. Approximately 150 invited guests witnessed the opening.

The full address of the CVS is:

**Council for Voluntary
Service Central
Lancashire
Units 23/27
Guild Hall Arcade
Lancaster Road
Preston
PR1 1HR**

Index of photographs on this page.

1. Main Entrance
2. General Office
3. Conference Suite



WHAT IS A CVS?

A Council for Voluntary Service (CVS) is formed and run by local voluntary and community groups

CVS's exist to promote and develop the effectiveness of voluntary action, by:-

- providing support services such as information, advice and training
- identifying new needs and developing initiatives for meeting them
- promoting partnership between statutory and voluntary sectors in the delivery of welfare and other services
- supporting innovation, accountability and good practice in local services
- encouraging local groups and organisations to put forward their views on local and national policies and decisions that affect them
- creating and promoting fora and channels used by government and other bodies to consult the community
- providing these supports in a special way and with particular values; working with people, groups and communities in a flexible, open way and challenging inequality.

MEMBERSHIP CRITERIA

- To be a member of CVS Central Lancashire an organisation must:-
 - have a constitution or list of rules to ensure the group works in a democratic way
 - agree to abide by the CVS Equality and Diversity Policy
 - have appropriate financial safeguards in place
 - be in sympathy with the aims and objectives of the CVS
 - be approved for membership by the CVS Management Committee

MEMBER BENEFITS

It's £10 to join the CVS Central Lancashire, and involves no more than having a written aim or constitution, which complies with our own Charitable Status, a demonstration of sound financial practices, details of any management committee and an Annual Report if available. The benefits are well worth it!

1. **Free** directory of voluntary sector organisations * in the Preston area, an invaluable aid to creating partnerships and avoiding duplication of effort.
2. **Free** newsletter giving information and an opportunity to contribute and highlight *your* organisation.
3. **Free** information on anything from setting up a charity to getting funding.
4. **Free** information sheets and use of an extensive resource library of books and reports relevant to the voluntary sector.
5. **Free** up to the minute relevant information mailed to your organisation.
6. **Free** meeting room available for small unfunded groups and a cost charge for others.
7. **Free** Funding User Guide, an invaluable aid to funding in the districts of Preston *, Lancashire and the North West region.

* Striving to provide detail pertinent to the districts of Chorley and South Ribble.





CVS Central Lancashire

"Working with you for you"

