



Chase Council for Voluntary Service

A Member of



Annual Report 2006-2007

1st April 2006 - 31st March 2007



...Promoting the Third Sector

Chase CVS Team

1st April 2006 to 31st March 2007

Bev Molloy
Senior Community
Development
Officer



Kent Parson
Chief Officer



Pat Stevens
Administrative
Assistant



Steve Knight
Community
Development
Worker

Alison Cotterell
Finance Officer



Maureen Brown
Information Officer



Kathy Cole-Evans
DV Co-ordinator
(Part Year)



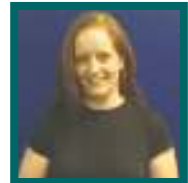
Natalie Mahon
Administrative
Assistant



Kate Bainbridge
Community Link
Worker (Part Year)
Home Comforts
Project Manager
(Part Year)



Samantha Brass
Home Comforts
Project Assistant
(Part Year)



**Debbie Hardman-
Wilson**
Partnership
Development
Officer (SCIO)

Jane Cawrey
Volunteer
Development
Officer
(Part Year)



Fiona Wickham
Administrative Assistant
for Chase PAIRs and
Home Comforts
(Part Year)



Kelsey Lintern
Parent Community
Worker



Jo Bridgeman
Administrative
Assistant (Rugeley)

Heather Preece
Community Link
Worker
(Part Year)



Dave Ingram
Volunteer



Rose Cummings
Cleaner

Volunteer Drivers

Home Comforts Volunteers

Val Brading	Dave Gaulton	Gerwin Price	Gail Bibb	David Miller
Eric Burton	Ray Griffiths	Jim Stephenson	Charmain Elliot	Andrew Ray
David Clissold	Eric Jupp	Ron Stevens	Donna Crowley	Alan Read
Alan Courtman	Don Owen	John Walkendon	Rose Cummings	Michelle Sandbrook
Mike Forrester	Ron Piermain	Bill White	Kyle Fellows	Liam Walker



Contents

Background	4
Message from the Chairperson	5
Treasurer's Report	6
Extract from Full Accounts	6
Message from the Chief Officer	12
Chase CVS Services	14
The Work of Chase CVS	15
Chase CVS Development Team	16
Staffordshire & Stoke-on-Trent Consortium of Infrastructure Organisations (SCIO)	18
Home Comforts	19
Community Link Team	20
Chase PAIRs Domestic Violence Forum	22
Domestic Violence Co-ordinator	23
Chase CVS - Rugeley Office	24
Member Organisations	25
Contact Details	26

Aims and Objectives

The Chase Council for Voluntary Service has five main functions:

Representation of local voluntary and community groups views at local levels in both central Government initiatives and local Government strategies.

Liaison between both voluntary organisations and voluntary and statutory agencies by developing networking opportunities and forums.

Development of both new and existing voluntary groups by responding to the needs of both the voluntary sector and the community at large.

Support of local groups by way of providing office services (ie photocopying and typing) and advice on various subjects.

Partnership: supporting the development of key partnerships in Cannock Chase and encouraging the voluntary and community sector to become involved in partnership working.

Chase Council for Voluntary Service

Company Limited by Guarantee Registration N^o: 5589693 England (*registered office below*)

Registered Charity N^o: 1113065



Chase Council for Voluntary Service

CVS Buildings
Arthur Street
Chadsmoor
Cannock
Staffordshire
WS11 5HD

Tel: 01543-500404

Fax: 01543-500406

Email: enquiries@chase-cvs.org.uk

Website: <http://www.chase-cvs.org.uk>

Opening Hours

Monday to Thursday: 9.00am - 4.30pm

Friday: 9.00am - 4.00pm

Background:

The Chase Council for Voluntary Service was established in 1996. The organisation is a company limited by guarantee and is registered with the Charity Commission.

Chase CVS supports the formation and development of voluntary and community organisations in the district of Cannock Chase. It also offers services to voluntary and community groups, including office space, the hire of CVS meeting rooms, overhead projector, display boards and flipchart, photocopying and laminating.

Chase CVS produces a newsletter, *Chase Vision*, which is distributed to over 200 voluntary and community groups, as well as statutory agencies, libraries and District Council members.



Message from the Chairperson

It has been another year of advancement and consolidation for Kent and his team at the CVS. I never cease to be amazed at the myriad of problems and challenges with which they are confronted, but still come out with a beaming smile and the thumbs up.

As we all know the problems never get any easier so it is all the more praiseworthy that they continue to achieve and be successful for the various organisations and groups whom they serve.

Incorporation as a company limited by guarantee came in March 2006, a move that was highly necessary but which nevertheless added considerably to Kent's workload as he sought to dot the i's and cross the t's.

The Community Fund project was successfully completed and the Basis bid for the continuation of development work was also successful.

Home Comforts, successfully launched by Tony Wright MP at last year's AGM, has been extremely successful beyond our imagination so much so that we are now serving people beyond our immediate boundary.

With the support of Lichfield District Council we are able to assist people in need in Burntwood. The demand for the service has been tremendous and we have endeavoured to ensure that every call is answered.

Extending its area of responsibility in this way is typical of the spirit that abounds in this team with whom I am so proud to be associated.

I have mentioned the team that makes things happen but I must also pay tribute to the management team here, people who selflessly give of their time and talents to ensure that our CVS is among the front runners when it comes to innovation and on-going progress.

It would be wrong of me to pick out any individuals because they all give me every support but I must make special mention of my deputy, Frank, who is always there offering the wisdom of his experience and so ably filling the gap during my illness.

Thank you all. We look forward to the next 12 months with great optimism.

Kenneth A Jackson
Chase CVS Chairperson



Treasurer's Report

The accounts are presented for your approval are the first for the Service since we became a company limited by guarantee and as such show no previous year figures.

The company was incorporated on the 11th October 2005 and became operational on the 1st April 2006 taking over the assets, liabilities and function of Chase Council for Voluntary Service, a non-incorporated body. The Unrestricted Income funds are available for general use only as far as they have not been used to purchase Fixed Assets and for this reason the Unrestricted Funds are split on the Balance Sheet between those Designated for Fixed Assets and those generally available for any use.

The Statement of Financial Activities shows a "Loss" of £20,705. The Restricted Income Funds, however, were decreased by £8,398 representing Restricted funds received in earlier years and spent in this year. In order to ascertain funds available for general use in the future, we need to disregard this and the movements on fixed assets and depreciation classed "Designated Funds" and, if we do so, we see that we have a deficit in such general funds for 2006/07 of £10,706 as opposed to a surplus in 2005/06 of £18,872 in the pre-incorporation accounts.

The charity is left with £55,190 in reserves available for general use. Our stated goal of retaining 6 months running costs plus redundancy provision would require around £105,000 and remains a difficult target. Improvements in employee protection legislation and our inability to get project funders to increase their grants to cover potential future costs now means that the charity has greater potential redundancy costs than was previously the case. It remains to thank all of our funders for the assistance they have given over the year and those who have pledged support for the future.

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

STATEMENT OF FINANCIAL ACTIVITIES for the period 11th October 2005 to 31st March 2007

	Notes	Unrestricted Income Funds £	Restricted Income Funds £	Total Funds 2007 £
INCOMING RESOURCES				
Grants and Donations	3	43,599	306,254	349,853
Investment Income	4	5,110	-	5,110
Trading Income	5	23,320	13,806	37,126
Management charge to Projects		10,542	-	10,542
Total Income Resources		82,571	320,060	402,631
RESOURCES EXPENDED				
Direct charitable expenditure	6	94,878	320,114	414,992
Transfer of Funds to Partner	8	-	8,344	8,344
Total Resources Expended		94,878	328,458	423,336
Net Incoming / (Outgoing) Resources for the year		(12,307)	(8,398)	(20,705)
Fund balance transferred				
from Chase Council for Voluntary Services (pre incorporation)		70,165	247,165	317,330
Fund balance carried forward at 31st March 2007		57,858	238,767	296,625



Treasurer's Report

BALANCE SHEET

As at **31st March 2007**

		31.03.07	
	Note	£	£
Fixed Assets held for use by the Charity	10		182,592
Current Assets/Liabilities			
Trade Debtors		20,106	
Cash in Hand		425	
Bank		110,723	
Prepayments		1,754	
		133,008	
Less Creditors falling due within one year:			
Accruals		18,975	
			114,033
			296,625
Represented by Funds:			
Unrestricted - General			55,190
- Designated			2,668
			57,858
Restricted	9		238,767
			296,625

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.



Treasurer's Report

NOTES TO THE FINANCIAL STATEMENTS

for the period 11th October 2005 to 31st March 2007

(continued)

	Unrestricted Income Funds	Restricted In- come Funds	Total Funds 2007
	£	£	£
3. Grants and Donations			
Cannock Chase Council	10,000	25,645	35,645
Chase Pairs	-	5,856	5,856
Community Fund / Big Lottery	-	152,200	152,200
Local Network Fund	4,156	-	4,156
Norton Canes Community Partner- ship	-	23,278	23,278
Primary Care Trust	3,500	-	3,500
Staffordshire County Council	25,858	5,050	30,908
Staffs CVS Partnership	85	63,818	63,903
Stafford Women's Aid	-	3,864	3,864
Sundry Donation	-	20	20
Surestart	-	25,523	25,523
TASH	-	1,000	1,000
	<u>43,599</u>	<u>306,254</u>	<u>349,853</u>
4. Investment Income			
Interest Received	<u>5,110</u>	-	<u>5,110</u>
5. Trading Income			
Home Comforts Income	-	4,121	4,121
Community Transport Receipts	-	8,957	8,957
Membership Fees	964	-	964
Office Services & Other Income	8,915	728	9,643
Rent Received	11,103	-	11,103
Room Hire	2,192	-	2,192
Training	146	-	146
	<u>23,320</u>	<u>13,806</u>	<u>37,126</u>



Treasurer's Report

NOTES TO THE FINANCIAL STATEMENTS
for the period 11th October 2005 to 31st March 2007
6. Direct Charitable Expenditure

(continued)

	Unrestricted Income Funds	Restricted In- come Funds	Total Funds 2007
	£	£	£
Salaries	52,044	203,037	255,081
Ers NIC	9,934	10,267	20,201
Employers' Pension contributions	2,230	1,102	3,332
Training	65	3,835	3,900
Travel and Motor Expenses	294	7,425	7,719
Community Transport Running Expenses	-	8,874	8,874
Home Comforts Delivery Costs	-	310	310
Rent & Room Hire	3,921	15,403	19,324
Conference Costs	-	5,000	5,000
Rates & Water	1,848	-	1,848
Heat & Light	2,242	377	2,619
Postage	68	1,219	1,287
Printing & Stationery	505	5,285	5,790
Publications	179	-	179
Promotion & Advertising	-	2,434	2,434
Telephone	1,414	5,111	6,525
Legal & Professional	7,915	2,936	10,851
Auditors Remuneration	1,649	-	1,649
Community Transport Plan	-	3,750	3,750
Repairs & Renewals	3,015	1,934	4,949
SCIO Toolkit Costs	-	7,565	7,565
Rent of Equipment	3,767	3,529	7,296
Affiliation / Insurance	1,308	2,623	3,931
Subscriptions	1,559	994	2,553
Bank Charges	88	-	88
Sundries	379	9,567	9,946
Management Fees	(2,204)	8,464	6,260
Depreciation	2,658	9,073	11,731
	94,878	320,114	414,992



Treasurer's Report

NOTES TO THE FINANCIAL STATEMENTS

for the period 11th October 2005 to 31st March 2007 (continued)

	Unrestricted Income Funds	Restricted Income Funds	Total Funds 2007
8. Transfer of Funds to Partner			
Stafford Women's Aid	-	8,344	8,344

9. Movements in Restricted Funds

	Transfers from pre incor- porated body	Income	Contribution from General Fund	Expenditure	31.03.07
	£	£	£	£	£
Building Project (a)	181,176	-	-	4,133	177,043
Big Lottery	5,837	96,727	-	95,805	6,759
Community Transport	1,197	16,808	-	14,877	3,128
CVS Community Transport	-	6,500	-	3,750	2,750
Domestic Violence Conference	422	-	-	-	422
Domestic Violence Co-ordinator	16,591	18,145	-	31,005	3,731
Domestic Violence Forum	1,242	5,857	-	6,905	194
Domestic Violence Project	2,407	8,364	-	8,509	2,262
Home Comforts Scheme	(5)	60,341	-	50,139	10,197
Norton Canes Community Partner- ship	1,195	23,278	-	23,274	1,199
SCIO Partnership Development	16,121	38,311	-	41,459	12,973
SCIO Volunteer Development	-	12,729	-	10,403	2,326
SCIO Toolkit	-	8,470	-	7,565	905
Staffs CVS Partnership	4,504	(992)	-	3,512	-
Supporting People	9,808	-	-	-	9,808
Surestart	472	25,523	-	25,409	586
UK Online	6,198	-	-	1,714	4,484
	247,165	320,061	-	328,459	238,767
Unrestricted - designated	3,916	-	-	1,248	2,668

The Building Project represents the net book value of the premises used by the charity plus the sum of £7,613 which is held for completion of the premises.

(a)

Fund balances are reduced by the depreciation charged on the property

The Designated Capital represents the net book value of the fixed assets used by the charity.

Fund balances are reduced by the depreciation charged on the property

The General Reserve represents the free funds of the charity which are not designated for particular purposes.



Treasurer's Report

NOTES TO THE FINANCIAL STATEMENTS

for the period 11th October 2005 to 31st March 2007 (continued)

10. Tangible Fixed Assets

	Freehold Premises	Motor Vehicles	Fixtures, Fit- tings & Equipment	Total
	£	£	£	£
Cost				
Transfers from pre incorporated body	161,563	-	12,300	173,863
Additions	12,000	2,995	5,465	20,460
At 31.03.07	<u>173,563</u>	<u>2,995</u>	<u>17,765</u>	<u>194,323</u>
Depreciation				
Charge for period	4,133	718	6,880	11,731
At 31.03.07	<u>4,133</u>	<u>718</u>	<u>6,880</u>	<u>11,731</u>
Net Book Value				
At 31.03.07	<u>169,430</u>	<u>2,277</u>	<u>10,885</u>	<u>182,592</u>
Additions to Fixed Assets				
Purchased out of :				
a) Unrestricted Income later capitalised	-	1,400	26,902	28,302
b) Capital Funds	173,563	-	9,215	182,778
	<u>173,563</u>	<u>1,400</u>	<u>36,117</u>	<u>211,080</u>

In the opinion of the directors, the market value of the freehold premises at the balance sheet date was £ 250,000.

The Freehold Premises are subject to a covenant due to a grant received to enable the purchase.

This covenant restricts any disposal of the premises before 2008.

Paul Beasley
Treasurer



Message from the Chief Officer

This year saw an increase in workload for everyone. The CVS became busier than before and we were engaged and involved in more areas. I would like to take this opportunity to thank the whole team at the CVS who have made this such a successful organisation and an enjoyable place to work.

The year saw us complete our third year of the Development Project, funded by the Community Fund. Bev, Steve, Natalie and Maureen all worked hard to ensure it was a success, exceeding all targets. To follow on from this, Bev and I worked extensively to submit a bid to BASIS the Big Lottery Infrastructure fund. After successfully getting through the first stage the BLF timings were changed for the second stage bid, which meant that that Chase CVS funding on the current Community Fund contract would cease at the end of March and it would not be possible to establish whether or not we had a successful application until the end of June 2007. The Board agreed to continue to fund some posts in the intervening period but we could only afford to fund three of the four involved. As a result, unfortunately Steve had to be made redundant from the 31st March. Fortunately we heard in July that we had been successful with our second stage and are now working hard to deliver the new project.

Also this year saw a significant involvement with SCIO (Staffordshire and Stoke on Trent Consortium of Infrastructure Organisations) and other infrastructure bodies in the Sector, Change-Up and Capacity Builders projects. Debbie has worked hard as the SCIO Partnership Development Officer along with Natalie who supported her and the consortium meetings for part of the year.

SCIO Volunteering Infrastructure Strategy Group was successful in securing funding, which enabled us to employ Jane Cawrey as a Volunteering Development Officer for 6 months to help us improve our volunteering services. The funding was extended but Jane found alternative employment and Kelsey has now taken up the position. We have participated in the implementation of the Local Area Agreement with Chase CVS at one stage becoming a focal point for the Community Empowerment Network.

At the start of the year, the Company we had set up to replace the old organisation started operating. Since then our Board of Directors have as ever been very supportive especially in having to consider and deal with the end of the Community Fund funding and the management of potential redundancy situation and my thanks go to them and also to the Employment and Finance & Funding Sub-Committees. The Employment Sub-Committee meets regularly and have worked relentlessly to review policies and procedures, finalising new Terms and Conditions and the compilation of an Employment Handbook in conjunction with Ansons Solicitors, job reviews and assistance with shortlisting and interviews for new jobs. The Finance and Funding Sub-Committee have also met on numerous occasions to appraise the delays in funding, make decisions on our second stage BASIS application and to agree Quarterly Variances.

Pat has been key to the achievements of the Board, supporting their administration. She has also been indispensable as far as I am concerned, keeping (or attempting to keep me) under control!

Alison has also worked even harder this year. She has continued to deal with all our invoices and payments; delivered a payroll service for us and a number of groups and also became involved in the SCIO Finance Officers Network.

Kathy moved part-time to the Partnership Development Unit based at Cannock Chase



Message from the Chief Officer

District Council, which encouraged more partnership working, and continued to work on delivery of the strategy. She was also part of the team who organised and presented an excellent conference, concentrating on the effects of DV on children. Unfortunately for us she moved to Wolverhampton in February to take up a more strategic post.

Also on the domestic violence front Fiona has continued to keep Chase PAIRs, the DV forum, running – organising events as well as assisting in an administrative role to formulate a business plan for future funding applications.

This year saw the launch of our Home Comforts Project with Kate being appointed as Project Manager, Sam as Project Assistant and Fiona as Project Admin. Kate and her team worked extremely hard and the project is proving to be a great success, with many volunteers having been recruited.

The gap Kate left in the Sure Start Community Link Team was ably filled by Heather who was seconded from West Chadsmoor Family Centre for six months to cover the post. Supported by Tina and Anita from West Chadsmoor Family Centre and Maureen, they did a splendid job in continuing to deliver a superb service to parents and children.

Over in Rugeley Joanne has continued to look after the volunteer drivers. Funding for the TASH scheme ceased but the steering group transformed into the Community Transport Strategy Group who met to consider a draft transport strategy. They were successful in securing funding to implement the strategy and a local transport consultant was engaged. The CVS have applied for a small amount of funding to enable Jo to act as a central point for communication between the different transport operators in the district.

We now have a respectable car park for visitors and staff attending the CVS. We are indebted to Peter Boulton from Accord, the County highways team, who project managed the surfacing to completion. Also many thanks go to Mark Ash from H & G Ash Ltd., who carried out the line-painting free of charge.

Many thanks go to all our volunteers who support the CVS:- Dave, who ensures our monitoring is maintained and up to date; Val, two Daves, Gerwin, two Erics, Ray, Jim, two Rons, Alan, Don, John, Mike and Bill, our volunteer drivers; and Ray, Charmain, Donna, Kyle, Alan, Michelle, Liam, David, Rose and Gail, who volunteered at Home Comforts.

Lastly to Rose, our cleaner, who sadly passed away during the year and is greatly missed by us all.

Kent Parson
Chief Officer



Chase CVS Services

- *Chase Vision*, Chase CVS's newsletter has a circulation of 577, including local organisations, libraries, and District Council members, and is also available to download from Chase CVS website.
- Over the last year, the Chase CVS took 109 bookings for our meeting room, for a range of voluntary, community and statutory groups.
- Equipment is available for voluntary or community groups to access, including:

- Meeting/Training Room
- Kitchen Facilities
- TV and Video
- Interactive Whiteboard
- Laptop
- Data Projector and Screen
- Overhead Projector and Screen
- Display Boards
- Flipchart and Easel



- Chase CVS offers the following services to voluntary and community groups:
 - Leaflets and Poster Design
 - Laminating (ID badges, etc.)
 - Colour Printing and Scanning
 - Fax Service
 - Photocopying
 - Guillotine
 - Comb Binding
 - Payroll Services
- Annual membership to Chase CVS is £12.00. For this fee, organisations can access the facilities and services for a reduced rate, and also have the option of being able to nominate a representative from their organisation to the CVS Board of Trustees, in compliance with the CVS constitution.
- A comprehensive reference library is available, so that voluntary and community groups can access advice and information.
- Directories of Grant Making Trusts, and Grant Finder software are available for groups to access additional funding.
- The CAVES directory compiled in partnership with the District Council gives a brief description of services, contact names and telephone numbers of all Community groups, Associations, Voluntary groups, Education and Statutory bodies in the Chase District. CAVES is accessible on Cannock Chase District Council's website although hardcopies are also available from the Council.

The Work of Chase CVS

- Chase CVS provides management of the CVS Buildings, in which the main reception is located, assisting with enquiries and requests from community and voluntary organisations. Six other organisations were based within the building, during the year:
 - Chase Under-5's Nursery
 - Miners' Advice Centre
 - Cannock Chase Children's Centre
 - ASIST (Advocacy Services in Staffordshire)
 - CAFCASS (Children and Family Court Advisory Support Service)
 - BES (Business Enterprise Support)
- Chase CVS has a team of development workers who assist and support voluntary and community groups in many ways, including: helping them work together, improving management committee skills, constitution development, obtaining charitable status, seeking funding, skills development, a variety of training events and many opportunities for networking.
- Our Rugeley office operates a local community transport service and also provides a local contact point for Chase CVS services.
- The Volunteer Centre Cannock Chase is a new service introduced this year. Located at Chase CVS, it provides a central point for the recruitment and promotion of volunteering opportunities.
- The Community Link Workers, working with the Cannock Children's Centre, encourage parent participation through public events, Open House meetings and training and volunteering opportunities.
- Chase CVS works extensively in domestic abuse: it is a partner in The Project, a local outreach support service for victims of domestic abuse; the chairmanship of the successful local Forum, Chase PAIRs (Preventing Abuse In Relationships) currently rests with the CVS - the Forum raises awareness of domestic abuse issues in the district; and we employ a Domestic Violence Co-ordinator, who works to develop a domestic violence strategy.
- Home Comforts - Chase CVS operates a furniture recycling and re-use scheme which receives donated furniture and supplies it to those in need.
- As well as working with management committees in voluntary and community groups, Chase CVS was also represented in a number of local strategic activities, including:
 - Community Action Teams
 - Community Strategy
 - Crime and Disorder Reduction Partnership
 - HealthNet
 - Local Strategic Partnership
 - Community Issues Theme Group
 - Staffordshire and Stoke-on-Trent Consortium of Infrastructure Organisations



Chase CVS Development Team

The period from April 2006 to March 2007 was the final year of the Development Project, funded by the Big Lottery Fund. During this period the project has provided **126** Voluntary and Community Organisations (VCOs) with a range of services and support. Of these, **37** received extensive development support and a total **£139,272.43** was attracted into the area through successful funding applications.

The aim of year three was to provide development and capacity building support for VCOs concentrating on quality assurance. VCOs were encouraged to work together with the formation of Peer Support Groups. These sessions provided the platform for new or less experienced VCOs to engage with more established VCOs. To further enhance the meetings and enable participants to gain optimum benefit from the process, a Buddying and Mentoring training course was arranged and delivered in two stages. The success of the support groups was evident, with the natural progression of VCOs 'buddying up' and meeting informally as well as branching out into sub-groups to concentrate on specific topics such as PQASSO.

Twenty-two VCOs 'buddied up' and the resulting formation and progression of community initiatives is a testament to its success. These were as follows:

- A new parent group to support other parents in disadvantaged areas.
- A young people's group to help run a new community facility primarily for the younger generation.
- Development of a group to support children from mixed heritage backgrounds.
- Support for the homeless and those suffering the consequences of substance abuse.
- The formation of a parent and toddler group in an area where previously there was no such provision.
- A telephone advice line where information on access to services is available specifically for older people.
- A new football club set up and organised, in a village previously without any facilities, by the young for the young; utilizing a piece of unused ground.

Three community networking luncheons were held in the 'traditional' format with the attendance, overall, of **205** individuals representative of **97** VCOs and **25** other agencies. By the beginning of 2007 the luncheons were evaluated and it was agreed that smaller 'Block' meetings could prove more beneficial to our service users. Therefore, during March, the pilot meetings were held on the Local Area Agreement's (LAA) five themes: **Children and Young People; Safer and Stronger Communities; Healthier Communities and Older People** and combining **Economic Development and Enterprise with Sustainable Development**. This approach enabled VCOs operating within similar fields to focus on areas of interest to them and network with like minded people. Further Block Meetings are planned for the forthcoming year.

Thirteen Group training events and workshops were organized and included: Mentoring and Buddying; Sustainability; SORP; Full Cost Recovery; Quality Systems; PQASSO; Governance as well as the Peer Support Meetings. From April 2007 group training will be transferred to the new training partnership, between Chase CVS, Stafford District Council for Voluntary Service and Staffordshire Community Council, called Skill Base.

Throughout the project the feedback from our service users, obtained from forums, surveys, events and a full needs assessment has been excellent and the general



Chase CVS Development Team

consensus was that the service provided was not available from any other source in the area.

As the project drew to its conclusion all evidence was collated and it was noted that all but two of its targets were not only achieved but exceeded expectations, as shown in the table below:

Target Description	3-Year Target	Target Achieved
Health Check 1 + 2	106	168
Improved Management Committees	40	62
Detailed Assessments	60	32
Developing a New Constitution	24	24
Developing or Reviewing Policies	24	38
Induction Procedures	40	32
Funding Plans	30	34
New Projects	60	170
Successful Applications	50	157
Income Generated	£750,000	£1,497,907.45
VCOs acquiring new skills through training	50	101
VCOs accessing further training	18	20
Development/capacity building sessions	120	455

The shortfall with the two targets occurred because:

- Induction Packs - the delay in the new rules set by the Charities Commission through SORP
- The Self-Assessments were superseded by the PQASSO checklists

Once again it has proven to be an extremely busy year and, through conducting extensive needs analysis combined with an external evaluation, has highlighted the need for the service to continue. To enable this to occur a bid for funding from the BASIS programme has been compiled and submitted to the Big Lottery Fund for continuation funding.

The forthcoming year will, hopefully, see the service continue to provide our service users with the support that they, themselves, have identified as important for them. The sector is currently undergoing radical change and the new project has been developed to meet the new emerging needs of VCOs as we continue to build on the success of the past three years.

Beverley Molloy
Senior Community Development Officer





Staffordshire & Stoke-on-Trent Consortium of Infrastructure Organisations (SCIO)

The year has seen continuing growth and change for SCIO. From April the format of meetings changed, as a result of the work carried out by *Rubus*, the consultants SCIO engaged to bring together the SCIO Vision and Development Plan for 2007-2010. Since the departure of administration support I have been servicing all of the new theme group meetings and the task and sub-group meetings in addition to all SCIO meetings, so I have been kept quite busy.

The development of the Staffordshire Local Area Agreement (LAA) has been high on the agenda of SCIO members and I have tried to pull together information for each of the VCS block leads. The development of the LAA also meant the loss to SCIO of Simon Johnson, the Chief Officer of Tamworth CVS. There have been quite a number of new Chief Officers within SCIO organisations in recent months, so I have tried to get together with newcomers to brief them on SCIO and to be a point of contact for queries.

A general theme in recent times has been the need for a governance structure for SCIO to come into effect and I have arranged and supported a number of meetings, as this process commenced. Staffordshire County Council has agreed to commit a considerable sum of money in SCIO in the next three years and the governance structure is one of the areas that SCIO has been requested to be developed, alongside the delivery of management training for all Chief Officers.

SCIO's first conference is on 7th June 2007 and as part of a small planning team from across the SCIO membership I have tried to play my part, fingers crossed for a successful day for everyone. It is a very high profile test for us, but I'm certain that we have the skills in SCIO to make anything work; here's hoping anyway!

Debbie Hardman-Wilson, Partnership Development Officer (SCIO)

Volunteer Centre

This new service for the Cannock Chase and South Staffordshire districts has been in operation for four months and during that time emphasis has been placed on raising awareness about what it can offer.

Posters and leaflets promoting the Volunteer Centre service have been distributed via other voluntary agencies; Post Offices; supermarkets and newsagents; college/post-16 centre; Council Offices; Doctors Surgery. In-person leafleting has also taken place at ASDA, Cannock in conjunction with the Home Comforts Project.

Six 'surgery' slots were booked at the public libraries in the Chase area (Cannock, Rugeley, Hednesford, Norton Canes, Heath Hayes and Brereton). These sessions included the distribution of leaflets; making follow-up appointments and one-to-one information giving. On 28th March a promotional Coffee Morning was held at Chase CVS with attendance of volunteer involving organisations (VIOs).

Following consultation with VIOs a first meeting has been held of the Chase Volunteering Forum; this was split over two sessions, to enable as many participants as possible to attend. All who attended the meetings are keen to see a regular Forum established, on a quarterly or four-monthly basis. Individual volunteer managers/organisers have stated that they would appreciate the support offered by such a Forum, and see it as a valuable means of disseminating information and sharing good practice. It was also felt that a Forum would provide a mechanism to enable joint working and, possibly, campaigning on strategic issues.

As the presence of the Volunteer Centre becomes more widely known potential volunteers are self-referring, and being referred by other agencies (eg Spring Meadow; Adsis). Concurrently, the Centre's involvement with a wider range of VIOs is making appropriate, successful placing of volunteers increasingly possible.

Jane Cawrey, Volunteer Development Officer



Home Comforts Furniture Re-use Project



The Home Comforts Furniture Re-use Project started on the 1st August 2006 following a pilot service, that had been provided by Chase Council for Voluntary Service, which highlighted the need for such a service within Cannock Chase district.

The project moved to new premises at Unit 1, Ranton Park, Martindale, Hawks Green, Cannock in early October 2006.

The project receives items of furniture and household goods that are suitable for re-use and are donated by members of the local community. These are collected in the project vehicle. These items are then made available, at the unit, to individuals and families who are suffering disadvantage due to difficult circumstances, for example, leaving care; fleeing domestic violence; homelessness; ill-health; disabled or elderly.

Up until the end of March 2007 we had assisted **153 beneficiaries** (20 of whom have returned to the unit for more items on more than one occasion). Access for the beneficiaries is currently through Referral Agency only. Approximately 34 of the Agencies receiving information about the Project have assisted their clients to access our services with new Agency contacts being made each week.

Our Volunteering Programme has been very successful. There were 12 volunteers recruited to assist the Project and by the end of March 2007, 10 were continuing to offer help with Office Administration, IT, Customer Service, Driver's Assistant and Stock Maintenance and Control.

In March 2007, 5 of our volunteers commenced accredited training, 2 working towards Business Administration Level 2, one working towards Warehousing and Distribution Level 1 and 2 working towards Warehousing and Distribution Level 2.

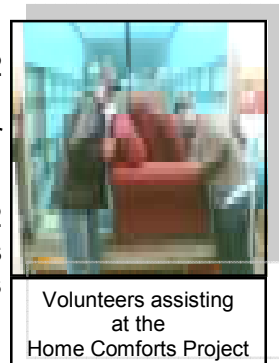
We have greatly appreciated the assistance that they have offered to us and their teamwork and commitment is second to none.

We will continue to recruit new volunteers to join the team as the project develops and demand for service increases in the future.

The official launch of the Home Comforts Project took place in November 2006 and officiated by Dr Tony Wright MP.

We have been raising the awareness of the service by presentations and representation at a range of events in the area, these have included: The Cannock Chase Children's Centre and Heath Hayes and Norton Canes Community Action Team in November; Own Your Streets - Norton Canes in December; 5Cs Open Day in January 2007; Image Business Partnership in February; Own Your Street - Hednesford, Volunteer Forum, Cannock CAB and Tenancy Support Meeting at Cannock Chase District Council in March.

In the period up until the end of March 2007 we received donations of items from **389 Donors**. As these items are offered new homes waste directed to landfill sites is also reduced. A total of **16 tonnes** of waste was diverted during this period.



Kate Bainbridge
Home Comforts Project Manager



Community Link Team

Volunteers

The volunteer training course has been running successfully since 2004. It continues to attract parents who wish to become involved in the day-to-day activities of the Children's Centre and to help the parents gain new skills and ideas and many go on to either full-time training or into work.



The current course should be completed shortly after Easter with eight potential achievers.

In early January we held a Volunteer Training Fair and invited organisations that needed to recruit volunteers. This enabled the volunteers to find out about placements available and the organisations to learn about volunteers in the area. A small number of the volunteers have gone on to volunteer for these organisations.

Open House

Open House continues to be the springboard for introducing parents to informal learning and to build their confidence and self-esteem. It is also a chance for parents to have adult conversation in a friendly informal atmosphere and break social isolation for many single parents.

The Open House group provides a range of activities and in recent months the group at the Children's Centre have '*danced around the world*' sampling many forms of dance in the Open House sessions from belly dancing to maypole dancing.

Since Christmas the group have been following a theme of Music and Drama. This has included ice breaking activities, improvisation sessions, team games, a circus work shop and a Latin American music workshop.

The Open House in Huntington, since the new term in September, has followed a programme of craft activities, learning new skills including sewing, knitting, embroidery and patchwork.

The last term has been spent learning computer skills in conjunction with Rodbaston College.

Return to Work

Working with parents and helping them map out a path for the future continues to be an integral part of the Community Link Team's work.

In recent months we have organised a 'Business Administration' course in conjunction with Carol Hayes from Business Enterprise Support which is still ongoing we have six people attending this course.

We also have two people attending the 'Getting Started in Childcare' course which is also ongoing and we are currently negotiating with county council for some free training opportunities to offer to parents.



Community Link Team

The Community Link Team also runs the Job club which gives parents the skills needed to get a job, ie interview skills, completing application forms etc.

Parent involvement

Parents continue to be central to all of the Children's Centre activities. Parents are involved in the advisory board for the Children's Centre. The Friends of the Centre has been formed by a group of working parents to work alongside centre staff in promoting the work of the Children's Centre. There are parent volunteers in many of the activities and STORK, the parents group, continues to meet on a regular basis. The Our House group at the West Chads Moor Family Centre continues to be run by parents for parents. In conclusion there are parents involved at every level in the day-to-day running of the Children's Centre.

Family Learning

Family learning has progressed extensively with many projects now involved in its delivery. Some very creative projects are being run throughout the local community and at the Children's Centre.

This progression has meant that the Community Link Team is no longer so heavily involved in the delivery of specific family learning sessions, however, they are involved through the Open House projects or in conjunction with other projects.

One-to-One Contacts

Contacts with parents on a one-to-one basis continue to be an important part of the Community Link Team's work.

Parents often pop in to see us at the CVS office or telephone for advice or information. It is often a simple problem that can be resolved quickly but some times it is a listening ear for a very complex personal problem.

The Team tries to be available to support these matters.

Partnerships and Networking

The Community Link Team continues to be central to the way the Team works on a daily basis. Each week we liaise with other projects within the Children's Centre Outreach Team for joint working, we have visiting workers from Jobcentre-plus and Business Enterprise Support and Rodbaston College.

We attend meetings with Stafford District Voluntary Services, Chase Council for Voluntary Services and the Home Comforts project to benefit the parents we work with.

Through the Volunteer Training Programme we work with many external agencies to enable parents to volunteer in settings that will further their interests or careers. We aim to follow good practise and bring together a culture of joint working to benefit local families.



Heather Preece and Kelsey Lintern
Community Link Team



Chase PAIRs Domestic Violence Forum

During the year we continued to action the three strands of the development plan and achieved the following outcomes:



Publicity and Awareness

- Designed car window and door stickers which are now available:
 - Stickers are now displayed in Taxis throughout Cannock Town Centre.
 - Door stickers are displayed in pubs, libraries and the local hospital.
- Chase PAIRs articles have been published in Parish Council Magazines.
- Dickie Chester-James and I met with representatives of Stafford District General Hospital to discuss methods of raising awareness within the hospital. Anne Mellor, Clinical Lead, gave her permission for literature to be placed strategically throughout the hospital and allowed us to apply stickers to toilet doors.
- Morrison's Till Roll Receipt campaign ran from November 2006 to January 2007. The venture proved to be an excellent method for encouraging female clients to come forward.
- Literature was distributed to Chadsmoor Infants' School and as part of their Harvest Festival celebrations they collected food and supplies for The Project Cannock. It was a great success.
- Chase PAIRs Forum has been included in the Cannock and Lichfield Parent Directory.
- Chase PAIRs literature was reprinted. We have this available in a variety of formats including; Folders; Inserts; Leaflets and Survival Cards.

Education and Training

Training Initiatives between Stafford and Chase PAIRs have been delivered. These took place between September 2006 and February 2007. The courses were received well with many being over subscribed, this could mean that there is the potential for future training initiatives in 2007/08.

Research and Development

The Executive Committee for Chase PAIRs asked for an up-to-date Confidentiality Policy. The Forum commented on the policy prior to its being up-dated. It was then approved by the Forum and is now in place.

Liaison with other Domestic Violence Services within Staffordshire was undertaken.

Chase PAIRs held four full Forum meetings and one Annual General Meeting. On average twenty-eight delegates attended representing several different agencies.

We would like to express our thanks to **Lloyds TSB** for funding the Forum Administrator.

Fiona Maybury
DV Forum Administrative Assistant



The Domestic Violence Co-ordinator

The Domestic Violence Strategy has continued to progress over the year and successfully secured funding from the Home Office to provide: Victim Waiting



Facilities at the Specialist DV Magistrates Court in Stafford; a Directory of Services for DV victims in the district; support to develop the education packs for schools; and a community based perpetrator programme. Funding was also secured for a pilot community based perpetrator programme for Chase and Trent Police Divisions.

The Partnership Development Unit, where half of the working week is now undertaken, is based at Cannock Chase District Council. Co-located with the Police, District Council, County Council and Health Service the unit has served to enhance partnership work.

Attendance, input and representation at a range of meetings further strengthening partnership work have included:

- Local Criminal Justice Board
- Crime and Disorder Reduction Partnership (CDRP)
- Chase PAIRs DV Forum
- Staffordshire Police Chase Division DV Strategy
- West Midlands Government Office Forum (WMGO)
- Sanctuary Scheme Meetings - Cannock Chase District
- Staffordshire DV Co-ordinators
- Staffordshire Drug and Alcohol Team (DAAT)
- Community Strategy Partnership

Attended the CSIP mental health conference on dual diagnosis and training in domestic violence and mental health.

Monitoring and reporting on actions delivered to achieve the county Local Public Service Agreement (LPSA2) targets and the local CDRP targets to increase first time reporting of DV and to reduce repeat offences. Auditing trails provided to Performance Management at Cannock Chase District Council for DV BVPI 225.

Publicity and awareness raising was achieved through direct participation in the committees that organised the countywide DV Conference and Christmas publicity bus. Collaborative work resulted in the production of leaflets, stickers and posters, with tear-off 'post-its' and contact details for male and female service providers, that were widely distributed. Local publicity campaigns included the skating rink in Cannock town; Morrison's supermarket till receipts; advertisements and articles in the Council's Home Talk magazine, stands and support at the Council's Workfit Employee Scheme.

The role will continue to focus on the delivery of the five themes of Service Provision, Education and Training, Publicity Awareness, Protection and Justice and Multi-Agency Working set out in the Domestic Violence Strategy action plan in the forthcoming year.

Kathy Cole-Evans
Domestic Violence Co-ordinator



Chase CVS - Rugeley Office

Community Transport Car Scheme

The community Transport Car Scheme continues to be very much in demand with the number of service users steadily increasing. By the end of this financial year 165 individuals were making use of the service.

The CVS has now purchased a 5-door Renault Kangoo which is proving to be a very useful asset. The design and capacity of the vehicle enables service users, with mobility restrictions, ease of access and egress and has the facility to accommodate a fold-up wheelchair.

There are 12 volunteer drivers currently registered with scheme. The service, however, still experiences difficulties in fulfilling all requests due to driver availability. In particular it is harder to find drivers who are able to cover visits to hospitals at a greater distance such as Birmingham, Wolverhampton and Stoke.

Transport Assistance Scheme for Hednesford (TASH)

Unfortunately, this scheme is no longer funded and therefore ceased running at the end of June 2006.

Community Strategy Group

I have attended several meetings with regards to setting up of a Community Transport project within Cannock and the surrounding areas.

A large number of calls from people in the Cannock and Hednesford areas have been received requesting hospital transport, proving that there is a big demand for a transport scheme in these areas.

Volunteer Bureau

Over the past months, there have been only a small number of volunteers requesting information on volunteering opportunities in the area. However, with the appointment of a Volunteer Development Officer, based at Chadsmoor, who will be looking into various ways in which the process can be improved, it is anticipated that the number of prospective volunteers requesting information will steadily increase.

I have attended a number of meetings regarding the setting up of a volunteer forum which proved to be both very interesting and informative.

Joanne Bridgeman
Administrative Assistant



Member Organisations

1st Blackfords Sea Scout Group	Chase Stags Football Club	Rugeley (Police) Community & Amateur Boxing Club
1st Chadsmoor Scout Group	Chase Under 5s Nursery	Rugeley Community Church
1st Norton Canes Scout Group	Chase Visual Arts Forum	Rugeley Open Spaces Association
4th Rugeley Brownies	Cruse Bereavement	Rugeley PHAB Fun Club
5Cs Training	Datteln Cannock Miners' Club	Rugeley Phoenix Activities Club
AFC Cannock Town	DISC (Drop In Sandwich Club)	Rugeley Physically Handicapped Association
Age Concern South Staffs	Dog Assistance in Disability (Dog Aid)	Rugeley Progressive Working Men's Club and Institute
Airgun Training and Education Organisation	Family Focus (Cannock)	Samaritans
Arthritis Care (Cannock)	Family Focus (Rugeley)	South Staffordshire Network for Mental Health
ASIST	Friends of Cannock Park Association	SOVA Staffs Leaving Care Mentoring Project
Avon Business & Leisure Centre	Girls' Venture Air Cadets	Special Friends
Beaudesert Trust	Heath Hayes Arts Society	Spring Meadow Volunteers
Beth Johnson Housing Group	Heath Hayes Early Learners	St Aidan's Church
Bevan Lee Estate Residents' Association	Heath Hayes Senior Residents' Support Group	St Aidan's Old Peoples Fellowship Club
Bow Street Pre-school	Hednesford Town Football Club Youth Scheme	St Chad's Church
Brereton & Ravenhill Community Group	Hednesford Townswomen Guild	St Peter's Community Hall
Brereton & Ravenhill Parish Council	Huntington Swifts Football Club Under 15s	St Stephen's Methodist Church
Brindley Heath Residents' Association	Kano Judo Club	Stafford & Rugeley Sea Cadets
Business Enterprise Support	Littleton Angling Club	Staffordshire Association of Senior Citizen's
Busy Days Nursery	Littleton Table Tennis Club	Staffordshire Blind
Cannock & District Access Group	Mid Staffordshire Scope	Staffordshire Crossroads
Cannock & Stafford Breathe Easy Group	Mid Staffs Mencap	Staffordshire University HE Full Circle
Cannock Bowling Green Club	Mid Staffs Mind	Staffordshire Wildlife Trust
Cannock Carer's Group	Moorhill Pre-school and Fun Club	Tackeroo Football Club
Cannock Chase Advice Centre	New Crazy Saints	Tenchi Ryu Aidido Clubs
Cannock Chase Children's Centre	Norton Canes Community Partnership	The Laurels Residents' Association
Cannock Chase Churches Housing Coalition	Norton Canes WRVS Darby & Jone Club	The Probus Club of Rugeley
Cannock Chase Round Table	Parents & Friends of The Eric Roberts Centre	The Rowan Organisation
Cannock Chase Citizen's Advice Bureau	Pathway Project	Trinity Church Pop-In
Cannock Chase Miners' Advice Centre	Pear Tree Community Group	University of the 3rd Age
Cannock Thursday Club	Pre-school Learning Alliance Staffordshire	Uttoxeter Mind
Cannock, Bridgtown, Hatherton & Huntington Ex-Service Men's Club	Rascowls Before & After School Club	Victim Support - Staffordshire, Mid Staffs Branch
Carers Association Southern Staffs	Redhill Robins Daycare Centre	Vision
Centre Stage Amateur Productions	Relate South Staffs	West Cannock Sports and Social Centre
Chadsmoor Youth Club	Royal Engineers Association 'Old Comrades'	West Chadsmoor Family Centre
Chase Gymnastic Club	Rugeley & District Citizen's Advice Bureau	Women's Business Development Agency
Chase Pairs Domestic Forum	Rugeley & District Stroke Club	Workers' Education Association

Contact details for all of these groups are available upon request.





Chase Council
for
Voluntary Service
...Promoting the Third Sector

Cannock Office:

**CVS Buildings
Arthur Street
Chadsmoor
Cannock
WS11 5HD**

**Telephone: 01543-500404
Email: enquiries@chase-cvs.org.uk**

Rugeley Office:

**Council Offices
Anson Street
Rugeley
WS15 2BA**

**Telephone: 01889-584843
Email: transport@chase-cvs.org.uk**

Chase PAIRs DV Forum:

**PO Box 2913
Cannock
WS11 1YR**

**Telephone: 01543-500050
E-mail: chasepairs@chase-cvs.org.uk**

DV Co-ordinator:

**Partnership Development Unit - Cannock Chase District Council
PO Box 28
Beecroft Road
Cannock
WS11 1BG**

**Telephone: 01543-464575
Email: PhilippaCarr@cannockchasedc.gov.uk**

Home Comforts:

**Unit 1, Ranton Park
Martindale
Hawks Green
Cannock
WS11 7XL**

**Telephone: 01543-467555
Email: homecomforts@chase-cvs.org.uk**

