

**THURROCK CVS
(COMMUNITY AND VOLUNTARY SERVICE)**

**DIRECTORS' AND
TRUSTEES' REPORT AND ACCOUNTS**

FOR THE YEAR ENDED 31ST MARCH 2018

FRIDAY



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09/11/2018
COMPANIES HOUSE

**Company No: 04300967
Charity No: 1090253**

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

REPORT AND ACCOUNTS

C O N T E N T S

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DIRECTOR'S AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2018

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2018, which are also prepared to meet the requirements for a directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OUR PURPOSE AND ACTIVITIES

The Objects of the Charity as set out in the Company Memorandum of Association are:

- To promote any charitable purposes for the benefit of the community in the local government district of Thurrock and its neighbourhood, including the Thames Gateway and South Essex and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness;
- To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

In achieving these aims we set out in 2017/18 the following five objectives:

1. Provide support and development for a strong and thriving voluntary, community, faith and social enterprise sector in Thurrock.
2. Local communities and residents will have a stronger voice to influence local decisions and services as a result of the opportunities we provide for dialogue and social action across all sectors
3. Strengthening communities
4. Strengthen partnership and collaborative working
5. Sustainability

The role and contribution of volunteers

Thurrock CVS values the support of its volunteers in the organisation. During the course of the year we had 41 volunteers (2016-17 - 45) who served as providers of administrative support, board members and project support. In the last year volunteers contributed in excess of 2946 (2016-17 - 4260) hours. We estimate their financial worth to Thurrock CVS by multiplying the hours contributed by a notional rate of the minimum wage. This results in an estimated contribution in the region of £22,091 (2016-17 - £31,950), excluding any national insurance, pension, recruitment or other costs that would normally be incurred by employers.

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Achievements and Performance

1. Provide Support and development for a strong and thriving voluntary, community, faith and social enterprise sector in Thurrock.

- *We will work with organisations and community groups to strengthen the voice and capability of the sector*
- *We will facilitate effective communication using local media and social networks to raise public and partner confidence of a strong and sustainable VCFSE sector.*
- *We will provide training and access to training for new and existing VCFSE organisations that build their skills and capacity to enable them to work more effective*
- *We will work with voluntary organisations and partners to develop services that are sustainable, preventative and empower residents of Thurrock*

As an infrastructure support organisation, our key function is to support the voluntary, community, faith and social enterprise sector in Thurrock. We are provided a grant from Thurrock Council of £70,693 to deliver effective; information, advice, guidance, funding support and advocacy. During this financial year, we worked with over 72 groups on a one-to-one basis supporting them with organisational set up, constitution reviews, funding advice and guidance. We also provided specialist advocacy support to four organisations with a challenge over funding decisions and asset issues.

In addition we have provided up to date sample policies to assist organisations with good practices around Health and Safety, Equality and Diversity, Financial and Personal policies. All templates are now made available on our updated website.

With the introduction of GDPR imminent as an organisation we are refreshing how we communicate with our members and stakeholders, this included both social media and e-bulletins. Members now receive monthly e-bulletins, quarterly newsletters and all information is put on our website and shared with the Stronger Together Thurrock website and social media channels. During the year we also provided training to over 30 community group members on the implementation of GDPR.

We continue to support regular network and strategic meetings and we have held four strategic meetings this year focusing on refreshing the Social Value toolkit. Members of the Joint Strategic Forum task and finish group have now achieved an increase in the weighting of social value in tenders, the increase can now be up to 30% in tenders that are relevant to Health and Social Care. The group are now finalising a social value framework with indicators in order for providers to be measured against the economic and wellbeing input into Thurrock.

As part of the role Thurrock CVS administer the voluntary sector grants on behalf of Thurrock Council. We include this administration function as part of our infrastructure support, so that we can work with organisations to improve their funding application skills, but also to access additional funding outside of the borough to support the work of the organisation or community group. For the 3 year period the grants programme run over, the return on investment was 10:1 and the fund helped to achieve an additional £11.7 million pounds into the voluntary sector in Thurrock.

During this year we have also provided advocacy for some organisations. Our successes have been to enable a local charity to redeliver a healthy weight preventative programme, the other was to help negotiate a lease between a community group and the local authority.

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Social Value

Thurrock CVS have been working with the Joint Strategic Forum since July 2013 to develop and implement a framework for Social Value. This was adopted by Thurrock Council by Cabinet in November 2014. The Joint Strategic Forum raised in Autumn 2016, that although there was a framework established the weighting within tenders was low and no consistent approach was used to measure social value locally. The task and finish group from the Joint Strategic Forum reformed in the summer of 2017 to:

- jointly develop a Social Value training package to ensure that officers and sector representatives fully understand Social Value, how to evidence and secure it through procurement practice. Noting Social Enterprise UK as a helpful starting point in light of their toolkit '12 steps to embedding social value priorities in health and care commissioning;
- start a dialogue between the Thurrock Council and Thurrock CVS to investigate future commercial opportunities (e.g. through joint-bidding for contracts) and create avenues to ensure the scope and scale of the local VCFSE marketplace is known to officers from the outset of any future commissioning and procurement exercise;
- reconsider the existing Social Value Framework and develop up a co-ordinated, targets-based approach to attain tangible, measurable social value outcomes through contracts and procurement, and,
- Refresh the Strategy and consider splitting high value contracts into lots where possible to increase opportunities for smaller organisations to compete individually or form consortia to bid effectively as well as placing emphasis on the appraisal of options for grant funding over contracts where appropriate to do so.

Work will be completed in November 2018.



Giving For Thurrock

Giving for Thurrock is a Placed Based Giving Scheme that supports individuals, third sector organisations and business to generate a mixture of unrestricted funding, that brings together time and resources into a single coherent pot for addressing the needs in a local area with varying models of delivery. Giving for Thurrock was established November 2016 and held a number of fundraising events since this time. To date the project has raised £12,776. The priorities and funding is overseen by an independent steering group comprising of Voluntary Sector, Business and Statutory partners.



Social Prescribing

Social Prescribing provides solutions for improving the health and well-being of people. It places a greater emphasis on preventative interventions rather than medical interventions and has become increasingly common in public policy. Social Prescribing commissions services that will prevent worsening health for people and reduce costly interventions in specialist care. It links patients in primary care and their carers with non-medical sources of support within the community. It is tailor-made for Voluntary and Community Sector (VCS) led interventions and can result in:

- Better social and clinical outcomes for people with LTCs and their carers
- More cost efficient and effective use of NHS and social care resources
- A wider, more diverse and responsive local provider base.

The Social Prescribing project started in January 2016 and now employs 5 Social Prescribing Navigators who are working out of 18 practices across Thurrock.

From April 17 to March 18 the project received 409 referrals and had 793 contacts with patients. The project refers or signposts to organisations within the third sector and during this period signposted/referred 280 patients for support and assistance. As a result of the intervention by Social Prescribing Navigators, practices were able to release an additional 45 appointments.

The Social Prescribing project helps to identify any gaps in service or areas that are reaching high capacity. During this year, the project has been able to identify the need for weight management programmes for individuals from the BME community, and we are pleased that Public Health were able to recommission a service in response to this need.

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By Your Side – Home from Hospital



By Your Side started in January 2018 and the project works alongside health and social care partners to cover winter pressures and hospital discharges. It helps to enable smooth discharge for all adults who are residents in the Thurrock area and are either; vulnerable, or has no family support or are un-befriended.

The Thurrock wide project is targeted at the above client group, who are living alone and/or with long-term health conditions. The By Your Side coordinator is supported by volunteers to provide a support and settling service to enable smooth discharge from hospital.

By Your Side supports individuals up to 6 weeks before and after their discharge from hospital. The project can help with:-

- collecting prescriptions,
- escorting home from hospital(does not include transporting patient home)
- small cleaning and tidying,
- moving and rearranging furniture to allow for hospital equipment,
- installation of temporary key safe,
- notification to GP, social work etc that the patient is home from hospital,
- top up of utilities or bill payment,
- Small food provision i.e. milk, bread (no cash will be taken from patients – home from hospital will keep a float and foodbank collection if eligible)
- clothing to get the patient home with dignity
- Bank of incontinence pads for those returning with no supplies.
- Heavy removal items will be subcontracted to the Handyman scheme and overseen by coordinator.

By Your Side works with existing Thurrock CVS projects; Social Prescribing, Volunteer Centre and Time Banking and in partnership with Stronger Together Thurrock utilising the asset map to support and sign post individuals to existing services and activities within their own localities. Some of these activities may be delivered by local community hubs or other voluntary and community organisations. If an individual requires additional support outside of the project an introduction to Local Area Coordination is made to walk alongside the individual to get them reconnected to their community.

From January to March 2018 the project worked with 19 individuals providing a smooth transition from hospital.

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2. Local communities and residents will have a stronger voice to influence local decisions and services as a result of the opportunities we provide for dialogue and social action across all sectors.

Thurrock CVS has a number of outcomes that sit under this objective including:

- ***We will ensure that the local VCFSE sector and residents are well informed in order to have a voice in shaping policy and decision making.***



Thurrock CVS achieves this objective with our **Healthwatch Thurrock project**. Kim James the Chief Operating Officer has the strategic direction for this project.

Healthwatch Thurrock has been a project of TCVS since 2013, and recently following a procurement exercise was awarded the project for a further 3 years.

Healthwatch Thurrock have had a somewhat mixed year, due to the uncertainty with the future of the contract, Healthwatch experienced staff shortages resulting in the remaining team members being stretched to cover the whole Borough, ensuring peoples voices were heard when decisions around their health and social care were being made by commissioners and providers. With the help of our willing volunteers and members of our steering group we were able to engage with over 4,000 residents. We were able to do this with joint working alongside TCVS and other projects under TCVS such as ngeage.

Healthwatch Thurrock have worked hard within the last year looking at Stroke Services, Health and Wellbeing Board Priorities, the planned changes to Primary Care Services across the Borough and the STP plans which looks at the possible reconfiguration of three Acute hospitals, including our local Basildon and Thurrock University Hospital, and ensuring Thurrock voices were heard loud and clear.

We were successful in feeding in our concerns around the STP Consultation which included the possible closure of Orsett Hospital. This resulted in an Orsett hospital specific document, and a easy read version of the consultation document being produced and an extension to the consultation period. We were able to distribute over 5,000 copies of these documents, and the views of those we spoke to were produced into a report which was fed into the feedback to the joint committee.

We are looking forward to the next year; we have been successful in recruiting to our vacant posts and have welcomed 2 new staff members to the team. We have started work within communities around the identified priorities of;

- Mental Health Services, both Adults and Children.
- Ophthalmology services.
- Cancer pathways and waiting times for treatment.
- Access to Dental treatment.

To feed into any of these areas of work please contact us.

- ***We will encourage residents to participate in society and strengthen local communities.***
- ***We will overcome barriers and inequalities in volunteering, where volunteers are welcomed and valued to encourage them to become part of a strong, resilient safe and supported community.***

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3. Strengthening Communities

- **We will encourage residents to become more active within their community through; volunteering, timebanking or taking part in local initiatives**
- **We will work with communities enabling them to become empowered and sustainable to develop approaches they think will work best to tackle the problems they face.**
- **We will continue to strengthen and grow the Stronger Together partnership**
- **We will use our networks and position to better understand and build on local community assets (citizens and buildings) to benefit the wider communities.**

Thurrock CVS achieves this objective through our **ngage Thurrock project** which delivers; a Volunteer Centre, Time Bank, active citizenship and community development and engagement.

Jacqui Payne Senior Community & Engagement Manager has the strategic lead for this project.

Volunteer Centre Thurrock has recruited hundreds of volunteers for local organisations and charities across Thurrock. Many of these organisations are delivering frontline services to local people and are dependent on volunteers as a vital resource to help support their services.

We currently have 127 organisations registered with the Centre, 18 of those registered within 2017-18. Through existing volunteer enquiries, and the 356 new registrations in 2017-18, we were able to support 640 referrals to organisations.

We've continued to raise the profile of volunteering and supported a number of employment agencies and projects to develop local people's skills for employment, and regularly attend local Colleges, Careers fairs, Job Centre etc.

We currently hold 381 opportunities on the database, 63 of those were from 2017-18. We supported various forms of volunteering including micro volunteering, youth volunteering; employee volunteering and supported volunteering. We received 695 requests for specific volunteering roles, as well as general enquiries about volunteering. We also assisted the Thurrock community hubs with volunteers and develop the Hub training.

Time Bank Thurrock

Time Bank Thurrock helps provide opportunities for people to feel useful in society, improving their self-confidence, skills and social networks, which help to contribute to the wellbeing of others.

One of the most important things that people can offer someone is their time, and because timebanking allows people to give time as and when they can, it is ideal for people who work or who would not be able to commit to more formal volunteering.

Since April 2017, we have nearly 434 Time Bank members and organisations, and have generated more than 21,837 hours of exchange. The Time Bank project has some great examples of people exchanging time to help each other, and it has allowed community members to act as both the beneficiaries and the providers of care and support to other members in the community.

The Time Bank has also supported the development of 16 Mini Time Banks, which include Community Hubs and other voluntary organisations and groups. Mini-Time Banks are a group of 5 people or more that can bank, donate, exchange and withdraw their Time Credits collectively. It doesn't matter if you are a group of individuals or part of an organisation, you can still sign up.

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Community Development and Engagement

The Ngage project helps to shape and promote opportunities for active citizenship and social participation in Thurrock. We support and encourage people to get involved in **Volunteering and Timebanking**, and deliver a number of projects that support people in becoming more active within the local community.

The Ngage projects have a positive impact on health and wellbeing, poverty, unemployment, social exclusion, disability and loneliness, all of which can lead to some people becoming the most deprived in today's society. Our projects include By Your Side, Hidden Gems, WW1 Memory Project, TLS bespoke Volunteer Programme, Community Hub Training Programme, as well as community Make a difference days and supporting other ad hoc projects throughout the year. The Hidden Gems project in particular has enabled us to work with communities to help build pride, responsibility and respect and encourage people to participate more fully in society.

Thurrock CVS applied to the Home Office 'Building Stronger Britain Together' programme in 2017 with the aim of reaching people who felt marginalised or isolated from their local neighbourhood or communities, and to encourage greater involvement.

Funding was received in early 2018 and the 'The Hidden Gems' project was created thereafter. By working in partnership with Creative Blast, the project is helping to bring people together by sharing stories and conversations through the use of music, history, arts, spoken word and culture.

As well as the community conversations with local people, we are asking that communities identify their hidden gems such as buildings, places, organisation, activities. The project will also help to produce a Thurrock poem and film promoting the project achievements.

We are hoping the Hidden Gems project will lead to further funding opportunities to bring communities together through engagement in arts and culture.

3. Strengthen partnership and collaborative working

- ***We will work effectively with strategic partners and VCFSE to promote and strengthen collaborative working and to maximise resources.***
- ***We will work in collaboration with Thurrock CCG, NHS England and all health partners to ensure the VCFSE sector are effectively engage in the health, care and wellbeing agenda.***



Stronger Together Thurrock

Thurrock CVS works in partnership with statutory, voluntary and health partners on Stronger Together Thurrock. The partnership came together in 2012 in a response to the number of initiatives being set up locally from the Local Authority, Health and Voluntary Sector to work with communities to make them become more resilient. With the help from Cormac Russell from Nuture Development the Stronger Together partnership agreed to work together with shared understanding, working through the five key aspects of Asset Based Community Development (ABCD) and setting out principles of how statutory, voluntary and community partners would work under;

1. Neighbourhood based
2. Focus on Strengths
3. Citizen-led
4. Relationship building
5. Social Justice

Communication to communities on Stronger Together happens through www.strongertogether.org.uk .

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During this period the Stronger Together partnership has reached out via the following social media channels:



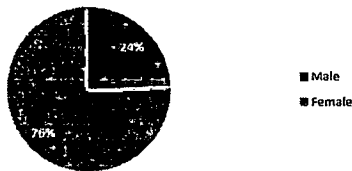
Stronger Together Thurrock Social Media Analysis Summary

January 2017 – March 2018

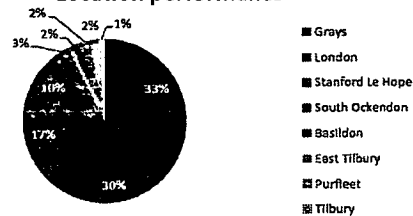
Facebook overview



Gender performance



Location performance



Audience Age Demographic



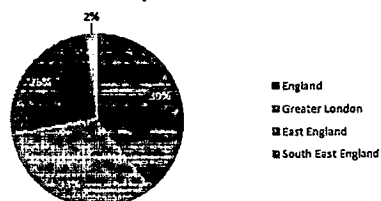
Twitter overview



Gender performance



Location performance



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Better Care Together

The aim of the New Models of Care (now renamed Better Care Together) is a pilot to demonstrate that if investment and quality and capacity of Primary, Community and Mental Health care is improved, and a single lead provider ensures that all out of hospital services are integrated, that it will have a positive impact on reducing demand on the two most expensive parts of our local health and care economy; acute hospital services and residential care services. This will then release funding for re-investment in similar models across the rest of the Borough and beyond.

Thurrock CVS's work within programme is to demonstrate the positive relationship between Statutory Partner and the Voluntary Sector as a delivery partner in prevention. We also ensure that residents and communities are not lost within a service re-design.

Public benefit statement

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. Thurrock CVS provides public benefit through improving the lives of residents of Thurrock through our support for voluntary and community organisations, training and supporting their staff and trustees, and providing representation of the voluntary and community organisations with strategic partners.

FINANCIAL REVIEW

The year under review was a highly successful one for the charity with a net surplus of £228,293 (2017 - £21,348) on gross income of £937,037 (2017 - £559,930). This makes it the most successful year in TCVS's history. However, the appearance is somewhat better than the reality. Firstly, as explained in Note 17 to the accounts, £126,502 of this income was actually received in the previous year but deferred – and only £15,996 received in 2018 has been deferred as of 31st March 2018. Secondly, £64,375 taken to income in the year was actually the accumulated reserves of ngeage, the volunteering charity with whom we merged on 1 April 2018. Finally, and most importantly, a great deal of the income received or transferred from deferred income in the year remains to be spent on projects in 2018-19 and against which there will be little or no income receivable in that year. This can be seen from Note 14 to the accounts (Movements in Funds) as follows:

Selected 2018 Restricted Projects	Income	Expenditure	Surplus
Community Centres / Hubs	104,482	67,960	36,522
Community Roll Out Programme	30,755	1,583	29,172
Home from Hospital	35,130	5,412	29,718
Giving for Thurrock	16,427	3,696	12,731
	186,794	78,651	108,143

The spending of this 2018 surplus in 2019 contributes towards a budgeted deficit in the current year.

The same picture is presented by the Balance Sheet. Here the most significant change is in the reduction in Creditors due within one year from £352,453 to £71,911. This reduction has been caused by the movement in deferred income discussed above, by the disbursement of Conduit funds held on behalf of Thurrock Council and by the reduction in Other Creditors from £91,077 at 1 April 2017 to £Nil by the 2018 year end. Funds held in creditors was money held from ngeage prior year to the transfer of all assets, this were released within this year to cover project costs. As a result of these movements bank and cash balances have actually fallen despite the increase in income, reducing from £612,063 at 31 March 2017 to £560,090 as of 31 March 2018, and as explained above there are further calls on this cash to come.

In 2018 total reserves exceeded £1 million for the first time and had reached £1,088,971 by the year-end. However, as noted at the foot of the SOFA, this figure includes The Beehive Resource Centre from where the charity operates and as such it is not a cashable asset.

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Principal funding sources

- Thurrock Council – Voluntary Sector Development Fund
- Thurrock Council – Healthwatch Thurrock contract
- Thurrock Council – Social Prescribing Project
- Income generated through rental income from The Beehive

Investment powers and policy

The Investment Policy of the charity is for uncommitted funds to be retained in a portfolio of banks and building societies earning interest where possible. The charity will not invest funds in accounts or instruments involving risk and the portfolio will be diversified so as to minimise the risk of loss in the event of the failure of the bank or building society. This will be achieved by ensuring that amounts held in any one institution do not exceed the Financial Services Compensation Scheme thresholds as amended by HM Treasury from time to time (currently £75,000 as of 1 January 2017).

Reserves policy

The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £258,248 (2017 - £171,044).

The reserves policy of the charity is to maintain a level of unrestricted reserves to cover:

1. Between 3 and 6 months of necessary core expenditure to allow for an ordered shut down of the charity including redundancy costs and for suitable management arrangements to be made for ongoing activities, and
2. Any amounts needed to cover either capital or unrestricted revenue commitments in existence at the year end.

Total unrestricted funds as at 31 March 2018 were £269,446 which after allowing for unrestricted revenue commitments and closure costs amounted to 4.6 months total unrestricted, budgeted 2018-19 commitments.

Charitable and political donations

During the year the company made no political or charitable donations.

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FUTURE PLANS AND DEVELOPMENTS

Every year trustees and staff come together to review our five year strategic plan and set the priorities for the year ahead.

At the planning day it was agreed that for the period April 2018 to March 2019 our focus will remain the priorities from previous year as there is still much to be done under the following objectives:

- 1. Provide support and development for a strong and thriving voluntary, community, faith and social enterprise sector in Thurrock.**
 - *We will provide training and access to training for new and existing VCFSE organisations that build on their skills and capacity to enable them to work more efficiently and effectively. Capacity building opportunities will be made available through peer support, partnerships between smaller and larger organisations and signposting to other resources available.*
 - *We will pilot new initiatives that do not attract contract funding where needs are currently unmet with an aim to become stand-alone or absorbed by a more appropriate organisation.*
 - *We will encourage local organisations and community groups to come together to tackle issues supporting them to secure resources and funding.*
- 2. Local communities and residents will have a stronger voice to influence local decision and services as a result of the opportunities we provide for dialogue and social action across all sectors.**
 - *Through Healthwatch Thurrock we will ensure that the local residents and VCFSE are well informed in order to have a voice in shaping policy and decision-making.*
 - *We will encourage residents to participate in society and strengthen local communities*
 - *We will strengthen our relationships with the business community in order to help them meet their Corporate Social Responsibility (CSR). This maybe through volunteering their skills and expertise, resources including monetary or additional to support communities and the sector.*
- 3. Strengthening Communities**
 - *We will work with communities enabling them to become empowered and sustainable to develop approaches they think will work best to tackle the problems they face.*
 - *We will encourage residents to become more active within their community through; volunteering, timebanking or taking part in local initiatives.*
 - *We will continue to develop and grow the Stronger Together partnership.*
- 4. Strengthen partnerships and collaborative working**
 - *We will work effectively with strategic partners and VCFSE to promote and strengthen collaborative working and to maximise resources.*
 - *We will support statutory partners to deliver its strategic objectives to change the relationships with the community by building and strengthening the capacity within the VCFSE sector.*
 - *We will embed the local VCFSE in the service delivery pathways developed by statutory partners, focusing on specialisms that can provide a reach into those communities.*
- 5. Sustainability**
 - *We will explore ways of continuing to deliver high quality services with reduced resources, through the use of increased online tools, new models of income generation and flexible staff.*
 - *We will continue to administer and develop grants in partnership with Thurrock Council and explore opportunities to involve other strategic partners within the VSDF programme.*
 - *We will explore models of income generation that includes paid for services to complement free services and provide additional resources for the VCFSE sector.*

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Thurrock CVS is a registered charity and a company limited by guarantee. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association last amended November 2009. There are currently 127 members (2016-17 - 127) each of whom agrees to contribute £1 in the event of the charity being wound up.

Appointment of trustees

Trustees are selected from those who volunteer their services. Anyone may volunteer. In determining who to appoint Trustees have regard to the qualifications and experience of potential Trustees. Applications are invited in particular from persons with experience of voluntary and community services and from persons with senior management experience in the charitable sector.

Under the requirements of the company's Articles one third of the Trustees resign annually and are eligible for re-election.

At the 2018 AGM:

- Don Sydney
- Tony Fish
- Mike Rawlings

The charity has a wide range of support, engagement and representative functions and, as a result, seeks to ensure that the knowledge and experience of the Trustees covers a wide range of voluntary and community activities, sector representation, leadership development and strategic level decision-making in addition to business and management skills.

All Trustees give their time voluntarily and receive no benefit from the charity. Any expenses reclaimed from the charity are set out in note 10 to the Accounts.

Trustee induction and training

New trustees undergo an induction programme. All trustees are notified of relevant workshops, training days and seminars concerning issues relevant to good governance and to best practice in the voluntary & community sector. During the year the Board attended a number of away days to continue the process begun in the previous financial year of formulating a strategy for the organisation for the next five years.

Organisation

The board of Trustees administers the charity by means of the Board which meets bi-monthly. All Trustees are also Directors of the Company for Companies Acts purposes. Board members are appointed by the Annual General Meeting with one third of the board standing down each year. The board is responsible for the strategic direction of the charity and for policy decisions. In addition to maintaining an overview of the organisation's activities, the Board also controls HR policies and appointments and makes all decisions involving major investment or expenditure.

A Chief Executive is appointed by the board to manage the day to day running of the charity. The Chief Executive has delegated authority for operational matters including finance, human resources and the delivery of services to people supported by the organisation, within certain limits. Decisions which will commit the charity beyond these limits require the approval of the board.

Conduit Funds

Thurrock CVS administers grants on behalf statutory partners. The Panel meets each year to consider applications for funding for organisations working across Thurrock. Voluntary Sector Development Fund (VSDF) grants are made for funding towards bids where applicants can demonstrate impact against the Community Strategy Priorities: Build pride, responsibility and respect to create safer communities. Public Health grants are made for funding towards bids where applicants can demonstrate impact against; tackling obesity and promoting healthy weight and working with citizens to reduce mental health inequalities.

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FOR THE YEAR ENDED 31ST MARCH 2018

Voluntary Sector Development Fund

The VSDF panel comprises of 7 panel members; 3 representatives from the board of Thurrock CVS, 1 representative from Thurrock Council Communities and Equalities team. The Portfolio holder and shadow portfolio holder for neighbourhoods and an independent representative from CVS Chelmsford. The panel will consider applications and make informed recommendations to the Corporate Director of Adults, Health and Housing of Thurrock Council who has delegated responsibilities to make the final decision.

Related Parties

Thurrock CVS was formed by the voluntary sector within Thurrock as a membership organisation to provide support and guidance to charitable and other voluntary groups working for the benefit of the people of Thurrock. The charity, therefore, has close working relationships with many groups and organisations.

The board of TCVS comprises 9 individuals none of whom individually are in a position to control or exert significant influence over the decisions of the charity.

Apart from the board there are a number of other significant stakeholders including members and Thurrock Council, Thurrock CCG and Basildon and Thurrock University Hospitals NHS Foundation Trust none of whom exercise a degree of influence or involvement with the charity sufficient to be deemed a related party.

Pay policy for senior staff

The pay structure for all employees is based on the nationally agreed NJC pay scale. Increases to pay scales are generally based on the nationally negotiated percentages. Pay scale reviews and the pay scale that is set for each role, including for all senior staff, is considered by the personnel sub-committee of the Executive Committee (EC), which makes recommendations to the full EC to make the final decisions

Internal Control

The Trustees have overall responsibility for ensuring that the charity has appropriate systems of internal control across the entire organisation. Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements follow best practice. They are also responsible for safeguarding assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. Internal control processes implemented by the Trustees include:

- Regular consideration by Trustees of financial results, variances from budgets and forecasts
- Delegation of authority and segregation of duties
- A strategic plan and an annual budget approved by the Trustees
- Identification and management of risk

Risk management

The Directors and Trustees have identified the major risks to which the charity is exposed and believe that the systems in place are adequate to mitigate those risks.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

DIRECTOR'S AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Company No: 4300967

Charity No: 1090253

Directors/Trustees

Neville Baldwin – Chair
Michael Kelly – Vice Chair
Michael Hursthouse – Treasurer
Michael Rawlings
Anthony Fish
Yash Gupta – Resigned 30/11/2017
Don Sydney
Wendy Curtis – Resigned 30/11/2017
Lynne Mansfield
Richard Speight

Company Secretary: Michael Kelly

Senior Management Personnel: Kristina Jackson – Chief Executive Officer
Kim James – Chief Operating Officer of Healthwatch Thurrock Project
Jacqui Payne – Senior Community and Engagement Manager

Registered and Principal Office: The Beehive Voluntary & Community Resource Centre
West Street, Grays, Essex RM17 6XP

Auditors: Ramon Lee Audit LLP, Eagle House, 167 City Road, London EC1V 1AW

Bankers: Unity Trust Bank Plc., Nine Brindley Place, Birmingham B1 2HB
Co-operative Bank Plc, PO Box 250, Delf House, Southway, Skelmersdale WN8 6WT

Solicitors: Bates Wells & Braithwaite, 2-6 Canon Street, London EC4M 6YH

Statement of Director's / Trustee's Responsibilities

The trustees (who are also directors of Thurrock CVS for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its income and expenditure for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

DIRECTOR'S AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

STATEMENT OF DISCLOSURE TO AUDITOR

So far as the Trustees are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the Trustees have taken all the necessary steps that we ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

Auditors

A resolution will be proposed at the Annual General Meeting that Ramon Lee Audit LLP be re-appointed as auditors of the charity for the ensuing year.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

APPROVAL

Signed on behalf of the Executive Committee



Neville Baldwin
Chairperson

Date: 16 October 2018

REPORT OF THE INDEPENDENT AUDITOR TO THE MEMBERS AND TRUSTEES OF
THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

Opinion

We have audited the financial statements of Thurrock CVS (Community and Voluntary Service) for the year ended 31st March 2018, which comprise the profit and loss account, balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The directors' report has been prepared in accordance with applicable legal requirements.

REPORT OF THE INDEPENDENT AUDITOR TO THE MEMBERS AND TRUSTEES OF

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)

(A company limited by guarantee)

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made;
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' and Trustees' Report.

Responsibilities of directors

As explained more fully in the directors' responsibilities statements set out on pages 15 and 16, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

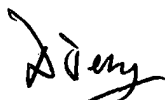
In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



DAVID TERRY (Senior Statutory Auditor)
for and on behalf of RAMON LEE AUDIT LLP
CHARTERED ACCOUNTANTS
STATUTORY AUDITOR

EAGLE HOUSE
167 CITY ROAD
LONDON EC1V 1AW

16 October 2018

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018
SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds £	Restricted Funds £	2018 £	2017 £
Income					
Grants and donations	2	135,068	-	135,068	70,693
Income from charitable activities					
Grants and contract income	3	249,357	352,355	601,712	292,131
Resource Centre Income	4	137,156	-	137,156	132,337
Income from other trading activities	5	21,003	42,098	63,101	64,654
Investment income		-	-	-	115
Total Income		<u>542,584</u>	<u>394,453</u>	<u>937,037</u>	<u>559,930</u>
Expenditure					
Cost of raising funds	6	43,458	-	43,458	37,711
Expenditure on charitable activities	6	372,240	293,046	665,286	500,871
Total Expenditure		<u>415,698</u>	<u>293,046</u>	<u>708,744</u>	<u>538,582</u>
Net income & net movements in funds		126,886	101,407	228,293	21,348
<i>Reconciliation of funds:</i>					
Total funds, brought forward		218,793	641,885	860,678	839,330
Total funds, carried forward		<u>345,679</u>	<u>743,292</u>	<u>1,088,971</u>	<u>860,678</u>

The restricted funds totalling £743,292 as detailed in Note 16 include capital assets of £528,600 (The Beehive Resource Centre from where the charity operates) and current assets of £214,692. As such the significant majority of restricted funds remain tied up within the value of the property from which Thurrock CVS operates.

The Statement of Financial Activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 22 to 34 form part of these financial statements.

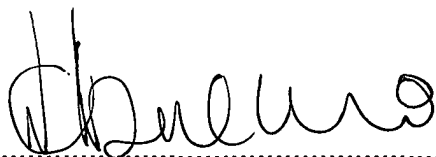
THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

BALANCE SHEET AS AT 31ST MARCH 2018

	Notes	2018 £	£	2017 £	£
Fixed Assets					
Tangible Fixed Assets	11		539,798		552,492
Current Assets					
Debtors	12	60,994		48,558	
Cash at bank and in hand		560,090		612,063	
		<u>621,084</u>		<u>660,621</u>	
Liabilities					
Creditors: due within one year	13	(71,911)		(352,435)	
		<u></u>		<u></u>	
Net Current Assets			549,173		308,186
			<u>1,088,971</u>		<u>860,678</u>
The funds of the charity					
Unrestricted funds:					
General	15	269,446		180,656	
Designated	15	76,233		38,137	
Restricted funds	15	743,292		641,885	
		<u></u>		<u></u>	
Total charity funds			<u>1,088,971</u>		<u>860,678</u>

The Trustees have prepared accounts in accordance with Section 398 of the Companies Act 2006 and Section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

These accounts were approved by the Board of Directors and Trustees on 16 October 2018 and signed on its behalf by:



..... Neville Baldwin
Company No: 4300967

The notes on pages 22 to 34 form part of these financial statements.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH 2018

	2018 £	2017 £
Net cash generated/ (used) in operating activities	<u>(43,440)</u>	<u>227,945</u>
Cash flows from investing activities		
Interest income	-	115
Purchase of tangible fixed assets	(8,533)	-
Cash provided by / (used in) investing activities	<u>(8,533)</u>	<u>115</u>
 Increase / (decrease) in cash & cash equivalents in the year	 <u>(51,973)</u>	 <u>228,060</u>
 Cash & cash equivalents at the beginning of the year	 612,063	 384,003
Total cash & cash equivalents at the end of the year	<u><u>560,090</u></u>	<u><u>612,063</u></u>

Net cash generated/ (used) in operating activities:

	2018 £	2017 £
Net movement in funds	228,293	21,348
Add back depreciation	21,227	20,813
Deduct interest income shown in investment activities	-	(115)
Loss on sale of fixed assets	-	419
Decrease / (increase) in debtors	(12,436)	(16,247)
Increase / (decrease) in creditors	(280,524)	201,727
	<u><u>(43,440)</u></u>	<u><u>227,945</u></u>

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2018

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charity SORP (FRS 102) Revised), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Thurrock CVS (Council for Voluntary Services) meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

1.2 Preparation of accounts on a going concern basis

The charity's Financial Statements show net income of £228,293 for the year and free reserves of £258,248. The charity has adequate general funds to be able to maintain the level of services currently provided and to provide a secure base for the immediate future of the Charity for the next 12 to 18 months and on this basis the charity is a going concern.

1.3 Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- (a) Income received by way of grants and donations are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- (b) Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- (c) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants and Donations as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are include as Income from Charitable Activities as shown in Note 3.
- (d) Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Deprecation on the related fixed assets is charged against the restricted fund.
- (e) Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.
- (f) Membership income is credited to income in the year in which they are received, as in practice this represents a receivable basis.
- (g) Investment income is included when receivable.

1.4 Expenditure recognition and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Cost of raising funds comprises costs of seeking grants and donations and their associated support costs.
- (b) Expenditure on charitable activities includes the costs directly associated with running a resource centre, providing infrastructure services for local voluntary community and faith section organisations to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2018

1.5 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 7.

1.6 Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refers to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

1.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

1.8 Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases. Freehold land is not depreciated.

Leasehold Land & Buildings	-	On a straight line basis over its estimated useful life
Computer Equipment	-	33% per annum on cost
Fixtures & Office Equipment	-	25% per annum on cost

1.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short term cash deposits.

1.11 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.12 Conduit Funding

Thurrock CVS administers funds on behalf of Statutory Partners as an agent. As agent, the charity acts in line with the instructions of the entity that acts as the principal. The charity is bound by an agreement and distributes the funds it holds as agent to specified third parties in line with the instructions given by the principal. The funds transferred to the agent remain under the control of the principal and the principal remains responsible for the charitable application of those funds.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

Funds received by a charity as agent are not recognised as an asset in its accounts because the funds are not within its control. Consequently, the receipt of funds as agent is not recognised as income nor is its distribution recognised as the agent's expenditure. The conduit fund balances as at the year end are recognised as creditors.

1.13 Financial instruments

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and key sources of estimation uncertainty

In the application of the company's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.15 Pension Costs

The charity operates a contributory defined contribution pension scheme, the assets of which are held separately from those of the charity. Pension costs are charged to the SOFA in the period to which they relate.

1.16 Operating Leases

Rentals payable under operating leases are charged to the SOFA as incurred over the life of the lease.

1.17 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

2. GRANTS AND DONATIONS

	Unrestricted Funds £	Total 2018 £	Total 2017 £
Thurrock Council	70,693	70,693	70,693
Ngage Thurrock Ltd	64,375	64,375	-
	<u>135,068</u>	<u>135,068</u>	<u>70,693</u>

The donations and legacies income in 2017 totalling £70,693 was attributed to unrestricted funds.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

3. INCOME FROM CHARITABLE ACTIVITIES – GRANTS AND CONTACT INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Projects				
Thurrock Council	249,357	307,697	557,054	249,684
Basildon & Thurrock University Hospital NHS Foundation Trust	-	-	-	18,650
Community360	-	6,957	6,957	-
Essex Community Foundation	-	6,667	6,667	3,333
Home Office - Building a Stronger Britain Together TRUST	-	24,457	24,457	-
ITEC	-	-	-	1,000
NHS Thurrock CCG	-	-	-	1,500
NHS England	-	-	-	8,000
Thurrock Lifestyle Solutions CIC	-	-	-	8,979
Donations	-	5,000	5,000	-
	-	1,577	1,577	985
	<u>249,357</u>	<u>352,355</u>	<u>601,712</u>	<u>292,131</u>

Income from charitable activities from grants and contracts in 2017 totalling £292,131 was attributed to unrestricted funds of £167,368 and restricted funds of £124,763.

4. INCOME FROM CHARITABLE ACTIVITIES – RESOURCE CENTRE INCOME

	Unrestricted Funds £	Total 2018 £	Total 2017 £
Resource Centre Income	130,066	130,066	123,271
Internal Income	7,090	7,090	9,066
	<u>137,156</u>	<u>137,156</u>	<u>132,337</u>

Income from charitable activities from the resource centre in 2017 totalling £132,337 was attributed to unrestricted funds.

Resource Centre Income comprises contributions towards running costs of the Beehive from other occupants and income from day / evening hire of rooms and the Community Hall.

Internal income comprises income for the provision of stationery, franking machine and photocopy services to members.

5. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Thurrock Council - seconded staff	6,510	-	6,510	23,674
Management and administration income	6,019	-	6,019	6,000
Sundry income	7,584	29,322	36,906	31,595
Membership fees	890	-	890	1,215
Giving for Thurrock	-	12,776	12,776	2,170
	<u>21,003</u>	<u>42,098</u>	<u>63,101</u>	<u>64,654</u>

Income from other trading activities in 2017 totalling £64,654 was attributed to unrestricted funds of £31,657 and restricted funds of £32,997.

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)
(A company limited by guarantee)

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2018

6. ANALYSIS OF EXPENDITURE

	Raising Funds £	Resource Centre £	Infrastructure Support £	Projects £	Total 2018 £	Total 2017 £
Staff Costs	34,430	52,186	66,354	366,622	519,592	368,521
Other direct costs	5,741	71,693	-	51,290	128,724	95,893
Support costs (Note 7)	2,720	6,357	6,012	34,922	50,011	55,174
Governance costs (Note 7)	567	1,324	1,252	7,274	10,417	18,994
	<u>43,458</u>	<u>131,560</u>	<u>73,618</u>	<u>460,108</u>	<u>708,744</u>	<u>538,582</u>

Of the £708,744 expenditure in 2018 (2017 - £538,582), £415,698 was charged to unrestricted funds (2017 - £392,104) and £293,046 to restricted funds (2017 - £146,478).

THURROCK CVS (COMMUNITY AND VOLUNTARY SERVICE)**(A company limited by guarantee)****NOTES TO THE ACCOUNTS (Cont/d)****FOR THE YEAR ENDED 31ST MARCH 2018****7. SUPPORT COSTS**

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 6) in the year. All the general support and governance costs are allocated to activities at different percentages, based on the basis of staff time relating to each activity.

	General support	Governance	Total 2018	Total 2017
	£	£	£	£
Staff Costs	13,145	4,400	17,545	41,855
Premises Expenses	10,711	-	10,711	8,925
Communication & IT Costs	19,269	-	19,269	9,445
Legal and professional exapenses	2,621	-	2,621	4,382
Other expenses	4,265	-	4,265	2,951
Audit fees	-	6,000	6,000	5,880
Committee travel and other expenses	-	17	17	730
	<u>50,011</u>	<u>10,417</u>	<u>60,428</u>	<u>74,168</u>

8. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2018	2017
	£	£
Depreciation	21,227	20,813
Operating lease	1,459	2,024
Auditors' remuneration	<u>6,000</u>	<u>5,880</u>

9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL**STAFF COSTS**

	2018	2017
	£	£
Gross wages and salaries	464,749	351,913
Employer's national insurance	32,617	24,995
Pension contributions	11,257	8,125
Seconded staff	13,324	14,887
	<u>521,947</u>	<u>399,920</u>

No employee had employee benefits in excess of £60,000 (2017 - £nil).

During the year the Charity paid £12,724 (2017 - £16,475) to Open Door for a seconded staff member Wendy Curtis, who is also a Trustee of Thurrock CVS. There was no other remuneration paid to Trustees during the year.

One Trustees received £17 (2017 - one trustees £30) in reimbursed expenses for attending Trustee meetings during the year.

The key management personnel of the charity comprise the Chief Executive Officer, Chief Operating Officer of Healthwatch Thurrock Project and Community Development and Engagement Manager. The total employee benefits of the key management personnel of the charity were £142,021 (2017 - £156,090).

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NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST MARCH 2018

10. STAFF NUMBERS

The average number of full- time equivalent employees (including casual and part-time staff) was as follows:

	2018	2017
Resource Centre	2.5	2.5
Infrastructure support	2.0	2.5
Projects	12.5	10.0
Governance and Support	0.5	0.5
Fundraising	1.0	0.5
	18.5	16.0

11. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	Fixture, Fittings & Equipment £	Total £
Cost			
At 1 April 2017	1,284,464	104,007	1,388,471
Additions	-	8,533	8,533
Disposal	-	(85,673)	(85,673)
At 31 March 2018	1,284,464	26,867	1,311,331
Depreciation			
At 1 April 2017	741,584	94,395	835,979
Charge for the year	14,280	6,947	21,227
Disposal	-	(85,673)	(85,673)
At 31 March 2018	755,864	15,669	771,533
Net book value			
At 31 March 2018	528,600	11,198	539,798
At 31 March 2017	542,880	9,612	552,492

At 31 March 2013 the charity's interest in the Beehive was subject to an impairment review in accordance with Financial Reporting Standard 11, Impairment of Fixed Assets. This review resulted in a write down in the carrying value of the building to £600,000 based upon its future net earning potential over the remaining useful life.

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NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

12. DEBTORS

	2018 £	2017 £
Trade debtors	48,159	37,852
Prepayments	12,835	10,706
	<u>60,994</u>	<u>48,558</u>

13. CREDITORS: amounts falling due within one year

	2018 £	2017 £
Trade creditors	13,626	5,299
Taxation and social security	10,845	6,805
Other creditors	-	91,077
Accruals	25,736	8,402
Conduit funds (note 14)	5,708	114,350
Deferred income (note 17)	15,996	126,502
	<u>71,911</u>	<u>352,435</u>

The creditors figure includes undistributed funds held on behalf of Thurrock Council, as conduit funds of £5,708 (2017 - £114,350).

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NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

14. CONDUIT FUNDS

The Charity administers grants on behalf of Thurrock Council and this activity is recognised in the accounts as conduit funds. The beneficiaries of the grants were determined by a special committee set up by Thurrock Council. The movement in conduit funds during the year are as follows:

	Thurrock Council Voluntary Sector Development Fund £	Thurrock Council Small Sparks £	Total £
Balance brought forward	110,795	3,555	114,350
Funds received	261,907	5,000	266,907
Funds disbursed			
<i>Grants paid :</i>			
Bata Heritage Centre	5,000	-	5,000
Batias	30,000	-	30,000
CAB	29,000	-	-
Chadwell Community Forum	2,170	-	-
Corringham Primary School	500	-	500
DIAL	29,000	-	-
East Thurrock Community Association	1,000	250	1,250
Friends of Blackshots	750	-	750
Grays Phoenix	750	-	750
Impetuous Kinship	4,500	-	4,500
Nutrition Advice for Health Ltd	5,000	-	5,000
One Community	5,000	-	5,000
Parkrun	550	-	550
Quest Music Services	3,797	-	3,797
Samaritans	5,000	-	5,000
South Essex Rape & Incest Crisis Centre	63,443	-	63,443
Special Needs Activity Club	4,000	-	4,000
Stanford Blooming Marvels	1,450	-	1,450
Stanford Forum	3,200	-	3,200
Stanford le Hope	500	-	500
The Martial Academy	4,710	-	4,710
Thurrock Asian Association	5,700	-	5,700
Thurrock Arts Council	10,876	-	10,876
Thurrock CVS - ngage	52,566	-	52,566
Thurrock District Scout Council	16,722	-	16,722
Thurrock Golden Voices	4,240	-	4,240
Thurrock Open Door	38,066	-	38,066
Thurrock Play Network	33,171	-	33,171
Thurrock Sports Council	6,888	-	6,888
Thurrock Nepalese Gurkha Community	2,500	-	2,500
Tilbury Riverside Project	1,500	-	1,500
Anchorfield Allotments Association	-	250	250
The Arc	-	250	250
Chadwell St Mary CF	-	240	240
Craig Comerford - SOCF Street Dancers	-	250	250
East of England Ambulance Service	-	250	250
Grays Riverside CA	-	250	250
LGBT	-	250	250
Lyme Close Senior Citizens	-	250	250
Miles of Smiles	-	250	250
NICC for gazebo	-	80	80
Seabrooke Rise CA	-	250	250
Sugarloaf	-	250	250
PTA Graham James Primary	-	250	250
Purfleet Community Forum	-	180	180
Purfleet Village Forum	-	250	250
TCIL - Little Steps	-	250	250
Total funds disbursed	371,549	4,000	310,379
Transfers between funds	(1,153)	1,153	-
Balance carried forward	-	5,708	70,878

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NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

15. MOVEMENTS IN FUNDS

	Balance at 01.04.2017 £	Income £	Expenses £	Transfers £	Balance at 31.03.2018 £
Restricted funds					
Resource Centre (Building)	542,880	-	14,280	-	528,600
Faith Matters	4,334	-	4,334	-	-
South Ockendon Centre	52,673	34,519	38,872	-	48,320
Chadwell St Mary Community Centre	22,764	15,137	12,885	-	25,016
Community Roll Out Program	2,499	30,755	1,583	-	31,671
TAF Funding	1,083	-	-	-	1,083
Tilbury Hub	6,047	31,317	8,133	-	29,231
Purfleet Hub	3,251	10,391	4,850	-	8,792
Belhus & South Ockendon Community Forum	-	865	136	-	729
Aveley Hub	-	13,118	3,220	-	9,898
By Your Side - Home from Hospital	-	35,130	5,412	-	29,718
Social Prescribing	3,184	43,690	46,874	-	-
Engage	-	103,729	98,396	-	5,333
Fundraising	-	27,708	27,708	-	-
Social Media	-	6,667	6,667	-	-
TRUST (Held on account)	1,000	-	1,000	-	-
Giving for Thurrock	2,170	16,427	3,696	-	14,901
Health Watch	-	10,000	10,000	-	-
Stronger Together - website development	-	15,000	5,000	-	10,000
	<u>641,885</u>	<u>394,453</u>	<u>293,046</u>	<u>-</u>	<u>743,292</u>
Designated funds					
Building maintenance fund	17,821	-	6,627	5,000	16,194
Redundancy fund	20,316	-	-	39,723	60,039
	<u>38,137</u>	<u>-</u>	<u>6,627</u>	<u>44,723</u>	<u>76,233</u>
General funds	180,656	542,584	409,071	(44,723)	269,446
Total unrestricted funds	<u>218,793</u>	<u>542,584</u>	<u>415,698</u>	<u>-</u>	<u>345,679</u>
Total funds	<u>860,678</u>	<u>937,037</u>	<u>708,744</u>	<u>-</u>	<u>1,088,971</u>

Description, nature and purpose of restricted funds:

Resource Centre: The Beehive provides office, meeting and training accommodation for voluntary and community groups in Thurrock. The building opened in 2005 and is now an asset of Thurrock CVS as part of an asset transfer of the freehold from Thurrock Council.

Faith Matters: Thurrock Faith Matters is a community group which seeks to represent the voice of faith-based community groups within Thurrock. Thurrock CVS provides web infrastructure and support to the group for which it has received funding from Thurrock Council for two years from 1 April 2012. All funds are ring-fenced for the activities of Thurrock Faith Matters.

South Ockendon Centre: The South Ockendon Centre was the first of a series of community hubs to be set up in Thurrock and is a joint venture partnership between Thurrock Council, Thurrock CVS and South Ockendon Community Forum. The purpose of the Centre is to provide a focal point within the local community, where local residents can seek advice or signposting from Third Sector or Statutory organisations, access services online, join groups and activities and strengthen the community to become more resourceful and resilient.

Chadwell St Mary Community Centre: As part of the Community Hubs rollout programme, Chadwell St Mary Centre received funding to support the employment of a centre co-ordinator; payroll and HR are administered by Thurrock CVS on behalf of Chadwell St Mary Centre.

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NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

15. MOVEMENTS IN FUNDS (continued)

Community Hub Roll Out Programme: This programme brings together statutory bodies, local communities and the voluntary sector to deliver services, information and advice in a more holistic way. We are currently working with 5 community forums to establish a hub in their area. These funds are seed funding and capacity building for the programme in each area.

TAF Funding: Funding held on behalf of Grays and Orsett Forums.

Tilbury Hub: As part of the Community Hubs rollout programme, Tilbury Hub received funding to support the employment of a volunteer co-ordinator; payroll and HR are administered by Thurrock CVS on behalf of Tilbury Hub steering group

Purfleet Hub: As part of the Community Hubs rollout programme, Purfleet Hub received funding to support the employment of a volunteer co-ordinator; payroll and HR are administered by Thurrock CVS on behalf of Purfleet Hub steering group

Belhus & South Ockendon Community Forum: Thurrock CVS hold funds on behalf of the newly formed Community Forum. Monies will be used for research, administration activities for South Ockendon and Belhus area to enable residents to have a voice to influence local decisions.

Aveley Hub: As part of the Community Hubs programme, Aveley received funding to support the employment of a volunteer co-ordinator, payroll and HR are administered by Thurrock CVS on behalf of Aveley Hub Steering Group.

By Your Side - Home from Hospital: The aim of the project is to work with volunteers through a dedicated co-ordinator to support early discharge for patients that are vulnerable or unbefriend. The project works in partnership with VCFSE organisations to support individuals back into their community. The project started in January 2017 and will run as a pilot until December 2018.

Social Prescribing: Social prescribing, sometimes referred to as community referral, is a means of enabling GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical services.

Recognising that people's health is determined primarily by a range of social, economic and environmental factors, social prescribing seeks to address people's needs in a holistic way. It also aims to support individuals to take greater control of their own health.

Social prescribing can involve a variety of activities which are typically provided by voluntary and community sector organisations. Examples include volunteering, arts activities, group learning, gardening, befriending, cookery, healthy eating advice and a range of sports.

Ngage: delivers; a Volunteer Centre, Time Bank, active citizenship and community development and engagement. Ngage Thurrock merged with Thurrock CVS in April 2017 and now operates as a project under Thurrock CVS

Fundraising: Giving for Thurrock (GiFT) has been established to generate unrestricted funds to help meet local priorities, especially health and wellbeing.

The aim of the project is to create new unrestricted funding opportunities across external funders and through the development of a suite of fundraising events. Also to develop a portfolio of partners across communities and businesses to encourage further support and increase voluntary giving activity.

Giving for Thurrock will engage positively with the community, local charities, businesses, community groups and organisations in the promotion of local fundraising across the borough to raise a minimum of £40,000 over the period Nov. 2017-Oct. 2018.

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NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

15. MOVEMENTS IN FUNDS (continued)

Social Media (Held on account): The Social Media administrator supports the promotion of information via facebook, twitter and websites, to the communities of Thurrock on behalf of Stronger Together Thurrock.

TRUST: Thurrock Racial Unity Support Trust disbanded in the financial year 2016/17. The balance of their funds is being held on account for any liabilities that may arise.

Giving for Thurrock: See fundraising above

Healthwatch Thurrock: Healthwatch Thurrock is a project of Thurrock CVS aims to enable people, communities and organisations in Thurrock to have a say and influence the planning, commissioning and delivery of Health and Social Care services to improve the health and wellbeing of patients, the public and service users.

Description, nature and purpose of unrestricted funds:

General funds: General fund represents funds available to spend at the discretion of the Trustees after allowing for all the designated funds.

Purpose of designated funds:

Building Maintenance: The Designated Fund is a sinking fund for future major repairs and renewals to the Beehive which was established in 2011-12.

Redundancy fund: The redundancy fund has been created this year to ensure reserves are set aside for redundancy payments if the organisation operation or projects finishing.

16. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	General £	Designated £	Restricted £	Total £
Tangible fixed assets	11,198	-	528,600	539,798
Net current assets	258,248	76,233	214,692	549,173
	<u>269,446</u>	<u>76,233</u>	<u>743,292</u>	<u>1,088,971</u>

17. DEFERRED INCOME

	2018 £	2017 £
Balance as at 1st April	126,502	10,488
Amount released to income in the year	(126,502)	(10,488)
Amount deferred in the year	15,996	126,502
Balance as at 31st March	<u>15,996</u>	<u>126,502</u>

The deferred income represents premises hire and service charges income of £15,996, received in advance for 2018/19.

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NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

18. PENSION COSTS

The charity operates a defined contribution pension scheme and also contributes to suitable personal pension schemes of employees. Contributions are charged to the Statement of Financial Activities in the period to which they relate. The charge for the year was £11,257 (2017 - £8,125).

19. OPERATING LEASE COMMITMENTS

The charity has operating lease commitments relating to its photocopier as shown below:

	2018	2017
	£	£
Within 1 years	1,459	1,459
Within 2 - 5 years	1,459	2,918
	<u>2,918</u>	<u>4,377</u>

20. SHARE CAPITAL

The charity does not have a share capital and is limited by guarantee. In the event of the charity being wound up, the maximum amount, which each member is liable to contribute is £1.

21. CAPITAL COMMITMENTS

At both 31 March 2017 and 2018, the charity had no capital commitments.