

## **Board of Trustees**

Chair	Allen Ransome	(elected 1997, re-elected 2000 & 2003)	
Vice Chair	Alan Mabbott	(elected 2002)	
Treasurer	Trevor Caunt	(elected 1997, re-elected 1999 & 2002)	

*All officers are members of the Finance and General Purposes Committee (F&GP)*

Chris Barnett	(elected 2001)	
Dulcie Eccleston	(elected 1997, re-elected 2000 & 2003)	
Linda Gilbert	(elected 1997, re-elected 1999 & 2002)	F&GP
Richard Lund	(elected 1997, re-elected 1999 & 2002)	
Adele Tasker	(elected 1997, re-elected 2000 & 2003)	
Graham Robinson	(elected 1998, re-elected 2001)	F&GP
Aileen Walker	(elected 1999, re-elected 2002)	
Roni Wilson	(elected 2001)	
Norman Butterworth	(elected 2002)	F&GP
Frances Delaney	(elected 2002, retired 2003)	
David Jackson	(elected 2002)	
John Lee	(elected 2002)	
Alan Robinson	(elected 2002)	
June Sykes	(elected 2002)	F&GP
John Simpson	(elected 2003)	

### **North Lincolnshire Council Representative (since 1997)** Councillor Allan Smith

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### **Annual General Meeting**

At our AGM held on 9 October 2003 we found ourselves in a position of having more nominations than vacancies to our Board of Trustees. This meant we would have to hold an election. We decided that the most equitable way to involve all our members to participate in the process would be to hold a postal ballot. The return of papers was excellent and Fiona Boak from SoHBAC agreed to act as our independent adjudicator to count the votes. Fiona announced the results at the AGM.

### **Accessibility**

If you would like to receive this Annual Report in a large-print or Braille version, please contact VANL's Barton office (01652 633297).

*Front cover photograph – see Connexions report, page 10.*

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## Our Aims and Purposes

or

### Who we are and what we do...

In 1997 *Voluntary Action North Lincolnshire Limited (VANL)* was formed as an amalgamation of the former Glanford and Scunthorpe Councils for Voluntary Service (CVS). It has since become the major local development agency in the area.

**VANL is a CVS**, a Registered Charity and Company Limited by Guarantee governed by a Memorandum and Articles of Association adopted on 19th March 1997. The date of Incorporation was 1st April 1997. Its purposes are the advancement of education, the protection of health and the relief of poverty, distress and sickness. These aims are pursued by bringing together voluntary and statutory organisations in Council and by encouraging co-operation between organisations.

This means working closely with those who have responsibility for services of all kinds, including the statutory authorities, local government, and local officers of central government, the private sector and all organisations in the voluntary and community sector.

### Accountability

The policy and general management of the affairs of **VANL** are directed by a Board of Trustees. The members of the Board of Trustees are Directors of the Company for the purpose of charity law. In order to ensure that CVS work is accountable and responsive to the needs of the local voluntary and community sector, who are the membership, a wide range of organisations is represented on its governing body and elected from the membership to serve for three years or co-opted annually. The Board meet bi-monthly and at their first meeting following the AGM elect a Chair, Vice Chair, Treasurer and the Finance and General Purposes Committee (F&GP). The F&GP also meet bi-monthly in the alternate month to the full Board.

A **CVS** performs five core functions and covers a wide range of issues, these are:

**Development:** This can be described as a process of reviewing existing provision, identifying unmet needs and initiating action to meet them.

### Services to other voluntary and community organisations:

This includes typing and duplicating facilities, the provision of information, hire of equipment, advice on charitable, organisational and funding matters and regular newsletters.

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**Liaison:** This may be defined as the exchange of information and opinion between organisations.

**Representation:** This may involve enabling voluntary and community organisations to articulate views, protect interests, press for changes through negotiations, or undertaking such work on behalf of voluntary and community groups.

**Strategic Partnerships:** This involves direct engagement in strategic partnership bodies with statutory and other organisations in order to participate in decision making processes.

North Lincolnshire Council provides funding towards the core activity of **VANL** and supports other projects in

part. It has always been very supportive of voluntary and community organisations and welcomed partnership working.

**VANL** provides its services to over two hundred member organisations, acts as a co-ordinating body for voluntary and community activity in the area and manages a number of projects.

The registered and main office of **VANL** is based in Scunthorpe, a secondary office is based in Barton and part-time satellite offices operate in Brigg in the Local Link and Crowle, in the Resource Centre. There is also a project office in Barton.

## Review of Activities 2003 – 2004

The Voluntary Action North Lincolnshire Limited Board of Trustees is satisfied that in our seventh year of operation, 2003 – 2004:

- Our work reflected our aims
- Our resources were well managed
- Members were satisfied with the service they received
- A balance was achieved between core service provision and new developments

Two of the projects, Apna Sahara (1 June 2003) and Independent Living North Lincolnshire (1 April 2003) have become independent.

The organisation achieved Level 1 of the PQASSO (Practical Quality Assurance Systems for Small Organisations) quality assurance system during the year.

We successfully recruited the Connexions Humber Development Worker who is achieving the project aims by working with the youth sector in North Lincolnshire.

We are delighted that elements of our FACT project; FACTsheet, database and library will continue after the end of the project.

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### ***Some End of Year Facts and Figures***

- We had 222 groups in membership of VANL
- we provided subsidised services on 852 occasions to 170 different organisations
- we dealt with 224 general enquiries (we do not collect data on all enquiries we receive)
- we provided in-depth advice to 76 organisations (this excludes funding advice)
- we administered 11 PAYE schemes
- the minibus was used on 117 occasions by 17 different groups
- we supported 20 new groups in moving towards or achieving charitable status
- we interviewed and placed 45 volunteers
- we delivered or facilitated 57 training sessions
- we provided funding advice to 125 organisations with 31 making applications, of which 23 have been successful
- we facilitated 4 Isle Inter-agency Lunches
- we facilitated 7 Barton Community Interest Groups
- we provided regular updates for 'What's On' BBC Radio Humberside and the Scunthorpe Evening Telegraph and have featured on BBC Breakfast News
- we support the administration and distribution of various 'pots' of funding, including Global Grants and Community Champions
- we hold and keep up to date (as possible) a database of around 1000 voluntary and community organisations
- we produced a quarterly newsletter with a Funding Extra and Young Persons insert
- we produced a bi-monthly FACTsheet containing policy updates to around 1,000 contacts
- we distributed the bi-monthly Training News to around 1000 contacts
- the staff collectively supported in the region of 35 partnerships
- we canvassed our members in our annual survey of members' views.

### ***And our Annual Survey told us that:***

- 83% of those surveyed found our offices accessible.
- The staff were considered to be friendly, efficient and approachable.
- 50% of respondents thought that our service had improved over the past year.
- The Newsletter scored 4.15 out of 5 – very good!
- The websites were not very well used.
- Our projects were all considered to be Good or Very Good.
- A couple of respondents suggested that we should open in the evening

Several comments related to the heavy workload the staff are taking on. They can be difficult to reach sometimes, and very busy. Other comments suggested evening and weekend opening hours. One even suggested that perhaps we could employ more staff!

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## *Core Staff News*

### **Yvonne Hollis - Resource Worker Scunthorpe Office**

The Scunthorpe office continues to be a hive of activity with people either phoning or calling in for help on anything, from where an individual can go to apply for a grant for new central heating radiators, to help with a toddler who is driving their parents crazy with its incessant crying, to people wanting to dispose of unwanted furniture. It all makes for an opportunity to enjoy the huge diversity of work that manifests itself working in the voluntary sector.

I am responsible for the up-keep of the Membership Database. We had in membership 222 groups for the year ended 31<sup>st</sup> March 2004 and this number looks likely to be exceeded for the next year. A wide range of office services were provided on a regular basis, as well as help with matters concerning the running of groups, insurance requirements, PAYE schemes and so on.

45 volunteers were seen during the year and placed with organisations. Several of those placed have gone onto training courses and found fulfilling voluntary work and, in some cases, paid employment through their involvement with the voluntary organisation. Funding via Humberside Learning Consortium enabled us to access European Social Funds for a co-financing volunteering project, which encouraged organisations to provide training and identify needs for their volunteers.

### **Liz Crowston - Resource Worker - Scunthorpe Office**

My role as Resource Worker includes:

- Provision of administration services to the Board of Directors
- Dealing with Office Services and enquiries
- Producing the Newsletter
- Distribution of the FACTSheet and associated information
- Administration of a PAYE scheme and the minibus

After a great deal of thought the Minibus Sub-Committee decided to abandon the Midas Minibus Training Scheme for volunteer drivers and return to using the driving instructor from Stagecoach. Midas training costs approximately £40 per person and a familiarisation session with the instructor about £20 per person. Midas training is more theory based whereas Steve Deakins the Instructor delivers more 'on the road' training.

The bus continues to be used by particular groups on a regular basis, but could be used a bit more. This year the signage on the bus was replaced in Voluntary Action's corporate colours because the information on the old ones was out of date.

Voluntary Action is very grateful for the excellent service it receives from Amvale Ltd for servicing the bus to a high standard, and to Dixon's Garage for allowing us to park the bus on their premises.

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### **Carol Thornton Development Worker - Barton & Winterton**

Barton office has continued with all its usual work: office services, constitutions, policies, basic funding advice, basic IT advice, linking people with the help they need and supporting new groups to start up, as well as carrying out pieces of research for Barton Healthy Living Project, researching the need for a community café; for Humber & Wolds RCC helping to find out what changes people in Alkborough would like to make in their village; and working with HWRCC to support Winterton Improvement Network, who were carrying out a Planning for Real exercise in their town. A feasibility study was carried out for Trinity Methodist Church, Barton.

I have also acted as a mentor for Shaun Couldstone, who carried out several volunteer projects in Barton, raising money for charities. Shaun was then nominated for the Scunthorpe Evening Telegraph Young Achiever of the Year and became the first winner of the Award.

I continue to facilitate the Barton Community Interest Group. This is a networking group for development workers and people working in the voluntary and community sector in Barton and district. This year I produced and distributed a list of who was on the mailing list. Some members cannot attend meetings, but still receive minutes. The list allowed everyone to know who was involved and might be interested in partnership working, and it also included a brief outline of what the different organisations actually did.

One trainee from Humber Community Partnership was in the office for work experience from October 2003 to January 2004, and has continued to offer help as a volunteer. Another trainee from Action 4 Employment started in March 2004. The help our trainees give to enable the Barton office to keep running is invaluable and we are very grateful for their time. Without them, the office could not open for as many hours as it does now.

Since January 2004 Barton office has been open for fewer hours as staff and volunteers took part in an intensive training course in research. This has resulted in fewer events being attended and fewer hours available for the office to be open. However, we hope that our new skills will be of great use to the voluntary community in North Lincolnshire, and will enable better planning and better funding applications in the future.

### **Ann Ford Development Worker - Brigg**

From April until December I had extended hours, funded by the European Social Fund, amounting to three times my normal hours for rural development work. During this period I worked with various groups, including the new Gainsthorpe Community Association, Brigg Family Centre, Viking Resource Centre, mainly dealing with Charity Registration, constitutions, funding and other issues. Research was carried out, along with Carol Thornton, with HWRCC in Alkborough for the Alkborough Flats Project. I

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continued my involvement in Brigg Market Town's Initiative.

I also organised training courses for staff and voluntary groups on health & safety and food hygiene. Following my involvement with PQASSO I took responsibility for our health & safety policy and risk assessments.

From January 2004, I have been joint co-ordinating a research training project named by the trainees "Action 4 Living". The resulting accreditation will be at NVQ level 3 in research and community consultation. In addition to co-ordinating the course I have been undertaking the training myself. This meant reduced hours for development work but a new direction for research.

**Elizabeth Jackson -  
Development Worker Isle of  
Axholme**

It was, as always, a busy year for us at Voluntary Action.

The funding for the Rural Capacity Building Project gave me extra hours until December 2003 and therefore time to develop areas of work, for example I supported a group to put in place policies and procedures they needed to put in place to run a summer playscheme and employ staff. I enjoyed being part of the PQASSO working group and attended an Organisational Training course. The

things covered there carry over to the advice work given to other groups.

The scene is always changing and so we try to respond to the needs of the organisations we help. I'm sure the surfers amongst you have heard of 'Ask Jeeves'. If you contact us regarding child protection it's Ask Elizabeth. To this end I worked with over 30 groups to assist them in adopting the Child Protection policy developed during 2002. To help with this important topical issue I developed a short training course for those responsible for child protection in their groups and delivered it to 70 people at 5 sessions across North Lincolnshire. This work continues. The policy was also updated with the Area Child Protection Committee (ACPC). I attended the North Lincs 'What have we Learned' Conference following the Climbe Report with Lord Laming as the keynote speaker.

I continued to work in the Crowle Community Resource Centre on Friday mornings and have worked with the staff there and the Isle CHAMP development worker to assist local groups. Apart from all the enquiries and small pieces of work I had pleasure in helping set up 3 new groups in the Isle, The Luddington Blue Stars, Belton Junior Youth Club and The Epworth and District History Society.

One of the highlights of the year was to attend the Church in the Economy day 'Skills for the 21<sup>st</sup> Century', facilitated by Roy Leighton from the BBC Confidence Lab. It gave food for thought and ideas and skills for our work with voluntary organisations.

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## Project News

### **Jayne Chudley - Funding Advice Worker**

*Funded by The Big Lottery Fund*

Over the past 12 months I continued to deliver funding advice to voluntary and community groups in North Lincolnshire. I also attended college and gained the City and Guilds stage 2 adult teaching qualification. I have also begun a course of study towards an NVQ in Fund raising management.

I have advised over 125 groups during this period and assisted them to bring in just over £200,000 to the area.

The Funding Advice Workers Network (FAWN) is still meeting on a regular basis, this enables the funding advice workers within North Lincolnshire to share knowledge and hopefully reduce the amount of duplication amongst themselves and groups they are working with.

I facilitated a rural surgery in March 2003 with 15 groups attending and

receiving advice around relevant rural funding available.

Training sessions continue to be well attended with an average group size of 15 people attending topics such as:-

- Fundraising strategies
- How to apply for funding
- Managing your group
- Running your organisation
- Planning and running a project
- Organising special events
- Minute taking the right way

I continue to keep up to date with funder's criteria for the area and any new funding streams that come on line. A lot of development work in the form of assisting groups with constitutions, policies, and so on has taken place during this year which has helped many groups to go on to secure funding for their good causes.

### **Sajda Shah - Fact Co-ordinator**

*Funded by The Big Lottery Fund*

In year three of this project Michelle Fearon, the Co-ordinator left (July 03) to train to become a primary school teacher, and I was seconded (Sept 03) to complete the project brief.

FACT continued to support the sector, increased participation in volunteering activity and saw an improvement in

participation and co-operation between the sector and statutory partners.

Four conferences were held during the year with the following themes:

- Compact Review
- Every Child Matters
- The Regional Agenda
- Future Builders.

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194 people attended these conferences representing 145 organisations. Overall evaluation of the conferences was positive. There were a number of consultations requested by statutory partners. This saw 385 organisations involved in this process.

FACT supported the delivery of training relating to the adoption of a voluntary sector based Child Protection Policy, endorsed by North Lincolnshire Area Child Protection Committee. This was delivered to over 30 organisations in the sector.

FACT continued to develop and support the sector's relationship with statutory partners through the Compact document, "Better Together". Initially launched in November 2002, FACT ensured that Better Together remains a live and working document by supporting a review in November 2003.

### **Alicia Laking - Connexions development worker for the community and voluntary sector**

*Funded by Connexions Humber*

I started in this role in May 2003, and am really enjoying working in such a diverse sector. The main part of my job initially was to carry out a mapping exercise of what opportunities there are for 13 -19 year olds in the voluntary and community sector, this helped me to meet lots of new people across North Lincolnshire. The staff at Voluntary Action has made me feel welcome, and have generously shared their knowledge and skills to help me to develop my area of work.

FACT has undertaken an evaluation of the project in this final year. The findings from the evaluation ensured that key elements identified by all our partners remain following the end of funding this year. These are:

- **The FACT Sheet** – this continues to be mailed out bi-monthly to around 1000 organisations throughout North Lincolnshire.
- **The Database** – with around 1000 organisations throughout North Lincolnshire. This is kept up to date on a weekly basis.
- **The Library** – up to date resources including reports, statistics, training packages, magazines and newsletters which are accessible by all.

The youth sector in North Lincolnshire is in need of further development, and to partially address this, I have bought some resources that can be accessed by groups or individual workers.

I have spent time pulling together a steering group for my project which I hope is now representative of the voluntary youth sector of North Lincolnshire. I have circulated information about Connexions and how by working together all sectors can deliver enhanced services to more

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young people locally. Workers have accessed both formal and informal training about Connexions strategy; this has helped in the development of joint working practices.

I have found people to be enthusiastic about exploring new ways of working, and there are a few exciting projects developing. In partnership with Independent Living North Lincolnshire, Humberside Fire and Rescue Service, The Princes' Trust XI Club, Thomas Sumpter School and Connexions (*front cover photograph*), we are running a community smoke detector project, which enables a group of young people who were on the verge of being excluded from school to take part in a venture that provides education and protection on Fire Safety issues to

vulnerable people. The project is helping these young people to re-engage into education, as well as learning skills for working life and offering them a glimpse of things that they might aspire to for their future. All parties who are involved in the project are also benefiting in various ways.

I think that overall my last year's experience back in the voluntary sector has served as a reminder that with a bit of imagination and co-operation between groups we can make a difference. Also there is plenty of work to go round so let's not be precious about it, let's try different approaches and together I am sure that we can all contribute to the delivery of improved services across the area.

### **John Halmshaw - Better Together - North Lincolnshire Compact**

*Funded by Resurgo SRB6*

In December 2003 I took over from Heather Burks, who left in October 03, as the Compact development officer. I am employed by VANL but based at Pittwood House to work alongside the Council's strategy and customer communications team.

North Lincolnshire Compact "Better Together" was launched at a major conference in November 2002. Representatives of the Council, Health Authorities, Voluntary Organisations and Community Groups agreed to form a Compact and to keep joint working arrangements under regular review.

A Compact is an agreement about the principles, values and commitments partners make together to define and

manage their relationships. "Better Together" aims to put the relationship between the public, voluntary and community sectors in North Lincolnshire on a better footing and help us to work even more closely together.

The Compact is part of a national network. All Local Authorities are now required by Government to be developing Compacts for their areas.

Work during 2003-04 has concentrated on spreading knowledge about the Compact and extending its membership. In March 2004 this had resulted in over 100 organisations and groups signing up to the Compact. Each member also nominates a Compact Champion to

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promote the Compact way of working throughout their organisation.

We have agreed to develop 5 Codes of Good Practice to help to encourage partnership working and develop understanding, trust and confidence. The Codes will cover

- Funding
- Working with Black and Minority Ethnic Groups
- Consultation
- Volunteering
- Working with Community Groups.

The first two of these Codes were developed by cross-sector working groups in autumn 2003 and were then

made the subject of consultation throughout the Compact members.

A procedure has been agreed for resolving disagreements locally, and there is also a national mediation process.

We held a second Compact Conference in January 2004 to review progress and discuss the next steps. Workshops discussed responses received to the consultations on Codes of Practice. The conference identified that our priorities should be to improve communications, develop our Codes of Practice, and improve our strategic links (for instance with the North Lincolnshire Strategic Partnership).

## **North Lincolnshire Community Legal Service Partnership (NLCLSP)** **Gordon Smith Co-ordinator**

*Funded by Legal Services Commission, Resurgo SRB6 and North Lincolnshire Council*

In the last financial year the 'Partnership' has been moving at quite a pace. It has continued to grow and we have made great strides forward in the number of 'members' that have been accredited with the Community Legal Services Quality Mark. You may have noticed that this is a Co-ordinators report, and not a Development Workers report. This is only a change in title and does not change any of the tasks I undertake. I am still here to promote the CLSP in North Lincs and guide organisations through their application for the Quality Mark.

I produce a quarterly Newsletter which seems to be very popular. I have 150 copies printed and have a mailing list of 130. The 'spare' copies I give away to

organisations or groups that I meet for the first time or are thinking about joining the partnership. I never have any left a couple of weeks after publication. Now would seem an appropriate time to say a big thank you to all that have contributed to the newsletter with articles over the last year.

The Providers Forum is held quarterly and we continue to flourish in this area. June Stevens (Manager Scunthorpe CAB) chairs this gathering and we always seem to be able to get some really interesting and informative guest speakers.

A part of my job is representing the partnership on various committees, forums or seminars. This is something I

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really enjoy doing. I meet a great diversity of people, learn a lot about what is going on in North Lincs, and I hope make some small contribution in the local community. The amazing fact is that I seldom attend a gathering without coming away with at least one more date in my diary for a meeting with a group that are not already part of the partnership. It reminds me of the nursery rhyme that goes "come into my parlour said the spider to the fly"

So in moving forward at this great pace, what have we achieved? Well the figures are as follows:-

Members of the Partnership 71  
(59 NFP organisations and 12 solicitors)

Quality Marked Members	49
(37 NFP organisations and 12 solicitors)	
Completed training	6
Under training	11

We have a lot to be proud of in North Lincolnshire. We have a lot of true partnership working between groups and organisations. The figures above could not have been achieved without a lot of hard work and enthusiasm on the part of members, and it does not go unnoticed! In recent times I have been asked to give a presentation to both Selby CLSP and Harrogate CLSP to illustrate what can be achieved by a well run and enthusiastic partnership.

### **Jan West - North Lincolnshire Community Pot Co-ordinator**

*Funded by Resurgo SRB6*

The second operational year of this project has seen it continue to grow and develop. Funds for re-distribution to voluntary and community groups have again been received from Aid to Communities, the Safer Neighbourhood Partnership, North Lincolnshire Primary Care Trust, the Children's Fund and for the first time from the Community Investment Team. Resurgo (SRB 6) continue to fund the project costs as well as devolving monies for re-distribution.

In addition to funds devolved to the Community Pot, the project has also been administrating and awarding grants from other sources. These are Global Grants, Community Champions and Fairplay. The project has been asked to do this because of the existence of an experienced, committed Grant Panel.

During the twelve months to March 2004, 52 Community Pot grants were awarded. These ranged in value from £190 to £3,800. It was particularly pleasing to see yet again a wide range of organisations and activities being supported. Some examples are two young people's environmental projects (one to plant flower beds and planters in Brigg and another a summer "clean up" campaign in Crosby), start up costs for a neighbourhood watch group, equipment for a First Responders organisation, assistance to equip premises for a group advising people with disabilities, a contribution to the costs of a conference about autism. In addition several grants were given to youth organisations including guiding organisations, sports clubs, majorettes and a pipe band. The hope that the Community Pot would be able to help "lever in" other grant monies

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was fulfilled through two grants which provided the final funding for two large sports based projects which ensured that other external funding would be received.

Seven Community Champions grants were awarded to individuals to help them start projects, which would benefit their communities. These included setting up a befriending scheme, starting a parent support group and funding workshops to promote the use of recycled materials.

The ten Global Grants awarded totalled over £75,500. Aimed at improving the employability and skills of the beneficiaries, these projects included a one to one learning/mentoring scheme, training researchers, fork truck driving/safety passports and assertiveness and confidence building training.

In addition six Fairplay grants were awarded in the South Humber region.

Group development and training continue to be a major aspect of the Community Pot and it has been very encouraging to see some of the individuals and organisations with whom we worked during the first year of the programme progressing. For example, an individual from one organisation received a Community Champions grant last year and since then the organisation has become constituted, attended training on a variety of topics, developed a business plan and has applied for and received funding from several sources, including the Community Pot, to enable it to make real progress towards achieving its aims and objectives.

A general training programme is delivered in conjunction with the Funding Advisor and, in addition, individual training sessions are delivered to individual organisations/committees, which can cater to their own individual needs. These sessions have proved to be very successful especially for new organisations. In June and July 2003, the Community Pot funded the delivery by the Charities Information Bureau of an Open College Network accredited course on Fundraising Skills. Representatives from 14 organisations received accreditation at Level 2 or 3. The course proved so successful that it will run again in 2004. We continue to work in partnership with SoHBAC to deliver Business Planning training and development.

Overall the project is more than achieving the outputs expected of it and the evaluation survey carried out amongst applicants (both successful and unsuccessful) at the end of Year 2, showed that the vast majority of respondents consider the service being provided to be either excellent or very good, with the process being straightforward and the staff friendly and helpful.

Other activities, which have been undertaken during the year, include the second Funding Maze, working in partnership with North Lincolnshire Council and Humber & Wolds RCC. This again proved very successful and the hope is for this to become an annual event.

I have undertaken various training programmes, including the Common Purpose Programme and completion of the City & Guilds 730-7 course, a

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qualification for teaching adults. I have also represented VANL on various regional and sub-regional panels and steering groups, including the Children's Fund and WREN (Waste Recycling and Environmental).

I would like to take this opportunity to publicly acknowledge the contribution by the Grant Panel to the success of the project and for their continuing support, hard work and commitment.



## **Barton and District Healthy Living Project**

*Funded by New Opportunities Fund (NOF)*

### **Elly Dolan - Manager**

This has been a busy year for the Barton & District Healthy Living Project (BDHLP), in which we saw the project's work developing and changing in line with community needs.

In December Claire Watts left the project and was replaced by Elly Dolan who took up the post of Programme Co-ordinator in March. Claire has moved to the Learning Shop in Hull and we would like to take this opportunity to thank her for all her hard work and wish her every success in her new post. Our thanks also to all our partners and friends for their continued support

The Community Cafés have had continued success at both Barrow and Ulceby offering the community access to a wide range of services and activities, from Belly Dancing to Bingo! Volunteers began to take on a much more active role in the development of the cafés and have enjoyed support and encouragement from Mandy Brooks VANL's BDHLP programme worker.

Colin Wylie left the organisation during this year and was replaced by Helen Parker who many of you will have known as the BDHLP Administrator. Stephanie Davis joined the project on the 5<sup>th</sup> of August as our new Administrator.

The Youth Café at Ulceby has been successfully developed this year and in October the second café was opened at the Viking Resource Centre and after some initial challenges the volunteers, Helen and the young people themselves have successfully worked together and overcome the difficulties they were facing.

The targeted services provided by our partners in the form of Home Safety (NLC), Debt Counselling (CAB) and Positive Mental Health (MIND) support the community in their specialist areas as they continue to develop their projects. VANL's Learning Project (funded by the Learning & Skills Council - LSC) excelled towards the end of the financial year and has enabled the project to retain Jan Rilatt's services for the foreseeable future. The travel voucher scheme co-ordinated by Chris Tooby (Humber and Wolds Rural Community Council) has been a great success and has benefited many people.

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## **Helen Parker - Project Worker - Young People**

This year this project has benefited **1073 young people** in total through its work with two youth cafés and additional activities run through the local school. Ulceby Youth Café has been running Friday evenings for the last year. The cafe has 80 members registered. All members must have a signed registration form and membership booklet. The membership booklet includes; café rules and policies, for example internet policy, confidentiality policy. Viking Youth Café (Barton) has been running since October 2003 and is open every Thursday evening. It has 22 members registered. The space at this café is smaller than at Ulceby youth café and I feel the numbers are sufficient and interest has developed well.

This year I supported Ulceby Youth Café to apply for and secure funding of £5,500 from **the Local Network Fund for Children and Young People**. This has enabled the café to purchase more equipment to develop the activities available, provide money for trips (to ensure families on low incomes are not excluded), training for volunteers, crèche costs, and a pool table (to generate income to develop towards sustainability). The equipment requested was based on the requests of young people. This money also enabled young people to participate in camcorder training to encourage ownership and increase young people's participation in developing activities. Young people from the youth café attended sports leadership training, which will also enable them to develop their own activities within the café sessions.

When I came into post I set up the '**Do something good**', volunteer recruitment campaign and increased the number of volunteers significantly. Volunteers are a key step to developing the café towards sustainability. I have looked at new ways to recruit volunteers and have discussed this with the members of the youth café to give them ownership and realise the importance of volunteers. I have sent letters to parents to highlight the need for volunteers and invited them to be involved in the development of the café. During research on Caistor Road I realised that one to one discussions was an effective way to raise awareness of services and increase interest in volunteering.

### **Working with Complementary Services**

As the café developed we were able to expand the service not only by providing information on **complementary services** but also through service providers running sessions at the café. Sessions that have already taken place include; Choices session, Drug and Alcohol Awareness – youth service, and a self esteem session run by MIND and myself, called 'FEEL GOOD ABOUT...'. Sessions were well received by the young people and I plan to continue to develop links with such services.

I am the chair of the **Connexions reference group**, which enables voluntary groups to input into the Connexions management committee meetings. I regularly meet with the **Connexions PA for Baysgarth School** to discuss the development of the project and ways to link with other services.

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## **Future Plans and Events**

The FACT Project was due to end on 31 March 2004. It has been possible to extend it until June 2004, and carry on with elements of the project, including the FACT sheets, database and library, beyond June 2004.

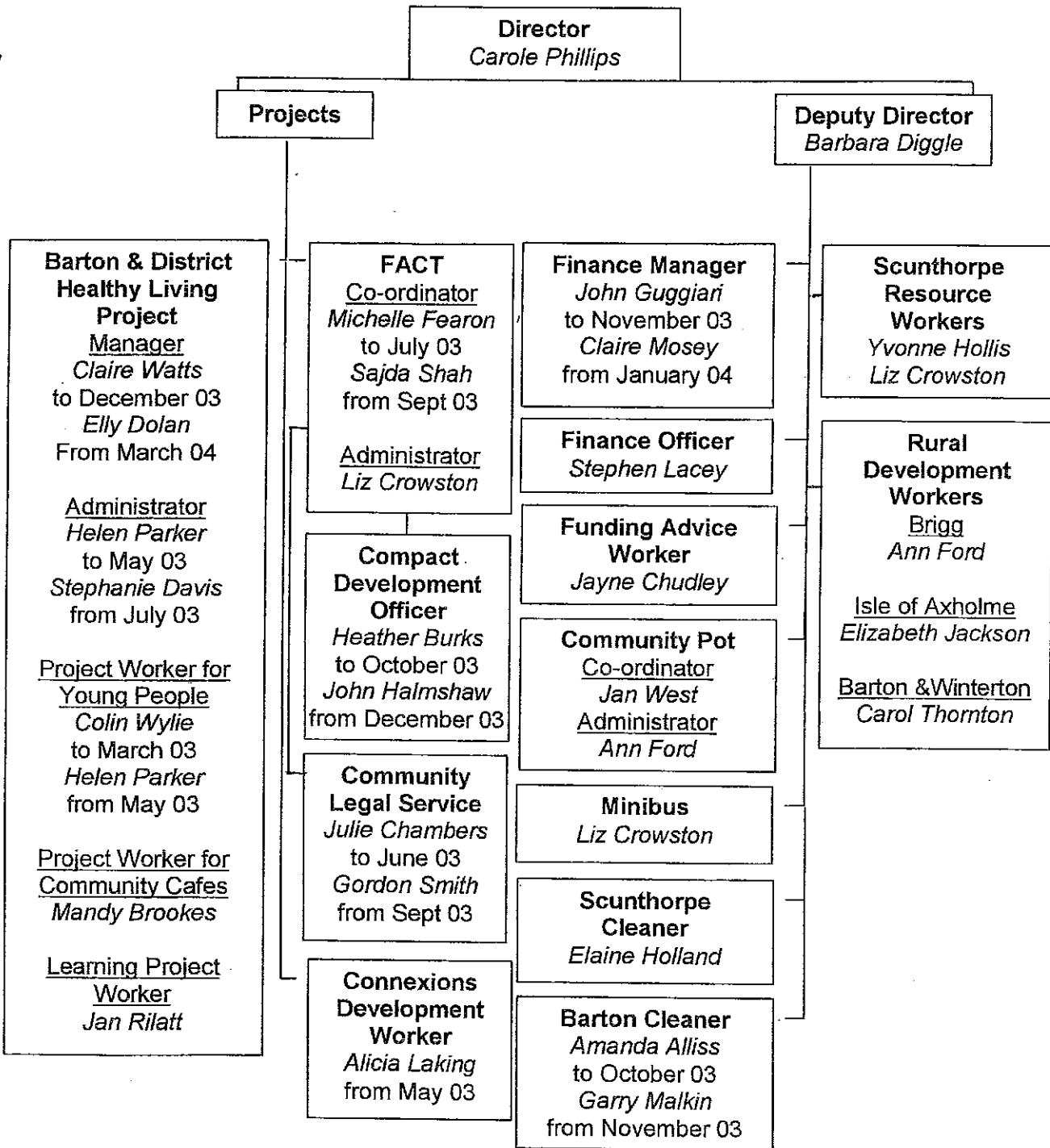
The Board remains committed to investigating ways of diversifying income to ensure the sustainability of the organisation. This currently includes an expansion of the research activity carried out by the development workers, and an increase in external training provided by the organisation's staff.

The company continues to review its internal management systems, policies and procedures as it works through the PQASSO quality assurance system.

Since the year end North Lincolnshire Council have confirmed that the core funding provided by the authority will be cut by 10% with effect from 1 October 2004 (for three years). The company must therefore seek alternative funding or income sources to replace the grant cut.



**Staff Chart**



*Advancing Local Voluntary Action*

## FINANCE

In the 12 months to 31.03.04 our total income from external sources was £648,563, a reduction from the previous year due to Apna Saraha and Independent Living becoming separate companies. Our continued thanks go to North Lincolnshire Council, North Lincolnshire Primary Care trust, The Community Fund, The New Opportunities Fund, and the Legal Services Commission for being our main funders. Other funding came from the sale of our services, use of the mini bus, membership fees, rent, bank interest and donations. We were able to obtain a one off grant from VDE. Members will be aware of the funding situation for our core services, which has led to VANL getting a 3 year inflation proofed agreement with North Lincolnshire Council, albeit at a 10% reduction from the previous figure. VANL has already attracted some funding and will be actively looking at other sources.

There was a total excess of income over expenditure of £579, including both restricted and unrestricted funds. The Charity Commissioners continue to request improvement/changes to the accounts, which we endeavour to adhere to, with the help of Susan Webster. More detail on the figures can be found in the statement of Financial Activities in the accounts.

Consolidation of our services has continued, but with restricted funded projects coming to the end, additional projects are now being tendered for. We ensure that the price tendered covers all our costs. Training for staff and Directors continue to keep them up to speed with the latest regulations.

Voluntary Action is grateful for the continued support of Susan Webster of Cooke Webster & Co. for keeping us on the right side of the Charities Act. My thanks to the staff who help to keep the organisation running. We said a farewell to John Guggari. He was replaced by Claire Mosey who, together with Stephen Lacey have done a sterling job in ensuring the accounts information is up to date for presentation to the Board.

As in previous years our core costs continue to exceed income, hence the need to ensure that all projects cover all costs both for core and the project.

### Grants made from 1st April 2003 to 31st March 2004

Charitable Purpose	No of Grants Made	Total Value of Grants Made
The Protection of Health	51	87320
The Advancement of Education	24	24259
The Relief of Poverty, Distress and Sickness	17	15885
	<b>92</b>	<b>127464</b>

### Statement of Trustees' Responsibilities

Charity Law requires that the Trustees prepare financial statements for each year. The Trustees are also responsible for keeping proper books of account with respect to the affairs of the Charity.

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Voluntary Action North Lincolnshire  
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**VOLUNTARY ACTION  
NORTH LINCOLNSHIRE LIMITED**

**Trustees' report on the Summarised Accounts  
for the year ended 31 March 2004**

The accounts which follow are a summary of information extracted from the annual accounts and certain information relating to both the Statement of Financial Activities and the Balance Sheet.

These summarised accounts may not contain sufficient information to allow for a full understanding of the company's financial affairs. For further information, the full annual accounts and the trustees' annual report should be consulted; copies of these can be obtained from 41 Frances Street, Scunthorpe, DN15 6NS.

The full annual accounts were subjected to an independent audit by Susan J Webster FCA and received an unqualified report.

The annual accounts were approved by the trustees on 18 August 2004 and will be submitted to the Charities Commission. Abbreviated accounts will be submitted to the Registrar of Companies.

For and on behalf of the trustees

Mr A Ransome  
Chairman



**Independent Auditor's statement to the Trustees of  
Voluntary Action North Lincolnshire Limited**

**Summarised Accounts  
for the year ended 31 March 2004**

I have examined the summarised financial statements of Voluntary Action North Lincolnshire set out on pages and .

**Respective responsibilities of trustees and auditors**

The trustees are responsible for the preparing the summary financial statements in accordance with applicable law.

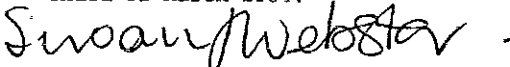
My responsibility is to report to you my opinion on the consistency of the summarised financial statements with the full financial statements and trustees' report. I also read the other information contained in the annual report and consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

**Basis of opinion**

I conducted my own work in accordance with Bulletin 1999/6 "The auditors' statement on the summary financial statement" issued by the Auditing Practices Board for use in the United Kingdom.

**Opinion**

In my opinion the summarised financial statements are consistent with the full financial statements and trustees' report of Voluntary Action North Lincolnshire Limited for the year ended 31 March 2004.



Susan J Webster FCA  
Registered Auditor  
Chartered Accountant

*Advancing Local Voluntary Action*

Voluntary Action North Lincolnshire  
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VOLUNTARY ACTION  
NORTH LINCOLNSHIRE LIMITED

Report of the Independent Auditor to the Members of  
Voluntary Action North Lincolnshire Limited

I have audited the financial statements of Voluntary Action North Lincolnshire Limited for the year ended 31 March 2004 on pages six to sixteen. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of directors and auditor**

As described on pages three and four the company's directors (who also act as trustees, for the charitable activities of Voluntary Action North Lincolnshire Limited for the purposes of charity law) are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Accounting Standards.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

I read the Report of the Directors and consider the implications for my report if I become aware of any apparent misstatements within it.

**Basis of audit opinion**

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In my opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2004 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Susan J Webster FCA  
Chartered Accountant  
Registered Auditor  
First Floor 26 Priestgate  
Barton upon Humber  
North Lincolnshire DN18 5ET

18 August 2004

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Voluntary Action North Lincolnshire  
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VOLUNTARY ACTION  
NORTH LINCOLNSHIRE LIMITED

Statement of Financial Activities  
for the year ended 31 March 2004

	Notes	Unrestricted Funds Designated £	Funds General £	Rest- ricted Funds £	Total 2004 Funds £	Total 2003 as adj- usted £
<b>Incoming resources</b>						
Donations & similar incoming resources		-	145,436	509,429	654,865	671,878
Less: relating to 2004/2005		-	(31,708)	(14,173)	(45,881)	(9,698)
Net donations & similar incoming resources	3	-	113,728	495,256	608,984	662,180
From operating activities:						
In furtherance of						
charity's objects	4	-	19,416	5,478	24,894	28,733
For generating funds	4	-	10,987	-	10,987	8,124
Investment income		-	1,949	1,749	3,698	5,315
Total incoming resources		-	146,080	502,483	648,563	704,352
<b>Resources expended</b>						
Generating funds		-	-	-	-	-
Charitable expenditure:						
Activities in furtherance of charity's						
objects	5	-	36	386,160	386,196	475,304
Support costs	5	-	-	37,631	37,631	43,946
Management & administration	6	-	143,557	53,159	196,716	178,936
Total resources expended		-	143,593	476,950	620,543	698,186
<b>Net (outgoing)/incoming resources before transfers</b>						
		-	2,487	25,533	28,020	6,166
<b>Transfers between funds</b>						
	15	(1,083)	1,083	-	-	-
<b>Transfers to independent status</b>						
	16	-	-	(27,441)	(27,441)	-
<b>Net movements in funds</b>						
		(1,083)	3,570	(1,908)	579	6,166
<b>Fund balances brought forward at 1 April 2003</b>						
As originally stated		36,525	9,197	138,849	184,571	132,201
Prior year adjustments	11	(14,263)	37,467	(23,204)	-	46,204
As restated		22,262	46,664	115,645	184,571	178,405
<b>Total funds carried forward at 31 March 2004</b>						
	16	21,179	50,234	113,737	185,150	184,571

*Advancing Local Voluntary Action*

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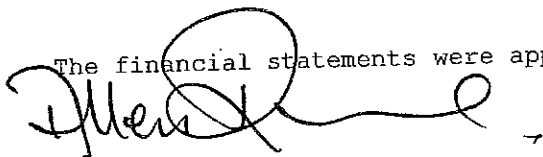
VOLUNTARY ACTION  
NORTH LINCOLNSHIRE LIMITED

Balance Sheet  
as at 31 March 2004

	Notes	£	2004 £	£	2003 £ as adj- usted
<b>Fixed Assets</b>					
Tangible Assets	12		33,938		39,544
<b>Current Assets</b>					
Debtors	13	114,362		61,122	
Cash at bank and in hand		129,510		157,238	
		<u>243,872</u>		<u>218,360</u>	
<b>Creditors: Amounts falling due within one year</b>	14	<u>92,660</u>		<u>73,333</u>	
<b>Net Current Assets</b>			<u>151,212</u>		<u>145,027</u>
<b>Total Assets less Current Liabilities</b>			<u>£185,150</u>		<u>£184,571</u>
<b>Financed by:</b>					
Restricted funds			113,737		115,645
Unrestricted funds					
Designated funds	15		21,179		22,262
Other charitable funds			50,234		46,664
	16		<u>£185,150</u>		<u>£184,571</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities.

The financial statements were approved by the Board on 18 August 2004



Mr A Ransome  
Chairman

*Advancing Local Voluntary Action*

## Membership List 2003/2004

16th Centenary Scout Group	Burton Upon Stather Village Hall	Guru Nanak Sikh Temple
8-4-2 Project	Burton Upon Stather WI	HANWAG
Age Concern	Bushfield & Kingsway Residents' Association	Haxey Playing Field Association
Air Training Corp 119 Sqn Scunthorpe	Café Church Time Swap	Headway Scunthorpe & Area
All Saints Church Brumby Team	Cardiac Support Group	Hempdyke Rd Neighbourhood Watch
All Saints Church Goxhill	Carers Support Centre	Hillside Neighbourhood Watch, Riddings
Amnesty International N. Lincs Group	Carr-Gomm Society	Home Economics For Elderly
Anti Poverty Group and N.LADS	Catwalkers of Barton	Homestart North Lincolnshire
Apna Sahara	Centenary Methodist Church	Humber & Wolds RCC
Appleby Village Hall	Central Community Centre Association	Humbercare Ltd
Arthritis Care Scunthorpe Branch	Churches In The Economy	Humber Pre School Learning Alliance
Association of Infection Control	Church of Reconciliation	Humberside Chinese Association
Aylesby Rd/Morley Rd Neighbourhood Watch	CMT UK N. Lincs Group	Humberside Hockey Association
Barnetby Neighbourhood Watch	Common Purpose South Humber	Humberside Law Centre
Barnetby Village Hall Committee	Community Heritage Arts & Media Project	IMPACT (DAS) Ltd
Barrow Concert Band	Congregational Church Women's Fellowship	Iron Will Cancer Group
Barrow On Humber Parish Council	Crosby Community Association	Isle District Choral Society
Barrow On Humber Village Hall	Crosby Textile Group	Jalchatra Project
Barton & Brigg Methodist Circuit	Crowle & Ealand Regeneration Project	Keadby Methodist Ladies Group
Barton Brigg Road Bowls & Tennis Club	Crowle Lights Committee	Kirton Lindsey Diamond Jubilee Town Hall Trust
Barton Child Centre	Cruse Bereavement Care	Kirton In Lindsey Regeneration Partnership
Barton Evangelical Church	DARE 4U	LIFE
Barton Lions	The Diamond Club	Lincolnshire House Association
Barton On Humber Allotment Society	The Disabled Driver's Association	Lindsey Blind Society
Barton On Humber Civic Society	DONKEY Action Group	Lindsey Lodge Hospice
Barton On Humber WI	Down's Syndrome Association	Lodgemoor Residents' Association
Barton Town Council	East Halton WI	Lloyds Avenue / Kingsway Neighbour-hood Watch
Barton Town FC	Elsham Hall Country & Wildlife Park	Low Villages Youth Club
Belton Methodist Chapel	Flixborough Children's Fund	Madani Community Development Foundation
Belton Playing Field Association (Autumn Club)	Foundation For Well Being	Madani Youth Organisation
Body Positive	Friends of the Barton Line	Magic Moments for Autistic Kids
Bottesford Out Of School Club	Friends of Baytree Court	Manor Farm Residents' Association
Bottesford with Ashby PCC	Friends of St Mary's	Market Hill Residents Association
Brigg & District Flower Society	Glanford Pre School Learning Alliance	Messingham Methodist Church
Brigg Mobility Scheme	Good Neighbours Fellowship Group	Marriage Care
Brigg Newsletter	Goxhill Methodist Church	Motor Neurone Disease Society South Humberside Branch
Brigg Town Council	Goxhill Parish Council	National Association for Special Educational Needs
Broughton Town Council	Goxhill WI	
BTCV Millennium Volunteer Programme	Greeson Hall Community Association	
Burton Upon Stather Parish Council	Grimsby & Scunthorpe Rape Crisis	

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National Asthma Campaign - Scunthorpe Branch	Scunthorpe & District Choral Society	The Forge (New Brumby Methodist Church)
NCH Children & Families Project	Scunthorpe & District Citizens Advice Bureau	The Kirton In Lindsey Society
NCH Kaleidoscope	Scunthorpe & District Deaf Children's Society	The Knotted Note
NCH Next Step Scunthorpe	Scunthorpe & District MS Society	Thornton Curtis WI
NCH Young Carers Project	Scunthorpe & District Pipe Band	Ulceby Out Of School Club
New County Choral Society	Scunthorpe & Glanford Remedial Recreational Club	Ulceby Parish Council
New Era Housing Ltd (Scunthorpe Office)	Scunthorpe Bangladesh Association	Ulceby Village Association
New Holland WI	Scunthorpe Co-operative Junior Choir	Ulceby Wooton Lives Group
New Life Church	Scunthorpe Group of Advanced Motorists	Victim Support
North Axholme Community Enterprise Group	Scunthorpe Guide Dogs for the Blind Assocn	Viking Resource Centre
North Lincolnshire Council (Community Recreation)	Scunthorpe Mencap Society	Waterside Artist's Co-operative
North Lincs Envirocraft Centre	Scunthorpe Solo Club	W.E.A. Barton Branch
NLC Welfare Benefits Network Project	Scunthorpe United Disabled Supporters Club	West Butterwick Village Hall
Northern Lincolnshire CPRE	Scunthorpe Witness Service	Westcliff Neighbourhood Drop In Centre
North Lincolnshire Music & Drama Festival Society	Scunthorpe Youth For Christ	Westwoodside Village Hall
North Lincs PCT	Shaw Trust	Winteringham School's Out Club
North Lincs Rural Community Transport	Shepherd Foundation	Winteringham Village Hall
North Lincs Talking News for the Blind	Side By Side	Winterton Carers
N. Lindsey College (University of Lincoln)	Social Enterprise Crosby Ltd	Winterton Playgroup
Outcasts Cricket Club	Sounds Right	Winterton Parochial Church Council
Parkinson's Disease Society	SOVA Volunteer Scheme North Lincolnshire	Winterton Social Club for people with Physical Disabilities
Polish Social & Cultural Centre	Sobriety Project	Wooton Village Hall
Poplars Park Resident's Association	Stepping Stones Pre-School	Worlaby Recreation Committee
Poplars Trent View Community Assocn	St Augustine Webster R C Parish	Wrawby Under Fives Assocn
Queen St School Preservation Trust	St Andrew's Church Bonby	Yaddethorpe Methodist Women's Own
Residents Unity Group	St Andrew's United Reformed Church	Youth Information & Counselling Unit
Rethink Advocacy Service	St Barnabas Church	
Rethink (Support Group)	St Bartholomews Church, Appleby	
Riddetts Dance & Performing Arts Group	St Denys Residents' Association	
Riddings Action Group	St Hugh's Church	
Riverdale Residents' Association	St Hugh's School	
Royal Rangers, New Life Church	St John Ambulance (Barton Division)	
RSPCA	St Mary's Parish Church	
SAFE Group	St Nicholas Church Haxey	
The Samaritans	St Nicholas Church Ulceby	
Save The Children Fund (Goxhill Branch)	St Oswald's Church	
Saxby All Saints PCC	Stepping Stones Pre-School	
SGMWG	Stonecroft House Leonard Cheshire Tatterfoals	

*220 member groups*

*Advancing Local Voluntary Action*