Company registration number: 06115797
Charity registration number: 1119730

West Devon Community and Voluntary Services

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

WESTCOTTS
CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

West Devon Community and Voluntary Services

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West Devon Community and Voluntary Services

Reference and Administrative Details

Trustees	P King, Chair
	K Vile
	U Mann
	J Bradley
Charity Registration Number	1119730
Company Registration Number	06115797
	The charity is incorporated in England & Wales.
Registered Office	Ockment Centre North Street Okehampton Devon EX20 1AR
Independent Examiner	Westcotts (SW) LLP Independent examiner Timberly South Street Axminster Devon EX13 5AD

West Devon Community and Voluntary Services

Strategic Report for the Year Ended 31 March 2023

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2023, in compliance with s414C of the Companies Act 2006.

Achievements and performance

Throughout the year we

• Switched our access to volunteering opportunities to our shared online Platform Devon Connect, providing access to 82 volunteering opportunities.

• Publicised 3 online volunteering campaigns with Devon Voluntary Action partners in the areas of Connecting with Nature, Random Acts of Kindness and Trustees.

• Maintained contact with 443 Voluntary and Community Organisations and projects based in, or delivering services to, West Devon providing them with good practice guidance and networking opportunities

• Delivered 4 Wellbeing events under our Transitions project in Bere Alston, Holsworthy, PrinceTown and North Tawton. Services supporting wellbeing were showcased to members of each local community. 400+ members of the public attended and 75 groups participated.

• We provided one to one support to 56 groups in the areas of funding advice, governance and general information.

• Produced newsletters and electronic bulletins in partnership with Devon Voluntary Action.

• Continued projects to support the health and wellbeing of individuals in the North Dartmoor and Tavistock areas through agreements with the local Primary Care Networks. Supporting more than 300 individuals to link with community activities and services. This year we expanded our offer to include a resource focussed on those being discharged from hospital and helping them re- engage with their community activities.

• This project enabled us to identify gaps in VCSE services in Okehampton and Tavistock and working through our community development role, facilitate development of relevant services. This year focussing on home support services.

• We expanded our support to individuals enabling them to have a stronger relationship with their communities by implementing a HOPE Co-ordinator role funded by Torbay and South Devon Trust – planning face to face local workshops to help people overcome their problems effectively and thereby re-engage with their communities. Two courses in West Devon were held in the course of the year.

• Provided support to Community Health and Social Care team Voluntary Sector representative.

• We continued to promote Devon Connect, a one stop community platform, as part of our participation in Devon Voluntary Action taking responsibility for the West Devon elements of the South Hams and West Devon landing page, community listings and volunteer opportunities.

• Our Health and Wellbeing Alliances continued to go from strength to strength. 12 meetings were held in the year from across all sectors. With 247 groups/services participating. The meetings discuss ways to meet identified needs through collaborative and partnership working. We regular distribute relevant information to the networks outside of the meetings.

• Maintained In Touch Tavi and In Touch Oke as local online sources of help and support covering health, wellbeing, young people, families, money and debt advice, transport and local village support groups. These lists are frequently updated and evolving, reflecting current circumstances e.g. cost of living issues.

• We received funding to support Ukrainian guests in West Devon with both information sources developing an In Touch Ukraine and working with local groups to help them become more welcoming.

• We redeveloped our website to provide greater accessibility and information.

• Trustees undertook work to review and agreed our strategic direction for the next three years.

• We are active participants in the two Local Care Partnerships covering West Devon ensuring that the views of the local sector are presented in the wider context and informing them of initiatives and opportunities from the LCPs.

West Devon Community and Voluntary Services

Strategic Report for the Year Ended 31 March 2023

Financial review

Policy on reserves

The Trustees are satisfied that the level of reserves as shown on the balance sheet are adequate to cover known and anticipated costs in the short term. Reserves will be kept to cover mandatory redundancy payments for staff and funds required to cover long term agreements. Reserves are required to cover three months running costs which would equate to £22,005. The level of reserves at 31 March 2023 are deemed adequate in comparison to the required reserves policy.

Plans for future periods

Aims and key objectives for future periods

The focus for the coming year will be on strengthening the resilience of the charity. We will do this by: undertaking a conversion to a Charitable Incorporated organisation; implementing a robust staffing succession plan and monitoring our performance against our agreed three year plan . A Trustee recruitment campaign wiill also be undertaken. Additionally we seek to raise the visibility of the charity through increased use of social media. We will improve trustee access to information in a secure manner through reviewing our IT structures.

The strategic report was approved by the trustees of the charity on 25/10/23 and signed on its behalf by:

.....

Trustee

West Devon Community and Voluntary Services

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

Objectives and activities

Objects and aims

The charity supports the promotion of any charitable purposes for the benefit of the community in West Devon, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness. It also promotes and organises 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 with West Devon, the area of benefit.

We do this through the provision of infrastructure support services to voluntary and community organisations. These services include:

- Development to improve the capacity and quality of voluntary and community organisations through training events and one to one development support

- Support through practical services such as our newsletter and electronic bulletin, equipment like display boards and poster design

- Representation, facilitating collaboration between the voluntary sector and statutory partners on strategic partnerships at town, district and county level to ensure West Devon has a voice.

- Development Support and Liaison, identifying and prioritising the needs of local communities and facilitating local action to meet those needs

- Access to volunteering; developing volunteering opportunities with local groups and organisations and enabling volunteers to find suitable opportunities.

Public benefit

In planning our activities for the year we have kept in mind the Charity Commission guidance on public benefit.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Trustees' Report

Structure, governance and management

Nature of governing document

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2007 and registered as a charity on 19 June 2007. The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of being wound up members are required to contribute £1.

The charity was formed in February 2007 to merge the activities of Okehampton & District CVS and Tavistock CVS.

With effect from 1 April 2007 the operating activities of both separate organisations were channelled into the newly created entity and from that point all reporting has been undertaken through the new charity.

Accordingly, all assets and liabilities of the separate charities were transferred into this charity.

Recruitment and appointment of trustees

Potential trustees are sent a Trustee Information Pack which is reviewed annually. They are required to complete an application form which is reviewed by all trustees. A conversation will then take place between either a nominated trustee or the Chief Officer. They are then invited to a trustees meeting to see the workings of the charity and meet fellow trustees. Following agreement from trustees that the potential trustee is accepted, they will be contacted and asked to confirm they are still interested. On receipt of this confirmation, a formal vote to accept the applicant as a trustee will be taken.

Induction and training of trustees

On being voted as a trustee, sessions are held with the Chair, Chief Officer and introductions made to staff. Copies of the latest set of accounts, the constitution, the last two trustee meetings and all associated papers (chief Officers report, financial reports etc) are also provided together with copies of relevant policies.

Organisational structure

The trustees meet at least 4 times a year.

Trustees meet with all staff twice a year.

Day to Day management of the charity is delegated to the Chief Officer.

Financial approval limits are in line with the agreed financial procedures. Agreements and projects beyond these limits are approved by the Trustees.

Trustees review the liabilities and risks on a regular basis at Trustee Meetings.

Statement of trustees' responsibilities

The trustees (who are also the directors of West Devon Community and Voluntary Services 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

West Devon Community and Voluntary Services

Trustees' Report

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

The annual report was approved by the trustees of the charity on 25/10/23 and signed on its behalf by:



.....

P King

Trustee

West Devon Community and Voluntary Services

Independent Examiner's Report to the trustees of West Devon Community and Voluntary Services ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of West Devon Community and Voluntary Services as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

West Devon Community and Voluntary Services

Independent Examiner's Report to the trustees of West Devon Community and Voluntary Services ('the Company')



.....
Robyn Gifford-England ACA
Independent examiner

Timberly
South Street
Axminster
Devon
EX13 5AD

Date: 15.11.23

West Devon Community and Voluntary Services

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2023 £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	510,907	510,907	204,533
Charitable activities	4	5,168	5,168	1,986
Investment income	5	956	956	32
Total income		517,031	517,031	206,551
Expenditure on:				
Charitable activities	6	(385,683)	(385,683)	(191,344)
Total expenditure		(385,683)	(385,683)	(191,344)
Net income		131,348	131,348	15,207
Net movement in funds		131,348	131,348	15,207
Reconciliation of funds				
Total funds brought forward		206,523	206,523	191,316
Total funds carried forward	16	337,871	337,871	206,523

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 16.

West Devon Community and Voluntary Services

(Registration number: 06115797)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Current assets			
Debtors	13	46,260	31,219
Cash at bank and in hand	14	300,254	183,893
		346,514	215,112
Creditors: Amounts falling due within one year	15	(8,643)	(8,589)
Net assets		337,871	206,523
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		337,871	206,523
Total funds	16	337,871	206,523

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 9 to 21 were approved by the trustees, and authorised for issue on .25/10/23... and signed on their behalf by:

.....

P King

Trustee

West Devon Community and Voluntary Services

Statement of Cash Flows for the Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash income		131,348	15,207
Adjustments to cash flows from non-cash items			
Investment income	5	(956)	(32)
		130,392	15,175
Working capital adjustments			
Increase in debtors	13	(15,041)	(15,454)
Increase in creditors	15	54	3,114
Net cash flows from operating activities		115,405	2,835
Cash flows from investing activities			
Interest receivable and similar income	5	956	32
Net increase in cash and cash equivalents		116,361	2,867
Cash and cash equivalents at 1 April		183,893	181,026
Cash and cash equivalents at 31 March		300,254	183,893

All of the cash flows are derived from continuing operations during the above two periods.

1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:
Ockment Centre North Street
Okehampton
Devon
EX20 1AR

Authorised for issue date

2 Accounting policies

Summary of significant accounting policies and key accounting estimates
The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance
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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation
West Devon Community and Voluntary Services meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern
The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Judgements
The preparation of the financial statements requires management to make judgements that affect the amounts reported. There were however no significant judgements to disclose during the year.

Key sources of estimation uncertainty
There were no key sources of estimation uncertainty to report during the year.

Income and endowments
All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure
All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs
These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation
The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Cash and cash equivalents
Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure
Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.
Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

3 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £
Grants, including capital grants;		
Grants from other charities	510,907	510,907
	510,907	510,907

	Unrestricted funds General £	Total 2022 £
Grants, including capital grants;		
Grants from other charities	204,533	204,533
	204,533	204,533

4 Income from charitable activities

	Unrestricted funds General £	Total 2023 £
Cost centre running costs	5,168	5,168

	Unrestricted funds General £	Total 2022 £
Cost centre running costs	1,986	1,986

5 Investment income

	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	956	956
	956	956

	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	32	32
	32	32

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total 2023 £
Cost centre running costs		5,258	5,258
Southern car forum		14,959	14,959
Transitions moneywise		7,541	7,541
Tavistock wellbeing		36,481	36,481
ND PCN		7,934	7,934
STP		636	636
COMF		606	606
WHH redress		56,528	56,528
Tavistock HWA		575	575
COL grants		90,405	90,405
Winter pressures		9,929	9,929
WEST LCP participation		12,040	12,040
Ukraine support		3,631	3,631
HOPE western		1,588	1,588
Core 20+		1,355	1,355
Staff costs		133,961	133,961
Governance costs	7	2,256	2,256
		385,683	385,683

	Note	Unrestricted funds General £	Total 2022 £
Cost centre running costs		3,525	3,525
LCP		207	207
DCC funding agreement		(1,174)	(1,174)
Southern car forum		14,575	14,575
Okehampton carers group		(10)	(10)
Transitions moneywise		2,168	2,168
CH & SCT		160	160
Tavistock wellbeing		40,866	40,866

	Note	Unrestricted funds General £	Total 2022 £
ND PCN		4,850	4,850
STP		2,836	2,836
Food project		995	995
Infection control delivery		1,400	1,400
Staff costs		95,706	95,706
Governance costs	7	1,594	1,594
		167,698	167,698

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £
Independent examiner fees		
Examination of the financial statements	1,401	1,401
Other governance costs	855	855
	2,256	2,256

	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	1,498	1,498
Other governance costs	96	96
	1,594	1,594

8 Grant-making

Analysis of grants

	Grants to institutions 2023 £
Analysis	
COL grants	90,405

Below are details of material grants made to institutions

Name of institution	Activity	2023 £	2022 £
Petes Dragons	COL grants	3,500	-
Alltogether OKE	COL grants	1,000	-
Moretonhampstead Development Trust	COL grants	800	-
Gifted Women	COL grants	800	-
Oke Community Garden	COL grants	500	-
Oke Community Kitchen	COL grants	800	-
MTavy Hall	COL grants	800	-
Plymouth Octopus	COL grants	71,000	-
Parental Minds	COL grants	7,000	-
Action East Devon	COL grants	4,205	-
		90,405	-

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	130,277	92,958
Pension costs	3,684	2,748
	133,961	95,706

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Number of staff	9	8

No employee received emoluments of more than £60,000 during the year.

11 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	1,401	1,498

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

13 Debtors

	2023	2022
	£	£
Trade debtors	46,260	31,219

14 Cash and cash equivalents

	2023	2022
	£	£
Cash on hand	3	3
Cash at bank	300,251	183,890
	300,254	183,893

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	5,742	5,691
Accruals	2,901	2,898
	8,643	8,589

16 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
General				
General Funds	206,523	517,031	(385,683)	337,871

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
General				
General Funds	191,316	206,551	(191,344)	206,523

17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2023 £
Current assets	346,514	346,514
Current liabilities	(8,643)	(8,643)
Total net assets	337,871	337,871

	Unrestricted funds General £	Total funds at 31 March 2022 £
Current assets	215,112	215,112
Current liabilities	(8,589)	(8,589)
Total net assets	206,523	206,523

18 Related party transactions

There were no related party transactions in the year.