

CHARITY REGISTERED NUMBER : 1104848  
COMPANY REGISTERED NUMBER : 5068116

# **SOUTH NORTHANTS VOLUNTEER BUREAU**

**ANNUAL REPORT AND**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDED 31st MARCH 2025**

Tove Accountancy Ltd  
Office 6, Town Hall  
86 Watling Street East  
Towcester  
Northants  
NN12 6BS

## SOUTH NORTHANTS VOLUNTEER BUREAU

### LEGAL AND ADMINISTRATIVE INFORMATION

<b>Registered Charity No.</b>	1104848
<b>Company number</b>	5068116
<b>Directors/Trustees</b>	Alexander Lohman (Chair) Joy Flanagan (Vice Chair) Elizabeth Crussell Rosie Herring Peter Rawlinson Alan Jones Michael Crouch Theodora Hayward
	Resigned 22 July 2024 Resigned 26th June 2024 Resigned 26th June 2024
<b>Company Secretary</b>	Helen Barrett
<b>Honorary Treasurer</b>	Joy Flanagan
<b>Principal Address</b>	The Volunteer Centre Riverside Centre Islington Road Towcester NN12 6AU
<b>Independent Examiners</b>	Tove Accountancy Office 6, Town Hall 86 Watling Street East Towcester NN12 6BS
<b>Bankers</b>	Barclays Bank plc 102 Watling Street Towcester NN12 7DZ

The trustees, being the directors of the charitable company, present their report and the financial statements for the year ended 31st March 2025.

### **Structure, Governance and Management**

SNVB Ltd is a charitable company limited by guarantee and was incorporated on 9 March 2004. It is governed by a Board of Trustees who are also company directors. Key appointments are made at the AGM each year.

The Memorandum and Articles of Association provide the governing document for the charity which states there must be at least three Trustees, but it may appoint up to a maximum of 20 Trustees if required.

The Board of Trustees actively seeks to recruit new Trustees from the community, and on appointment, new Trustees receive an induction process covering the role and responsibilities of Trustees.

Appropriate training is offered to all Trustees on a regular basis.

### **Mission Statement**

To promote, encourage and support voluntary activity to meet community need across South Northamptonshire.

### **Objectives and activities**

The charitable objectives of our charity are to:

- Provide a focus for voluntary organisations in the district and a forum for dialogue both within the sector and between voluntary and other sectors.
- Recruit, place and support volunteers in the area, and promote good practice among volunteers using agencies.
- Work in partnership with others to ensure the development of high-quality services in the area.
- Manage services which respond to local needs, where appropriate.
- Support communities to respond to identified need.
- Manage all our resources, including employing sufficient, appropriately-trained and/or experienced staff, to ensure that our activities are carried out effectively.

### **Principal activities have been:**

- Provision of infrastructure support to local voluntary and community organisations in South Northamptonshire including outreach infrastructure support work to enable local communities to develop services which meet the needs they have identified.
- Support a voluntary sector forum to enable local voluntary community, faith and social enterprise (VCFSE) sector groups to share views and discuss issues.
- Coordinated volunteer brokerage by the recruitment and placement of volunteers and support to user agencies, including the maintenance of high standards in the management of volunteers.
- Continued management of two Community Food Larder projects to prevent food going to landfill and enabling distribution to over 1000 local people per month in need of support with food provision.
- Continued providing a volunteer-led gardening maintenance service to the older and most vulnerable members of our community through the Garden Buddies project.
- Continued providing a volunteer-led car service transporting people in the rural community to medical appointments through the Brackley Area Volunteer Car Service.
- Commenced our Community Connect service, funded by the National Lottery, providing accessible advice and support to individuals who are coping with financial hardship, social isolation, difficulty navigating information online, and other challenges

In setting our objectives and planning our activities, the Trustees have given consideration to the Charities Commission's general guidance on public benefit.

### **Achievements and Performance**

Our core business as a Local Infrastructure Organisation (LIO) is supporting other voluntary and community groups in South Northamptonshire. We work in partnership with both Daventry Volunteer Centre (DVC) and Volunteer Impact Northampton (VIN).

Up until this financial year, we have been in receipt of grant funding from West Northamptonshire Council (WNC) to provide some of this support. We have continued to exceed the targets in that agreement during 2024-25, generating over £800,000 worth of social value for local residents.

However, at the start of 2024, WNC removed the direct grant paid to each to each Local Infrastructure Organisation (LIO) for Local Infrastructure Services in 2024-2025. A new agreement was reached which saw funds distributed to the LIO's via a single agency as defined within the partnership agreement between VIN, SNVB and DVC instead. Alongside wider challenges affecting the sector, this change led the Board of Trustees to initiate a financial appraisal and strategic review of the charity to explore the options for creating a more financially sustainable charity that would enable us to continue to 'put our beneficiaries first'.

The core local infrastructure work has evolved from providing a volunteer brokerage service recruiting and placing volunteers in the local area, to include the direct coordination of multiple social action community groups. The volunteer brokerage work, however, continues as part of wider community services now offered by SNVB.

### **Social Action Community Groups**

This year has seen an increase in membership of our Community Larders with over 1,000 members per month using the larders across the communities in and around Towcester and Roade.

Our Community Transport minibus is now completely dedicated to our Community Food Larder project collecting food parcels from storage and delivering to local centres from where volunteers provide the food to residents in need. We have supplemented this transport with a hired chiller van, which keeps surplus food fresh during transport.

Aligned to our Community Food Larder, our Community Connect project provides accessible advice and support to individuals who are coping with financial hardship, social isolation, difficulty navigating information online, and other challenges.

Support is provided by direct contact with our two Welfare Workers. They operate from multiple venues including the Food Larder locations.

During the last year our team supported over 1000 individuals. Our Senior Welfare Worker successfully distributed Household Support Fund Vouchers to residents in financial need, to help support them during the current cost of living crisis.

The Brackley Area Volunteer Car Service has continued to grow during the year with over 400 members now benefiting from this very valuable voluntary car service. Our 40 loyal volunteer drivers have covered 3748 journeys and more than 40,000 miles in the year.

Our Garden Buddies project reached the end of its period of funding from the National Lottery in the early part of the year. We spent time evaluating our operating model and raising new funding to enable a volunteer-led service to be established. Whilst workload reduces over the winter months, we will continue to develop this service in the spring and summer of 2026.

Additionally, we secured a small amount of funding via 'Awards for All'. We organised several social events for our more vulnerable and isolated members to reduce social isolation and encourage inclusion which reached 59 of our Garden Buddy members.

We submit half yearly and annual reports to the National Lottery on all of the projects we operate using their funding. On all of those projects we are exceeding the outcomes required.

In what was another extraordinary year, our staff and volunteers delivered a very valuable contribution to our community helping people in need to combat loneliness, food poverty and social isolation.

Particular mention is made to the fact that SNVB was nominated and won the award for Building Better Communities from Northampton Community Foundation awards. Thanks go to our amazing staff and volunteers who work relentlessly to make lives better for others.

I report to the trustees on my examination of the accounts of South Northants Volunteer Bureau for the year ended 31st March 2025.

**Respective responsibilities of trustees and examiner**

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 (the Act) and that an Independent Examination is needed. Having satisfied myself that the company is not subject to an audit under company law and is eligible for Independent Examination, it is my responsibility to:

- Examine the accounts under Section 45 of the Charities Act 2011
- Follow the procedures laid down in the general directions given by the Charity Commission under Section 145(5)(b) of the Act as amended, and
- State whether particular matters have come to my attention.

**Basis of Independent Examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures of the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

- 1) accounting records were not kept in accordance with the companies 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 the 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.

*Donna Rowan Gold*

13th August 2025

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Donna Rowan Gold

Date

For and on behalf of:

Tove Accountancy Ltd

Office 6, Town Hall, 86 Watling Street East, Towcester, Northants, NN12 6BS

**Statement of Financial Activities  
for the year ended 31 March 2025**

	Note	Unrestricted funds	Restricted funds	2025	Unrestricted funds	Restricted funds	2024
		£	£	£	£	£	£
<b>Income</b>							
Grants & Donations	2	-	46,882	46,882	87,995	54,484	142,479
Charitable activities	3	57,333	490,879	548,212	67,865	373,998	441,863
<b>Total income</b>		<b>57,333</b>	<b>537,760</b>	<b>595,093</b>	<b>155,860</b>	<b>428,482</b>	<b>584,342</b>
<b>Expenditure</b>							
Raising Funds							
Charitable Activities	5	89,266	537,250	626,516	119,826	369,169	488,995
Other	6	19,018		19,018	25,185		25,185
		<b>108,284</b>	<b>537,250</b>	<b>645,534</b>	<b>145,011</b>	<b>369,169</b>	<b>514,180</b>
<b>Net movement in funds</b>		<b>(50,951)</b>	<b>510</b>	<b>(50,441)</b>	<b>10,849</b>	<b>59,313</b>	<b>70,162</b>
<b>Reconciliation of funds</b>							
<b>Balances brought forward at 1 April 2024</b>		<b>186,983</b>	<b>182,308</b>	<b>369,291</b>	<b>176,134</b>	<b>122,995</b>	<b>299,129</b>
<b>Opening bal adjustments</b>		<b>(1,915)</b>	<b>252</b>	<b>(1,663)</b>			
<b>Balances carried forward at 31 March 2025</b>	<b>11&amp;12</b>	<b>134,117</b>	<b>183,070</b>	<b>317,187</b>	<b>186,983</b>	<b>182,308</b>	<b>369,291</b>

All income and expenditure derive from continuing activities.

This statement of financial activities includes all gains and losses recognised during the year.

**Balance Sheet at 31 March 2025**

Company number: 5068116

	Note	Unrestricted funds	Restricted funds	2025	Unrestricted funds	Restricted funds	2024
		£	£	£	£	£	£
<b>Fixed assets</b>	7	-	-	-	-	-	-
<b>Current assets</b>							
Debtors	9	2,377	252	2,629	11,395	2,004	13,399
Cash at bank and in hand		137,581	194,201	331,782	179,231	184,573	363,804
<b>Total current assets</b>		<b>139,958</b>	<b>194,453</b>	<b>334,410</b>	<b>190,626</b>	<b>186,577</b>	<b>377,203</b>
<b>Current liabilities</b>							
Amounts falling due within 1 year	10	5,841	11,382	17,223	3,643	4,268	7,911
<b>Total current liabilities</b>		<b>5,841</b>	<b>11,382</b>	<b>17,223</b>	<b>3,643</b>	<b>4,268</b>	<b>7,911</b>
<b>Net assets</b>		<b>134,117</b>	<b>183,070</b>	<b>317,187</b>	<b>186,983</b>	<b>182,309</b>	<b>369,292</b>
<b>Charity Funds Unrestricted/Restricted</b>		<b>134,117</b>	<b>183,070</b>	<b>317,187</b>	<b>186,983</b>	<b>182,309</b>	<b>369,292</b>


For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the Company year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the special provisions relating to small companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

The financial statements were approved and authorised for issue by the Board on \_\_\_\_\_.  
Signed on behalf of the board of trustees.

  
\_\_\_\_\_  
Alexander Lohman  
Chair / Director

17/12/2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Joy Flanagan  
Treasurer / Director

17/12/2025  
\_\_\_\_\_  
Date

## Notes to the Accounts for the year ended 31 March 2025

### 1 Accounting Policies

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act for Smaller Entities, and in accordance with SORP (FRS 102) the new charities Financial Reporting Standard for Small Entities (effective April 2015).

#### Format

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a statement of financial activities on the grounds that it enables the financial statements to show a true and fair view of the result for the period.

#### Incoming Resources

Incoming resources are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

#### Resources Expended

Expenditure is recognised when a liability is incurred.

2 Income from Grants & donations	Unrestricted	Restricted	2025	Unrestricted	Restricted	2024
	funds	funds		funds	funds	
			£			£
Donations	-	17,637	17,637		54,484	54,484
West Northamptonshire Council	-	29,245	29,245	87,995		87,995
	-	46,882	46,882	87,995	54,484	142,479

3 Income from charitable activities:	Unrestricted	Restricted	2025	Unrestricted	Restricted	2024
	funds	funds		funds	funds	
			£			£
National Lottery	-	59,608	59,608		29,238	29,238
Northamptonshire Community Foundation	-	4,000	4,000		-	-
HS2 BAVCS grant	-	16,542	16,542		22,200	22,200
West Northamptonshire Council	-	98,169	98,169		55,777	55,777
Hope Enterprises	-	-	-		44,128	44,128
Brackley Town Council	-	2,000	2,000		2,000	2,000
Warm Homes Fund	-	-	-		9,500	9,500
Roadie Feoffee charity	-	4,200	4,200		-	-
NCF	-	-	-		8,002	8,002
NFUMIS	-	3,255	3,255		-	-
Garden Buddies Plus grant	-	-	-		20,000	20,000
SERVEABILITY Grant	-	12,217	12,217		-	-
Police, Fire & Crime Commissioner	-	10,000	10,000		-	-
Welfare grant	-	-	-		5,444	5,444
Local Giving	-	2,079	2,079		-	-
Miscellaneous income	42,447	112,061	154,508		169,774	169,774
HSF Fund	-	144,911	144,911		-	-
Fees	-	21,837	21,837		7,935	7,935
Other activities see note 4	14,886	-	14,886	67,865	-	67,865
	57,333	490,879	548,212	67,865	373,998	441,863

### 4 Income from other activities

This income is generated from letting office space to advice agencies in both Towcester and Brackley Volunteer Centres, from hiring fees for the meeting room at Towcester Volunteer Centre, minibus income and from consultancy services provided.

SNVB Consultancy income	11,499
Room hire	168
RIC hire	585
Miscellaneous income	2,634
	<u>14,886</u>

**Notes to the Accounts  
for the year ended 31 March 2025**
**5 Expenditure charitable activities**

	Unrestricted	Restricted	2025	Unrestricted	Restricted	2024
	£	£	£	£	£	£
Direct Costs	103,915	499,309	603,223	117,435	338,508	455,943
Project management charges	(44,463)	44,463	-	(30,661)	30,661	-
Opening balances adjustments	6,521	(6,521)	-			
Premises	12,966		12,966	16,816		16,816
Office Running Costs	10,327		10,327	16,236		16,236
	<u>89,266</u>	<u>537,250</u>	<u>626,516</u>	<u>119,826</u>	<u>369,169</u>	<u>488,995</u>

**6 Expenditure Other**

Independent Examination	1,500		1,500	1,213		1,213
Governance	17,518		17,518	23,972		23,972
	<u>19,018</u>	<u>-</u>	<u>19,018</u>	<u>25,185</u>	<u>-</u>	<u>25,185</u>

**7 Tangible Fixed Assets**

	Leasehold Improvements	Equipment	Total
	£	£	£
<b>Cost</b>			
As at 1 April 2024 and 31 March 2025	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
<b>Depreciation</b>			
As at 1 April 2024 and 31 March 2025	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
<b>Net Book Value as at 31 March 2024 and 31 March 2025</b>	<u>-</u>	<u>-</u>	<u>-</u>

**8 Operating leases**

The Volunteer Centre in Whittons Lane, Towcester is on 15 year lease at an annual rent of £12,000 commencing on 1st December 2014.

	Unrestricted	Restricted	2025	Unrestricted	Restricted	2024
	£	£	£	£	£	£
<b>9 Debtors</b>						
Trade debtors	825	-	635	5,749	1,098	6,847
Prepayments	1,552	887	2,439	5,646	906	6,552
	<u>2,377</u>	<u>252</u>	<u>2,629</u>	<u>11,395</u>	<u>2,004</u>	<u>13,399</u>

10 Creditors	Unrestricted	Restricted	2025	Unrestricted	Restricted	2024
	£	£	£	£	£	£
Trade creditors	224	10,720	10,943	554	2,311	2,865
Accruals	1,501	663	2,164	2,934	1,957	4,891
Pension			-	155		155
P.A.Y.E.	2,301		2,301			
Employees National Insurance	542		542			
Employers National Insurance	1,273		1,273			
	<u>5,841</u>	<u>11,382</u>	<u>17,223</u>	<u>3,643</u>	<u>4,268</u>	<u>7,911</u>

11 Restricted Fund	Balance	Incoming	Resources	Transfers	Balance
	31.03.24	Resources	Expended	between funds	31.03.25
	£	£	£	£	£
BAVCS	13,188	62,442	(60,832)	(11,244)	3,554
NESS	(432)			432	-
Garden Buddies	49,452	14,532	(45,986)	(8,838)	9,160
Community Connect	26,541	129,708	(122,699)	(12,691)	20,859
Rural Welfare	1,663	-		(1,663)	-
SNVBFood	39,894	238,443	(186,290)	(4,364)	87,683
Young Northants	32,854	92,435	(79,444)	0	45,846
Garden Buddies Plus	19,148	200	(4,058)	426	15,716
	<u>182,308</u>	<u>537,760</u>	<u>(499,309)</u>	<u>(37,942)</u>	<u>182,818</u>

Brackley Area Volunteer Service (BAVCS) provides a subsidised transport to medically-related appointments for those in need.

NESS was a service funded by the Warm Homes Fund with whom SNVB partnered to deliver support to the community. This project has now ceased.

Garden Buddies is a subsidised garden maintenance scheme supporting the most vulnerable in our community. Past funds were used to support the original project including employing staff. This year has seen the original project close, and a volunteer-led alternative be established.

Community Connect is a National Lottery funded project receiving funds over 4 years starting in March 2024, to provide accessible advice and support to individuals who are coping with financial hardship, social isolation, difficulty navigating information online, and other challenges.

SNVBFood relates to our Community Larders operating from Towcester and Roade which re-distributes food and groceries that would otherwise go to landfill to those most in need in our community.

Young Northants was a project funded by West Northants Council who commissioned SNVB to support the establishment of a new charity servicing young people in the county. This project is now complete.

Garden Buddies Plus was an offshoot from the main project which specifically targeted social isolation with our Garden Buddy members.

12 Unrestricted Funds	As at	Incoming	Outgoing	Transfers	As at
	01.04.2024	Resources	Resources	between funds	31.03.2025
Free reserves	111,848	57,333	(108,284)		60,897
General reserve	75,135				75,135
	<u>186,983</u>	<u>57,333</u>	<u>(108,284)</u>	<u>-</u>	<u>136,032</u>

**Notes to the Accounts  
for the year ended 31 March 2025**

**13 Trustees and Employment**

	2025	2024
	£	£
Gross salaries	272,904	243,584
Employer's National Insurance	15,408	10,723
Employer's Pension Contributions	11,114	8,946
	<u>299,426</u>	<u>263,253</u>

No employee earned in excess of £60,000 during the year.

During the year the trustees received no remuneration (2024: £nil). The total expenditure reimbursed to the trustees amounted to £nil (2024: £nil).

**14 SHARE CAPITAL AND TRUSTEES LIABILITY**

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, every trustee, whilst a trustee and within one year of ceasing to be a trustee, undertakes to contribute a maximum of £1 to meet the liabilities of the company.

At 31 March 2025, there were 6 trustees. (2024:9)

**15 ULTIMATE CONTROLLING PARTY**

The company is under the joint control of its directors, the names of whom are shown on page 1 to the accounts.

**16 Contingent Liability**

The company pays pension contributions to The Pensions Trust. The Scheme Actuary has provided an annual update of the buy-out funding position of the Growth Plan as at 30 September 2021. The Scheme has a deficit on a buy-out basis. This means that if South Northants Volunteer Bureau were to withdraw from the Scheme, a withdrawal liability would arise. The estimated withdrawal liability for the company as at 30 September 2023 was calculated as £5,524 (2023 £6,291).

Should the company withdraw, the actual liability would be recalculated at the date of the withdrawal. During the year £nil additional payment (2024 £767.10) has been made to reduce this liability on the historical Pension Scheme, which closed in 2011.

This liability is not provided in the accounts as the debt liability will not crystallise as long as the organisation does not withdraw from the Growth Plan. An employer will only be deemed to have withdrawn if they have no active members remaining in the Plan and no eligible employees to whom to offer membership.

**17 Related Parties Transactions**

Related Parties transactions in the year were as follows: (2024 - none).

Solutionise Consultancy Ltd billed £7,200 to SNVB during the year.

Trustee Joy Flanagan is Director of Solutionise Consultancy Ltd.