



ANNUAL REPORT

1 April 2020 - 31 March 2021

**Dinas Powys Voluntary Concern
Murchfield Community Centre
Sunnycroft Lane
Dinas Powys
Vale of Glamorgan
CF64 4QQ**

**Tel No: 02920513700
Email: dpvc@btinternet.com**

Dinas Powys Voluntary Concern is a Registered Charity No. 502496

DINAS POWYS
VOLUNTARY CONCERN
Local Help for Local People

OUR STATEMENT OF PURPOSE:

THE PRIMARY PURPOSE OF DPVC IS TO:

**SUPPORT VOLUNTARY GROUPS AND INDIVIDUALS
WHO SEEK TO IMPROVE THE QUALITY OF LIFE:**

**FOR THE ELDERLY,
FOR PEOPLE WITH DISABILITIES
OR THOSE OTHERWISE
DISADVANTAGED AND LIVING IN
OUR COMMUNITIES**

**AND TO ACT AS A FIRST PORT OF CALL
FOR THOSE SEEKING HELP OR ADVICE**

Serving the Community – Our Community

DPVC was first established as the Council of Social Services in 1972 as a result of a meeting of services and voluntary organisations who elected Dr Haydn Jones as chairman. It was later renamed **Dinas Powys Voluntary Concern (DPVC)**. A registered charity, it promotes charitable activities for the benefit of people living in and around Dinas Powys.

DPVC provides a service to individuals, groups and organisations, the elderly and people with disabilities. It does this in many ways such as by:

- Recruiting, inducting and training volunteers and holding an Annual Garden Party to recognise their work
- Organising a Good Neighbour Scheme and running a wellbeing and befriending scheme for the lonely or housebound for which there is a dedicated coordinator funded by the Integrated Care Fund and DPVC.
- Maintaining and running a Minibus/Ambulance used by many organisations in the village such as the RVS and The Wednesday Afternoon Club. It is also used by DPVC for supermarket visits and for conveying older people to various events. In addition volunteers provide a car ferry service for appointments with local hospitals, dentists etc.
- Health Centre Transport. Use of a VW Caddy, in partnership with Greenlinks Community Transport for transport to and from Dinas Powys Medical Centre.
- Organising and running, with the help of volunteers, a fortnightly “Community Club” at the Lee Hall in Dinas Powys. This is open to all residents of all ages.
- Producing and distributing a twice yearly newsletter, DEPEND, to every home in

the community and producing other information booklets and leaflets

- Operating the DPVC office and providing a “first port of call” for those seeking advice and information
- Providing a Photocopying, Laminating and Comb-binding Service at the office.
- Cooperating with and supporting other Dinas Powys organisations and events

DPVC is managed by a Management Committee of Trustees, responsible for planning, development and financial control. The Committee is supported by five working groups:

- Finance
- Community Services
- Publications
- Transport Services
- Human Resources and Policies

The DPVC office is the administrative base for all the activities of DPVC. The office is open every weekday to provide help, advice and information about DPVC and other voluntary and statutory services.

DPVC has two part time coordinators. Our DPVC Coordinator’s role is to organise and support the activities of volunteers in the **Good Neighbour Scheme**. Her role is also:

- to support DPVC and its administration
- to publicise DPVC services
- to manage the office.

The Wellbeing and Befriending Coordinator role is identify those who need support and to recruit, train and support befriending and digital volunteers; and to support the efficient running of DPVC

Our volunteers are key to all our activities and without them the organisation would not exist.

CHAIRMAN'S REPORT

Dinas Powys Voluntary Concern has contributed to the wellbeing of residents in our local community for almost fifty years. Most of those we support are elderly or have mobility problems, although it has always been the policy of DPVC to offer help on the basis of need and on no other factor. Transport, either through the use of the minibus/ambulance for supported shopping trips or to community activities, or in our Medical Centre VW Caddy to medical appointments, is a core service, but wellbeing and mental health is an integral part of the charity's services and befriending, in person or by telephone or through social groups has become more integral to the charity's main aim of enabling residents to maintain independence. The Covid-19 pandemic has led to many of the charity's services being either suspended or adapted, but the challenge of the last year has proved how vital many residents find our help and support, and has also created new ways of working, opportunities and projects. In this report it can be seen that as the Covid situation develops and changes, Dinas Powys Voluntary Concern is looking forwards to new and exciting ventures that will improve the lives of our local residents.

We are extremely grateful to the Vale of Glamorgan Council for the support they give us, both financially and in kind. It is only through this financial support that our part-time coordinators, Wendy Lees and Judith Anderson, can be funded.

Just before the start of this financial year, Dinas Powys Voluntary Concern, like the whole of the country, and every other voluntary organisation, was affected by the Covid-19 pandemic and had to change working practices to meet the demands caused by the lockdown and the Covid regulations that were implemented by the Welsh and National Government. Our two Coordinators, Wendy and Judith immediately responded to the new situation, by closing the office to all except themselves and, as a result, there has been no break in the services that they have been able to offer to those in need. Wendy, is the contact that many of our elderly, frail, vulnerable and often isolated residents know, and her efficiency and local knowledge ensures that appropriate support and advice can be offered to volunteers as well as those we help.

Judith is the Befriending and Wellbeing Service coordinator and recruits both volunteers and users for this invaluable service. The Befriending Scheme includes telephone befriending and digital support. Judith also coordinates the "Borrowing Bus" and deals with DPVC's grant funding for new and existing projects.

DPVC has a great team of volunteers that we can call on, often at short notice. Their experience and local knowledge ensures that our users receive the help and support that we strive to give. However when the Covid lockdown started the need for more volunteers became a necessity. Using Social Media, Glamorgan Voluntary Services (GVS) and the Vale of Glamorgan "Vale Heroes" scheme, over 200 new volunteers came forward within days to help with shopping and prescription collection and as telephone befrienders. Many of those who used the DPVC minibus for shopping were now isolating or shielding and unable to shop for themselves. All use of the minibus was suspended and it was agreed that Wendy would be the only driver of the Medical Centre vehicle, which was being used for urgent medical appointments and for prescription collection. Measures were taken to protect both the driver and the passengers on this vehicle and a screen was installed in the minibus. The minibus was later used as a "Borrowing Bus" and for visits to the vaccination centres.

A grant was received from Community Foundation Wales to extend telephone and digital befriending, and a structure established and equipment was selected. However, these plans were put on hold when, in late December 2020, the whole of the Murchfield Community Centre, and therefore the office of DPVC, was devastated by a flood which also caused considerable damage to the local community. As a result,

temporary accommodation was found in the Main Hall of the Community Centre, once it was dried out and cleaned. Although all the furniture and carpets in the office were totally destroyed, essential services for the community (including shopping by volunteers, Medical Centre and Hospital transport, and telephone befriending) were able to continue with only a short break over the Christmas holiday period. My thanks go, once again, to our two coordinators, Wendy and Judith, for their dedication, resilience and professionalism in ensuring that community needs were addressed whilst dealing with the aftermath of the flood. They project managed the clearing up and drying out of the office, replacement and installation of the new carpets, office furniture and computer and telephone equipment, including new equipment ready for the Telephone Befriending Project – which is now in successful operation. Thanks must also be given to trustees and volunteers who assisted in clearing up and installing the new office furniture and equipment.

Throughout all these difficulties, the coordinators were able to initiate new projects including the “Borrowing Bus” project. Donations of books, DVDs and jigsaws were received from the community, and the DPVC Minibus was adapted to provide a “mobile library” service which helped to alleviate loneliness and isolation caused by the Covid pandemic. My grateful thanks to the volunteer drivers who helped make this a safe and successful project. A consequential development has been the setting up of an on-line bookshop by the coordinators to sell surplus books and jigsaws and which is raising funds for DPVC. It is intended to maintain and develop this project in the future, after the pandemic has passed. Plans were also drawn up for a DPVC Wellbeing Garden Project, which is being established in 2021/22.

In summary, the last 12 months have been very eventful, but thanks to the hard work, initiative and resilience of our coordinators and the willing and generous support from our volunteers and trustees, DPVC has helped to alleviate loneliness and isolation has been able to meet many of the needs of our community that have been amplified by the ongoing Covid pandemic.

We are also extremely grateful for the financial support we have received from the Welsh Government, GVS, Vale of Glamorgan Council and from the local community, which has been vital to offset the loss of income and extra costs caused by the Covid pandemic. Please refer to the financial report for more details about these. This support has proved vital to the charity. Without this support, we could not have continued to serve our community. Even though the pandemic is still with us, DPVC is looking forward to yet another successful year and new and exciting projects are well under way.

CO-ORDINATORS' REPORT

As was highlighted in the Chairman's Report, the lockdown that started at the beginning of the Pandemic led to considerable changes in working practices in the DPVC office and in the services and support given to the community. The office was closed to all except the coordinators and minibus services were suspended. New volunteers were recruited either directly or through the Vale of Glamorgan "Vale Heroes" initiative. A "Resilience Fund" was set to facilitate online payment for shopping and for those who required support. This was also used to ensure that volunteers could be quickly reimbursed when they bought shopping on behalf of clients.

One immediate response occurred at the end of March 2020 when DPVC were donated a large quantity of fresh vegetables by a local public house (The Star) when they had to close to customers. A large quantity of soup was prepared by a volunteer and distributed, with bags of fresh vegetables, to local sheltered housing residents.

Apart from shopping for those who were shielding or in self isolation, many other services were undertaken by volunteers and the coordinators. These services included:

The collection of pensions and the postage of parcels and benefit letters

Topping up cards for electricity meters and mobile phones at the local post office (often for residents going into hospital so that contact with families is maintained)

Collection of prescriptions from the Medical Centre or the Local Hospital using DPVC's Medical Centre Caddy or volunteers. The local pharmacy was overwhelmed with requests for delivery of prescriptions and was grateful for DPVC's support.

All local Foodbank collection outlets were closed and so DPVC, with the Murchfield Community Association, stepped in as a safe collection point for donations and DPVC were able to make referrals of residents in need to the Foodbank

Regular contact with many of the residents who used the shopping bus had been disrupted, but the volunteer shopping bus coordinator continued to telephone users to maintain contact and check that they were coping with the lockdown. The DPVC coordinators were contacted by families living away who were concerned about vulnerable relatives living in Dinas Powys. A network of regular telephone communication was established using volunteers and the coordinators, who rang regularly and undertook shopping when necessary. Support was given to carers. For example, the spouse of a resident living with dementia was referred to a memory link worker.

Both the minibus and the Medical Centre Caddy were used to take residents to the Medical Centre for both Flu and Covid vaccinations and later, to local vaccination centres.

2020/21 has been a difficult and challenging year. Working practices have been changed, and many of the social activities that DPVC support, including the Memory Café and the Monday Afternoon Club, have been suspended, but thanks to our supportive volunteers, DPVC has been able to help many vulnerable and elderly residents during this year.

TRUSTEES/MANAGEMENT COMMITTEE 2020 – 2021

Officers

John Fanshaw	(Chairman)
Chris Franks	(Vice Chairman)
David Thomas	(Treasurer)
Wendy Lees*	(Hon Secretary and Coordinator)

*NB Paid employee without Trustee status

Members

Judith Anderson*	(Wellbeing and Befriending Coordinator)
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*NB Paid employee without Trustee status

Chris Bee

Wendy Bourton

Robert Crowley

Pam Gay

Keith Hatton

Colin Turner

Brian West

TREASURER'S REPORT FOR THE YEAR ENDING 31ST MARCH 2021

The annual accounts for this financial year show a cash balance of £59,635 represented by £6679 in the current account and £52,956 in the deposit account. At the year-end Reserves amounted £41,650 an increase of £13,200 on the previous year due to the minibus replacement reserve increasing by £8400 and the Unrestricted Fund Reserve being increased by £4800.

Total income for the year amounted to £50,802 up by £13,167 from the previous year.

DPVC received generous donations from a number of organisations and individuals, too numerous to name in full, but including from M.Wilson £500, Bethesda Chapel £300, Fair Oaks Concert £411, Scouts Donation £540 and £1000 from Valley View Stores.

Funds raised from Events were curtailed due to Covid 19 restrictions but we did receive £337 from Cecil Townsend's pumpkin competition.

Again this year we would like to acknowledge and thank the "DPVC Supporters" for their donations which provide, with the attaching Gift Aid, a welcome source of regular funding.

Our grant funding from the Vale of Glamorgan amounted to £21,189 which is in line with the previous year. These grant funds were very much appreciated given the financial pressure that all Local Authorities are currently facing.

Without this funding from the Vale of Glamorgan the on-going financial viability of DPVC would be uncertain.

The DPVC Coordinators did a superb job in sourcing other grants that were available to provide relief for the impact of the Covid 19 restrictions on DPVC's income.

These grants in total amounted to £15,287 and made a significant positive impact on the financial position of DPVC

The total expenditure for the year was £47,525 which was up by £13,964 on the previous year. This was largely due to the increase in Coordinator salary costs of £11,058 brought about by the overtime hours worked during the pandemic. Depend printing and distribution costs increased by £558 and due to the flooding of the office an amount of £1704 was spent on replacement phones and furniture and £1227 on computer equipment. Some of this cost was paid for by an insurance claim amounting to £508.

I am pleased to say that our cash reserves are still at a healthy level at the year end.

Finally we would like to formally record our gratitude and thanks to Mr Martyn Warren the Independent Examiner of our Accounts.

David Thomas
Treasurer

DINAS POWYS VOLUNTARY CONCERN
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED MARCH 31st 2021

RECEIPTS	2020/21	2019/20
	Total	Total
	£	£
Minibus Donations		
Individual Contributions	86	1881
Organisation Contributions	157	686
Caddy Donations	1058	2325
Grants and Other Donations		
Bethesda Chapel donation	300	
Methodist Church	100	150
Carrier Bags & Charity Boxes	330	370
Megan Wilson Donation	500	
DPVC Supporters & Sundry Donations	4757	2101
Vale of Glamorgan Council GNS Grant	7552	6984
Vale of Glamorgan Befriending Grant	11380	11380
Age Cymru grant	4000	
Community Foundation Wales	2000	
GVS Covid 19 grant	1200	
Vale of Glamorgan Community Transport Grant	2257	2000
Cecil Townsend	337	297
Legal & General Community Fund	3000	
GVS Comic Relief grant	2087	
VHG Heroes Grant	3000	
National Garden Scheme		300
D Brushett Book Sales	160	
Tennis Club		167
St Peter's Womens Fellowship		150
Dinas Powys Art Group		250
Colin Thomas Funeral Donation		155
WRVS Luncheon club		500
Fairoaks Concert	411	
Scouts Donation	540	
Valley View Sponsorship	1000	
Events		
Rock & Chips		453
Strawberry Tea		381
Quiz Night		1383
Coffee Morning/Afternoon Tea		178
Carols around the tree		181
White Gecko Cafe Event		240
Other Income		
Insurance claim flood	502	
Photocopying	9	81
Fuel Rebate	2214	1551
HMRC Gift Aid	1865	3491
Cash Book Total	50802	37635

PAYMENTS

	2020/21	2019/20
	Total	Total
	£	£
Minibus Costs		
Fuel	156	1626
Repairs and Maintenance	1145	457
Insurance	1374	1760
CTA Costs	61	72
Garage Rental	516	473
CRC + GNS Costs		
Coordinator Payroll and Pension Costs	33621	22563
Rent	1722	1722
Telephone and Broadband	1407	1357
Insurance	484	461
Stationery, Postage & petty Cash	353	375
Data Protection	35	35
DPCC Hire of Hall	83	470
GVS Membership	34	17
DBS Checks		18
Event Costs		
Quiz Night		378
Other Costs		
Furniture & phones	1704	
Portacabin plans	450	
Marketing	80	193
Depend/Leaflet Printing& Distribution	1502	944
Computer Equipment	1227	
IT/website costs	706	124
Xmas Gifts Volunteers		185
Petty Cash	22	
Royal British Legion	15	16
Advertisement Parish News		100
Volunteer Travelling Expenses		70
Volunteer Fair Costs		45
Val Hartrey Bench		100
Matheson shopping	185	
Hardship fund	643	
	47525	33561

STATEMENT OF ACCOUNTS FOR THE YEAR ENDING MARCH 31st 2021

	£	£
Opening Cash Balance April 1st 2020		
Current Account	3402	
Deposit Account	<u>52893</u>	
		56295
Total Income	50802	
Total Expenditure	<u>47525</u>	
Excess of Income over Expenditure		3277
Interest on Deposit Account		63
Gross Surplus as at March 31st 2021		<u><u>59635</u></u>
Represented By:		
Current Account as per Bank Statement March 31st 2021		9777
Less cheques not presented		<u>3098</u>
		6679
Deposit Account as per Bank Statement March 31st 2021	52893	
Add Interest Earned	<u>63</u>	
		<u>52956</u>
CLOSING CASH BALANCE AS AT MARCH 31st 2021		<u><u>59635</u></u>

RESERVE POLICY

1.The Trustees of DPVC aim to maintain a level of unrestricted reserves allowing the the continuation of DPVC's core activity for a period of unforeseen difficulty while it considers the best way forward.The level deemed appropriate equates to twelve months expenditure less income likely to continue but excluding Grant Funding and exceptional large one off donations.

This amounts to £22600 in 20/21 which the Trustees will review on an annual basis.

2.The minibus replacement reserve fund has been set up at an amount of £700 per month commencing in January 2019

This reserve will amount to around £60,000 in 7 years time when DPVC will be considering replacing the minibus again.

Our Reserves Position at March 31st 2021

	Current Year	Previous Year
	£	£
Unrestricted Funds (Reserve)	22600	17800
Mini Bus Replacement	18900	10500
Mini Bus Key Deposits	<u>150</u>	<u>150</u>
	<u>41650</u>	<u>28450</u>

Independent examiner's report to the trustees of Dinas Powys Voluntary Concern

I report to the trustees on my examination of the accounts of the Concern for the year ended 31st March 2021.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 respect of the Trust as required by section 130 of the Act; **or**
2. The accounts do not accord with those records;

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.

Signed:



Name: **Martyn J.G. Warren**

Chartered Accountant

Address: **AWG Warren & Son
74 Wyndham Crescent
Cardiff CF11 9EF**

Date: **30th June 2021**