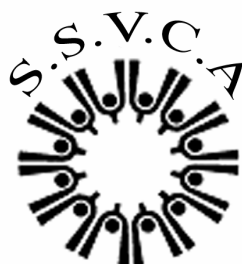


# **South Somerset Voluntary & Community Action**



# **June 2008**

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### **HELLO FROM THE CHIEF OFFICER**

South Somerset Voluntary and Community Action aims to develop, support, empower and promote South Somerset's Voluntary and Community Sector, we do this by offering:

- Start up governance advice
- Funding Advice and bid writing support
- Advocacy and representation for the sector
- Policy and procedure development
- Project and organisation development
- Back office services, including payroll
- Networking & information forums
- And via this newsletter

This newsletter is produced free of charge for the voluntary and community sector and statutory partners, within South Somerset and is circulated to over 500 organisations registered with us. It is written for everyone concerned with voluntary and community Organisations—volunteers, committee members, trustees, staff and partners. All sections can be copied and passed around your organisations, so please don't keep it to yourself, there is something for everyone!

We hope you find the newsletter useful and easy to read, however if you would like to make suggestions on how we can improve this format or you would like to be registered on our mailing list please contact Donna on 01935 475914. The next issue will be out in October 2008. If you would like to include any articles or information please send a copy to Sam Healy or email at [samhealy@ydcvs.org.uk](mailto:samhealy@ydcvs.org.uk) by the end of August 2008.

Sam Healy—Chief Officer

### **HELLO FROM THE CHAIRMAN**

After another few months of dedicated work by all our staff, SSVCA is in better shape than for many years and ready to face the challenges that lie ahead. Most CVS's rely on grant aid to carry out their main function as the principal source of support and advice to smaller voluntary organisations in their area. We adopted a hybrid model some years ago, combining social enterprise with infrastructure support, and are now reaping the benefits as we derive a helpful proportion of funding for our core services from our projects.

SSVCA is by far the largest CVS in Somerset and we look forward to collaborating with a number of others to achieve greater synergy that may well eventually lead to the creation of a county-wide CVS hub with services in each area. Sam will, I know, be playing an active part in this. To lighten her load, we will be appointing a Support & Development Officer in the near future.

Penny Mitchell left in April after many years at the helm of South Somerset Meals on Wheels, following the closure of this excellent service. I am delighted that she is now working for South Somerset Disability Forum and will be invited to join our Board as an observer representing them.

John Keep, long serving SSVCA trustee from Langport, retired in April so we are looking for a replacement. We are particularly interested in recruiting someone with an expertise in marketing who can assist us in promoting our services even more effectively. Contact me via the SSVCA office to discuss.

Nigel Engert

## NEWS FOR TRUSTEES

### Codes of conduct for trustees

Resources to help management committees develop codes of conduct for trustees that are appropriate for their organisations are being put together by Charity Trustee Networks. CTN believes that many existing codes of conduct are rarely used, so wants to ensure that these will be as helpful and practical as possible. See their web site on how to make suggestions: <http://www.trusteenet.org.uk/news/addressing-tricky-and-sensitive-issues-board>.

### Trustee Indemnity Insurance

There have been a couple of warnings recently about relying too much on TII to protect Trustees from litigation. Apart from being costly its surprising how much it doesn't cover you for. For example, if the charity goes into liquidation with deficiency, will the Trustees be covered for a claim from the liquidator? Opinion is divided on this. As a general rule, best advice is to act as if uninsured in determining how to control operations of the charity. Contact us if you want advice or help in maximising your effectiveness and also your safety as trustees.

### SSVCA TRUSTEES

As you are aware in April 2007 the Yeovil & District CVS was dissolved and in its place South Somerset Association for Voluntary & Community Action Ltd (SSVCA) was launched. The two main reasons behind this change was our national umbrella changed its name to National Association for Voluntary & Community Action (NAVCA) and it was also felt that it would be more appropriate for the organisation to change its legal status to a limited company by guarantee whilst still keeping its charitable status.

Some of the Trustees from CVS decided to stay on as Directors/Trustees of the new company and we were fortunate to be joined by a few more. All our Directors are either linked to a project or have a specific responsibility on the board. We currently have vacancies on our board, for Trustees with experience in accountancy and marketing. If you are looking for a new challenge and would like to find out more about SSVCA, please contact our Chair Nigel Engert on 01935 475914.

### SSVCA DIRECTORS/TRUSTEES

#### **Nigel Engert**

Chair & Finance Committee

#### **Mike Sandells**

Deputy Chair, Finance Committee & Furnicare

#### **Brian Maxwell**

Legal Advice & Community Transport

#### **Dave Gladding**

Finance Committee

#### **Linda Jones**

HR & training

#### **Maggie Foot**

Hospital Rep & Community Cars

#### **Roger Franklin**

Sponsorship

#### **OBSERVERS**

Voluntary Sector

#### **Penny Mitchell - SS Disability Forum**

County Council

#### **Vicky Breeze**

SSDC

#### **Ric Pallister**

Alan Smith

## SECTOR NEWS

### COMPANY SECRETARY

From 6 April 2008 private companies (which the vast majority of voluntary sector companies are) will no longer have to appoint a company secretary unless the articles say there must be one (but the articles can be amended to remove the requirement). The duties of the company secretary will still have to be carried out, either by a director or directors or by a person or persons authorised generally or specifically to do so by the directors (s.270) — so it may be sensible to retain the constitutional requirement.

### Online Discussion Forum Focusing on Third Sector Issues.

#### (extract from an email sent by Government Office South West)

The Department for Communities and Local Government is committed to creating a thriving third sector. We are proud of what we already do to enable a healthy sector but we recognise that we can achieve more. In addressing our long term challenges, Communities and Local Government is committed to strengthening its relationship with third sector partners. That is why Communities and Local Government has established a Third Sector Partnership discussion board at: [www.communities.gov.uk/communities/thirdsector/partnershipboard/](http://www.communities.gov.uk/communities/thirdsector/partnershipboard/).

The purpose of the Board is to facilitate critical challenge between the sector, local government and the Department on how to improve the Department's understanding of the third sector and the role the sector might play in delivering Departmental objectives. To help shape discussions and engage contributions more widely outside the Partnership Board, we have set up an online discussion forum. We want to give you the opportunity to share your comments and concerns and feed directly into the Board dialogue. We want to hear from third sector organisations, local government and other stakeholders.

### Business Link social enterprise guide

The Government's Business Link agency has produced a guide which 'aims to explain the reasons why you might consider setting up a social enterprise and the benefits of doing so'.

It will also look at some of the issues you will need to consider and will give examples of existing social enterprises working in the commercial and public sector environments.

[http://www.businesslink.gov.uk/bdotg/action/layer?  
r.l1=1073858805&topicId=107987076761&r.l2=1073859137](http://www.businesslink.gov.uk/bdotg/action/layer?r.l1=1073858805&topicId=107987076761&r.l2=1073859137)

### Value toolkit for churches

The Churches Community Value Toolkit, developed by the Church Urban Fund and others, is a way for churches to show what they contribute to their community in terms of outputs and outcomes.

<http://www.cuf.org.uk/page18562133.aspx>.

## SECTOR NEWS

### CHARITIES ACT 2006 PROFESSIONAL FUNDRAISERS, COMMERCIAL PARTICIPATORS AND OTHERS RAISING FUNDS

From 1 April 2008, professional fundraisers have to state the amount of remuneration they are receiving in connection with an appeal, and how the remuneration is decided. Anyone who is paid to solicit donations of money or property for an organisation is likely to be classed as a professional fundraiser. If the amount they will receive is not known at the time of the appeal, they have to give as accurate an estimate as possible. Before the new rules, professional fundraisers only had to state in general terms the method by which their remuneration was determined. Commercial participators — businesses which engage in promotions to raise funds for a charity — have to state the amount (or estimate, if the amount is not known at the time) from their charitable promotion that will be given to charities or used for charitable purposes. Rules similar to those for professional fundraisers have been extended to include officers, employees and trustees of charitable institutions or companies connected with charitable institutions. If such individuals are acting in that capacity as a collector for a public collection, and are remunerated either in their role as officer, employee or trustee or as a collector, they must disclose certain information, including the fact that they are receiving remuneration (but not the amount they are receiving). There is an exception for people in this category who receive less than £5 per day, £500 per year, or £500 for a specific collection. The rules cover not only fundraising for charities, but for benevolent or philanthropic organisation and for charitable, benevolent or philanthropic purposes.

The Office of the Third Sector issued draft guidance about what needs to be included in statements on 21 February 2008, with 31 May as the deadline for comments. The guidance, which can be accessed via [tinyurl.com/4oxk2e](http://tinyurl.com/4oxk2e), gives many examples of statements, such as this one for an individual being paid an hourly rate to solicit funds: "I am being paid an hourly rate of £xx per hour. In all, I expect to be paid approximately £xxx for carrying out the programme of conversations with supporters like yourself throughout the UK across the whole of the year." The provisions on solicitation statements are in ss.67-68 of the **Charities Act 2006**, which amend s.60 & add new ss.60A-60B to the Charities Act 1992. **The Charities Act 1992** can be found at [www.opsi.gov.uk/acts/acts1992/Ukpga\\_19920041\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1992/Ukpga_19920041_en_1.htm).

Source: Sandy Adirondack

### Social Enterprises directory

CAN has launched a free online directory to enable social enterprises, entrepreneurs and enterprising charities to network. [http://www.can-online.org.uk/social\\_enterprises\\_directory.php](http://www.can-online.org.uk/social_enterprises_directory.php)

## SECTOR NEWS

### FAILURE TO SUBMIT ANNUAL REPORTS OR RETURNS

From 27 February 2007 it is an offence not to submit charity reports or returns to the Charity Commission if required, and each person who was a trustee immediately before the report or return was due can be fined. It is a defence for the trustee to be able to prove that he or she took reasonable steps to try to ensure the report or return would be submitted in time. This provision is in sch.8 para.142 of the **Charities Act 2006**, which amends s.49 in the **Charities Act 1993**. For links to the Acts and guidance, see [The Charities Act 2006](#). The Charity Commission announced in March 2008 that it is clamping down on charities which, even after default notices to the charity and to all known trustees, have not sent in their reports and returns a year after they were due. Such charities will be removed from the register of charities and if appropriate, steps will be taken to protect the charity's assets. Even if removed from the register, the organisation remains charitable and subject to charity law.

Source: Sandy Adirondack

### Procurement and Negotiation briefings

Chief executives group Acevo has updated four recently published briefings, using feedback from regional seminars. The four titles cover Tendering and Bidding (Give your tender a winning chance), Impact (Putting impact at the heart of the tendering process), Negotiation (Effective negotiating to secure better outcomes) and VAT (VAT made simple when working in partnership). Download the pdfs (about 1MB each) from [http://www.acevo.org.uk/index.cfm/display\\_page/Sucessful\\_Procurement2](http://www.acevo.org.uk/index.cfm/display_page/Sucessful_Procurement2).

### Asset Development

Five factsheets on asset development have been published by High Peak CVS: Developing and Maximising the Use of a Community Building, The Pros and Cons of Leasing and Ownership, Risk Reduction in Managing a Community Building, Making the Figures Add Up, Selling the Case for an Asset Transfer. Download the pack (pdf, 2MB) from <http://www.highpeakcvs.org.uk/how/KnowledgeBank-AssetsPack.pdf>. (Source: ACRE news)

### Supporting those dealing with mental health issues

The Shaw Trust has created a web site to provide information and advice on how to support staff who are dealing with mental health issues. Looks like a useful resource for managers and personnel departments:  
<http://www.tacklementalhealth.org.uk>.

## SECTOR NEWS

### Commission raises accounts threshold

Charities with an annual income below £25,000 will no longer have to submit their annual accounts to the Charity Commission under plans approved by the regulator. The threshold is currently £10,000.

However, the commission intends to introduce random checks for those below the £25,000 threshold.

The commission's board approved the change after a lively discussion at its board meeting on Wednesday. A number of commission members shared concerns expressed by some consultation respondents earlier this year that raising the threshold risked promoting slack governance and undermining public confidence in small charities.

Theo Sowa, a commission board member, said: "There is a discipline for small charities in thinking about the work they do, and it makes a difference to public perceptions of transparency. If no one is asking for something, it is easy not to do it."

However, the board eventually agreed to lift the threshold after Andrew Hind, its Chief Executive, pointed out that since the regulator did not post accounts of charities with incomes below £25,000 on its website, there will be no change to the information immediately available to the public.

He added there had been no increase in the £10,000 threshold since 1993, but inflation put that figure at close to £20,000 today.

The idea of conducting random checks on the accounts of a small number of charities below the new threshold was put forward by John Wood, another commission board member. He likened the idea to self-certified tax returns, some of which are audited by HM Revenue & Customs. Commission staff will look into the feasibility of doing random checks, but the decision to raise the threshold will have to be approved by the Office of the Third Sector.

A proposal to raise the threshold for preparing an annual report to £25,000 was rejected. All other changes to thresholds put out for consultation were approved, including raising the threshold for preparing accruals accounts for unincorporated charities from £100,000 to £250,000.

By Paul Jump, Third Sector Online, 23 May 2008

## LEGAL NEWS

### EQUALITIES & DIVERSITY

A local authority housing officer, who is herself white British, successfully brought a claim for racial harassment against her employer after having to listen to customers make racist comments and use language such as 'Paki'. Not only did the local authority have no procedures in place to deal with such comments, but its explicit policy was that racist comments or behaviour by customers should be ignored and should not be challenged. **Gravell v London Borough of Bexley** is at [www.bailii.org/uk/cases/UKCAT/2007/0587\\_06\\_0203.html](http://www.bailii.org/uk/cases/UKCAT/2007/0587_06_0203.html).

**Action.** By now, most employers should have in place clear policies on racist, sexist, homophobic and other unacceptable comments and behaviour by employees and volunteers. It is important to ensure that equally robust policies and procedures are in place in relation to comments and actions by clients, service users and others. See also [Changes in sexual and sex harassment rules](#) for statutory obligations relating to such harassment by third parties.

### Check your insurance!

A NAVCA member recently forced to move into temporary accommodation whilst emergency repairs are carried out has found that the cost of this accommodation will not be met by their insurance. Please check that your insurance covers the cost of temporary accommodation in the event of flood/fire or other disasters making your current accommodation unusable. For insurance designed specifically for local infrastructure organisations and your frontline partners, see <http://www.tennysoninsurance.co.uk>.

### RIGHTS FOR AGENCY TEMPS AFTER 12 WEEKS

Under legislation which may come into effect as early as April 2009, agency workers who have been in a job for 12 weeks will be entitled to the same rights as the employer would have given if the worker had been directly employed. These rights will apply to basic pay and conditions, but not to pension contributions.

The legislation will implement the EU **Agency Workers Directive** in the UK, and will be based on an agreement in May 2008 by the government, the Trades Union Congress (TUC) which wanted agency workers to have these rights from day 1, and the Confederation of British Industry (CBI) which did not want workers to have them until they had worked for six months or a year.

The private member's **Temporary and Agency Workers (Equal Treatment) Bill** is to be withdrawn, and will be replaced with the government's proposed legislation.

## **STRATEGIC STUFF**

### **SOMERSET LOCAL AREA AGREEMENT**

Somerset County Council's Executive Board has agreed that the final Local Area Agreement can be submitted to the Government Office for the South West (GOSW). The Local Area Agreement is the action plan for the Somerset Sustainable Community Strategy. A lot of consultation has taken place on the Community Strategy and Local Area Agreement, with parish councils, voluntary and community groups and geographically, by holding workshops in the districts. This has now resulted in an agreement to make life better in Somerset, measured by 35 indicators on a variety of subjects (plus 16 on Children and Young People).

### **SOMERSET COMPACT**

On 30th April Sam Healy on behalf of the voluntary sector in South Somerset attended the second annual review of the Somerset Compact. There were presentations from David Smith, of the Community Council for Somerset, and a representative from Government Office South West. These were followed by interactive workshops, designed to draw out people's opinions as to whether or not the Compact is working, and how it can be improved.

It appears, feedback from statutory sector colleagues was far more positive than that from voluntary organisations. If you would like to find out more about the Somerset Compact or would like to obtain a copy then please call Sam Healy on 01935 475914.

### **SOMERSET COUNTY COUNCIL POLICY COMMISSION**

SSVCA is in partnership with the other CVS type organisations in Somerset looking at ways on how to implement some of the recommendations of the Somerset County Council Policy Commission.

Somerset Voluntary Sector Network, CVS's and Volunteer Centres across the county were given a small amount of funding last year, to look at working together to provide an equitable service across all the five districts. There are also negotiations between County and District Councils and the Primary Care Trust to develop joint service level agreements to ease the monitoring burden. We shall keep you updated on developments. If you would like further information relating to the policy Commission or would like to obtain a copy please call Sam Healy on 01935 475914.

### **SOUTH SOMERSET SUSTAINABLE COMMUNITY STRATEGY**

The South Somerset Together, the Local Strategic Partnership (LSP) is inviting organisations to give feedback on its draft Sustainable Community Strategy. This important document will influence and complement the existing work of the individual public, private and voluntary sector organisations that provide services by bringing these organisations together to collectively improve peoples' quality of life in the district until 2026.

The document will be available to view on the South Somerset Together website [www.southsomerset.org.uk](http://www.southsomerset.org.uk) with the facility for you to add your comments from 29 July 2008. The website also tells you about the work the LSP has supported and funded over the last year.

## TRAINING OPPORTUNITIES

### **High Impact' Communication Skills – Wednesday 16<sup>th</sup> July in Bournemouth**

A light-hearted approach to the important and serious stuff of getting your message across!

Tutor - Jean Atkinson. The course will cover:

**Why communication is sometimes so difficult**  
**Taking responsibility for your own intentions and reactions**  
**Communication, confrontation or conflict?**  
**Are you assertive, aggressive or submissive?**  
**Say it straight or it will turn out crooked**

For bookings or further information please contact:  
01278 455830 or 07866 943578 or email [lindy.booth2@virgin.net](mailto:lindy.booth2@virgin.net)

### **Working Towards Financial Sustainability: Tuesday 8 July 2008**

“How can I cover my core costs?” is a perpetual question in the voluntary and community sector. There is no easy, magical solution. However, this introductory course will review current practices for promoting financial sustainability and will appraise topical and traditional methods for generating income.

The course will cover:

- **An overview of full cost recovery methods**
- **The fundraising “melting pot”**
- **Grant dependency v. the contract culture**
- **The social enterprise and trading route**
- **Corporate Social Responsibility (CSR)**
- **Developing relationships with donors and supporters**
- **Tax-effective giving**

#### **Practical approaches, skills and solutions**

Course tutor Mary Edwards is an experienced trainer and a qualified teacher with over 10 years experience in the voluntary and community sector.

For bookings or further information please contact:  
01278 455830 or 07866 943578 or email [lindy.booth2@virgin.net](mailto:lindy.booth2@virgin.net)

## TRAINING OPPORTUNITIES

### Safe and Sound – an introduction to basic safeguarding

This training is designed for anyone who has contact with children within their working environment. Participants will gain a thorough understanding of how to provide a safe setting for children and how to recognise and respond to abuse. Cost: £40 + VAT For more information, contact [tlcinfosouthwest@barnardos.org.uk](mailto:tlcinfosouthwest@barnardos.org.uk)

21st May – Tiverton  
18th June – Bristol  
24th September – Salisbury  
11th October – Keynsham  
23rd October – Dorchester  
19th November – Weston-super-Mare  
9th December – Chippenham

To book or for information on this and other Barnado courses please contact Liz Bennett on 0117 937 5500. Email: [tlcinfosouthwest@barnardos.org.uk](mailto:tlcinfosouthwest@barnardos.org.uk)

### What Funders Really Really Really Want to Know

FREE TRAINING ON OUTCOMES AND OUTPUTS -

**Places are still available** on the **Exeter** dates for this **FREE training event and networking opportunity**

The dates are **Monday 9th June** and **Monday 30th June** and the training will take place during daytime hours. The sessions have been organised by Involve (Mid Devon's CVS), South Hams CVS and Teignbridge CVS, so are guaranteed to be high quality.

**As more and more funders are adopting an outcomes and outputs focus, this is a course you really can't afford to miss!!**

**For more details and a booking form**, contact Mark Bailey at Involve on 01884 255734 or e-mail [mark@involve-middevon.org.uk](mailto:mark@involve-middevon.org.uk)

### Addressing Data Protection – Step 1 – Thursday 19<sup>th</sup> June in Taunton

A comprehensive workshop that covers the main elements of the current Data Protection Act. Illustrated with current examples of how the Act works in practice, there will be plenty of time to discuss some of the issues affecting delegates and their organisations. Tutor: Patricia Marks

- Introduction to the Data Protection Act 1998 and the Eight Principles
- The Basics
- Your Rights and Your Legal Obligations
- Enforcement and the Information Commissioners Office (ICO)
- Sensitive Data
- A Simple Audit and Next Steps

For bookings or further information please contact: 01278 455830 or 07866 943578 or email [lindy.booth2@virgin.net](mailto:lindy.booth2@virgin.net)

## NEWS FROM OTHER GROUPS

### Bringing Computing to the Housebound

If you are unable to get about because you are caring for a relative at home, or you are housebound for medical reasons, ITHelp@Home may be able to help. We can introduce you to computers, and give you twelve free hours of tuition in your own home to show you how to:

- Shop on line
- Talk to relatives and friends using e-mail
- Get in touch with scheme members in the area
- Type and print letters, articles etc

Whether you are a beginner, or want to advance your skills, we will do our best to help. If you already own a computer, but need some help, call us and we will see what we can do.

For further information visit the charities website on [WWW.ithelpathome.org](http://WWW.ithelpathome.org) or



### South Somerset Mind

Provides the following services:

- Drop-in centre for those experiencing or considered vulnerable to mental ill health.
- Counselling Service
- Project 7 Young Peoples Services
- Volunteering Scheme
- IT Support
- Community Print Workshop
- Training Sessions
- Growing Minds Music Group
- Various Groups

Opening times:

Mon – Thurs 9.30am - 3.00pm

Fri 9.30am – 12.00pm

Various evenings

The Markwick Centre, Dampier Street, Yeovil, Somerset.  
01935 474875

## **CORE SERVICES**

### **SOUTH SOMERSET VOLUNTARY SECTOR FORUM**

In March we held our second Voluntary Sector Forum, at the Balsam Centre in Wincanton, with over 20 groups in attendance from all over South Somerset.

We received feedback from our inaugural meeting that groups wanted more time to network with other groups, to share ideas and experiences, which we accommodated; although there never seems to be enough time for networking!

Workshops were held by Somerset Community Foundation and the District Council on Funding issues such as how to make a successful funding application, what funders looked for in an application and how to prove evidence of need for your project. The workshops were well received and funding will definitely be a topic we will re-visit in the future.

The Voluntary Sector is being asked to engage more and more with statutory strategic planning and although it is very important that the voluntary sector's voice is represented and heard, it is sometimes very difficult for some groups to participate either through lack of capacity or not recognising the relevance to them; which is totally understandable. SSVCA currently represents the VCS on a lot of boards and at consultation events, however I find it very difficult at times to represent the views of groups that I have little contact with, which is one of the reasons for launching the forum in the first place. However it can be difficult to cover all the issues that affect the sector at our forums in the time we have, so at the meeting in March it was decided a strategic sub group would be formed to look solely at how boards such as the Local Strategic Partnership engage with the sector and how the Local Area Agreements and Sustainable Community Strategy also fit in (I can feel some of you switching off already), fortunately we have had 6 groups express an interest in at least attending the inaugural meeting and I shall feedback at the next forum how the sub group will engage with the wider group.

The next Forum is planned for 16th July, 10am to 1pm and will be held at the Guildhall, Fore Street, Chard, TA20 1PP

To book a free space at the forum or to find out more information please call Donna on 01935 475914.

#### **OFFICE SERVICES**

No access to a PC, photocopier, fax machine, laminator or the Internet? Then call into our offices at Houndstone Business Park, Yeovil. Our service is open to small voluntary/ community groups in South Somerset who need support in these areas. To find out charges please call Donna on 01935 475914.

#### **PAYROLL SERVICES**

Why have all the worry of NI contributions, PAYE and sick pay, when we can do this for you. For a small fee we can offer voluntary groups a payroll service tailored to your needs. We are happy to deliver the whole service for you, or we can just complete the calculations for you. For more information and charges please call Liz or Donna on 01935 475914.



**The Volunteer Centre– South Somerset is here to help with any volunteering related issue. Whether you are currently volunteering and need some advice, would like to know more about becoming a volunteer, or are part of an organisation that involves volunteers. Please contact the Volunteer Centre on 01935 414023.**

### **Mentoring & Befriending Foundation**

The Mentoring & Befriending Foundation will shortly be publishing their latest National Training Programme brochure. Previous courses have included Sustainable Funding, Setting Up A Mentoring Or Befriending Programme, and Mentor Co-Coordinator Training. To receive a copy, please contact MBF on: 0161 7878600 or email: [ntp@mandbf.org.uk](mailto:ntp@mandbf.org.uk)

If you would like more information on Volunteering England's Excellence In Volunteer Management training, please contact the Volunteer Centre for a brochure. Alternatively, you can access the EVM website at [www.volunteering.org.uk/evm](http://www.volunteering.org.uk/evm)

### **Risk Toolkit**

The Volunteer Centre has just received copies of the publication, Risk Toolkit – How to Take Care of Risk in Volunteering – A Guide For Organisations. If you would like a copy, or would just like to find out more about Risk Management, please call the Volunteer Centre.

### **Volunteers Week**

1<sup>st</sup> – 7<sup>th</sup> June was National Volunteers' Week. This annual event aims to recognise, reward and recruit volunteers and, most importantly, gives us a chance to say "Thank You". Events of all types and sizes will be taking place nationally so however you chose to mark it we hope you enjoyed it. Next year we are hoping to join forces with other organisations to celebrate, so if you have any good ideas on what we can do, please get in touch.

### **Creative Volunteer available**

We have a volunteer who lives in Yeovil and can offer 1 or 2 afternoons a week. He would like to do something creative (arts and crafts). Has anyone got anything that he would be able to do? If you are able to help please contact the Volunteer Centre on 01935 414023

### **Pensioners Forum**

We are seeking to set up a Yeovil & District Pensioners Forum. If you have any of the following attributes Public Relations, Secretarial/Financial Attributes or just Good Common Sense and would like to apply to be on the Steering Group Committee. If you are interested please get in touch with Alan Smith 01935 479957 or email: [alan.smith@southsomerset.gov.uk](mailto:alan.smith@southsomerset.gov.uk)



## Volunteer Expenses

There are a number of definitions of volunteering, but they generally boil down to describing an activity that is socially useful, freely entered into and unpaid. But the lack of payment doesn't mean that volunteers should be out of pocket after giving their time. The reimbursement of expenses should be a straightforward matter, but there are a number of legal or good practice issues to be aware of.

### Why reimburse?

It's not unknown for managers of organisations to query why they should reimburse expenses. Some volunteers too might feel that they shouldn't take money from a charity. The reimbursement of expenses is an equal opportunities issue. The cost of travelling and a meal eaten out is significant to someone on benefits or a low income. Any organisation serious about involving a diverse range of volunteers should reimburse expenses. Volunteer expenses should be built into any funding application. It's worth remembering too that volunteers are making a gift of their time – one that has substantial monetary value. They should not be expected to give up money as well.

### Which expenses should be reimbursed?

In general any reasonable expense incurred as part of the voluntary work should be reimbursed.

This can include:

- travel to and from the place of volunteering.
- travel while volunteering.
- meals taken while volunteering.
- care of dependants, including children, during volunteering.
- postage, phone calls, stationery etc.
- cost of protective clothing/special equipment etc.

It's fine to put sensible limits on some expenses to prevent the unlikely occurrence of a volunteer ordering steak and champagne for lunch then presenting your finance team with the receipt. But be sure to set your limit at a level that allows volunteers to have a hot meal and drink in the local cafés.

It is also reasonable to ask volunteers to come in by the cheapest reasonable form of public transport. Do remember though that it may be necessary for some volunteers to take taxis – because of disability, for example, so try to be flexible and budget for extra costs.

HM Revenue and Customs (formerly the Inland Revenue) sets a rate for the reimbursement of driving expenses. They are set at a level to take into account depreciation and other running costs as well as fuel.

HM Revenue and Customs approved mileage rates 2006-2007.

Cars and vans – 40p per mile for the first 10,000 miles, 25p per mile over 10,000.

Motorcycles – 24p per mile.

Bicycles – 20p per mile.

### How to reimburse expenses

It's extremely important to reimburse out of pocket expenses only. This means reimbursing against receipts, bus tickets etc. Some organisations prefer to pay a flat rate – e.g. £5 a day. While this might be simpler to administer in terms of admin, it can cause problems for both the organisation and its volunteers.

Volunteers in receipt of benefits are entitled to receive out of pocket expenses only. Claimants receiving more than their actual expenses may lose part of their means tested benefit, and the nature of their volunteering may also be called into question.

Money over and above out of pocket expenses is regarded as income by HM Revenue and Customs, and is therefore taxable. Note that the entire sum a volunteer received would be taxed, not just the portion above the actual expense. It is likely too that the organisation would have to put such volunteers through PAYE, as HM Revenue and Customs would treat such 'volunteers' as they would employees.

Local tax offices may in rare circumstances agree flat rates for volunteer expenses, but this would not prevent the payments being regarded as income for the purpose of benefits. The flat rate expenses could also be regarded as payments forming part of a contract by a tribunal or similar body.

Asylum seekers who volunteer are only allowed to receive out of pocket expenses. They must not be given something that would be regarded as income.

Expenses payments that exceed volunteers' actual costs may be regarded as a payment in return for the work they have carried out. This could be regarded as a contract by a tribunal or similar body, giving the volunteers the same rights as workers or employees – including the national minimum wage. This is a complex issue. For more information contact Volunteering England's information team ([information@volunteeringengland.org](mailto:information@volunteeringengland.org)), or contact your local **Volunteer Centre-South Somerset on 01935 414023**.

## FUNDING ADVICE SERVICE

Do you need help completing funding applications? then we can help. We offer a bespoke service to voluntary organisations based on your individual funding needs; whether its from completing the whole application to proof reading the end result we are on hand to make sure your funding application is a successful one.

There is currently a cost of £12 per hour for this service, however we are looking for funding opportunities to help meet the costs of this project.

For more information please call Sam on 01935 475914

## FUNDING NEWS

### **Free Seminar for organisations interested in applying to the Big Lottery Fund Research programme**

10.30 - 14.00, Wednesday 18 June, Exeter

The seminar will include an explanation of the grants available, the programme timetable, on-line application process and the support available to applicants. There will also be opportunities for delegates to discuss the application process and programme requirements.

The seminar is open to voluntary and community sector organisations and the research community. Delegates must register in advance to attend using the [registration form](#) . Places at all venues are limited and will be allocated on a first come, first served basis. Queries to George Webb on 0870 190 6301.

### **Template for full cost recovery**

Part of the Full Cost Recovery toolkit published by Acevo and New Philanthropy Capital can now be downloaded without charge. Note that this is an Excel spreadsheet costing template which requires macros to be enabled and comes as a 3.34MB zip file to be installed. See: <http://www.fullcostrecovery.org.uk>

### **Even cheaper minibus insurance from the Minibus Club!**

If you'd like to save money on your minibus insurance, look no further than the Minibus Club. Request a quote now or call our hotline (a local rate number) and see how much you could save on your minibus insurance! The Minibus Club is a specialist minibus insurance intermediary and has offered UK minibus insurance quotes since 1997.

If you want to talk to one of our minibus insurance specialists for help of advice about your minibus insurance quote, call us on our Helpline. You can even pay for your minibus insurance quote over the phone. So if your looking for the competitive minibus insurance, why not try The Minibus Club for a low cost minibus insurance quote now! Call on 08456090323.

## FUNDING NEWS

### Hints and Tips for successful grant applications



### Bids can fail because of your group's ....

#### Organisation and Policies

- Not constituted - A constitution or set of rules is required outlining how the group will manage itself, e.g. list of committee members, aims and objectives, frequency of meetings, what happens to funds if the group finishes.
- Policies not in place - e.g. child protection policy, health and safety policy (depending upon project)
- Is the group financially healthy, with mechanisms set up to control its finances? - e.g. a treasurer in place, two signatories on cheques, annual income and expenditure Accounts.
- Lack of capacity - e.g. group has a lack of volunteers, or management committee members.

#### Project Plan

- Does the project fit with the aims of your group (covered by constitution)?
- No evidence of need.
- Involvement - sometimes funders reject bids because they do not appear to have been driven by the projects' beneficiaries or local people. LNF is very keen on this.
- Not an eligible activity – doesn't meet the criteria. These are a waste of everyone's time. **MAKE SURE YOU READ THE GUIDELINES CAREFULLY.**
- Targets and benefits are not realistic.
- Do you have an exit strategy? i.e. will the project continue and if yes, how?
- Project should benefit organisation, not people ...
  - a bid to keep your group going (or you in a job) is less attractive to a funder than one to provide a needed service.
  - similarly, 'we need a computer' has less impact than 'with a computer, we could keep our records more efficiently and so spend more time with our users.'

## FUNDING NEWS

### Project plan continued...

- Lack of planning ...
  - a bid for a computer or vehicle needs to show how it would be stored, insured, used and by whom.
  - Does the project need planning permission?
- Is the project good value for money? Get quotes if appropriate.
- Have you got any money to put towards it or do you need the total amount?
- Timescales - **very few funders will make grants retrospectively**. Bear in mind that sometimes they can take months to consider your application. i.e. if you want to run a play-scheme in the summer holidays, don't leave the applications until June (even if you have enough money in the bank to 'lend' to the play scheme)
- ASK for a second opinion—someone to read your application.

### Application Form

- All questions should be answered **on the application form** (unless the form state they are optional)
  - When funders have put together their own form, they have decided these are the questions they want answers to - so **it's important to answer them all in the space provided**. If you just write 'see attached sheet', you're making them hunt for the information, which can annoy them.
- Be clear and concise, making it clear what your project is and what you are asking for.
- Don't just refer to enclosed documents as they may not get read! e.g. if they ask for details from your accounts on the form, copy them onto it - even if they also ask you to enclose your full accounts.
- Send in the application in good time.
- Check you have all the additional items requested.
- Use the correct application form.
- Make sure the application form is signed.

**REMEMBER** - to keep records of your applications and which were successful.

## CURRENT FUNDING OPPORTUNITIES

### Community Sustainable Energy Programme

The Community Sustainable Energy Programme is an open grants programme run by the Building Research Establishment, an award partner of the Big Lottery Fund. It has been set up to help community based organisations in England to reduce their energy bills. Two types of grant are available for eligible not-for-profit community based organisations: capital (up to a maximum of £50,000 or 50% of the project cost – whichever is lower) and project development (up to £5000 or 75% of the study cost – whichever is lower). It is anticipated that the fund will be operational from April 2008. For more information, visit: <http://www.communitysustainable.org.uk/index.jsp> or email your contact details to [info@communitysustainable.org.uk](mailto:info@communitysustainable.org.uk) and you will be contacted with any updates.

### Awards for All (Lottery)

The overarching aims to:

- Increase access and participation
- improve skills and creativity
- Improve the quality of life

The South West also has four priorities that focus on local needs:

- Better understanding of different people, places and cultures in our local community
- Improved skills for running small community groups
- More opportunities and support for volunteers
- Healthier lifestyles for the whole community

The programme is demand led and decisions continue to be made within approximately 8 weeks. Constituted groups, including sports clubs, can apply for between £300 and £10,000. Groups cannot have more than £10,000 in any 2-year period.

For projects that include property, building work or landscaping costs, the total project cost limit is £25,000 including VAT.

For more info go to: [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

**HBOS Community Action Programme** Grants of up to £10,000 for registered charities providing financial advice and/or improving local communities  
[www.hbosfoundation.org.uk](http://www.hbosfoundation.org.uk)

**The Football Foundation** grants include Capital Projects Scheme, Goal Post Safety Scheme, Community Education Scheme, Junior Kit Scheme etc  
[www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)  
0800 0277766

## CURRENT FUNDING OPPORTUNITIES

### AVON AND SOMERSET POLICE COMMUNITY TRUST

The Trust was set up in 1999 to help make local communities in Avon and Somerset become safer, better places to live. It supports projects and schemes that work towards reducing crime and the fear of crime in the communities where we work and live.

#### CRITERIA FOR A GRANT

##### Trust Aims & Objectives

- Protecting local people and property from crime
- Reducing anti-social behaviour
- Educating young people on the dangers of drug, alcohol and solvent abuse.
- Increasing community safety for all but especially the young, vulnerable and elderly
- Diverting young people away from crime and anti-social behaviour, encouraging their growth into responsible young adults
- Building good community relations

**Who Can Apply?** Community and other local voluntary organisations in the Avon and Somerset area.

**How To Apply for a Grant** - Firstly check your project meets the aims and objectives – it does not have to meet all those shown.

All requests must be made on a trust application form. To obtain an application form contact the Trust Manager on: 01275 816240.

**Esmee Fairbairn Foundation** – grants and loans tend to be for larger projects – most grants are around £50,000 for cultural life, education, the natural environment and enabled disadvantaged people to play a greater role in society. No deadline. [www.esmeefairbairn.org.uk](http://www.esmeefairbairn.org.uk)

**Trusthouse Charitable Foundation** – Small grant scheme up to £10000, larger grants up to £30000 for projects relating to health care, disability, community support and the arts and education. Also similar projects abroad [www.thetrusthousecharitablefoundation.org.uk](http://www.thetrusthousecharitablefoundation.org.uk)

**Community Spaces** – Between £10,000 and £49,999 available for community groups to create or improve local spaces including informal sports & multi-use games areas, nature reserves, village greens, church yards etc [www.community-spaces.org.uk](http://www.community-spaces.org.uk)

**Reaching Communities** – grants of between £10,000 and £500,000 for projects aimed at helping people most in need, especially those who are hard to reach. Funding can be spread over 5 years and can include capital grants up to a maximum of £50,000. This fund is currently over subscribed. [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## CURRENT FUNDING OPPORTUNITIES

### Futurebuilders: open to all

Futurebuilders is actively seeking applications from third sector organisations working across all public service areas who are looking to win contracts with statutory bodies (such as local authorities, primary care trusts and learning and skills councils). <http://www.futurebuilders-england.org.uk>

### Support to disadvantaged people

Charities that work with and want to improve the lives of disadvantaged people have the opportunity to apply for funding through the Impetus Trust. The Trust provides funding, capacity building and hands-on management support to small to medium-sized charities that are at a critical stage in their development. The support which is usually available between three and five years aims to ensure that charities are in a position to increase their impact upon the lives of disadvantaged people. To be eligible for support they must work with a substantial number of disadvantaged people; have a desire to maximise their impact; have an income between £250,000- £10million pa ; be operational for at least three years; have their HQ and a significant portion of their management in England and Wales. The investment package which Impetus offers is flexible but is most likely to be between £150,000-£300,000. Applications can be submitted **at any time**.

For more info please visit: <http://www.impetus.org.uk/>

### Looking for help to achieve the changes you want? If so, the Sheila McKechnie Foundation's support programme is for you.

The Foundation is committed to equipping under resourced and novice campaigners with the skills needed to make their voice heard and achieve positive change. Whether you are working to change Government housing policy or campaigning on behalf of marginalised refugee groups, the Foundation can help you make that extra impact.

The Foundation has been set up to commemorate the life of Dame Sheila McKechnie, a dedicated and effective campaigner, who spent much of her life championing change. As the director of Shelter, Sheila empowered homeless people to recognise and assert their rights, and made governments and businesses understand, embrace and respond to the housing issues she campaigned on.

The Foundation's annual awards programme gives people like you the advice and support needed to better influence both local and national government. Programme participants receive 1:1 mentoring; opportunities to meet and shadow senior decision makers; and coaching sessions with experts in your area.

This is a fantastic opportunity for anyone actively seeking change on social justice issues to develop expertise and learn how to take their campaign to the next level.

Applications for the 2008 awards open in January 2008. For more information on the programme and how to apply, please contact Miranda on 020 7770 7892, email [awards@sheilamckechne.org.uk](mailto:awards@sheilamckechne.org.uk) or visit the Foundation's website [www.sheilamckechne.org.uk](http://www.sheilamckechne.org.uk)

## FURNICARE CHARD

Our Project Manager Peter Bagg was invited by SSDC West to compete for some funding to replace Chard's computers at an open meeting held in the Guildhall Chard in March. The event was attended by some 250 members of the public with 32 organisations each giving a three-minute presentation asking for funding for a variety of different causes, unfortunately Furnicare Chard was unsuccessful in their bid.

SSVCA has recently registered for Gift Aid and we at Chard have taken this on board. Over the past three weeks we have 50 signed Gift Aid forms from customers and a further 10 awaiting signatures. We are also seeing items now being sold, to date to value of £833.00; this will in turn give us a further £247.00.

If we can continue at this level it will mean that Furnicare Chard will go from strength to strength and hopefully will sustain our project for the future.

Furnicare Chard has recently taken on an apprentice in conjunction with the Vista and Somerset Training Apprenticeship Scheme; after a three-week period I am pleased to announce that all is going well and Paul is a great asset to our team.

People claiming Working Tax Credit, Pension Credit, Income Support, Job Seekers Allowance and residents earning less than £15,000 a year qualify to buy from Furnicare. If you would like to find out more or if you wish to donate unwanted good clean furniture, white goods, carpets, curtains, china or bedding please telephone: 01460 68221. Mondays to Thursday between 10.00am & 4.00pm

## FURNICARE YEOVIL

Furnicare is a Furniture Re-use Charity operating from Yeovil and Chard for the past 16 years.

The charity enables people to equip their homes with good quality furniture, household items and electrical goods, all of which would otherwise end up in landfill sites.

We provide a vital service to many low income families across South Somerset and parts of West Dorset and East Devon.

By recycling this way, we minimise waste going into landfill and we currently collect over 200 tonnes a year and significantly improve the quality of life for those on a low income who cannot afford to pay high street prices.

People claiming Working Tax Credit, Pension Credit, Income Support, Job Seekers Allowance and residents earning less than £15,000 a year qualify to buy from Furnicare.

In April, we registered for Gift Aid. This means that for whatever price we can sell a donated item of furniture, we can claim 25p in every £1 from the Inland Revenue. This will hopefully help to fund the project.

If you would like to find out if you qualify, or if you would like to donate unwanted good, clean furniture, white goods, carpets, curtains, china or bedding, please telephone:-

Yeovil 01935 433416

Tuesdays to Fridays between 10.00am and 4.00 pm.

# COMMUNITY TRANSPORT

## MINI BUSES

We run a mini bus service for those unable to access mainstream services due to mobility issues, disability or because there is no main stream service in the village.

The work we do is incredibly varied and ranges from special school runs, day care, club meetings, shopping trips and appointments to the hospital, GP surgeries, dentist and chiroprapist.

In the last year we have had to put up our fares considerably to meet the high costs of running a transport scheme, such as maintenance, replacement vehicles and rising fuel costs, which I am sure is affecting us all. In March we took receipt of a new (well new to us) second hand vehicle. This is an ex- lease minibus previously used by the County Council, which means we know it's history and the mileage is reasonable for its age. It is hoped in time we will be able to replace all our vehicles on the same basis, thus keeping our maintenance (fingers crossed) bills low. We recently launched a sponsorship scheme enabling local businesses to sponsor our vehicles in lieu of advertising space. With both these policies in place we hope in time the costs of our fares will remain fairly static or even come down. We do not want to make a profit, just cover our costs.

Our drivers are very friendly and all police checked, they will pick you up from your door and deliver you safely to your destination.

To find out more information or to make a booking please call Sue on 01935 477399.

## LINKS FOR LANGPORT & SOMERTON

We operate four cars driven by paid staff and volunteers, in the catchment area of Langport and Somerton. Anyone who is unable to access mainstream services or do not have a mainstream service in their area are welcome to use our scheme, this also includes people who are isolated due to financial constraints.

All our cars have been specially adapted to carry wheelchairs, our largest vehicle will seat five passengers or three passengers and a standard wheelchair. We are able to accept South Somerset District Council travel passes towards the cost of your journey.

We are currently looking for paid Drivers prepared to work on an as and when needed basis to drive our vehicles, as well as Volunteers who are willing to use their own cars and who will be paid 40 pence per mile. All our drivers are trained to Somerset County standards.

To find out more information about the Links Project or to make a booking please call Martin on 01458 250169.



## **SOUTH SOMERSET COMMUNITY CARS**

Our Social Car scheme provides transport for people who require essential journeys to Medical Appointments, Shopping, Day Centres, Nursing Home visits, Hairdressers or any journey they feel essential to themselves.

Our volunteer drivers use their own family cars and are reimbursed expenses of 40p per mile. Passengers are charged 40p per mile plus a £2 Booking Fee per journey, however since January we are now legally obliged to charge VAT on all our passenger journeys, this is something that we are not happy about, as we feel the service we deliver is for the benefit of people who are unable to access mainstream services due to welfare issues and therefore should be exempt from paying VAT. Our Chief Officer raised this with David Laws MP, who in turn raised it with the Chancellor of the Exchequer, unfortunately the reply we received only explained that yes we did have to charge VAT and did not explore if the law could be changed. Sam will be asking David to raise this again; in the meantime I am afraid we still have to charge VAT to our customers.

After seven years service, our Administrator Jennie Warman retired in March and we would like to thank her for her hard work and commitment to our project and wish her a long and happy retirement. We would also like to take this opportunity to welcome our new Administrator Carol Duchscherer.

**The office is open Monday to Thursday 9.00am to 4.30pm and Friday 9.00am to 2.00pm.  
For more information, to find out how to volunteer, or to book a journey please call on 01935 411572.**

## **TALKING COMPUTERS**

The Talking Computers project, which has been in operation for 6 months, has almost 30 learners either currently involved in training or having completed training, with a steady flow of new referrals all the time. Our learners have a wide range of needs as a result of sensory loss or impairment, physical disability or dyslexia. Their tuition sessions are mainly on a one-to-one basis, tailored to their requirements. The tuition is provided in the training suite at our base in the SSVCA office which is fully accessible – we even provide transport if required.

When we receive a referral, the Project Manager arranges to see the person for a detailed discussion of their needs. This meeting can take place at our base at the SSVCA office on Houndstone Business Park or at the person's home. At the end of the meeting the Project Manager and the individual agree what the course of action will be - a learning plan is drawn up and the necessary arrangements made. Our aim is to increase the confidence of the individual in using a computer whether for work or to increase their personal independence such as online banking or shopping, or to reduce isolation through email and the internet. A typical learning plan will include sessions of tuition with one of our trainers in the use of assistive devices with standard software or tuition in specialist software or touch-typing. The plan will also include regular reviews with the Project Manager to ensure that the person is making the progress they hoped for. The plan can be adapted at any point to accommodate new requirements e.g. skills for a specific task like using an electronic calendar.

Our key referral partners include Somerset County Council's Sensory Loss team and Community Action team, Somerset Association for the Blind, Somerset Dyslexia Association, South Somerset Disability Forum, Jobcentre Plus. Other agencies and organisations are welcome to refer to us and individuals may contact us directly too. Do ask us for a referral form if required.

For more information about the project or to enquire about participating please contact Rachel, Project Administrator or Catriona, Project Manager at Talking Computers Project, SSVCA, Unit 4 Yeovil Small Business Centre, Houndstone Business Park, Yeovil BA22 8WA. Tel: 01935 414034. Email: [tc@itrc.co.uk](mailto:tc@itrc.co.uk) We look forward to hearing from you!



## SSVCA CONTACT DETAILS

### Main Office

Sam Healy - Chief Officer  
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samhealy@ydcvs.org.uk

Donna Cook - Finance  
Administrator  
01935 475914  
donna@ydcvs.org.uk

Mike Clothier - Admin/Finance Officer  
Tel: 01935 475914

Liz Stevens—Payroll Administrator  
Tel: 01935 475914

### Volunteer Centre

Julie Bailey - Volunteer Centre  
Manager  
julie@ssvol.org.uk  
01935 414023

Leonie Girling - Volunteer Centre  
Administrator.  
info@ssvol.org.uk  
01935 414023.

### Community Transport

Sue Scammell - Project Manager  
Sue Barnfield - Administrator  
01935 477399

### Community Cars

Chris Manley - Project Manager  
Shirley Bayliss - Deputy Manager  
Carol Duchscherer- Administrator  
Karen Smith - Administrator  
01935 411572

### IT Resource Centre

Catriona Eagle - Project Manager  
Rachel O'Rourke - Administrator  
Jo Culliford - IT Re-use and support  
info@itrc.co.uk  
01935 414034

### Furnicare Yeovil

Teresa Bell - Project Manager  
32 Goldcroft, Yeovil, Somerset.  
01935 433416

### Furnicare Chard

Peter Bagg - Project Manager  
Boden Mill, Chard, Somerset.  
01460 68221

### South Somerset Links

Martin Hawkins - Project Manager  
LADT office, Langport, Somerset  
01458 250169

### AFFORDABLE COMPUTERS FOR EVERYONE!!

Our IT project can set you up with a re-used PC. With its hard drive wiped of any previous data and reloaded with Microsoft Windows 98, we can offer a tower, monitor and keyboard all for just £35. For more information please call Jo on 01935 414034.

### The main SSVCA office is situated at:

**Units 4/5, Yeovil Small Business Centre, Houndstone Business Park, Yeovil, Somerset, BA22 8WA.**

From the ASDA roundabout take the Lufton Way exit following signs for Houndstone Business Park, take the first right into Mead Avenue and follow the road past Screwfix (on your left hand side), turn right into Memorial Road and follow the road round. SSVCA is situated opposite St.Johns Ambulance.

Articles and information should not be considered full or definitive. The information contained is not a substitute for professional advice and whilst every care has been taken to produce this newsletter, SSVCA accepts no responsibility for any errors that may have occurred.

**DON'T FORGET TO COME ALONG  
TO THE NEXT  
VOLUNTARY SECTOR FORUM!**

**16TH JULY 2008**

**10.00AM TO 1.00PM**

**Chard Guildhall  
Fore Street  
Chard  
TA20 1PP**

**Come along and network with other voluntary and community organisations, get updated on sector and legal news affecting you, find out what funding and training opportunities are available. Have your CRB questions answered and attend our workshop on how to deal with difficult volunteers.**

**For more information or to book a free space,  
please call Donna on 01935 475914**