



# CAVOS

## newsletter

June 2008

### Are we reaching you?

CAVOS uses mail and email to contact our members. We often get mail returned to us by the post office stating that the contact we have is no longer at the address we have for them. We also get a lot of emails bounced back to us as the contact email addresses we have no longer exist. To help reduce the amount of correspondence bounced back to us and to ensure that you receive the information that we send to you, please:

- Let us know if the contact address or email of your group or organisation changes
- Let us know if the names contact of your organisation changes
  - Let us know if your contact telephone number changes

**CAVOS provides vital support to the Voluntary and Community Sector so it is important that we can reach to ensure that we are able to provide you with the best possible support for your group**

## CAVOS BASIS Lottery Project up and running!

The full staff team for the CAVOS BASIS project is now in place to deliver support to Voluntary and Community groups in Sedgefield Borough. The project has been funded through the BIG Lottery BASIS programme until 2012.

We would like to welcome to the team Laura Agar as Development Manger, Michelle Fortune Information and Communications Officer and Allyson Clements Administration Officer.

The project will be carrying out a wide range of tasks over the next four years including:

- Developing networks to ensure groups with similar aims can learn from and support each other
- Provide resources with step by step guides for community groups and organisations
- Update funding information resources for community group use
- Provide a wider range of policies and information bulletins
- Support community groups to be well organised and promote themselves effectively
- Support groups with charity registration
- Support groups in consultation exercises

Over the next few months we will be developing a new training and seminar programme, organising a networking event for community and voluntary groups, developing our communications systems, producing easy to use resources and continuing to offer accessible support on funding, governance and policy advice.

**We would like to hear from any groups in the area who would like support from the project or who would like to make any suggestions about the services we offer.**

**Tel: 01388 811115 Fax: 01388 817772**

**Email: [enquiries@cavos.org.uk](mailto:enquiries@cavos.org.uk) [www.cavos.org.uk](http://www.cavos.org.uk)**



## **BASIS Lottery Project - Our ethos**

BASIS Lottery project staff will deliver support services in a way which is empowering to our users, sustainable in the long term and in line with Community Development principles and best practice.

This means that we will not complete funding applications on a groups behalf but will work closely with groups to complete funding applications together, whilst building the groups skills and confidence so that they are empowered to complete future funding applications more independently. Alongside this we will also provide a wide range of development support, including organisational health checks, advice on governance and policies, planning support and signposting so that a groups needs are supported in a holistic way which improves their ongoing sustainability, knowledge, skills and confidence.

### **CAVOS Seminar programme**

CAVOS will be running an extensive seminar programme later this year and would like to hear your views on the kind of seminars that you would like to attend.

Let us know what you would like to see in the programme by contacting Michelle, Information & Communications Officer on

**01388 811115**

or email [michelle@cavos.org.uk](mailto:michelle@cavos.org.uk)

Keep an eye out for this seminar programme which will be sent out to our membership

### **CAVOS Furniture Giveaway**

Following our move late last year CAVOS has several pieces of furniture that have been written off the asset register and are now free to VCS groups. These items **MUST** be picked up as CAVOS are unable to deliver.

The following items are available:

- Round table – 4' diameter & 4 blue chairs
- 2 filing cabinets – 1 x 4 drawer & 1 x 3 drawer
- Large desk
- 5 computer chairs (1x red, 1 x grey, 2 blue – no arms, 1 x blue – with arms)
- 3 wall mounted convector heaters
- Dehumidifier
- 5 square tables
- Chair – for people with back problems
- Leaflet carousel
- Wall mounted leaflet rack

Voluntary and Community Sector groups are welcome to contact CAVOS to register their interest with us.

### **Could You Be A CAVOS Trustee?**

There are currently places on the CAVOS Board for Trustees who are from our member organisations. We also have places to co-opt Trustees who are not part of a group or organisation but have specialist knowledge that can support the work of CAVOS.

All Trustees must work toward achieving the aims and objectives of our organisation and will be fully supported to do this.

If you would like to find out more about becoming a CAVOS Trustee contact our Chief Officer Gillian Fortune for an informal chat.

## **Date For Your Diary**

### **CAVOS AGM**

**Friday 5<sup>th</sup> September 2008**

**12.30pm at**

**Ferryhill and Dean Bank Literary Institute**

## **Let us know what you think!**

Do you have a compliment, comment or complaint that you would like to make about CAVOS, its staff or volunteers?

**If you do then let us know!**

## Volunteer Awards Evening 2008 award winners

The annual Volunteer awards evening was held at Spennymoor Town Hall on Thursday 5th June. CAVOS would like to thank Sharon and Vicky from the Volunteer Centre for all of their hard work in organising the awards evening and to the Mayor and Mayoress John and Maxine Robinson for their attendance. The following awards were given:

- Volunteer Involving Organisation of the Year: **Stonham**
- Volunteer of the Year: **Pauline Morphett**  
(County Durham Society for the Blind & Partially Sighted )
- Special Recognition awards:
  - **Dave Acock** (Spennymoor Settlement)
  - **Betty Hoskins** – (Books on Wheels)
  - **Winnie Gardiner** – (Tearaways Youth Theatre & Shildon Football) Club
  - **John Cutting** – (Pilgrim Club)



Congratulations to all of the individuals and organisations that received awards.

### Family Fun Day at Locomotion Sunday August 24 / Monday August 25

This August Bank Holiday weekend, Locomotion is hosting a Family Fun Day in association with The Co-operative.

On Sunday August 24 and Monday August 25, visitors to Locomotion will have the chance to explore railway heritage, and to enjoy a steam train ride (for a small additional charge).

In addition, Locomotion wish to offer visitors additional displays and activities in association with local community groups – **and this is your chance to get involved!**

They will provide you with one 6' table **free of charge** to display details of your services to their audience of local families, tourists and railway enthusiasts – and you can rent additional tables for just £10 each.

For more information on the Family Fun Day event, or to reserve your table, please contact:

**Pam Porter - Events Officer**  
Tel: 01388 771445  
Email: [pporter@sedgefield.gov.uk](mailto:pporter@sedgefield.gov.uk)

### Sedgefield Borough Council Sport courses

Sedgefield Borough Council in conjunction with Sports Coach UK and Running Sport are hosting nine courses to help develop coach and club education. If your interested in accessing these courses at a fraction of the normal price then please contact Club and Volunteer Development Officer James Carron on the below details. The courses will be filled on a first come first served basis! For more information on these courses contact James or visit the CAVOS website at [www.cavos.org.uk](http://www.cavos.org.uk)

**James Carron**  
Club and Volunteer Development Officer  
Leisure Services  
Sedgefield Borough Council  
Tel: 01388 816 166 ext 4614  
Mobile: 07834 147 211  
[jcarron@sedgefield.gov.uk](mailto:jcarron@sedgefield.gov.uk)

### Register your training interest with CAVOS

CAVOS will be planning an extensive training programme which will commence later in the summer. If you or your group has any specific training needs then please let us know. We will contact all groups that have registered their interest with us when the new training programme is up and running and ensure that you are offered a place on the course

To register your training interest, contact CAVOS on **01388 811115** or email [allyson@cavos.org.uk](mailto:allyson@cavos.org.uk)

## Books on Wheels

"Books on Wheels" offers a free home delivery service for anyone who finds difficulty in accessing their local library. Both clients for the scheme and volunteers to help run it are required in order that more people can take advantage of the service.

Once a client has registered with Books on Wheels, a member of the Books on Wheels team will visit them in their own home to do a quick and easy assessment of eligibility for the service. All reading tastes can be accommodated and reservations can be made free of charge. Library staff choose from a selection of normal or large print books, spoken discs or cassettes which are then delivered by a volunteer.

Volunteering need not take up a great deal of time – a couple of hours every three weeks is sometimes all that is required. Volunteering can be very rewarding, it is a chance to meet new people and make a direct and positive impact on somebody's life.

Anyone interested in joining the service, either as a client or volunteer should contact the Books on Wheels team:

**0191 3706241**

**booksowheels  
@durham.gov.uk**

## Congratulations Fishburn Kurling Club!

Congratulations to Fishburn Kurling Club and especially Thomas Stubbs who was crowned Kurling World Champion at the 2008 World Kurling Championship. For more information on the sport of Kurling or to get involved with the group, contact Bob Waller on 01740 621512



Fishburn Kurling Club



World Champion Thomas Stubbs collecting the cup

## Calling all Community Groups in Spennymoor & Ferryhill!

**Spennymoor Rotary Club are looking to compile a register of community groups and registered charities in the Spennymoor and Ferryhill area. This register will only be used by Spennymoor Rotary Club and any information given will not be shared with any other groups. To register your group with the Rotary Club ring 01388 815966**

## Newton Aycliffe Community Fair

To celebrate the 60th Anniversary of Newton Aycliffe and to accompany other events that will take place to celebrate this important birthday, the Rotary Club of Newton Aycliffe will be organising another Community Fair in the Leisure Centre on **Saturday, 28th June, 2008.**

Many people have found new interests and activities at this event and those demonstrating their organisation's offerings have attracted new members and followers. This is an opportunity not to be missed by anyone and is FREE to stallholders with FREE admission to the public.

For more information or to book a stall contact the Rotary Club on **01325 300212** or email **rotary@np1.co.uk**

## Volunteer driver needed!

### This is no ordinary volunteering opportunity!

The Pilgrim Club are looking for a volunteer mini-bus driver to accompany the Club on their cycle from John O'Groats to Lands End later this summer.

All accommodation and meals will be provided.

For more information about this fantastic opportunity or to register your interest contact John Cutting on 01388 778503

## FREE Business Workshops for Budding Entrepreneurs and Small Companies (including VCS groups)

Running a community group is no different to running a small business so if you fancy trying out a computer simulation to learn how to develop and manage a small business then BE Enterprising has just the thing.

The 'BE Enterprising' programme is for anyone thinking of starting their own business or to support those already running a small business. Using computer software to give people the opportunity to experience the highs and lows of running a business in a risk free, fun and challenging environment, the workshops let users test drive a business in the safety of a virtual world.

Participants will learn how to run and develop a business, try out marketing and pricing plans, determine the right amount of stock, keep an eye on cash flow monitor customer service.

This is an excellent opportunity to brush up on your business skills. So if you are running a group and would like to have a go, or know someone who is thinking of setting up their own business contact Janine Marshall on 0191 5164400 or ring CAVOS and we will pass on your information

## South Durham Counselling Service

South Durham Counselling Service (formerly Shildon Counselling Service) are looking for new Trustees.

If you are interested in getting involved as a Trustee of this fantastic project or would like to find out more about it, contact Luan Deakin:

**01388 773006**

**luan\_deakin@hotmail.com**

## Date for your diary

### CAVOS Stakeholder meeting

18th November 2008

venue to be confirmed

Now that the CAVOS Development Team are in post and the BASIS project is up and running we would like to consult with our stakeholders regarding the future of CAVOS and how the BASIS project will be running. There is so much happening at CAVOS at the minute and we want to find out what our stakeholders think!

This meeting will be further promoted closer to the date.

## Butterwick Hospice Midnight Walk

On Saturday June 14th, Butterwick Hospice held a midnight walk at Sedgefield racecourse.

Butterwick Hospice Care, cares for adults and children in the communities of Teesside, County Durham, North Yorkshire and Wearside who are facing the challenge of living with a life-limiting illness.

By taking part in this Midnight Walk and raising sponsorship, the women involved helped to ensure that the Hospice is able to provide essential care for future patients and their families.

Early estimates suggest that over £64,000 has been raised which would make this the most successful event the Hospice has ever organised.

Gillian, Sharon, Michelle and Vicky from CAVOS raised sponsorship and took part in this 'night out with a difference' along with 500 other women.



Midnight walk ladies



## Don't miss out on the chance for free money!

### Why should your charity worry about Gift Aid?

The simple answer is potentially more money! For example, if someone gives you a donation of £10, as long as they are a UK taxpayer, you can claim an extra £2.50 (previously £2.80) from HM Revenue and Customs. This means the £10 donation is worth £12.50.

### What do you need to do?

To claim Gift Aid on donation you need to:

- Register with HM Revenue and Customs
- Ask your donors to complete a simple declaration confirming that they are a UK taxpayer and are happy for you to claim tax relief on the donation. This one declaration can apply to all donations the donor has made to you over the past six years and to any future donations.
- Keep a record of the declarations
- Claim the tax back from HM Revenue and Customs by completing the Gift Aid form

### Can you say thank you to your donors?

You can give a small benefit (gift) to your donors in return for their donation but there are strict rules and limits on the value of the benefit

### What records do you need to keep?

Your charity must keep an auditable record of:

- All Gift Aid declarations you receive and keep them in the same format as you receive them
- Any cancellations of Gift Aid declarations
- Any benefits you have provided to donors, the value of benefits and how you arrived at those values

### For help with Gift Aid contact:

**0845 458 4586** or visit the Tax Effective Giving website at [www.tax-effectivegiving.org.uk](http://www.tax-effectivegiving.org.uk)

## CRB checks—What they are and who needs them

### The purpose of checks

The Criminal Records Bureau assists groups and organisations by identifying candidates or volunteers that may be unsuitable for certain kinds of work. This enables these organisations to make more informed recruitment decisions. Employers and volunteer involving organisations may only request a CRB check where there is a legal entitlement to do so (see below).

### Types of check

Organisations wishing to use the CRB service can ask for one of two types of check. The type of check required will depend upon the nature of the position. The two checks are called Enhanced and Standard checks, both require a fee but are free of charge to volunteers.

- Standard checks are only available for people working or volunteering with children or vulnerable adults, as well as some positions within the health, pharmacy, legal, banking, financial and other professions. Organisations that require their staff to have an enhanced check should consider standard checks for all Trustees (contact CAVOS for more information about this)
- Enhanced checks are available for those who are regularly caring for, training, supervising or in sole charge of children or vulnerable adults.

CRB checking may sound daunting but CAVOS can provide a wide range of advice and support. We are also in the process of developing a range of helpful CRB fact sheets that will be sent out to all groups that would like to know more about CRB checking.

CAVOS also offers a CRB Disclosure Service and can help you to have your staff/volunteers CRB checked. Contact Michelle at CAVOS for more information on 01388 811115 or email [michelle@cavos.org.uk](mailto:michelle@cavos.org.uk)

## Charity Commission & Charities Act Update

### Charities Act 2006 update

On 1st April 2008, the Charities Act 2006's fourth commencement order brought into force:

- New **public benefit** requirements—the definition of charity and charitable purposes, the public benefit test when applying for charitable status and public benefit reporting requirements
- A number of changes to the **accounting**, reporting and scrutiny frameworks for charities including clearer whistle-blowing duties and harmonising audit and independent examination thresholds
- New **fundraising** requirements—professional fundraisers, commercial participators, staff and paid officials will be required to tell potential donors how much of each donation goes to charity and what proportion is used for their wages

For more information visit the Charity Commission website at: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) or call **0845 3000218**

### Changes to Charity registration forms

The Charity Commission issued a new 'Application to register a charity' pack on 1st April 2008. This includes the application form, guidance notes and the Trustee declaration.

The form has been updated to include the new public benefit requirement (*Charities Act 2006 update article*). Applications will now only be accepted on the new form. If you started your draft application before April you will need to transfer it to the new form

For a new application pack or further info visit the website and follow the links:

- [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)**  
 > About Charities  
 > Registering a Charity

### Voluntary Registration

Groups and organisations with an income of less than £5,000 CAN NOT register voluntarily but this will change when the part of the Charities Act 2006 that permits this comes in to force. CAVOS will publish information on all future changes to the Charities Act 2006.

### Alternative to Charity registration

The Charity Commission will not consider an application for charity registration just because the group thinks that they will have difficulty in attracting funding without a registered charity number.

There are other ways in which the organisation can establish its credibility. For example, for small charities, HMRC will assess whether tax relief can be given.

A HMC number will provide the evidence of charitable status. For more information, contact HM Revenue & Customs on: **0845 302 0203** or visit the website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Does your group need to register as a charity?

**If your group/organisation is not-for-profit, for charitable purposes and over £5,000 income a year then you are legally required to register with the Charity Commission.**

The Charity Commission defines charitable purposes as:

- The relief of financial hardship
- The advancement of education
- The advancement of religion
- Purposes for the benefit of the community

If your group fits the criteria above then you **MUST** register with the Charity Commission. This may sound daunting but CAVOS can provide support to your group to register as a charity.

CAVOS have a range of charity registration resources for you to browse and our Development Team can provide you with advice and ongoing support to register as a charity. So don't worry, if you think your group may need to register as a charity then contact Laura or Michelle at CAVOS for more information.



## BBC Breathing Places

### 'Do one Thing' Open Day kits

Breathing Places is a major BBC Learning Campaign to inspire and motivate you to create and care for nature-friendly green spaces where you live.

This year the BBC is encouraging groups who have created a Breathing Place to tell their local community all about it and are inviting people to apply for a 'Do One Thing' Open Day event kit. By running a fun Breathing Places-themed event for all the family, you'll be able to show people the hard work you've done, get them excited about the space for nature you've created and hopefully get them to 'Do One Thing' for nature themselves.

The BBC will support you by giving the free event kit containing the necessary resources and materials to run a Breathing Places Open Day.

#### What type of event can you run?

How you actually structure the event is up to you. The event maybe a fully day, a few hours (such as an open evening or afternoon) or anything in between. You could invite a local expert to give a talk, organise games and scavenger hunts and/or get people to roll up their sleeves and help you (if needed)

An important thing to ensure is that the size and activities are applicable for the Breathing Place. You'll know the space a lot better than anyone else so you'll know what it can cope with. The event is likely to cater for relatively small numbers of people from 30 to 150 and can be promoted via local publicity and on the Breathing Places website.

A 'Do one thing' event is expected to be:

- Free to the public
- Registered online on the Breathing Places website
- Promoted appropriately, using Breathing places resource and branding
- Safe for all concerned, from children and other visitors to organisers and volunteers, and Health & Safety guidelines followed closely
- Good for nature!
- Fun for all the family
- Designed to help people to 'Do One Thing' themselves

#### When would this event be?

ASAP, make the most of the summer weather!

Packs are limited and you will have to satisfy certain suitability criteria.  
Contact Darren Taylor, Learning Project Manager to find out if you are eligible:

[darren.taylor@bbc.co.uk](mailto:darren.taylor@bbc.co.uk) 07921648233



Sedgefield Borough  
Local Strategic Partnership



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