



ICVS

Ipswich and District Council for Voluntary Service

Tel: 01473 251834

Fax: 01473 251848

(Lines are open Mon-Fri 9.30am-4pm answer-phone at other times)



**How to find us:**

ICVS is on Cornhill at the end of Princes Street, in the old post office building above Lloyds TSB next to the Town Hall. Our entrance is off the Thoroughfare opposite O'Briens Coffee Shop.

We are on the second floor, follow the signs. There is a lift from 9.30am to 4pm just through the entrance on the right (10am to 4pm on Thursdays).

**Community Engagement**

ICVS and our partners in One Ipswich and One Voice Suffolk, are increasing our capacity to help voluntary groups and community groups influence decision making in Ipswich, get involved in the LSP (One Ipswich) and across the county (One Voice Suffolk).

- Liz Louch.....Chief Executive Officer.....liz.louch@ipswich-cvs.org.uk
- Elle Lamb.....Funding & Development Advisor.elle.lamb@ipswich-cvs.org.uk
- Sue Clements ..... Fundraiser .....sue.clements@ipswich-cvs.org.uk
- Colin Bartram. Finance Advisor.....money@ipswich-cvs.org.uk
- Jane Bignell..Support & Event Administrator..jane.bignell@ipswich-cvs.org.uk
- Tony Sewell .....Data Admin .....tony.sewell@ipswich-cvs.org.uk

**Community Resources**

Our offices in the centre of Ipswich can offer:

- High quality, flexible use multi-media training and meeting room
- Resource library
- Full colour copying, scanning and printing facilities
- Internet access
- Information display
- Office accommodation £1100 per annum per desk

For further information contact: Jane Bignell, 01473 261114

*With Our Compliments*

A Company Limited by Guarantee, registered in England and Wales No 4050764



# Bridges

*"The newsletter of Ipswich CVS, 50 years of supporting voluntary action and empowering communities"*

Registered Charity Number 1082288  
Company Limited by Guarantee4050764

Feb - April 2010

Ipswich CVS  
1 Cornhill  
Ipswich  
IP1 1DD

TEL: 01473 251834

Happy New Year to all our members and friends; I hope you all had a relaxing and revitalising break and have returned to work with your batteries recharged. We have! Well in reality we have partially charged them; the snow, ice and bitter cold temperatures were more conducive to 'duvet days' than work days.

2010 will be a challenging year for us all. To aid, support and encourage we are organising a programme of events to assist you through the peaks and troughs. We are branding the year as: **DESTINATION: Opportunities and Survival.** Our Thursday Talk-Ins will cover areas :- Marketing & Communications, Safeguarding Vulnerable Adults, Funding, Representation, Developing a Stronger Voice, Quality Standards, etc. Let us know what else you might like to see?

Following the success of our September 2009 Celebration day, we are organising another event in March 2010. This will showcase your work and provide several useful workshops to develop and share skills. Who knows we may have another bigger and better event in September 2010 watch this space.

Volunteer Ipswich goes from strength to strength and they have launched their 2010 'Count Me In Campaign'. (See more details of workshops and events within the newsletter).

ICVS has successfully completed our industry standards and now are NAVCA QS accredited and fully fledged Investors in



Liz Louch  
Chief Optimist  
01473 261110

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Diversity. Each took a long time to achieve but made us all, Board, staff and volunteers reconsider all aspects of our work. As a result we have introduced several changes. We identified that we are weak at 'representation' and will introduce measures to improve this position. We hope to facilitate an 'International Women's Group', more details to follow, but here is a clue:

"The most common way people give up their power is by thinking they don't have any". Alice Walker

**Introduction to Counselling Skills**

This 17.5 hour - five week course will equip you with basic listening/counselling skills, for use when working with others. The course also emphasises:-

- Active listening
- Building relationships
- Exploring self-awareness
- Using support systems to take care of yourself and prevent stress and burnout. Cont...

Learners who attend all sessions will get an attendance certificate.

**Venue:** Ipswich Concern  
Counselling Centre,  
20 Bolton Lane, IP4 2BT

**Dates:** February 26<sup>th</sup>, March 5<sup>th</sup>,  
12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> (Fridays)

**Time:** Friday 1000 to 1330

**Tutor:** Jane Everett

**Cost:** £150

To book a place please contact:  
Mandy Huxtable, 01473 212788



**Adopt a charity in 2010!**

Want a really flexible way to get involved? Just pick a charity you would like to help, decide how much money you'd like to raise this year (could be £20 or £2000!) and sign up to get your adoption certificate. We'll send you a pack of ideas and put you in touch with the charity.

Telephone Volunteer Ipswich to find out more 01473 261116

Organisation and event	Date and Time	Venue	Information
Funding Surgery ICVS	09/02/10 1 to 4pm	ICVS, 1 Cornhill, Ipswich, IP1 1DD	Phone Elle Lamb 01473 261113 for an appointment
ICVS Thursday Talk-in 'Getting your group in the local press'	11/02/10 10.30am to 12pm	ICVS, 1 Cornhill, Ipswich, IP1 1DD	Phone Jane Bignell 01473 261114 to book you place
Funding Surgery ICVS	09/03/10 1 to 4pm	ICVS, 1 Cornhill, Ipswich, IP1 1DD	Phone Elle Lamb 01473 261113 for an appointment
Destination: Opportunity & Survival ICVS	17/03/10 10am to 2pm	St Nicholas Centre, Cutler Street, Ipswich, IP1 1UQ	For more information contact Sue Clements 01473
ICVS Thursday Talk-in Introduction to Young Suffolk's Light Quality Standards	22/04/10 10am to 12pm	ICVS, 1 Cornhill, Ipswich, IP1 1DD	Phone Jane Bignell 01473 261114 to book you place



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### from the ICVS Team

#### Last Few Desks Available!

Is your organisation looking for:-

- Incubation space
- Office space for a new project
- An alternative option to taking on a lease

Our Incubation Space may be what you are looking for. We can offer you:-

- One desk and chair
- Inward mail sorting
- Free internet access
- 2 half day board room bookings
- Access to photocopier
- Cleaning and utility charges included

The cost is £250 per quarter and includes free tea & coffee always available.

Contact Sue Clements by email [sue.clements@ipswich-cvs.org.uk](mailto:sue.clements@ipswich-cvs.org.uk) or phone 01473 261111

#### Thursday Talk-Ins

ICVS hold Talk-ins one Thursday each month. Our next Talk-in is entitled “**Getting your Group in the Local Press**” and will cover What you need to do and what not to do!

Our Talk-ins have been innovative and well received. So far we have covered topics such as Diversity, Safeguarding and climate change. We are making arrangements on request to hold another Talk-in on Safeguarding and will let you know the date through our e-bulletin when it is finalised.

The Climate Change series of talk-ins raised awareness of new eco-funding and amazing eco-friendly projects in the county.

If you are interested in coming to our next talk in - Getting your Group in the Local Press then please contact jane Bignell on 01473 261114 or email [jane.bignell@ipswich-cvs.org.uk](mailto:jane.bignell@ipswich-cvs.org.uk)

#### NOCN Level 3 Award in Managing Volunteers

An accredited course being offered by the Suffolk Volunteering Federation aimed at those already working in smaller and medium sized voluntary and community organisations as managers of volunteers in a paid or unpaid capacity.

It is particularly suitable for:

- Those new to the responsibility of managing volunteers
- Existing managers who do not have a qualification in this area
- Those working in the sector who wish to progress to a managerial role

In 2010 it is intended that the course will be delivered in the north, west and east of the county to 36 participants (so please book early!)

The course involves 45 hours of face to face training i.e. 9 x 5 hour sessions (9.30am – 2.30pm) and further hours of self-directed

learning (homework!)

The course will cover the following topics:

- Concepts and values in volunteering
- Valuing your volunteers
- Social policy for managing volunteers

For more details of the course content, please see

[www.volunteeringsuffolk.org.uk](http://www.volunteeringsuffolk.org.uk)

The cost of this course will be £250 per person to include all course materials, course assessment, internal and external moderation, training delivery, refreshments (excluding lunch - please bring your own) and accreditation.

To register your interest, please contact Gill Robinson (Manager, Suffolk Volunteering Federation) on 01638 602711 or email [gill@volunteeringsuffolk.org.uk](mailto:gill@volunteeringsuffolk.org.uk)



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**Advice from the Media Trust**

Here are some tips about writing e-newsletters that get read:-

**Forget design – it's content that matters.** While the look of your e-newsletter should match your brand and website, people expect content rich newsletters.

**Here are a couple of quick wins**

- Keep headings short, inviting and to the point.
- Personalise your tone, speak directly and don't use jargon.

**But try to avoid**

- WRITING IN ALL CAPS
- Using too much punctuation!!!!??
- **\*\*Using \$pecial characters\*\*** (:
- Hyperlinking the words [Click here](#) (also big mistake on a website!)

More advice is available at [www.mediatrust.org](http://www.mediatrust.org)

**Did you know?**

Ipswich & Suffolk Council for Racial Equality run TIP (The Interpretation Project). Cont...

TIP has over 10 years experience of ensuring that members of the Black and Minority Ethnic communities in Suffolk can access services and language does not act as a barrier.

They offer:-

- Face to face interpreting
- Interpreting over the phone
- Translation of letters and documents
- training services

And they can tailor their services to meet your organisation's unique requirements. To find out more contact Annie Chow, Project Co-ordinator Tel: 01473 400082

**Funding Surgeries 2010**

9 March 1pm - 4pm

14 April 1pm - 4pm

12 May 1pm-4pm

Phone Elle Lamb for an appointment on 01473 261113



This year we are delighted to launch our 2010 'Count Me In' campaign. We know how much voluntary action happens in Ipswich and this year we would like to celebrate this and help more people get involved. We have menus of volunteering opportunities to choose from; we work with around 100 charities and groups who need help so there's lots to help with! Volunteer already? We'd love to hear from you and find out what you like about it!

We'll be publicising the work of organisations in Ipswich and would be glad to hear from you if you'd like to be involved.

For more information or copies of our menus, including our calendar of one off events happening in the year, just contact Wendy or Karen on 01473 261116

**Volunteering Opportunities**

☆The **Red Cross** run a successful home from hospital scheme. Visit someone at home for 1– 2 hours/week when they are discharged to chat, help with drinks and shopping - make coming home a really welcoming experience.

☆**WRVS** urgently need volunteer drivers to join their community transport team and home library service. Help once a week, a fortnight or once a month. Mileage paid

☆The new **Film Theatre Trust** hopes to open at the Corn Exchange in the new year. Register an interest in volunteering now and become an usher or help to distribute leaflets in the new year.

If you are interested in any of the above please contact Wendy Herber or Karen Osborne at Volunteer Ipswich on 01473 261116 or email [volunteer@ipswich-cvs.org.uk](mailto:volunteer@ipswich-cvs.org.uk)

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**PARTNERSHIP NEWS**



The Awards for All Awareness Day held on 13 November 2009 in partnership with Awards for All was a great success with over 75 people representing 50 Groups present. It reflected true partnership working between ICVS and external bodies.

It was an Interactive Event with speakers from Big Lottery Fund - Awards for All, Suffolk Foundation, Ipswich Community Fund and ICVS' Funding Advisor the afternoon offered one to one support sessions.

We received very positive feedback from attendees who felt that it had been a very informative and useful day.

For more information about Big Lottery funding available visit [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

Or for general funding advice contact Elle Lamb, 01473 261113.



**How can you help?**

Suffolk InfoLink Champions Project will be holding open sessions across the county in 2010 so that community orientated people/organisations can meet the Suffolk InfoLink volunteers and share what they do. This will enable InfoLink to give them their free entry on the Suffolk InfoLink website.

The Ipswich Open session is on Monday 8 February at ICVS, 1 cornhill, Ipswich - contact details for more information are below.

Suffolk InfoLink are looking for :-

- ◆Places to hold the open sessions within the community.
- ◆Volunteers to get involved with research outings, being a local area guide, capturing people's stories or computer inputting

If you can help please contact Volunteer Coordinator, Kerry Overton 07545 248222 or email [infolink@volunteeringsuffolk.org.uk](mailto:infolink@volunteeringsuffolk.org.uk)

**FUNDING & DEVELOPMENT**

**Ipswich Community Fund**

ICF want applications for their February Panel to be made by groups working in Ipswich. Grants up to £2000 available to projects:

- That address the housing needs of vulnerable people
- Promote health and well being
- focus on raising skills level, creating jobs and volunteering opportunities
- Aimed at Carbon reduction and environmental issues
- focus on making Ipswich a safer place
- promote community cohesion and/or community engagement initiatives

Visit [www.ipswich-cvs.org.uk](http://www.ipswich-cvs.org.uk) for more information and an application form.

Closing Date 15 February 2010.

**Creating the Greenest County' Awards Scheme 2010**

The awards celebrate organisations and individuals who

are working to improve the environmental excellence of different organisations across Suffolk and those individuals who are already doing some amazing things. The award is for £200.

Closing date for entries is the 31st January 2010. For more information please visit [www.greensuffolk.org](http://www.greensuffolk.org)

**Grassroots Grants**

The Suffolk Foundation is seeking applications for its February panel of the Grassroots Programme.

If you are a community group with an income of under £30,000 and have been established for one year then you may well be eligible for a grant of up to £5000 to spend over the next year. You can download application forms and guidelines from the Foundation's website [www.suffolkfoundation.org.uk](http://www.suffolkfoundation.org.uk) or get further information from Sue Wright on 01473 734127.

Closing Date 16 February 2010.



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**CRB Changes**

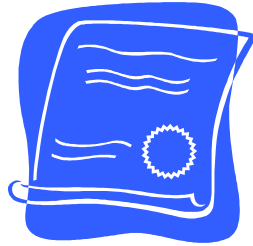
Changes are being made to the current CRB rules through the introduction of a new scheme “The Vetting and Barring Scheme” which is reforming current procedures for vetting and barring unsuitable people from working with children and vulnerable adults.

Further milestones are to follow:-

- July 2010 - new entrants and employees to work with vulnerable groups can start to apply to become ISA registered
- November 2010 – new entrants must become ISA registered before starting work with vulnerable groups
- April 2011 – existing workers must start to become ISA registered

If you would like to find out more about getting CRB checks for your staff and volunteers then contact Elle Lamb, Funding & Development Advisor on 01473 261113

**Model Constitution for setting up a small charity**



A new, simplified constitution for very small charities with an annual income of less than £5000 has been launched by the Charity Commission in partnership with umbrella bodies across the sector.

The new constitution is designed to provide a concise, practical framework for charities with an income of under £5,000. It uses clear, direct language that is easy to understand, is only 700 words long and covers all the requirements for a very small charity which does not own land or employ staff.

For more information please visit: [www.charitycommission.gov.uk/](http://www.charitycommission.gov.uk/)

**Summit’s up in Suffolk**

“What will you do to help Suffolk become the Greenest County?”

Everyone in Suffolk; schools, organisations, communities, business and individuals, is being asked to consider what they are going to do. Please fill in and display the Summit’s up in Suffolk poster for two weeks available at [www.greensuffolk.org/news/summit\\_s\\_up\\_in\\_suffolk](http://www.greensuffolk.org/news/summit_s_up_in_suffolk)

Together we can start to make a real difference. Every action counts. Here are some actions to think about include:

- 🌍 Set your thermostat to 18C: each degree saves around 10% on your heating bill
- 🌍 Insulate your home with loft and cavity wall insulation.
- 🌍 Buy food in season and grown locally to help your local economy and save food miles
- 🌍 Plan your journey well and use public transport where you can

In Suffolk, real action is being

undertaken by community groups and individuals using a variety of funding including the Green Suffolk Fund:-

**Great Barton Community Hall** will be installing photovoltaic panels and a groundsource heat pump to become an inclusive centre for all to use, as well as reducing energy costs for the village.

**Rattlesden Sports Centre** is moving into a new energy efficient building, with rainwater harvesting facilities, solar thermal panels and a heat pump.

Suffolk will be effected by climate change and through local actions we can work towards reducing the impact for everyone.

For more information about Creating the Greenest County and how your community, school and business can win an award please visit [www.greensuffolk.org](http://www.greensuffolk.org)



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## FINANCE NEWS

**Independent Examination**

Colin Bartram, who is a qualified book-keeper is able to carry out an independent examination of your year end accounts. There is a charge for this service which covers the cost of examination and production of a financial statement if required.

Contact Colin on 01473 261115 or [money@ipswich-cvs.org.uk](mailto:money@ipswich-cvs.org.uk)

**New Pension Regulations**

October 2012 will see all employers, including charities, being legally obliged to offer a workplace pension. The new duties will mean that employers will be obliged to automatically enroll eligible workers into a qualifying workplace pension scheme and make a contribution.

For further information:  
[www.padeliveryauthority.org.uk/dwp-releases.asp](http://www.padeliveryauthority.org.uk/dwp-releases.asp)

**Are you thinking of outsourcing your payroll?**

Established for over 35 years The Payroll Department at Walter Wright provides a friendly professional service to over 100 local businesses.

A qualified, experienced team deal promptly with complex issues that arise and liaise directly with HMRC. Ensuring payrolls are processed accurately, deadlines are met and penalties avoided.

Walter Wright can tailor your payroll to your specific requirements.

For information on very competitive rates please contact Carole Bourner on: 01473 822143 or email:

[carole@walterwright.co.uk](mailto:carole@walterwright.co.uk) who will be happy to provide a free no obligation quotation.

## GOVERNANCE

**EasyRead Legal Aid Dictionary**

Richard West and Andrew Holman of Inspired Services and the Legal Services Commission launched an EasyRead Legal Aid Dictionary at the 'Learning Disability Toda' London Conference on 25 November 09.

A copy of the dictionary can be found at :-

<http://tinyurl.com/legalaiddict>

For more information, please contact Kirstie Adams Tel: 020 7783 7437

To find out more visit  
[www.communitylegaladvice.org.uk](http://www.communitylegaladvice.org.uk)  
or call 0845 345 4 345.



Sign up as a VIP and help with one off events - midnight walk to exhibitions, marshalling to manning a stand - join the VIP team and choose an event to support!

Telephone Volunteer Ipswich on 01473 261116 to join up.

**Desk Space Available at ICVS**

on 1 Cornhill, Ipswich, IP1 1DD

£275 per desk per quarter

Includes cleaning, services etc.

Tel. Sue Clements on

01473 261111

**ICVS Thursday Talk-ins**

Introduction to Young Suffolk's Light Quality Standards for all voluntary & community groups working with Children & Young People - only a few spaces available. More details to follow

**Date:** Thursday 22<sup>nd</sup> April 2010

**Venue:** ICVS Boardroom

**Time:** 10.00 to 12.00

**Delivered by:** Baz Wilkinson-Young Suffolk



More Thursday Talk-ins on page 14

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## MEMBERSHIP NEWS

**The Parkinson's Disease Society** is passionate about making sure everyone has access to all the information and advice they need if they are affected by the condition.

That's why Evelyn Kerry, Suffolk Information and Support Worker for Parkinson's (ISW) is holding free monthly information sessions.

The first session is on  
Thursday, 4 February 2010

Commencing at  
1pm

at the  
Age Concern Help Centre,  
41a Upper Brook Street,  
IP4 1DU

and then the first Thursday of every month after that.

To arrange a time to talk with Evelyn, contact her on  
0844 225 3619

Evelyn's role as an ISW for Parkinson's is to provide one to one information, advice, help and

advocacy to people affected by Parkinson's.

Evelyn can help you with:

- Accessing welfare benefits.
- Support in getting needs assessed.
- Links to local services and other PDS services

Evelyn Kerry said:

"Living with Parkinson's can be challenging if you don't know where to go for information, help and advice. There is no need for people living in Ipswich to be alone with the condition and we open the door to anyone in the area who wants to know more about how we can help."

Evelyn can also offer telephone support or visits to your home if necessary. All referrals are welcome.

Our free-phone Helpline, which provides help and advice to all people affected by Parkinson's, is open Monday to Friday 9.30am to 9pm and Saturday 9.30am to

5.30pm and can be reached by calling 0808 800 0303 .

For more information visit  
[www.parkinsons.org.uk](http://www.parkinsons.org.uk)

**Ipswich Charioteers Wheelchair Football Club** sadly announce their Club Mascot, Jake passed away on 13 January 2010.

Jake was a Charity Dog Aid trained assistance dog for Claire and he will be missed by the Charioteers and his owners Claire and Simon.



**Romany Theatre Company** have launched their new educational programme for 2010, featuring an innovative collection of performances and workshops.

They range from special Holocaust Memorial Day readings to full day programmes including the short play *O Romani Tober* (The Romany Road). All the work-

shops complement studies in English, drama, geography, and history.

To discuss how these diversity enhancing activities, presented by education professionals and Romany artists from the BBC/Romany Theatre Company radio drama *Atching Tan*, can be tailored to your needs telephone Dan Allum: 07747 705716.

For more information visit  
[www.romanytheatrecompany.com](http://www.romanytheatrecompany.com)

### News from NCVO

From 1 January 2010, the Value Added Tax (VAT) rate has reverted back to the standard 17.5% rate. If your organisation delivers contracts you will need to keep this in mind when putting together your costings. NCVO have developed a free toolkit for you to use to help you understand the liability to register for and charge VAT where appropriate when earning income -see their website: [www.fundingcentral.org.uk/page.aspx?sp=6177](http://www.fundingcentral.org.uk/page.aspx?sp=6177)

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