



Halton & St Helens

Voluntary and Community Action

Membership

Structure & Services

Membership

Halton & St Helens Voluntary and Community Action is a membership organisation. We were established in 1932 by local voluntary and community groups and continue to be run by them. Our members all have an important role to play in determining what Halton & St Helens VCA does and is. Members elect a Board of Trustees to run Halton & St Helens VCA on their behalf, and Halton & St Helens VCA is accountable to its members.

We value our members, they represent a wide range of organisations, communities and interests in the voluntary, community and faith sector. Our members give us credibility and they act as our reference when developing activities, events and services. Joining the VCA also helps us to create a strong and effective VCS network for the Borough. Becoming a member of Halton & St Helens VCA, means that you are sharing support for the VCA and an interest in its work. It also means your organisation will be able to vote at Annual General Meetings, influence our work and express your views on our progress.

Frequently Asked Questions:

Q) How much does membership cost?

A) We have 3 levels of membership:

Affiliated Membership = £10

Available for any charity, voluntary, community, faith or social enterprise

Non-Affiliated Membership = Free

Available for any charity, voluntary, community, faith or social enterprise

Associate Membership = £10

Available for individuals (rather than groups) or Public/Private sector who would like to support and be more involved in the work of VCA.

Q) Is membership a one-off cost or do I need to renew annually?

A) All Memberships are renewed and invoiced annually and run from April to March.

Q) Do I need to complete any forms?

A) ALL membership requests are required to complete our on-line membership form and as part of their initial application will be asked to attach a PDF copy of their Governing Document (Constitution, Articles of Association etc). **Please note: Applications cannot be completed without the governing document.**



Levels of Membership

Included in your Membership	Affiliated Membership	Non-Affiliated Membership	Associate Membership
• Receive our E-Bulletin every 2 weeks full of information and news.	✓	✓	✓
• Publicity of your events or news in various VCA communications (E-Bulletin, Website, social media).	✓	✓	✓
• Access to Merseyside Funding Information.	✓	✓	✓
• * Access to VCA organised training and learning events.	✓	✓	✓
• Access for relevant sector Factsheets.	✓	✓	✓
• * Hire rooms within VCA offices (Halton).	✓	✓	✓
• Invitations to access/contribute to our Forums and Networks.	✓	✓	✓
• * Commission customised training or facilitation for your organisation.	✓	✓	✓
• Social Media & Digital Marketing Services	✓	✓	✓
• General information sharing, advice and signposting from VCA Staff.	✓	✓	✗
• Included within our searchable online directory.	✓	✓	✗
• Opportunity to register with the Volunteer Centre	✓	✓	✗
• * Access to Community Accountancy Services.	✓	✓	✗
• * Access to Payroll services.	✓	✓	✗
• * Specialist Consultancy and development Services (Policy writing, business plan development, funding etc).	✓	✓	✗
• * Legal Status development and registration (Charity Commission, Companies House, CIC Regulator).	✓	✓	✗
• Free hire of equipment (Digital Projector, Portable PA System etc).	✓	✗	✗
• Free Financial Health Check from our Community Accountant.	✓	✗	✗
• * Access to STAR Standard Quality Award Programme.	✓	✗	✗
• Access to sample policies and procedures.	✓	✗	✗
• Access to our online GRIPP toolkit (includes initial 45minutes of support if requested).	✓	✗	✗
• Be able to stand for nomination to the VCA Board of Directors.	✓	✗	✗
• Vote at the Annual General Meeting and any Extraordinary General Meetings.	✓	✗	✗
• Not forgetting your 25% discount on ALL chargeable VCA Services.	✓	✗	✗
• Certificate of Membership and digital logo.	✓	✗	✗
* = Those highlighted in blue are ALL chargeable services.			



Services	Affiliated Membership <i>(includes 25% Discount)</i>	Non-Affiliated Membership	Associate Membership
• Training & Learning Workshops (full day)	£45pp	£56pp	£56pp
• Training & Learning Workshops (half day)	£20pp	£25pp	£25pp
• Hire rooms within VCA offices (Halton)	See Additional Room Hire Information		
• Commission customised training or facilitation for your organisation. (Full Day)	£600	£750	£750
• Commission customised training or facilitation for your organisation. (Half Day)	£400	£500	£500
• Community Accountancy – Independent Examination or Annual Accounts	£45ph	£56ph	£56ph
• Community Accountancy – Bookkeeping	£30ph	£37ph	£37ph
• Payroll Services – Monthly Processing	£25 <small>(+ £1 per pay slip)</small>	£31 <small>(+ £1 per pay slip)</small>	N/A
• Specialist Consultancy and development Services (Policy writing, business plan development, Funding Applications etc).	£55ph	£66ph	£66ph
• Legal Status development and registration (Charity Commission, Companies House, CIC Regulator). New group with £0 - £4,999 income	FREE	N/A	N/A
• Legal Status development and registration (Charity Commission, Companies House, CIC Regulator). Group with £5,000 and over income	£500	N/A	N/A
• Access to STAR Standard Quality Foundation Award Programme.	£500	£625	N/A
• One to One development Coaching (6 x 1hr sessions)	£330	£412	£412
• Group development Coaching (3 x 1hr sessions for up to 8)	£840	£1,000	£1,000

Services - TRAINING

Here at Halton & St Helens VCA we aim to offer value for money, high quality training and support specifically aimed at meeting the needs of the voluntary, community, faith and social enterprise sector. Our aim is to work with people to help develop their skills, knowledge and experience that not only supports the development of the individuals but ultimately the organisation.

Investing in training for your staff and volunteers can be a great opportunity to raise morale and to help create greater understanding between teams and team members. Training and development is vital and can help your organisation to develop, grow and become more resilient.

Many organisations find they benefit more from having training customised to their specific needs rather than accessing more generic courses. Our experienced and fully qualified staff work with you to help design and deliver flexible training solutions for your staff and volunteers. We do not specify any minimum or maximum number of participants and our prices are fully inclusive of learning materials and all participants receive an attendance certificate.

Here is a list of just some of the topics we can cover:

Safeguarding of Vulnerable Groups

Preparing to Apply for Funding

Equality & Diversity

Managing and Motivating Volunteers

Teamworking

Effective Communication Skills

Developing your Vision, Mission & Values

Business Planning for Beginners

Understanding & Applying Social Value

Understanding your Legal Structure

Basic Bookkeeping for Small Groups

The Basics of Community Fundraising

Interested in finding out more or just want to chat about what we can offer?
Contact Ann-Marie Lawrenson at alawrenson@haltonsthelensvca.org.uk

Services – ROOM HIRE

Halton & St Helens VCA have meeting rooms for hire at St Maries from the large central area, board room or even individual tables. St Maries is a short distance from Widnes Town Centre next to the Tesco Superstore and has onsite free parking facilities and is fully accessible.

Our room hire rates are very competitive and include all facilities with tea and coffee provided within the cost of room hire. We would particularly welcome other voluntary/charitable organisations.

	Affiliated Membership (includes 25% Discount)	Non-Affiliated Membership	Associate Membership (inc: Public & Private Sector)
St Marie's Boardroom FULL SPACE (seats 18 boardroom style or 25 in theatre style)			
• Full Day	£70	£87	£87
• Half Day	£45	£56	£56
St Marie's Boardroom HALF SPACE			
• Full Day	£40	£50	£50
• Half Day	£25	£35	£35
St Maries Main Area – suitable for small non-confidential meetings with individual tables each with their own connection point to the internet etc seating either 6 or 8 people.			
• Per desk/table Full Day	£25	£30	£30
• Per desk/table HALF Day	£15	£20	£20
St Maries Main Area – Full main space			
• Full Day	£150	£187	£187
• Half Day	£75	£93	£93

ALL room bookings are INCLUSIVE of Refreshments and so if you are interested and would like to view the space or require further details, please contact **Debbie Morris** on **01928 592405** or you can go to our website for details on <https://www.haltonsthelensvca.org.uk/facilities-room-hire>

Services – Community Accountancy

Our Community Accountant provides advice, guidance and support to voluntary, community and charitable organisations on all aspects of their financial needs.

If you are struggling to get started, having difficulty establishing systems that satisfy your funding providers needs or have got yourselves into a bit of a mess with your accounts then worry no more help is at hand. Listed below are just some of the areas in which the team can provide the vital assistance you need.

- Preparation of Annual Accounts, complying with all the latest requirements
- Technical knowledge and advice
- Liaison with independent Examiners & Auditors OR
- If you do not already have one, acting as Independent Examiner for you
- Helping you to set up your book-keeping system
- Basic book-keeping & Accounts training & Support
- Training for treasurers, trustees, volunteers and staff
- Cashflow & budgets & reporting on performance
- Introduction to IT and accounting packages
- Payroll service—calculation, administration & compliance
- Advice on VAT— including calculation / schemes as necessary
- Advice and administration on all aspects of Charity Taxation

Many of these services are available at competitive prices but, most importantly you will have access to a team of people with specialist knowledge of finance and accounts in the voluntary sector. Already our services have helped groups to overcome financial problems, provide the information necessary to obtain funding and to manage themselves more effectively.

Your group could also benefit

If you would like to discuss how we can help, please contact Jane Williams by:

Telephone: 01744 457102

Email : jwilliams@haltonsthelevca.org.uk

Services – STAR Standard Foundation Quality Award

The STAR Standard is an externally assessed quality standard developed by Halton & St Helens Voluntary and Community Action in partnership with local commissioners. It has been designed with two main purposes in mind:

- To demonstrate the quality of systems and services of voluntary, community and faith sector (VCFS) organisations.
- To identify any gaps and areas for development for VCFS organisations to improve delivery of services and access to funding opportunities.



Is your organisation a provider of quality services and ready to be commissioned from?

The FOUNDATION Stage asks groups to provide evidence that demonstrates they meet basic gateway requirements for entering into a contract or tendering processes with funders and commissioners.

Funders and commissioners can be confident that if organisations can meet this standard they will be well managed and effective organisations that take quality improvement seriously.



Services – Reprographics

Photocopying	Affiliated Membership (includes 25% Discount)	Non-Affiliated Membership	Associate Membership
• A4 – Black & White	5p per side	10p per side	10p per side
• A3 – Black & White	7p per side	10p per side	10p per side
• A4 – Full Colour	15p per side	18p per side	18p per side
• A3 – Full Colour	30p per side	35p per side	35p per side
• Labels (A4 Sheet)	30p per sheet	35p per sheet	35p per sheet
Laminating			
• A4	50p each	65p each	65p each
• A3	65p each	75p each	75p each

Photocopying and other small back office support has been something we have always offered to groups recognising that it is the smaller groups and organisations without their own premises or resources to run an office base that might need some additional support so from copying timetables to newsletters please get in touch with our Reception on:

01928 592405

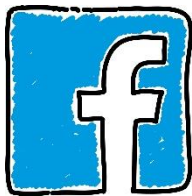
info@haltonsthelevca.org.uk

Services – Ebulletin and Other Promotional

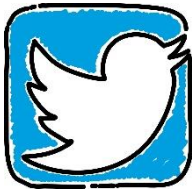
The VCA E-Bulletin is produced fortnightly and is intended to keep the Voluntary, Community and Faith Sector and other interested agencies and individuals informed about current third sector news, accessing funding, government legislation, new initiatives, and essentially, local voluntary sector activities.

We also have several other newsletters you can sign up for, these include:

- Funding and Finance
- Jobs
- Volunteering
- Events and Training
- Halton News
- St Helens News
- St Helens Healthwatch - E-bulletin
- Strategic Meetings - Minutes (Halton)
- Strategic Meetings - Minutes (St Helens)



Other ways in which we can promote your news and events are through social media including Facebook and Twitter.



If you are a member of Halton & St Helens VCA, you can promote all your news and events through any or all our promotional services, using our “News/Event” template available on our website:

<https://www.haltonsthelensvca.org.uk/vca-newsevents-template>

Services – Social Media and Digital Marketing

If your organisation is new to social media, Halton & St Helens VCA can provide training which supports you to take your first steps into Twitter, Facebook, YouTube et al. Social media platforms are becoming increasingly important in how VCSE organisations communicate with funders, commissioners, volunteers and service users, so why not request our support and make sure you don't get left behind.

Halton & St Helens VCA can set up a simple website for your organisation. We'll also show you how to edit and upload content to the website, so you can make sure the information you share with the public is relevant and up-to-date.

We're also able to make short films about your organisation which you'll be able to share on social media. A picture is famously worth a thousand words, so a short film of service users or volunteers talking about the positive impact of your organisation might make a real impression on commissioners or funders.

	Affiliated Membership (includes 25% Discount)	Non-Affiliated Membership
• Social Media Half Day Workshop	£100	£125
• Social Media Full Day Workshop	£300	£375
• Basic Website Development	£150	£190
• 3 Minute Film	*£450	*£575
• 5 Minute Film	*£650	*£820
*Additional mileage costs apply at 45p per mile.		

“The ‘Introduction to Social Media’ session Matt gave me provided me the confidence to go ahead and set up both a Twitter account and a blog. I also knew that if anything went wrong, I could phone Matt up and he would talk me through it. His advice on social media was invaluable and made me think differently on who, and how, to target; what to post; and generally, how and what people react to. I was encouraged by the information – straight talking and simple advice and really pleased that Matt was able to spend the time with me.”

Eula Hersey, Home Instead Senior Care Frodsham, Runcorn & Widnes

If you would like to discuss how we can help, please contact **Matthew Roberts** by:

Telephone: **01928 593118**

Email : mroberts@haltonsthelensvca.org.uk

Services – Volunteer Centre Services

Any Volunteer Involving Organisation (VIO) -which does not operate for profit or has volunteering activities additional to its profit making - can register with either of our volunteer centres Volunteer Centre Halton or Volunteer Centre St Helens and access the following:

- Promotion of volunteering opportunities to potential volunteers, face to face, via the Do-It website, social media etc
- Face to face contact with potential volunteers eg Volunteer fairs and promotion days
- A range of volunteers thank you events
- Twice yearly Volunteer Co-ordinators Forum
- Support to Identify new or increase the quality or number of current volunteer opportunities.
- Help to develop projects providing volunteering opportunities
- Volunteers role description and handbook development
- Support to develop relevant policies and procedures
- Developing or maintaining volunteering good practice and procedures e.g. through the Bud to Bloom toolkit.
- Support, information, advice and signposting

Employer Supported Volunteering (ESV), Volunteer Centres can

- Advertise volunteering offers.
- Offer initial support and start up tips
- Help individual staff to volunteer
- Developing ESV programme - policies and procedures
- Managing your ESV – level as required
- Staff consultation - checking need and enthusiasm etc
- Project matching – research to identify and match needs of all parties


If you are looking for further information, then get in touch to find out more.

info@haltonsthelevca.org.uk

A snapshot of some our staff delivering services with some of our members....




Contact Us

 01744 457100 | 01928 592405

 info@haltonsthelensvca.org.uk

 www.haltonsthelensvca.org.uk

 @HSHVCA

 www.facebook.com/HSHVCA

www.haltonsthelensvca.org.uk



Registered Charity No: 1106001

Company Ltd by Guarantee No: 2539153



Registered in England at : St Marie's, Lugsdale Road, Widnes, Cheshire WA8 6DB