

THE BRIGSTOWE PROJECT

England & Wales · Charity number 1049945

Details

Other names	BRIGSTOWE, BRIGSTOWE PROJECT
Status	Registered
Legal form	Charitable company
Company number	03107835
Registered	1995-10-17
Register	View on the Charity Commission register

Contact

Address	Brigstowe Old Coop Business Centre Ground Floor 40-42 Chelsea Road Bristol
Phone	01179555038
Email	info@brigstowe.org
Website	www.brigstowe.org

Activities

Objects: THE OBJECTS OF THE CHARITY ARE RESTRICTED SPECIFICALLY, IN EACH CASE, ONLY FOR THE PUBLIC BENEFIT IN BUT NOT LIMITED TO BRISTOL AND THE SURROUNDING AREAS:1. TO PROMOTE THE WELFARE AND GOOD HEALTH OF PEOPLE LIVING WITH LONG-TERM HEALTH CONDITIONS, IN PARTICULAR BUT NOT LIMITED TO PEOPLE LIVING WITH OR AFFECTED BY HIV AND OTHER RELATED CONDITIONS, BY THE PROVISION OF SUPPORT AND ASSISTANCE.2. TO ADVANCE EDUCATION BY THE PROVISION OF TRAINING, CONSULTANCY SERVICES, THROUGH PARTNERSHIPS AND / OR RESEARCH PROJECTS WITH BUSINESSES, CHARITIES, EDUCATION PROVIDERS AND LOCAL COMMUNITIES.3. TO PROMOTE EQUALITY AND DIVERSITY BY ELIMINATING DISCRIMINATION TOWARDS PEOPLE ON THE GROUNDS OF RACE, GENDER, DISABILITY, SEXUAL ORIENTATION, RELIGION OR BELIEF, SEX, AGE, PREGNANCY, RELATIONSHIP STATUS, OR ANY OTHER FORMS OF DISCRIMINATION4. TO PROMOTE SOCIAL INCLUSION BY PROVIDING, AMONGST OTHER THINGS, PEER SUPPORT TO RELIEVE THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY.

Activities: The Brigestowe Project offers free confidential and independent advice and support for people affected by HIV and other long term health conditions.

Classification

- **How:** Makes Grants To Individuals, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** IN PRACTICE BRISTOL AND THE SURROUNDING AREA
- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£498,009	£666,523	-	-
2024-03-31	£829,253	£680,444	£702,954	16
2023-03-31	£775,856	£676,108	£554,145	27
2022-03-31	£649,336	£539,379	£454,397	14
2021-03-31	£398,361	£403,357	-	-

Trustees

Name	Role	Appointed
Thomas Sharkey	Chair	2018-01-03
DOMINIC EASTHAM		2011-07-28
David Crofton		2025-04-09
Dr Adele Wolujewicz		2025-04-09
Jeremy Horwood		2019-03-18
Joshua Anderson		2025-06-25
Sheila Ollis		2013-12-02
Simon Purkiss		2017-03-15
Vicky Harwood		2019-04-12

THE BRIGSTOWE PROJECT

England & Wales - Charity number 1049945

Accounts

Company no. 03107835
Charity no. 1049945

The Brigstowe Project
Report and Unaudited Financial
Statements
31 March 2025



Annual Highlights 2024/2025



During the 2024-25 financial year, we supported

288 people

in Bristol, North Somerset, and South Gloucestershire (BNSSG)

Advice and Support Service

We advised **177** clients, a **9%** increase from the previous year

100% of clients achieved one or more positive outcomes



100% of respondents reported being satisfied with the service provided



83 improvements in housing



167 positive financial outcomes



7 positive outcomes in accessing work or training



149 positive outcomes in accessing other rights and entitlements



Claimed **£387,049** in welfare benefits, grants and debt write-offs – **more than double the amount in the previous year**



Migrant and Asylum Support Service

41 clients worked with, a **24%** increase from the previous year

73%

of clients experienced a reduction in poverty

73%

of clients are more independent and have greater control in their lives

68%

of clients experienced an improvement in their wellbeing

Engagement Support Service

We provided support to **28 people**



who are finding it difficult to take their HIV medication and/or attend hospital appointments

"You've literally saved me." – Migrant and Asylum Support Service Client

"I have improved attendance at appointments and have been supported to clean my home and get out of the house." – Engagement Support Service Client



'Positive Voices' – Peer Support Services and HIV Awareness Training

One-to-One Peer Support and 'All In' Group Peer Support

8 active peer mentors

12 mentees

43 people reported an increase in confidence and self-esteem

73 people reported an increase in mood

80 people reported more close relationships/reduction in isolation

54 unique individuals attended 'All in' events

3 workshops

4 social activities

HIV Awareness Training

11 sessions delivered

270 attendees

100% reported that the Positive Speaker was effective or very effective at raising the issues people living with HIV face

93% reported a positive change in attitude around HIV issues

"I love coming to the summer get-together – there is always a feeling of togetherness and familiarity. I get to meet new friends and see old friends. It was an excellent day and could not be any better." – All In Client Summer Social attendee



Our external evaluation of these services, which explored data across 10 years (2016-2025), showed an extremely positive, encouraging picture of the impact of these services – **our evaluator noted it being the most positive data set they've ever worked with.**

Common Ambition Bristol (CAB)

CAB works to improve the sexual health of African and Caribbean heritage communities.

CAB is transforming healthcare:

- 2 monthly walk-in clinics offering free, culturally competent HIV and STI testing and PrEP access
- 8 "Community Connector" volunteers attending community events and delivering community outreach
- Stuart Walker, UHBW Medical Director, called CAB "game-changing" after joining our team on outreach
- Partnered with 40 black-owned Bristol businesses, to whom we've delivered:
 - 4,500+ condoms
 - 60 HIV self-test kits
 - 184 outreach visits



For National HIV Testing Week, we launched our first billboard campaign featuring local community members and empowering messages about testing.



CAB was Highly Commended at the HSJ Partnership Awards 2025 for **Most Effective Contribution to Integrated Health and Care.**

Fast-Track Cities Bristol



Our 2024 World AIDS Day billboard campaign across Bristol was featured on BCC Points West.



The Peer Partnership

- We provided consultancy services for Whittington NHS Trust to implement peer support for people with long COVID
- We started partnering with University Hospital Bristol and Weston NHS Foundation Trust on an 18-month Action Learning Set on the co-production of health services
- We have trained over 400 individuals - **100% of participants would recommend our training to others in a similar role**



"The session was extremely inspiring, and it made me really want to get mentoring up and running at my organisation so that we can make such a huge impact on our service users as The Peer Partnership has in theirs."

– The Peer Partnership workshop attendee



BNSSG Integrated Sexual Health Service

During the year, we secured a contract for the provision of health promotion services for people at risk of poor sexual health across BNSSG. The service, which is being delivered under the brand name 'Yuno', commenced on 1st April 2025.



We would like to say a HUGE thank you to our funders, supporters, partners, volunteers, staff, trustees, clients, and the local community who have enabled us to deliver these outcomes for our beneficiaries.

The Brigstowe Project

Reference and administrative details

For the year ended 31 March 2025

Company number	03107835																												
Charity number	1049945																												
Registered office and operational address	Old Coop Business Centre Ground Floor, 40-42 Chelsea road Bristol BS5 6AF																												
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: <table><tr><td>Joshua Anderson</td><td>appointed 25 June 2025</td></tr><tr><td>David Crofton</td><td>appointed 9 April 2025</td></tr><tr><td>Jonathan Downing</td><td></td></tr><tr><td>Dominic Eastham</td><td></td></tr><tr><td>Vicky Harwood</td><td></td></tr><tr><td>Jeremy Horwood</td><td></td></tr><tr><td>Mark Hubbard</td><td>resigned 10 June 2024</td></tr><tr><td>Carole Johnson</td><td>resigned 28 May 2024</td></tr><tr><td>Sheila Ollis</td><td></td></tr><tr><td>Diane Perry</td><td>resigned 29 January 2025</td></tr><tr><td>Simon Purkiss</td><td></td></tr><tr><td>Alison Scott</td><td>resigned 11 June 2025</td></tr><tr><td>Thomas Sharkey</td><td></td></tr><tr><td>Adele Wolujewicz</td><td>appointed 9 April 2025</td></tr></table>	Joshua Anderson	appointed 25 June 2025	David Crofton	appointed 9 April 2025	Jonathan Downing		Dominic Eastham		Vicky Harwood		Jeremy Horwood		Mark Hubbard	resigned 10 June 2024	Carole Johnson	resigned 28 May 2024	Sheila Ollis		Diane Perry	resigned 29 January 2025	Simon Purkiss		Alison Scott	resigned 11 June 2025	Thomas Sharkey		Adele Wolujewicz	appointed 9 April 2025
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Alison Scott	resigned 11 June 2025																												
Thomas Sharkey																													
Adele Wolujewicz	appointed 9 April 2025																												
Chief executive officer	Rami Ghali																												
Principal bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH																												
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																												

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2025.

The Impact Report and the Reference and administrative details set out on pages 1-3 form part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019). and Reporting by Charities (effective from January 2019).

Structure, governance and management

The Brigstowe Project is a charitable company limited by guarantee. Its objects and powers are set out in the revised Memorandum and Articles of Association adopted on 24th January 2024.

The organisation is governed by a Board of Trustees.

New trustees are normally recruited through advertisements amongst the charity's service users and the wider community, as well as through existing members' professional and personal contacts. All appointments are based on the need for particular knowledge, skills and experience. The members of the company elect trustees at the AGM, although trustees may co-opt additional trustees during the year to hold office until the next AGM.

All trustees are members of the company. Membership of the company is open to anyone aged 18 years of age or over who lives or works in the South West of England and who is interested in promoting the objects of the charity.

New trustees are provided with comprehensive information covering the charity and its work, together with the roles and responsibilities that they are expected to fulfil. Throughout their tenure, all trustees are encouraged to take part in relevant training and development events (funded by the charity as appropriate).

The trustees set the charity's policies and take all major strategic decisions. Day-to-day operational decision-making is delegated by the trustees to the Chief Executive Officer, who reports to the trustees.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Trustees are encouraged to serve a full term of three years. Trustees may be re-elected to the Board for a further term up to a total of two consecutive terms. If a Trustee wishes to serve for more than two consecutive terms, this must be subject to a governance review by the Board and endorsed by members at the annual general meeting (AGM) through the election of Trustees.

At each AGM, one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one director, he or she must retire.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

Charitable Objects

The Brigstowe Project's objects, as amended in January 2024, are given below.

The Objects of the Charity are restricted specifically, in each case, only for the public benefit in but not limited to Bristol and the surrounding areas:

- 1.1 to promote the welfare and good health of people living with long-term health conditions, in particular but not limited to people living with or affected by HIV and other related conditions, by the provision of support and assistance;
- 1.2 to advance education by the provision of training, consultancy services, through partnerships and / or research projects with businesses, charities, education providers and local communities;
- 1.3 to promote equality and diversity by eliminating discrimination towards people on the grounds of race, gender, disability, sexual orientation, religion or belief, sex, age, pregnancy, relationship status, or any other forms of discrimination; and
- 1.4 to promote social inclusion by providing, amongst other things, peer support to relieve the needs of those people who are socially excluded and assisting them to integrate into society.

Aims

Brigstowe's aims are to:

1. Help people increase and maintain their independence through responsive and relevant services
2. Meet the changing needs of people living with HIV (PLWHIV) and other long-term health conditions
3. Educate people about HIV and challenge stigma and discrimination
4. Ensure Brigstowe's strength and sustainability into the future

In order to meet these aims and further the charity's purposes for the public benefit, we undertook a wide range of activities. During this financial year, we supported 288 people (2024 – 269) across all of the following services:

Activities and Outcomes

Advice and Support Service

This service is delivered by support workers who provide personalised, practical and emotional support for people who are living with or affected by HIV in Bristol, North Somerset and South Gloucestershire (BNSSG). It is a person-centred service offering both intensive support for people with complex needs and one-off advice on rights and entitlements. It aims to help people live independently by delivering benefits advice, money management skills, help with grant applications, housing and homelessness advice, signposting to appropriate services, emotional support, and help to access education, training and employment opportunities.

In 2024/25, we advised 177 clients (2024 – 162), a 9% increase from the previous year, with a total of 467 matters. These matters resulted in 83 (2024 – 54) improvements in housing, 167 (2024 – 129) positive financial outcomes, 7 (2024 – 6) positive outcomes related to access to work, training, voluntary work or work experience, and 149 (2024 – 112) positive outcomes related to access to other rights and entitlements.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

During the year, we helped our clients to claim £361,606 (2024 – £167,861) in a variety of welfare benefits, grants and debt write-offs, with a further £25,443 being obtained in backdated benefit payments.

Outcomes:

- No referrals were refused
- 36% of service users were supported for over one year
- 100% of service users achieved one or more of their agreed outcomes
- 91% of clients contacted 6 months after support, reported their needs are continuing to be met
- 100% of respondents reported being satisfied with the service provided

“My worker was there for me when I had no one to talk to when I was down. [They were] always there. If not, [they] made sure all was okay. Very caring [person], it hurts that we have to part now. Wishing [them] all the best. [They] deserve it.”

“I'm much better, at the same time I was diagnosed with cancer, and I didn't know what had hit me, that and HIV at the same time. I've been on ARV [antiretroviral] drugs and my health has improved, [my worker] also helped me with a grant and pointed me in the right direction for benefits which is really important for people who can't work, I was in hospital for 8 days. [My worker] came up with some very good advice.”

“My rent is paid by housing benefit, my rent went up so I had some money to pay back, and my worker really helped me to communicate with the landlord and the housing benefit, we applied for discretionary where they paid off the debt. When I was applying for citizenship, I managed to get my passport and citizenship.”

“Now I have got a lot of people off my back debt wise. My worker helped me get a DRO [Debt Relief Order].”

“I value everything, your understanding and listening, and you don't judge me when I come to see you guys. I value having someone listening.”

“Sometimes we have ups and downs and don't know who to turn to, but Brigstowe are sympathetic and they have emotional support that changes things, I can always call. Brigstowe has compassion and I wouldn't be where I am now. Feel emotional talking about it now.”

“A service that understands me.”

This service is funded by Bristol City, North Somerset and South Gloucestershire Councils, the Government's Household Support Fund (via Bristol City Council), Bristol Water, Wessex Water Community Fund (via Quartet) and other funders. We are working with Bristol City Council to find ways to ensure long-term funding beyond March 2026, and also seeking additional funding from other sources.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

Migrant and Asylum Support Service

This service provides support to PLWHIV in the Southwest who are refugees, migrants or asylum-seekers and have no access to public funds. We support individuals who are subject to immigration control and often fleeing persecution, discrimination, modern slavery or trafficking, as well as those who have come to the UK to work or study. We work with clients, alongside partner agencies, to prevent destitution, support clients in dealing with trauma, help them access immigration advice and legal assistance, and help with a multitude of other needs.

In 2024/25, we provided support to 41 clients (2024 – 33). The outcomes achieved were as follows:

- 73% of clients experienced a reduction in poverty
- 73% of clients are more independent and have greater control in their lives
- 68% of clients experienced an improvement in their wellbeing
- 3 clients were granted leave as a result of our worker referring them to solicitors, helping to gather evidence for their cases, and contacting MPs to expedite cases: 3 (2024 – 5)
- 19 clients were helped to access trusted immigration advice who previously had been unable to find a legal aid solicitor
- 30 clients saw a reduction in poverty (2024 – 22)
- 4 clients accessed free beginner swimming lessons at a private swimming pool

“When I approached the service, I was melting down constantly when everyone asked anything, I would start crying because I didn’t think my situation had a solution, and no one would understand my pain, but after meeting [my worker] and realising someone cared to help. It made a great difference, especially because [they were] so persistent and kept trying to call me on my different number. [They] tried so many times to contact me with failure, honestly anyone else would have given up and moved on, but [they] didn’t. [They were] so patient, kind and literally saved me.”

“I know now there are people out there who understand what I am going through and are there to help. I now have a solution to my problem and clear pathway of the future. I am grateful.”

“I have actually had a great change in my situation as I have been granted a refugee status. This has made me to be able to get a job and even have my own accommodation. I am very happy, and my mental health is at least stable, and this has also gone a long way in affecting my health. As of my last lab test, it shown that the virus in my blood very low and gives me good reason to say that my situation has changed.”

“I am on course to embracing myself and my life now. Speaking to someone who listened and understood what I was going through really helped too.”

“The support I have received from my support worker has eased my existence in numerous ways, most especially mentally.”

“You’ve literally saved me.”

This service is funded by The National Lottery Awards for All, Quartet, the Government’s Household Support Fund (via Bristol City Council) and other funders.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

Engagement Support Service

This service works in close partnership with the HIV Clinic at Southmead Hospital, supporting clients who are finding it difficult to take their HIV medication and/or attend hospital appointments. We provide support and outreach to address barriers that are interfering with clients engaging with their HIV treatment. The aim is to ensure good long-term health for our clients, whilst also reducing the risk of onward transmission to sexual partners. In January 2025, the service entered its fourth successful year, supporting some of the clinic's most complex patients, whose barriers to engagement include poor mental health, substance use issues and/or poverty.

In 2024/25, we provided support to 28 people. This included one client who voluntarily withdrew from support. This was viewed as a positive development for the client, who had recently taken steps to become more independent while maintaining the safety net of having in-house supported accommodation.

In October 2024, emergency departments across Bristol started testing for blood-borne viruses with every blood test taken. This has resulted in an increase in referrals to the HIV clinic. The clinic is working in partnership with Brigstowe to engage and support these patients.

"My worker knows what I am going through. They always help and are always here when I need to ask for help."

"Having someone who understands my situation and helps me get to appointments has made a real difference."

"I have improved attendance at appointments and have been supported to clean my home and get out of the house."

During the year, this service was funded by Bristol City Council Public Health.

'Positive Voices' (One-to-One Peer Support, HIV Awareness Training and 'All In', our Peer Support Group)

After the financial year ended, we worked with an external evaluator on the final evaluation of the first 10 years of our Positive Voices and All-In services. The final evaluation covered the period from November 2023 to August 2025. It also explored all peer mentee data across the entire period that the services have been operating (2016-2025). The findings show an extremely positive, encouraging picture of the impact of these services – our evaluator even noted it being the most positive data set they've ever worked with. The results are testament to the hard work and dedication of our volunteers, staff, and colleagues at Southmead Hospital's HIV Clinic. We are looking forward to implementing the evaluator's recommendations to grow and improve Positive Voices.

One-to-One Peer Support

This service trains people who are living well with HIV to work as volunteer peer mentors, providing one-to-one support for people who are newly diagnosed with HIV or struggling with their diagnosis.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

This year, we had 8 active peer mentors (2023 – 9) and 12 mentees (2023 – 17). We achieved the following outcomes across Positive Voices and All In (peer support group):

- Increase in confidence/self-esteem: 43 people (2023 – 34)
- Increase in mood: 73 people (2023 – 70)
- More close relationships/reduction in isolation: 80 people (2023 – 68)
- Increase in engagement with medical treatment: 26 people (2023 – 19)
- Increase in confidence around disclosure: 17 people (2023 – 17)
- Increase in knowledge and understanding of HIV: 25 people (2023 – 25)

“My mental state has changed; [my mentor] really helped how I think about my diagnosis and how I view it. I was very in my head and worried that life was different after my diagnosis, but [my mentor] pulled me out of my mindset and how I see HIV in general. At the beginning, I was very down about it, and I'd wake up and blame myself and feel unconfident; life was over as I had known it. The more I spoke to [my mentor] and how [they] got through it, the better I felt, and [they] suggested different ways to keep my mind off it, e.g. activities and yoga to keep my mind off the stress and now I actually look at life from a more positive way. Also, things could be worse. They're ok. I'm well and fine. I do need to remind myself of that. [My mentor] didn't do ALL the work, but [they have] helped me to get there with my diagnosis and with health and wellness.” – Peer mentee

HIV Awareness Training

This service aims to combat the stigma and lack of understanding that PLWHIV often experience from service providers, community organisations, businesses or other people with whom they interact. We provide training and information to professionals, community and faith groups to enable them to have an informed and accurate picture of HIV, countering prejudice and enabling professionals to provide more appropriate and high-quality services for PLWHIV.

This year, we delivered 11 HIV Awareness training sessions (2023 – 10) to various organisations, including the University of Bristol, the University of the West of England, and Interventions Alliance. We trained a total of 270 attendees. Of these people:

- 100% (2023 – 100%) reported that the Positive Speaker was effective or very effective at raising the issues people living with HIV face
- 90% (2023 – 88%) reported an increased understanding of HIV
- 93% (2023 – 88%) reported a positive change in attitude around HIV issues
- 86% (2023 – 94%) reported an increased understanding of testing of HIV

“From today's training, I now have my red ribbon on my lanyard, know what to tell people if they want a test, and am ready to advocate for U=U!” – Training participant

These services are funded by The National Lottery Community Fund (NLCF), South Gloucestershire Council and income earned through training. Our current grant from NLCF comes to an end in June 2026. In the autumn of 2025, we will undertake an external evaluation of Positive Voices, which will inform our next application to NLCF and/or other funders.

'All In' Peer Support Group activities and events

Brigstowe clients are encouraged to take part in the 'All In' group, which supports trained Peer Facilitators to deliver a varied programme of social events, workshops and excursions aimed at increasing self-confidence and combating isolation. Some sessions are HIV-specific workshops aimed at helping people to live well with HIV.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

Our All In service had 54 unique individuals (2023 – 83) attending our workshops and events, with 37 coming from Bristol, 9 from South Gloucestershire, 2 from North Somerset and 2 from Somerset (plus 4 unknown). At the end of the year, we had 5 active Peer Facilitators (2023 – 5) helping to deliver the programme of events, which included 3 workshops (2023 – 3) and 4 social activities (2023 – 4).

“I love coming to the summer get-together – there is always a feeling of togetherness and familiarity. I get to meet new friends and see old friends. It was an excellent day and could not be any better.” – All In Client Summer Social attendee

This service is funded by Bristol City Council Public Health and NLCF.

Common Ambition Bristol (CAB)

CAB works to improve the sexual health of African and Caribbean heritage communities within Bristol. It is a coproduction project that works alongside African & Caribbean heritage community members, along with Yuno Sexual Health Service, University of Bristol, Bristol City Council and African Voices Forum. Brigstowe is the lead partner.

Our aim is to encourage people to test for HIV, be in control of their sexual health and to reduce HIV related stigma.

Campaigns and Publicity: Getting the Message Out

For National HIV Testing Week, we launched our first billboard campaign featuring local community members and empowering messages about testing. Displayed over four weeks at 16 high-footfall sites across Bristol, each billboard included a QR code linking to the CAB website for easy access to testing info.

We also aired daily adverts on Ujima FM and BCfm from January to March 2025 and hosted two live Ujima shows, sparking open conversations about HIV, stigma, and knowing your status.

Community Engagement: Meeting People Where They Are

We now partner with 40 black-owned Bristol businesses, who share CAB materials and offer free condoms and HIV self-test kits. Over the past year, we've delivered:

- 4,500+ condoms
- 60 HIV self-test kits
- 184 outreach visits

These visits create space for conversations, support, and promote testing. We also attended festivals and local events, normalising HIV discussions and building trust. Our workshops reached groups from UWE's African and Caribbean Society to Bristol Refugee Women, tackling myths and promoting sexual health.

CAB Clinics: Dedicated Sexual Health Testing for Bristol's African and Caribbean Heritage Communities

Our monthly walk-in clinics at Charlotte Keel Medical Practice and Montpelier Health Centre offer:

- ✓ Free, culturally competent HIV and STI testing in a judgment-free zone
- ✓ Expert advice + same-day PrEP access
- ✓ A supportive first step for many - with over 50% of our 185 tests this year being first-time visits

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

CAB Community Connectors

In June 2024, CAB onboarded our first group of volunteer Community Connectors to help us expand connections with African and Caribbean communities in Bristol. Community Connectors attend community events and get out and about on outreach, visiting the local barbershops, salons and shops that help us distribute free condoms and sexual health information. Since being trained and inducted, volunteers have attended events such as -

- AfriFest in collaboration with African Voices Forum,
- A series of Black History Month events with The Cause,
- A Cinema Jam in collaboration with DET Entertainment,
- AfroBrunch at the Pickle Factory

Our community connectors bring so much energy and dedication to their roles, allowing us to strengthen our presence in the community and reach an increasingly diverse group of people who would benefit from knowing about CAB. In March 2025, the current cohort of Community Connectors also supported the recruitment of our second cohort of volunteers, bringing us up to a team of 8 Community Connectors.

Influence and Recognition: Making Waves Not Just Ripples

CAB is not just making an impact on the ground—we're changing the way services are designed and delivered.

Locally, CAB is transforming healthcare:

- Stuart Walker, UHBW Medical Director, called CAB “game-changing” after joining our team on outreach.
- Our work has shaped UHBW's Experience of Care Strategy (2024–29), championing equitable and inclusive sexual health services.
- We've influenced the sexual health commissioning process for Bristol, North Somerset, and South Gloucestershire, embedding community voices.

Nationally, we're setting the standard:

- We presented our learning at the British HIV Association Conference.
- We shared with London Sexual Health Commissioners on developing culturally competent care.
- We were Highly Commended at the HSJ Partnership Awards 2025 for Most Effective Contribution to Integrated Health and Care.

Together, we're building a future where sexual health services don't just serve our community—they reflect and respect it.

“What you're doing is so great and so important, I love it.” – Female, 26, Caribbean heritage

“When I walked into the barbers, I noticed how quiet it went and felt slightly awkward and uncomfortable. Once I started chatting to Pablo and the other barbers, I felt fine, and on leaving, the atmosphere was different, and we all said goodbye. Having never experienced that before as a white male, I now understand how difficult it could be for a person of colour to access health services in a very white environment.” – Stuart Walker (Medical Director, UHBW NHS trust)

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

“Since when CAB started coming into the shop, I have realised the importance of sexual health and learnt more about HIV. My clients know to come into my shop to get condoms, and because I am open late, sometimes till midnight, it is easy for them to get them. I sometimes have discussions with my clients too and explain to them about CAB. It's really important for our community as we have to look after each other.” – Pablo, Owner of Pablo's Barbers

This service is funded by Bristol City Council Public Health and the University of Bristol NIHR funding. From 1st April 2025, CAB will be funded through Yuno (BNSSG Integrated Sexual Health Contract).

Fast-Track Cities Bristol

Fast-Track Cities Bristol (FTC Bristol) is a local partnership which aims to end new HIV infections, stop preventable HIV deaths and tackle the discrimination and stigma associated with HIV. Current partners include people living with HIV, the voluntary and community sector, academics, clinicians, public health professionals and councillors. Brigstowe is an active partner in the FTC Bristol steering group and also co-chairs the “Tackling Stigma” Work-Stream.

As part of our aim to address stigma and discrimination faced by people living with HIV, we have continued to campaign and inform the wider public about HIV through delivering a programme of public events, using our newsletter, website and social media, and by contributing to relevant conferences and activities organised by other agencies. Our annual World AIDS Day campaign was a success, with several events taking place between November and December, including a billboard campaign across the city centre (featured on local TV by BCC Points West), the red ribbon flag raising at City Hall, and our celebration event with key guest speakers. We are grateful to the partner organisations, community groups and businesses that collaborated with us on this campaign. We also attended local community events. Our main focus at these events was to publicise the U=U message – Undetectable = Untransmittable, meaning that people on HIV medication cannot pass on HIV to their sexual partners.

This service is funded by Bristol City Council Public Health. From 1st April 2025, FTC Bristol will be funded through Yuno (BNSSG Integrated Sexual Health Contract).

The Peer Partnership

The Peer Partnership provides training, consultancy and service delivery for all kinds of peer support programmes. As well as peer support, we're experts in co-design and co-production, and can deliver services designed with clinical professionals for a range of long-term health conditions. We previously also provided in-house service delivery of type 2 diabetes and long COVID peer support programmes. Each package of support is tailored to meet the needs of the organisation we are working with. We aim to promote and support the growth of peer support both locally and further afield.

Consultancy

We have provided consultancy services for Whittington and Homerton NHS Trusts to support the development and implementation of peer support for people with long COVID. Unfortunately, Homerton's Long COVID clinic closed in December 2024, and the long COVID peer support ended at that time; however, Homerton have requested further support to consider peer programmes for other long-term conditions within the trust. The work on this will commence in the next financial year (2025-26), Whittington's Peer Mentors have been trained, and they are due to start their first peer support groups in May 2025.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

We are also working in partnership with University Hospital Bristol and Weston NHS Foundation Trust to provide a 12-month Action Learning Set (ALS) on the co-production of health services. This ALS will take our learning from Common Ambition Bristol and see how the toolkit and techniques used to engage and co-produce services for underserved communities can be applied in a variety of healthcare settings.

Training

We have delivered 12 Eventbrite training sessions on a variety of topics where people book individual training spaces. We have also delivered 18 organisation-specific trainings. During the year, training accounted for more than half of the income generated by The Peer Partnership. This also represented training over 400 participants. Feedback received from our training showed that 100% of participants who fed back would recommend our training to others in a similar role. Our most popular training workshops were:

1. Boundaries in the Workplace
2. Recognising and Responding to Challenging Behaviour
3. Group Dynamics and Facilitation

"I would recommend this training because I think it is easy to respond to behaviours without considering where these behaviours are coming from. This training helps raise awareness of where challenging behaviours come from and how we can deal with them consequently."

"I wasn't looking forward to the training, but it was really engaging, and I got a lot more from it than I expected. This is important training for anyone working directly with members of the public."

"I have more confidence in setting boundaries in a way that still aligns with my personal strengths and values. There were lots of useful tools, including reflective practice, guidelines, and better language to express my boundaries."

"A well-structured workshop, delivered by a knowledgeable course leader who ensured the session was engaging and interactive with plenty of opportunity to ask questions and to speak with other course attendees".

"The session was extremely inspiring, and it made me really want to get mentoring up and running at my organisation so that we can make such a huge impact on our service users as The Peer Partnership has in theirs."

Service Delivery

We are looking for opportunities to deliver peer support to groups where this would help people to live well with a long-term health condition or challenging situation. We have draft proposals ready to go in a number of areas so that we can apply for funding when opportunities arise:

- Menopause
- Endometriosis/adenomyosis
- Type 2 diabetes
- Cardiovascular Disease and Hypertension (CVD)
- Irritable Bowel Disease (IBD)
- Chronic Kidney Disease (CKD)
- Long COVID

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

We have also taken up a position on the Bristol, North Somerset, and South Gloucestershire Integrated Care Board's Long-term Condition Operational Delivery Group (BNSSG ICB LTC ODG) as the VCSE Alliance Ambassador. This allows us to be in a position to be aware of the direction of travel of long-term condition plans and strategies in the region and to advocate for the commissioning of peer support services.

The Peer Partnership is self-funding and aims to be profitable in the future. Total income for the year was £30,739. This was from both training and consultancy work. As explained above, we also offer service delivery work but have not delivered any contracts in this financial year.

Ensure Brigstowe's strength and sustainability into the future

We continue to develop relationships with individuals, community groups and corporate contacts to secure a voluntary income stream or sponsorship for events/activities. Our flagship event this year was the Great Bristol Run, which raised approximately £7,000. We are grateful to our team of runners and supporters who made this event a success.

From 1st April 2025, we are starting work on the new BNSSG Integrated Sexual Health Service, delivered under the brand name 'Yuno'. This service includes health promotion work, with certain specific roles being delivered by Brigstowe via a subcontract with Brook, who are the lead provider. The contract covers CAB (working with African and Caribbean heritage communities), health promotion work with other groups at greater risk of poor sexual health, HIV awareness raising, the Fast-Track Cities initiative, and our Engagement Support Service. Brigstowe will work with specific vulnerable communities at risk, including African and Caribbean heritage communities, people who are lesbian, gay, bisexual, transgender, queer/questioning (LGBTQ+), sex workers, asylum seekers and refugees, homeless people, people with learning difficulties and drugs and alcohol treatment service users; and we will work in a range of settings including black businesses, nightclubs and other outreach venues.

In the 2024-25 financial year, we raised a total of £76,206 donations including related Gift Aid (2024 – £28,609). This income came from individuals, companies, trusts and foundations. We submitted a total of 579 applications to trusts and foundations, the majority of which were letters prepared by our external fundraiser targeting smaller grant-giving organisations across the UK.

At the end of the financial year, we had a total of 21 (2024 – 23) regular givers committing to give a total of £5,090 (2024 – £4,935) each year.

Equity, Diversity and Inclusion (EDI) Strategy and Action Plan 2023-26

We've completed Year 2 of our 3-year EDI strategy, in which we embedded new practices that create a culture where everyone feels valued and respected, addressing discrimination and ensuring fair opportunities for all. Systems like having EDI on meeting agendas can ensure we keep the conversation "live", yet we have to be careful that it does not become a tick box exercise without any meaningful action taking place.

A recent review of our clients' demographics against those attending Southmead Hospital's HIV Clinic revealed that generally our clients are representative with a few minor exceptions. We aim to establish what barriers underrepresented groups face to accessing the support they need and how we can connect with them and better meet their needs.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

We have appointed an anti-ageism champion within the staff team who is ensuring our services are inclusive for older people and without prejudice or discrimination. Another staff member is a menopause champion, promoting awareness of and advocating for the rights of women experiencing this significant and often challenging time.

Finally, we've developed an Equality Impact Assessment for staff to use when we start or change a service or progress a new strategic plan.

During the year, we are also pleased that we have received positive feedback from candidates who have been through our recruitment process. Comments have covered well laid out paperwork to support blind recruitment, helpful reasonable adjustments for people with a disability, and friendly staff who work hard to put people at ease.

There is always more we can do. We're moving into Year 3 feeling positive about the changes we have made to date, whilst continuing our commitment to continual review and improvement of our working practices and influence.

Plans for future periods

We have plans to develop and improve our services and activities. We want to help more people and campaign for a more equal, tolerant and fair society.

During 2025/26, we will:

- Secure the financial sustainability of the organisation going forward. The majority of our funding includes no or very limited annual inflationary increases. We will work hard to retain existing funding and to find additional / replacement funding from a wide range of sources to ensure that we can continue to provide much-needed services going forward;
- Continue to deliver and review our Equity, Diversity and Inclusion Strategy and Three-Year Action Plan which is published on our website; and
- Continue to develop The Peer Partnership brand, which we are using to deliver training, consultancy and service provision relating to peer support. In particular, we aim to promote and expand the services we offer, establishing The Peer Partnership as a hub for peer support in Bristol and further afield. This work will be guided by our strategy and three-year action plan for The Peer Partnership.

Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Financial review

The charity made a deficit (net expenditure) of £168,634 for the year (2024 - surplus of £148,809), with a surplus (net income) on unrestricted general funds of £31,642 (2024 – surplus of £42,470).

Despite the deficit for the year, the charity's financial position remains healthy. At the year end, short-term investments and cash totalled £509,130 (2024 - £739,646). Net current assets have decreased to £515,852 (2024 - £687,583). Total funds at the year end were £534,320 (2024 - £702,954), including restricted funds of £283,609 (2024 - £483,885). It must be noted these funds include £321,161 (2024 - £312,911) of grant income recognised in advance of its budgeted expenditure on services after the year end. When assessing the financial performance and sustainability of the charity's services, the trustees adjust for these advances to consider 'operating surplus':

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

	2025	2024
	£	£
Net (expenditure)/income reported in the statement of financial activities	(168,634)	148,809
Less income recognised in advance of planned expenditure	(115,142)	(312,911)
Add income recognised in the prior year to fund current year services	312,911	188,791
Operating surplus for the year	<u>29,135</u>	<u>24,689</u>

The majority of our income is from government and institutional funders. The funders and the services they are funding are identified in notes 3, 4 and 5 of the financial statements.

The vast majority (2025 - 72%, 2024 - 86%) of the grants and donations we receive are restricted to particular services and purposes. Grants for services decreased from £689,906 for the year to 31 March 2024 to £358,202 for the year to 31 March 2025. This was primarily due to the large amount of funding received in advance in 2023/24 for the provision of the following services in 2024/25: Positive Voices, Common Ambition Bristol and the Engagement Support Service. Other grants and donations have increased to £83,876 (2024 - £66,260) due to successful fundraising from charitable trusts, gifts in kind from Cooley (UK) LLP and DAC Beachcroft, and continuing strong public support. Income from charitable trusts, individual donors and fundraising events supports services not fully funded by government or larger institutional funders.

Income from charitable activities has fallen to £10 (2024 - £28,647), reflecting the ending of the contract with Sirona Care & Health to provide peer support to people with Type 2 Diabetes and Long Covid. Income from non-charitable trading and interest on bank deposits provides valuable unrestricted funding to support the development of The Peer Partnership brand and pilot projects to support beneficiaries.

The charity had £432,624 (2024 - £273,806) of investments in notice and fixed term deposit accounts at the year end. It is the trustees' policy to invest reserves that are not immediately required into low risk fixed-term cash deposits in order to generate interest income for the charity. Due to the short-term commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months. As well as rates of return, the trustees take social, environmental and ethical considerations into account when selecting deposit accounts for investment.

The principal risks and uncertainties facing the charity identified by the trustees and the related mitigations are:

- Retention and development of brilliant staff - We provide a staff thank you package and regularly review pay and benefits to ensure they remain competitive. We provide supervision and training opportunities to enhance staff skills. We maintain up-to-date job and work procedure descriptions to facilitate the rapid recruitment and induction of new staff.
- Insecurity of funding - We have developed a fundraising strategy and increased fundraising and application writing skills and capacity within the charity. We maintain reserves to fill short-term funding gaps.

These are not the only risks facing the charity. The trustees manage a risk register to monitor and manage risks.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

Reserves policy

Free reserves' describes the charity's funds that are freely available to spend. It therefore excludes restricted funds (which may only be spent in accordance with the wishes of the relevant donors), any designated funds (which the trustees have committed to expend on particular assets or activities), or funds that could only be realised by disposing of fixed assets held for charity use.

The trustees view the charity's reserves as a 'buffer' to be employed in the event of unexpected costs or shortfalls in income. However, the level of reserves should not be excessive and unnecessarily limit the amount spent on charitable activities. Therefore, the trustees seek to balance the needs of future and current beneficiaries.

The trustees set the target level at which reserves should be maintained after considering:

- the risks associated with each stream of income and expenditure being different from that budgeted;
- planned activity levels and working capital requirements;
- restricted funds available to spend on existing services;
- the charity's commitments to its beneficiaries, donors, staff and other parties; and
- the length of time reserves might be required to fund activities while alternative funding is sought or - should that prove impossible - an activity is reduced or discontinued in a planned and responsible fashion.

Since the charity is reliant on relatively few donors, the loss of any one is likely to result in a major impact on the charity's operations and beneficiaries. In addition, the trustees consider that the current economic climate, budgetary pressures on the charity's government funders, and competition for funding elsewhere increase the probability of a loss or reduction of funding and difficulties in securing new funding. In response to this increased funding risk, the trustees consider it prudent to target a higher reserve level than would be necessary in a more secure and stable funding environment.

The trustees have determined that there should be sufficient free reserves to cover between three and six months' expenditure for each service. This means that free reserves – which exclude the value of fixed assets – should be between £157,000 and £316,000.

Free reserves as at 31 March 2025 were £240,317 (2024 - £212,984). This is within the target range. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2025

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 10 December 2025 and signed on their behalf by



Thomas Sharkey - Chair

Independent examiner's report

To the trustees of

The Brigstowe Project

I report to the trustees on my examination of the accounts of The Brigstowe Project (the charitable company) for the year ended 31 March 2025, which are set out on pages 20 to 37.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Dougal Howard

Date: 10 December 2025

Dougal Howard ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

The Brigstowe Project

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2025

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Income from:					
Donations and legacies					
<i>Grants for services</i>	3	358,202	-	358,202	689,906
<i>Other grants and donations</i>	4	-	83,876	83,876	66,260
Charitable activities	5	10	-	10	28,647
Other trading activities	6	-	33,075	33,075	16,845
Investments		-	22,846	22,846	27,595
Total income		358,212	139,797	498,009	829,253
Expenditure on:					
Raising funds		-	35,456	35,456	18,217
Charitable activities					
<i>Advice and support service</i>		142,999	93	143,092	146,222
<i>Migrant advice and support service</i>		38,762	24	38,786	50,928
<i>Positive Voices</i>		180,147	137	180,284	183,757
<i>Peer support for non-HIV</i>					
<i>long-term conditions</i>		-	60,954	60,954	68,673
<i>Common Ambition Bristol</i>		129,867	65	129,932	145,064
<i>Engagement support service</i>		56,713	3,636	60,349	60,330
<i>Other charitable activities</i>		10,000	7,670	17,670	7,253
Total expenditure	8, 9	558,488	108,035	666,523	680,444
Net (expenditure)/income and net movement in funds	10	(200,276)	31,762	(168,514)	148,809
Reconciliation of funds:					
Total funds brought forward		<u>483,885</u>	<u>219,069</u>	<u>702,954</u>	<u>554,145</u>
Total funds carried forward		<u>283,609</u>	<u>250,831</u>	<u>534,440</u>	<u>702,954</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 17 to the accounts.

The notes on pages 23 to 37 form part of these financial statements.

The Brigstowe Project
Registered company number 03107835
Balance sheet

As at 31 March 2025

	Note	£	2025 £	2024 £
Fixed assets				
Tangible assets	13		18,468	15,371
Current assets				
Debtors	14	48,189		35,709
Investments: notice and fixed-term deposits		432,624		273,806
Cash at bank and in hand		76,506		465,840
			557,319	775,355
Liabilities				
Creditors: amounts falling due within 1 year	15	(41,347)		(87,772)
Net current assets			515,972	687,583
Net assets	16		534,440	702,954
Funds	17			
Restricted funds			283,609	483,885
General funds			250,831	219,069
Total charity funds			534,440	702,954

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The notes on pages 23 to 37 form part of these financial statements.

Approved by the trustees on 10 December 2025 and signed on their behalf by



Dominic Eastham - Treasurer

The Brigstowe Project

Statement of cash flows

For the year ended 31 March 2025

	2025	2024
	£	£
Cash used in operating activities:		
Net movement in funds	(168,514)	148,809
Adjustments for:		
Depreciation charges	6,157	4,607
Loss on disposal of tangible fixed assets	-	1,408
Dividends, interest and rents from investments	(22,846)	(27,595)
(Increase) / decrease in debtors	(4,570)	11,353
(Decrease) in creditors	(46,425)	(15,526)
Net cash (used in) / provided by operating activities	(236,198)	123,056
Cash flows from investing activities:		
Dividends, interest and rents from investments	7,359	5,923
Purchase of tangible fixed assets	(9,254)	(17,126)
Withdrawals from notice and fixed-term deposit accounts	18,759	336,255
Placed in notice and fixed-term deposit accounts	(170,000)	(185,000)
Net cash (used in) / provided by investing activities	(153,136)	140,052
(Decrease) / increase in cash and cash equivalents in the year	(389,334)	263,098
Cash and cash equivalents at the beginning of the year	465,840	202,742
Cash and cash equivalents at the end of the year	76,506	465,840
Cash and cash equivalents comprises:		
Cash at bank and in hand	76,506	465,840

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

The notes on pages 23 to 37 form part of these financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies

a) Basis of preparation

The Brigstowe Project is a charitable company limited by guarantee registered in England and Wales. The registered office address is Old Coop Business Centre, Ground Floor, 40-42 Chelsea road, Bristol, England, BS5 6AF.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Brigstowe Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted general funds held by the charity. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds comprise income received to be used for particular restricted purposes specified by the donor or when funds are raised, less associated costs.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of entitlement is deferred until criteria for income recognition are met.

For grants without performance conditions, entitlement usually exists when a written offer of funding is received by the charity. However, where a funder has the right to suspend grant instalment payments, only the first instalment is recognised on the formal grant offer, with subsequent instalments recognised on receipt.

Grants are included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

e) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Costs of raising funds are associated with generating income from all sources other than from undertaking charitable activities. They consist of the costs of identifying and applying for funding and the costs of other trading activities.

Charitable expenditure comprises the staff and other costs attributable to activities that contribute to the achievement of the charitable objects. Items of expenditure which contribute to the output of more than one activity are allocated to each of the activities based on estimated staff time.

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the support costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These support costs have been allocated between expenditure on charitable activities based on the proportion of direct staff time by each activity as follows:

	2025	2024
Raising funds	4.6%	1.1%
Charitable activities		
<i>Advice and support service</i>	25.3%	28.9%
<i>Migrant advice and support service</i>	6.3%	7.8%
<i>Positive Voices</i>	28.2%	33.3%
<i>Peer support for non-HIV</i>	0.4%	1.6%
<i>long-term conditions</i>		
<i>Common Ambition Bristol</i>	23.6%	14.2%
<i>Engagement support service</i>	11.6%	13.1%

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

i) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

Fixed assets are reviewed for impairment where there are indications their service potential may be reduced. For example, an asset related to a specific activity will be reviewed for impairment when there are indications the activity may cease or be reduced.

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Current asset investments

Current asset investments consist of balances held on deposit in interest bearing accounts. Such investments are measured at their fair value.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

o) Pension costs

The company operates a defined contribution pension scheme for its employees. The pension charge represents the amounts payable by the charity to the scheme in respect of the year. There are no further liabilities other than that already recognised in the statement of financial activities.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2024 Total £
Income from:			
Donations and legacies			
<i>Grants for services</i>	689,906	-	689,906
<i>Other grants and donations</i>	22,642	43,618	66,260
Charitable activities	-	28,647	28,647
Other trading activities	-	16,845	16,845
Investments	-	27,595	27,595
Total income	712,548	116,705	829,253
Expenditure on:			
Raising funds	-	18,217	18,217
Charitable activities			
<i>Advice and support service</i>	146,222	-	146,222
<i>Migrant advice and support service</i>	50,928	-	50,928
<i>Positive Voices</i>	183,757	-	183,757
<i>Peer support for non-HIV</i>			
<i>long-term conditions</i>	10,000	58,673	68,673
<i>Common Ambition Bristol</i>	145,064	-	145,064
<i>Engagement support service</i>	60,330	-	60,330
<i>Other charitable activities</i>	7,253	-	7,253
Total expenditure	603,554	76,890	680,444
Net income and net movement in funds	108,994	39,815	148,809

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

3. Income from donations and legacies: grants for services

	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Advice and support service				
Bristol City Council	82,966	-	82,966	79,680
Bristol City Council Public Health	15,500	-	15,500	-
North Somerset Council	4,438	-	4,438	12,393
South Gloucestershire Council	12,600	-	12,600	11,520
Citizens Advice Bristol Household Support Fund	12,068	-	12,068	3,000
Gilead Sciences Ltd	-	-	-	2,500
Wessex Water Community Fund	-	-	-	2,500
Bristol Wessex Billing Services Ltd	1,100	-	1,100	500
Other charitable trusts	-	-	-	2,500
	<u>128,672</u>	<u>-</u>	<u>128,672</u>	<u>114,593</u>
Migrant advice and support service				
Postcode Local Trust	-	-	-	20,000
Gilead Sciences Ltd	-	-	-	17,500
National Lottery Community Fund (Awards for All)	20,000	-	20,000	-
Bristol City Council Public Health	9,000	-	9,000	-
Quartet Foundation	-	-	-	5,000
Other charitable trusts	-	-	-	1,900
	<u>29,000</u>	<u>-</u>	<u>29,000</u>	<u>44,400</u>
Positive Voices				
National Lottery Community Fund	73,086	-	73,086	149,318
Bristol City Council Public Health	12,477	-	12,477	54,960
South Gloucestershire Council	5,400	-	5,400	4,937
	<u>90,963</u>	<u>-</u>	<u>90,963</u>	<u>209,215</u>
Engagement support service				
Bristol City Council Public Health	<u>13,813</u>	<u>-</u>	<u>13,813</u>	<u>71,187</u>
	<u>13,813</u>	<u>-</u>	<u>13,813</u>	<u>71,187</u>
Peer support for non-HIV long-term conditions				
Quartet Foundation	<u>6,000</u>	<u>-</u>	<u>6,000</u>	<u>10,000</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

3. Income from donations and legacies: grants for services (continued)

	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Common Ambition Bristol				
The Health Foundation	2,000	-	2,000	108,158
Bristol City Council Public Health	73,272	-	73,272	96,853
University Hospitals Bristol & Weston				
NHS Foundation Trust	4,482	-	4,482	28,500
	<u>79,754</u>	<u>-</u>	<u>79,754</u>	<u>233,511</u>
Client Welfare				
Citizens Advice Bristol Household				
Support Fund	10,000	-	10,000	7,000
Total income from grants for services	<u>358,202</u>	<u>-</u>	<u>358,202</u>	<u>689,906</u>

All income from grants for services in the prior period was restricted.

4. Income from donations and legacies: other grants and donations

	Restricted £	Unrestricted £	2025 Total £
Donations (including related gift aid)	-	76,206	76,206
Gifts in kind	-	7,670	7,670
Total income from other grants and donations	<u>-</u>	<u>83,876</u>	<u>83,876</u>

Included within gifts in kind are donated legal and professional services (£7,170, 2024: £nil), and donated meeting space (£500, 2024: £nil).

Prior period comparative

	Restricted £	Unrestricted £	2024 Total £
Donations (including related gift aid)	-	28,609	28,609
Membership dues	-	9	9
Bristol City Council Community Resilience Fund	22,642	-	22,642
Garfield Weston Foundation	-	15,000	15,000
Total income from other grants and donations	<u>22,642</u>	<u>43,618</u>	<u>66,260</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

5. Income from charitable activities

	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Positive Voices				
HIV awareness training	-	-	-	8,769
Member contributions to activities and events	10	-	10	-
Peer support for non-HIV long-term conditions				
Sirona Care & Health	-	-	-	19,878
Total income from charitable activities	<u>10</u>	<u>-</u>	<u>10</u>	<u>28,647</u>

All income from charitable activities in the prior period was unrestricted.

6. Income from other trading activities

	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Challenge event fees (Bristol 10k)	-	406	406	493
Other income generating activities	-	32,669	32,669	16,352
Total income from other trading activities	<u>-</u>	<u>33,075</u>	<u>33,075</u>	<u>16,845</u>

All income from other trading activities in the prior period was unrestricted.

7. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council, North Somerset Council, South Gloucestershire Council and The National Lottery to fund charitable activities. The total value of such grants in the period ending 31 March 2025 was £298,052 (2024: £503,490). There are no unfulfilled conditions or contingencies attaching to these grants in 2024/25.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

8. Total expenditure

	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2025 Total £
Costs of raising funds:				
Fundraising events and applications	23,304	2,764	9,388	35,456
Costs of charitable activities:				
Advice and support service	87,933	3,105	52,054	143,092
Migrant advice and support service	22,545	3,264	12,977	38,786
Positive Voices	101,204	21,250	57,830	180,284
Peer support for other long-term conditions	58,617	1,476	861	60,954
Common Ambition Bristol	60,287	21,030	48,615	129,932
Engagement support service	33,115	3,323	23,911	60,349
Other charitable activities	-	10,000	7,670	17,670
	363,701	63,448	203,918	631,067
Total expenditure	387,005	66,212	213,306	666,523
Prior period comparative				
	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2024 Total £
Costs of raising funds:				
Fundraising events and applications	13,907	2,185	2,125	18,217
Costs of charitable activities:				
Advice and support service	85,633	5,133	55,456	146,222
Migrant advice and support service	29,205	6,895	14,828	50,928
Positive Voices	100,750	19,160	63,847	183,757
Peer support for other long-term conditions	63,703	1,891	3,079	68,673
Common Ambition Bristol	57,405	60,543	27,116	145,064
Engagement support service	33,407	1,753	25,170	60,330
Other charitable activities	-	7,253	-	7,253
	370,103	102,628	189,496	662,227
Total expenditure	384,010	104,813	191,621	680,444

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

9. Support costs

	2025	2024
	Total	Total
	£	£
Support staff costs	122,776	115,177
Recruitment, training and other staff costs	1,062	1,049
Bookkeeping	1,309	1,598
Insurance	1,430	2,002
Premises costs	32,244	28,198
Office equipment and IT support	5,498	11,977
Photocopying, printing, stationery and postage	2,575	2,399
Telephone	3,977	3,044
Depreciation	6,157	4,607
Publicity	7,174	4,389
Networking and service development	2,016	3,078
Legal and professional fees	8,448	6,310
Other support costs	4,224	4,438
Fundraising consultants	9,388	2,125
Governance costs	5,028	1,230
Total support costs	<u>213,306</u>	<u>191,621</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

10. Net movement in funds

This is stated after charging:

	2025 £	2024 £
Depreciation	6,157	4,607
Trustees' reimbursed expenses	46	129
Independent examiner's remuneration:		
▪ Independent examination (excluding VAT)	<u>2,230</u>	<u>2,250</u>

Trustees' reimbursed expenses relate to travel and postage costs for two trustees (2024: subsistence costs for one trustee).

In common with other charities of our size and nature we use our independent examiners to assist with the preparation of the financial statements.

11. Staff costs and numbers

Staff costs were as follows:

	2025 £	2024 £
Salaries and wages	448,574	440,261
Social security costs	34,270	32,878
Pension costs	<u>26,937</u>	<u>26,048</u>
	<u>509,781</u>	<u>499,187</u>

No employee earned more than £60,000 during the current or prior year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, Head of Operations and HIV Senior Advice and Support Worker. The total employee benefits of the key management personnel (including employer's pension and national insurance costs) were £127,836 (2024: £120,131).

	2025 No.	2024 No.
Average head count	<u>16.7</u>	<u>16.4</u>

12. Taxation

The charity is exempt from corporation tax as all its income is applied for charitable purposes.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

13. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2024	20,722	4,709	25,431
Additions	<u>1,798</u>	<u>7,456</u>	<u>9,254</u>
At 31 March 2025	<u>22,520</u>	<u>12,165</u>	<u>34,685</u>
Depreciation			
At 1 April 2024	8,753	1,307	10,060
Charge for the year	<u>3,441</u>	<u>2,716</u>	<u>6,157</u>
At 31 March 2025	<u>12,194</u>	<u>4,023</u>	<u>16,217</u>
Net book value			
At 31 March 2025	<u>10,326</u>	<u>8,142</u>	<u>18,468</u>
At 31 March 2024	<u>11,969</u>	<u>3,402</u>	<u>15,371</u>

14. Debtors

	2025 £	2024 £
Accrued income	33,850	26,406
Prepayments	10,339	4,103
Other debtors	<u>4,000</u>	<u>5,200</u>
	<u>48,189</u>	<u>35,709</u>

15. Creditors: amounts due within 1 year

	2025 £	2024 £
Trade creditors	3,114	6,334
Accruals	26,930	21,692
Other taxation and social security	8,389	5,857
Other creditors	<u>2,914</u>	<u>53,889</u>
	<u>41,347</u>	<u>87,772</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

16. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	8,074	10,394	18,468
Current assets	312,317	245,002	557,319
Current liabilities	<u>(36,782)</u>	<u>(4,565)</u>	<u>(41,347)</u>
Net assets at 31 March 2025	<u>283,609</u>	<u>250,831</u>	<u>534,440</u>
Prior period comparative			
	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	9,286	6,085	15,371
Current assets	488,048	287,307	775,355
Current liabilities	<u>(13,449)</u>	<u>(74,323)</u>	<u>(87,772)</u>
Net assets at 31 March 2024	<u>483,885</u>	<u>219,069</u>	<u>702,954</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

17. Movements in funds

	At 1 April 2024 £	Income £	Expenditure £	At 31 March 2025 £
Restricted funds				
Information, advice and support services	104,233	157,673	(180,846)	81,060
Local Sustainability	60	-	(15)	45
Positive Voices funds	123,327	90,973	(178,691)	35,609
Common Ambition Bristol	147,892	79,753	(129,317)	98,328
Client Welfare	-	10,000	(10,000)	-
Engagement support	42,560	13,813	(56,373)	-
Non-HIV peer support development	-	6,000	-	6,000
HIV awareness and stigma reduction	40,682	-	(644)	40,038
Bristol City Council Community Resilience Fund	14,639	-	(2,602)	12,037
Other restricted funds	10,492	-	-	10,492
Total restricted funds	483,885	358,212	(558,488)	283,609
Unrestricted funds				
General funds	219,069	139,797	(108,035)	250,831
Total unrestricted funds	219,069	139,797	(108,035)	250,831
Total funds	702,954	498,009	(666,523)	534,440

Purposes of restricted funds

Information, advice and support services

For the provision of the advice and support service and the migrant advice and support service, including appropriate contributions to the charity's overheads. This fund is the amalgamation of two funds reported separately in earlier years: the housing-related support fund and the information and advice, and the migrant advice and support services fund. Following the merger of the housing-related support service and information and advice service on 1 April 2018, there is no longer any substantive difference between the two funds.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

17. Movements in funds (continued)

Purposes of restricted funds (continued)

Local Sustainability	To help The Brigstowe Project become more sustainable by reviewing and transforming the organisation's operating models. The grant has been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Positive Voices funds	For the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.
Common Ambition Bristol	To support the charity's work with people of African and Caribbean heritage to reduce HIV transmission in Bristol. This project is supported by the Health Foundation, committed to bringing about better health and health care for people in the UK.
Client Welfare	For the provision of emergency support for clients living with HIV. Support provided includes emergency payments for living expenses and the provision of laptops, mobiles and data packages.
North Somerset capital grant	The North Somerset Capital Grant fund is for capital expenditure and the provision of the charity's premises and facilities. This grant has now been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Engagement support	Funding for the salary and development of a member of staff to work with clients that have stopped engaging with HIV treatment.
Non-HIV peer support development	For the provision of training, consultancy and service delivery related to peer support programmes under our "Peer Partnership" brand".
HIV awareness and stigma reduction	Funding for work related to HIV testing, promoting PrEP, Common Ambition Bristol and other HIV awareness raising and stigma reduction work.
Bristol City Council Community Resilience Fund	Grant from Bristol City Council for the modernisation of the charity's IT equipment and furniture. Some of the fund balance represents the net book value of fixed assets purchased with the grant and will be utilised as those assets are depreciated.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2025

17. Movements in funds (continued)

Prior period comparative

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Restricted funds				
Information, advice and support services	138,892	158,992	(193,651)	104,233
Local Sustainability	1,257	-	(1,197)	60
Positive Voices funds	89,642	209,216	(175,531)	123,327
Common Ambition Bristol	58,157	233,511	(143,776)	147,892
Client Welfare	253	7,000	(7,253)	-
North Somerset capital grant	6	-	(6)	-
Engagement support	30,415	71,187	(59,042)	42,560
Non-HIV peer support development	-	10,000	(10,000)	-
HIV awareness and stigma reduction	45,777	-	(5,095)	40,682
Bristol City Council Community Resilience Fund	-	22,642	(8,003)	14,639
Other restricted funds	10,492	-	-	10,492
Total restricted funds	374,891	712,548	(603,554)	483,885
Unrestricted funds				
General funds	179,254	116,705	(76,890)	219,069
Total unrestricted funds	179,254	116,705	(76,890)	219,069
Total funds	554,145	829,253	(680,444)	702,954

18. Related party transactions

There was no trustee remuneration in the current or prior period. There were no related party transactions in the current or prior period.

Reimbursed trustee expenses can be found in note 10.

Management used £91 (2024 - £44) of charity funds to purchase small gifts of appreciation for each of the trustees.

Details of key management remuneration is disclosed in note 11.

THE BRIGSTOWE PROJECT

England & Wales - Charity number 1049945

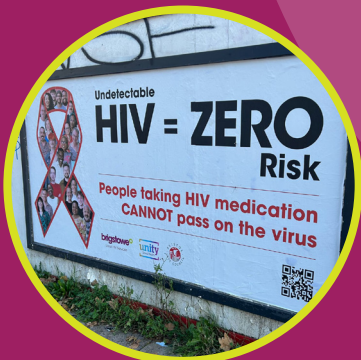
Accounts

Company no. 03107835
Charity no. 1049945

The Brigstowe Project
Report and Unaudited Financial
Statements
31 March 2024



Impact Report 2023/2024



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"My worker is very lovely and not just them, Brigstowe. My family is not here, I was born in Africa. When I was diagnosed with HIV, they (Brigstowe) helped me all the way."

– Advice & Support Client

"I was a bit lost, so I feel like I'm back on track with making decisions and being comfortable with my status. With all the tips, support, and options I was given."

– HIV Peer Mentee

"I've grown very much as a person. I've learned many things from all my mentees.... They all came from different countries. It's very enriching to know their cultures and experiences."

– HIV Peer Mentor

"Seeing the billboards, with a positive message that slaps stigma into oblivion, made my heart soar and beat with hope. I'm used to hearing negative and ignorant opinions on HIV, so it made me grin seeing people's faces proudly filling an HIV ribbon not hiding."

– Young person living with HIV

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A message from our Chief Executive

It has been another difficult year for the people who use our services, which has resulted in people accessing support more than ever before. We have had more referrals to our Advice & Support Service and our Migrant Service than in previous years due to a variety of factors, including the continued cost of living crisis and people coming to the UK on work visas. We have also had more referrals for our Peer Mentoring Service and greater take-up of our HIV Awareness Training.

I am always delighted to see the incredible outcomes we achieve, which are highlighted in this Impact Report. Towards the end of the year, we commissioned an independent mid-term evaluation of our Positive Voices services, which includes feedback from 14 people involved in the service and has generated many recommendations for how to drive the service forward. I would like to say a huge thank you to staff and volunteers who work so hard to deliver our services which receive great feedback from clients and partnership organisations. We are never complacent and know that there is always room for improvement. You can see the full and abbreviated evaluations on our website.

During a very busy period, we managed to secure new premises to rent. Our office is on the ground floor and is fully accessible. We have significantly more space, allowing all staff to be located in one office, enabling effective collaboration. We have also gained a reception area and doubled the number of meeting rooms to four, which includes a training/board room. This new space will not only allow us to provide a better service to our clients, but also a welcoming and comfortable space to receive people and host group activities. We are grateful to The Clothworkers' Foundation for their £5,000 grant towards the cost of furnishing the new office.

Thanks to a significant grant of £22,642 from Bristol City Council's Community Resilience Fund, we have been able to renew a lot of our IT equipment and phones to ensure that staff can work efficiently and enable hybrid working. This grant also covered the costs for a complete redesign of our website, which is currently being worked on. The new website will be specifically designed with mobile phone users in mind as we know many clients access our website using mobile devices.

Local authority funding is a crucial element in the process of securing the future of our services and has therefore been a significant focus during this period. In addition, costs rose further during the year. As a result, the gap between expenditure and funding continues to widen. We are very grateful for the funding we receive from charitable



trusts, companies, and of course, individuals, which helps us address some of this shortfall.

Addressing health inequalities continues to be an essential element of all the work we do. Common Ambition Bristol continues to break new ground, increasing HIV testing and reducing stigma amongst African & Caribbean communities, with our monthly community clinics at two venues now working at full capacity. All of our HIV support services are improving the quality of life for people living with HIV who remain disproportionately affected by poverty and mental health issues. We have also undertaken many initiatives to tackle HIV stigma, from our billboard campaign, to working with the police to develop an e-learning module for their officers.

We are working to improve equity, diversity and inclusion within Brigstowe with various initiatives, such as staff and volunteer training on neurodiversity which was delivered by a speaker with lived experience. We also overhauled our recruitment processes to identify ways to reach more diverse communities and be more inclusive.

We are continuing to develop the services offered by The Peer Partnership, which aims to spread the adoption of peer support for people with long-term health conditions and protected characteristics. We have now developed a brochure of our services, which include training, consultancy and service delivery options.

I would like to finish by expressing my sincere gratitude to staff, volunteers, trustees, clients, funders and partners on whom we rely to deliver our services. With your help, we are enhancing the quality of life for our beneficiaries, supporting them to live long and healthy lives, free from poverty, stigma, prejudice and discrimination.

A handwritten signature in black ink, appearing to be 'Rami Ghali'.

Rami Ghali,
CEO

Who are our Service Users?

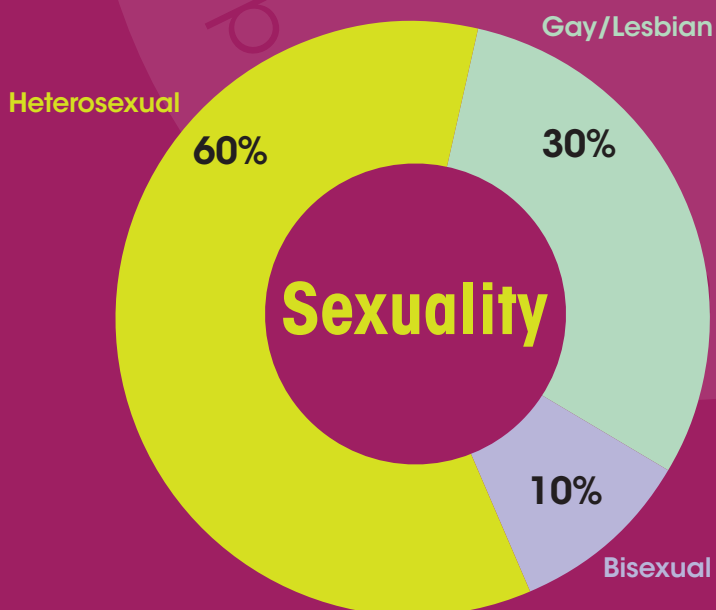
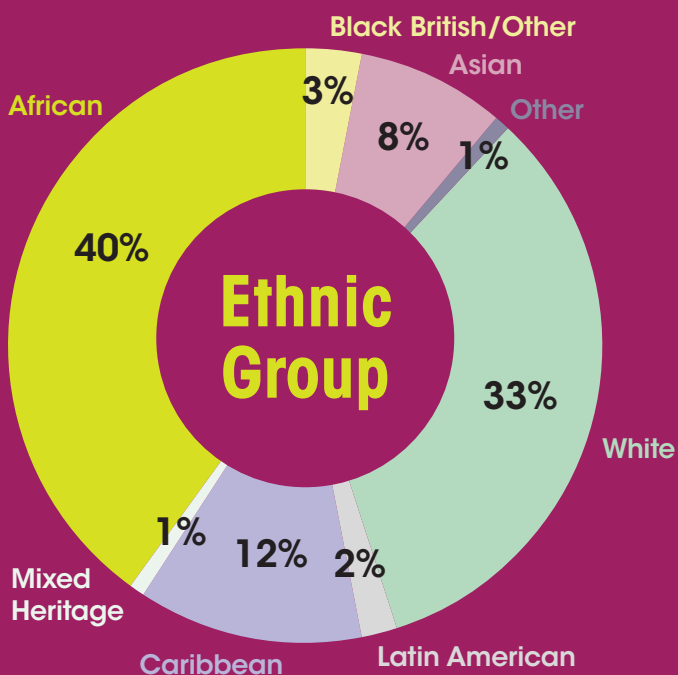
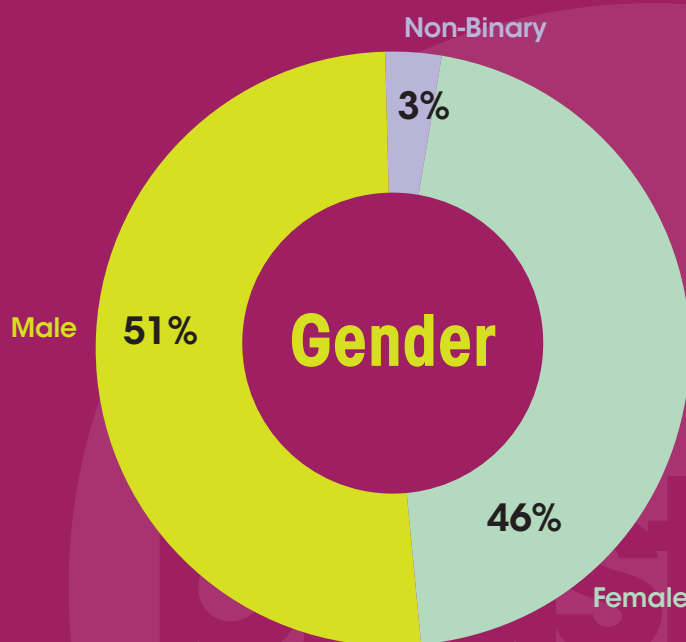
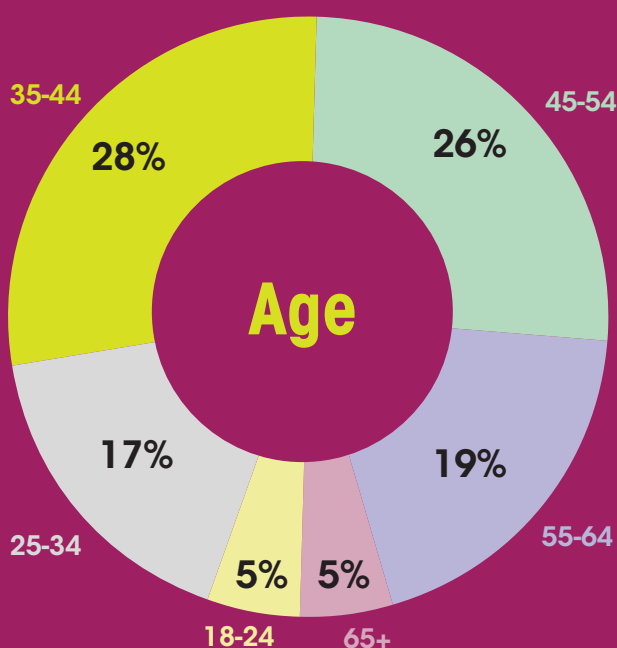
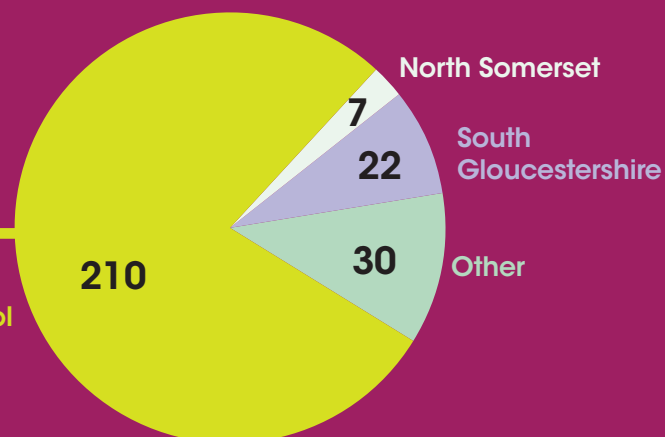
Where do they live?

During this financial year we supported

269

clients

Bristol



Equity, Diversity and Inclusion (EDI) Strategy and Action Plan 2023-26

The first year of our new EDI Strategy and Action Plan is complete! And what a year it's been – we've been keeping equity, diversity and inclusion at the forefront of our minds with everything we do, and whilst we still have more we want to achieve, we are proud of our accomplishments so far. Here are some of the things we've been doing:

- Full review of staff, client, volunteer, trustee and HIV clinic demographics to identify gaps in our current representation of the people we help
- Trustees, staff and volunteers attended neurodiversity training with a speaker who has lived experience, which has helped us adapt our working practices to assist neurodivergent people
- Carried out an overhaul of our recruitment processes to identify ways to reach more diverse communities with our adverts and enable inclusion throughout the recruitment journey
- Creation of a cultural events calendar to celebrate diversity and the events that matter to our clients, enabling us to speak to a wider audience with our communications
- Introduced maximum trustee terms with a governance review required for extensions, ensuring that we have an engaged committee dedicated to their roles

Our table of objectives for years 2 and 3 can be found below, and we will report back again each year to let you know how it's going. If you have any thoughts or ideas on any of the above, we'd love to hear from you, so please email info@brigstowe.org.

YEAR 1 – 2023/24	YEAR 2 – 2024/25	YEAR 3 – 2025/26
• Launch the strategy and action plan within our networks and partnerships • Review internal data and that of our clinic partners to identify gaps in representation • Develop targets and include them in the business plan • Appoint staff and board champions • Review our recruitment process, ensuring we are incorporating positive action measures • Develop a plan for improving board diversity • Develop a calendar of cultural events to celebrate diversity • Regularly include EDI statements in communications • Consider how EDI is kept live through specialist training, our networks, and close partnership working	• Report on our progress and publish a summary in our annual report • Consider appointing additional champions for protected characteristics • Review the use of Equality Impact Assessments in our networks and other organisations and develop our own • Review all policies • Improve our recruitment process, and if necessary, appoint a partner to help increase applications from underrepresented people • Consider introducing maximum terms for trustees • Review our publicity materials • Develop and communicate a disability policy	• Review and revise strategy, targets and action plan • Evaluate the effectiveness of champions • Consider reviewing some policies annually through an EDI lens • Seek feedback from applicants on the recruitment process • Consider recruiting trustees living with other long-term health conditions • Amend and update the calendar of cultural events • 100% of events to be fully accessible

Advice and Support Service

Our Advice and Support Service can help with a range of matters from finances to housing to employment. The service can be accessed by anyone living with or affected by HIV as many times as they need. We offer a person-centred service, which can range from one-off advice to regular meetings for those who need ongoing support. We aim to improve the quality of life and independence of those we assist.



Number of Service Users: **162**

 Positive housing outcomes: **54**

 Positive financial outcomes: **129**

 Positive outcomes accessing rights and entitlements: **112**

 Increasing access to work: **6**

Obtained a total of **£167,861.14** through welfare benefits and grants

"Brigstowe are brilliant, it was the only support that I could find for people living with HIV, for my needs at that time. They're really helping"

"I value all the service I received; I am really really very happy with it. Imagine if this place wasn't here, where could I run to, to get the best support like I am getting now? Thank you so much for your best service!"

"I'm in a much better place, my worker helped with accommodation, they helped me - I was pregnant and under a lot of stress. They signposted me to the support that I needed"

”

Engagement Support Service (ESS)

Working in close partnership with the HIV Clinic at Southmead Hospital, the service supports clients whose viral load, poor attendance at the clinic, and lack of adherence to medication put their health at risk. Entering its third year, we continue to receive a consistent number of referrals into service (approx. 25-30 per year) and have once again achieved the goal of ensuring at least 60% of our clients become undetectable and improve their clinic attendance rates. This year, there has been a new aspect to the service's partnership with the HIV Clinic. We started attempting to locate patients who had become "Lost to Follow Up" (LFTU). This means individuals who have been diagnosed with HIV but at some point have stopped attending their appointments. The exact number of patients who had previously received HIV healthcare but then stopped communicating, attending or even showing up on GP records is unknown. However, of the 6 LFTU cases referred this year, 4 were returned to healthcare, with intervention often coming at a critical time.



Engagement

Obtaining initial engagement from clients can be challenging, by definition. But thanks to the length of support potentially available, we have seen a reduction in both voluntary withdrawals from support, as well as cases closed due to persistent non-engagement.

At least **29** clients successfully engaged with clinic



Michael, Engagement Support Worker

● Outcomes

U=U (Undetectable Viral Load = Untransmittable Virus)

As ever, the primary goal with all clients is to achieve or maintain an undetectable viral load. While two-thirds of those in the service have achieved this, even those additional six cases who still have a detectable viral load have yielded benefits, with more regular blood monitoring and sexual health screenings provided.

At least **16** clients have achieved an undetectable viral load

● Attendance

Nearly ALL clients have shown considerable improvements in attendance, and in certain circumstances have been able to reduce their hospital visits by receiving routine tests at their GP surgery, instead.

● Spotlight

Lost To Follow Up HIV cases across the UK were very much in the spotlight this year, and Bristowe's Engagement Support Service hosted an online event bringing together clinicians, support organisations and the UK's Health Security Agency to share the latest developments and best practices. But the critical need for this work was perhaps best demonstrated by the amazing transformations witnessed in those clients who successfully re-engaged with their health care.

Case Study - *George

George is a pensioner who has chosen to decline HIV related support since his diagnosis over 20 years ago, due to events which led to bereavement, poor mental health, alcohol misuse and a diagnosis of PTSD (post-traumatic stress disorder). He has also declined all HIV medication for several years, and recently hit a crisis point when an unrelated injury saw him admitted to hospital for many weeks. This created an opportunity, however, for clinical staff to identify where he was after years of being "lost", and for our ESS worker to develop a relationship through countless hospital visits. During these sessions, George not only agreed to go back on medication but was supported in his first visit to the HIV Clinic for several years, voluntarily dispensed with his substance-replacement treatment - and even felt comfortable sharing his personal HIV story with non-HIV staff - despite the trauma-inducing emotions it provoked for so long.

*George is not the client's real name - it has been changed to protect anonymity

Migrant and Asylum Support Service



This is a specialist, immigration-related service for individuals living with HIV who are in the UK on visas or seeking asylum, including those who have been trafficked. 2023-24 has seen a marked increase in clients seeking help, including many on skilled-worker visas working in the care sector. We offer a safe, confidential, supportive space with ongoing emotional and practical support.



33 Clients worked with

5

Clients were granted leave as a result of our worker referring them to solicitors, helping to gather evidence for their cases, and contacting MPs to expedite cases.

12

Clients were supported in accessing education, volunteering, or employment.

22

Clients saw a reduction in poverty.

Case Study – *Kisi

A trafficking victim, Kisi's asylum claim was severely delayed by the Home Office (HO). They admitted their housing was unsuitable, paid compensation and moved her to a self-contained flat.

We helped her speed up the HO Asylum decision, getting medical evidence and engaging a solicitor. When Asylum was granted, she had no choice but to apply as homeless to the council. They accepted a duty to house her due to her poor mental health, albeit in a shared house. Kisi experienced verbal abuse and intimidation from the other women staying there. We helped get medical evidence and challenged the council's decision, engaging a solicitor. The council accepted our arguments, and she was moved to a self-contained flat. Kisi says she is happy there, saying "it's quiet and peaceful, I can sleep again at night... you helped me so much I can't remember it all... thank you!"

*Kisi is not her real name. This has been changed to protect anonymity.

Positive Voices

This service encompasses a range of different programmes all designed and delivered with people living with HIV to help support their peers and raise awareness of HIV. Learning to live with HIV can be difficult and even overwhelming at times. It can help to speak to someone who has been in the same position and experienced similar challenges. We want to say a huge thank you to all of our volunteer Peer Mentors, Peer Facilitators and our Positive Speakers for their unwavering passion and dedication to supporting people living with HIV.

positive
voices

One-to-One Peer Mentoring

Our One-to-One Peer Mentoring Service enables individuals to meet regularly with a mentor who is living well with HIV. They can share experiences, provide emotional support, and discuss coping strategies in a safe and confidential space.

We have continued to provide Clinic Peer Support at the HIV Clinic in Southmead Hospital. This service involves a peer mentor being present in a private room at the HIV Clinic offering peer support and taking referrals for Brigstowe and the Terrence Higgins Trust. We have a fortnightly presence and we and our mentors are working closely with the clinicians to maximise referrals.

8

Active Peer Mentors

12

Mentees accessed and completed mentoring

2

Active Clinic Mentors

50%

of clinic sessions have resulted in a referral to Brigstowe's services

All In Peer Support Group

All In is our HIV Peer Support Group run in partnership with the Terrence Higgins Trust. It is made up of social events and HIV-focused workshops, all of which have been either delivered or co-delivered by Peer Facilitators who are living with HIV.

4 Social Events

3 HIV-focused sessions

5 Active Peer Facilitators

83 Attendees

"The workshop really helped me to be confident and to put myself first above everyone else"
– HIV Workshop Attendee

"I love coming to the summer get-together – there is always a feeling of togetherness and familiarity. I get to meet new friends and see old friends. It was an excellent day and could not be any better." – Social Event Attendee

”



Peer Support Self-Reported Outcomes (One-to-One Peer Mentoring and All In Peer Support Group)

43 people reported an increase in their confidence and self-esteem

73 people reported an improvement in their mood

80 people reported an increase in forming close supportive relationships and a reduction in isolation

26 people reported an increase in engaging with their medical treatment

17 people reported an increase in confidence in sharing their HIV diagnosis with others

25 people reported an increase in their understanding and knowledge of HIV and related issues.

HIV Awareness Training

HIV-related stigma is one of the main challenges facing people living with HIV. This training busts myths, dispels fear and educates participants so people living with HIV can live in a world that doesn't discriminate.

Although we offer both in-person and online training, all our training this year was delivered face-to-face. As always, our sessions have continued to be well received and our Positive Speaker's testimonies continue to be a particular highlight as many participants outline in their feedback.

We are also really happy to say we presented at the HIV Stigma Symposium in March 2024, hosted by HIV Prevention England. This annual conference brings together experts, activists, healthcare professionals, and affected individuals to discuss the impact of HIV stigma and explore effective stigma reduction strategies. The title of our presentation was 'Tackling HIV-related stigma in Healthcare Using a University-Based Approach' where we presented the outcomes achieved and feedback attained from the relevant training sessions.

The session was really well received and we have been invited to present the same presentation at the main annual HIV Prevention England Conference in London, September 2024.

11

sessions
delivered

100%

reported the Positive Speaker was effective or very effective at raising the issues people living with HIV face.

94%

reported an increase in knowledge of how to get an HIV test

94%

reported an increase in knowledge and understanding of HIV issues

88%

reported a positive change in attitude around HIV issues

"From today's training, I have a better understanding of how HIV is transmitted, and it has got rid of any leftover fear in me towards HIV." – HIV Awareness Training Participant.

"My general awareness and knowledge have improved, so will feel more able to challenge providers when difficult issues come up regarding delivering care to someone who lives with HIV." – HIV Awareness Training Participant.

”

Common Ambition Bristol (CAB)

Common Ambition Bristol is a community-powered project led by Brigstowe and the African Voices Forum (AVF), working in partnership with Unity Sexual Health, Bristol City Council and the University of Bristol to improve HIV and sexual health services for people of African and Caribbean heritage in Bristol.



CAB Community Testing Clinic

We launched our second dedicated sexual health testing clinic for African and Caribbean heritage communities in Bristol at Montpelier Health Centre in July 2023. Along with the already established monthly CAB clinic at Charlotte Keel Surgery, the launch of our second clinic has given CAB a presence in two significant areas of Bristol on fixed dates that the community can rely on. The monthly CAB clinics offer HIV and STI testing, advice, condoms & same day PrEP service. A total of 120 people have visited the clinic to get tested.

Community Engagement

The outreach team have continued to work hard this year to further gain community trust and the success is evident in the thirty plus African and Caribbean heritage (ACH) businesses where weekly outreach sessions have taken place. The team have tackled HIV stigma and shared HIV knowledge regarding testing and PrEP. Our aim is to help customers and staff to discuss HIV, sexual health, testing options and PrEP so that they feel more motivated and confident on how and where to access sexual health services. Outreach provided sexual health testing role models, distributed instant HIV self-tests and CAB condoms and promoted the CAB website and clinic. We have also delivered a number of events and workshops on sexual health which include an event run by the African and Caribbean Society at UWE, full barbershop takeovers as well as an African day festival known as Afrifest where we delivered HIV awareness in a social space where HIV was openly discussed.

Dissemination and Awards

There have been many highlights this year for CAB in terms of recognition, making our work feel valued and recognised. We are proud to have already been shortlisted as finalists for the following awards this past year:

- Patient Experience Network Awards:
- Bristol Social Impact Awards

We have also really enjoyed disseminating the work of CAB, for example:

- The Pint of Science event in May 2023 brought CAB to a lay audience and was fun! The evaluation team came together, with community researchers and members of the Project Delivery Group sharing the presentation.
- Attending and presenting at UHBW's Board of Directors in Public Meeting under the 'What Matters to Me - a Patient Story' in January 2024 was a fantastic reflection of how much interest there is in CAB from high level NHS leaders. It demonstrated how much learning we must share with other service providers and how open they are to learning from us.
- CAB has been presented to UKHSA Behavioural Science Seminar June 2023 who were very interested in the model.
- At the national BASHH conference (2023) we gave an oral presentation about the CAB interventions, which was received with great interest.



"This information that Common Ambition is doing is great. Now they're coming to the people ... Lots of Black people didn't know about these PrEP or all these medications. Common Ambition is an improvement because at least they're going out and letting people know, you know, letting us know that you can access this medication. You can access this information. As I said, I've never really gone to the local doctor out there or whatever that much, if at all to be honest. So I think like this" Male, 41, Caribbean heritage.

”

"I feel like you guys should please continue to do what you do. You're really helping a lot of people, and I'm just one person. So, I feel like you just need to continue doing what you're doing. And whoever is funding it is doing a good job" Female, 38, African heritage.

Fundraising and Campaigns

£4,376 – Bristol 10k & Half Marathon



£8,699 – World AIDS Day

£4,935 – Regular giving from our "Friends of Brigstowe"

£11,092 – Donations from Individuals, organisations and trusts



World AIDS Day

- 1** **Headline Sponsor** – Bristol Health Partners
- 4** **Lunch & Learns** – Airbus, Galson Sciences Ltd, Jacobs, The Bridge
- 2** **City Takeovers** – Big thank you to Break Out Voices and Bristol Show Choir for fundraising at Broadmead and Bristol Temple Meads
- 7** **Community Fundraisers** – Amazing support from all the Bristol LGBTQ+ venues, Don't Tell Your Mother, Out 2 Swim Bristol AND The Phoenix collectively raised over £6,000!
- 6** **Events** – Our Stories Told By Us, Red Ribbon Flag Raising, Radio Appearance, Training, Remembrance Vigil and WAD Celebration

Brigstowe would like to pay tribute to all the individuals who had the courage to share their personal experiences during our 2023 World AIDS Day celebrations.

Billboard Campaign

Following the success of last year's campaign, we developed this and ran a 2nd billboard campaign. We wanted to use real faces this time showing the diverse community of Bristolians who unite and connect within the red ribbon. We introduced the word "Undetectable" and utilised the World Health Organisation's campaign of "Say Zero". The final design was co-produced with the community, Brigstowe Volunteers and the Fast Track Cities Tackling Stigma Workstream.



● Impact of the Billboard Campaign

- Over 20,000 impressions on X (formerly Twitter)
- 46% increase in clicks to the Brigstowe Website

"U=U has been a game changer for so many people like myself living with HIV. To see HIV being talked about in this way is incredible & we will continue to fight the stigma that still surrounds it." - HIV Peer Mentor

"It has been terrific to witness the impact of the HIV awareness campaign in Bristol's public spaces. They open up conversation, they remind people that life with HIV is no longer a death sentence. I've had friends and family point out how effective they are. It's also a massive affirmation for all Bristolians affected by HIV." - Dr Catherine Dodds, University of Bristol.

”

● Fast-Track Cities Bristol Initiative

In year 4 of our Action Plan, Brigstowe continues to co-chair the Tackling Stigma Workstream of Fast-Track Cities Bristol alongside CHIVA.

Bristol is currently achieving:

- 95% of people living with HIV knowing their status
- 99% of people with diagnosed HIV on treatment
- 98% of people on treatment with suppressed viral loads (undetectable)



● Tackling Stigma Workstream Achievements in Year 4

- Launch of Fast-Track Cities Bristol Website: 
- Delivery of 2nd annual U=U Campaign
- Partnered with University of Bristol and University of West of England to deliver and implement HIV Awareness Training to Healthcare Professional students and maintain it in the syllabus. Presented this work at the HIV Prevention England Stigma Symposium
- Continued to roll out Hearts & Minds (HIV Awareness) training including in Primary Care
- Aled attended the international Fast-Track Cities conference in Amsterdam after appearing in the Human First Documentary to launch International Zero HIV-Stigma Day. Watch the film here: <https://youtu.be/NBYmbWzbAog?si=aCHgCrG6jhWihQil>



The Peer Partnership

The Peer Partnership launched in November 2020 to support the development, adoption, and spread of peer support programmes in all their forms. Using many years of experience of designing and implementing both one-to-one mentoring and group peer support models, The Peer Partnership can support organisations to create programmes that take the lived experience of people who have gone through difficult circumstances and help them to become effective agents of change to support people struggling to live in similar situations.

The Peer Partnership provide a variety of services that can support the adoption and spread of peer support at every level, including:

Training – Delivery of a wide range of training for volunteers to have the knowledge and confidence to fulfil the role of peer worker. We also provide training workshops for professionals on how to develop peer support services, ensuring they understand the models, benefits and complexities of providing effective peer support programmes.

Consultancy – We can help organisations to deliver their own peer support programmes. We also seek opportunities to expand our existing peer support programmes by partnering with external organisations to implement new service offerings, thereby helping even more people living with long-term health conditions and protected characteristics.

Service Delivery – We design and implement peer support programmes as the foundation of our work, in order to evidence the effectiveness of peer support and continually improve our expertise.

We have launched our full service catalogue for 2023/24. This can be viewed [here](#) or by scanning the QR code:



Achievements of The Peer Partnership in 2023/2024

● Consultancy

In 2023/2024 we completed 3 consultancy commissions, and these organisations now have live and active peer support programmes helping their service-users explore and gain confidence in the situations they find themselves in with the support of others with lived experience.

- Homerton NHS Trust, London – Support to implement Long COVID group peer support model into their Hackney services.
- Bristol After Stroke, Bristol – Support to implement one-to-one peer support for stroke survivors in Bristol.
- University of Bristol – Support to implement one-to-one peer support for students who identify

"Clinical service and patient needs meant we wanted to provide a Long COVID peer support offer in the community. There did not appear to be another organisation that offered the same level of knowledge, comprehensive training, and flexible support like The Peer Partnership. The sheer knowledge and experience around peer support, flexibility of the different packages offered and willingness to work around our needs - and most of all The Peer Partnership's passion for peer support, they have held our hand through the whole process and been an excellent source of guidance and steer, especially problem-solving when faced with obstacles. The Peer Partnership's support and input has been invaluable. The Peer Partnership offer a unique and essential service like no other - to set up structured peer support, a vital offer to support people in their lives." - Amina Adeen, Long COVID Engagement Lead, Homerton Healthcare NHS Foundation Trust.

”

"We have just launched our peer mentor service which we could not have done without the expertise and knowledge of The Peer Partnership. I had heard of projects that they had done before which were a success. Then once I met Sean and chatted to him about peer support and the services they could offer I was overwhelmingly assured by their knowledge and expertise. They supported us through every step of the journey, sharing their learning and resources from other projects which has benefitted us as an entire organisation. Not only do we have a functioning Peer mentor service, but our wider organisation has benefitted from the training, knowledge, processes, and documentation that came as part of the package. We feel that we are now in a better place to support our large volunteer network due to the work we did with the partnership I cannot recommend this service highly enough."

”

- Gemma Holden, Operations Manager, Bristol After Stroke.

● Training

We provide a range of training workshops that support the development of peer support services and workshops that support best practice skills in VCSE, health and non-profit organisations.

We have delivered our workshops to over 200 participants in voluntary, health, and local authority sectors across the UK, both in-person and online. In the 2023/2024 financial year we sustained a 100% approval rating to the feedback question "would you recommend this training to others in a similar role".

● Designing Peer Support Services

▶ **How to Design a Peer Support Service**

▶ **How to Write a Proposal for a Peer Support Service**

▶ **How to Recruit, Supervise, and Retain Peer Volunteers**

▶ **How to Engage and Maintain Lived-Experience Voices**

▶ **How to Run a Focus Group**

● Skills and Best Practice Workshops

▶ **Boundaries in the VCSE Workplace**

▶ **Recognising and Responding to Challenging Behaviour**

▶ **Group Dynamics and Facilitation**

▶ **Introduction to Motivational Interviewing and Active Listening**

▶ **Goal Setting and Action Planning**

"The training was excellent – the perfect mix of relaxed and informal, accessible, and personable with the confidence of experience, skills, and knowledge. Our team really responded to the trainer's style, and everyone learnt a lot and thought about things differently as a result. It was also tailored to our specific circumstances and experiences which made it relatable and relevant and helped me translate that into new policies and procedures for our organisation."

”

"The trainer was really fun, open and honest and made it easy to listen to him and didn't feel like we were just being spoken at for the whole time like my previous experience has been in other training sessions."

We would like to take this opportunity to thank our funders



brigstowe⁺
positive change together

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Email: info@brigstowe.org

Twitter: @brigstoweinfo

Facebook: www.facebook.com/brigstowe

Registered Company No: 3107835

Registered Charity No: 1049945



Become a Friend of Brigstowe

Everyone needs friends and we at Brigstowe are no different.

Just £10 a month (the price of a cup of coffee a week) could be used to provide transport costs to one of our most destitute clients to access community services.

To donate please visit:

www.brigstowe.org/donate

Support people living with HIV and help raise awareness of HIV in Bristol by making a regular monthly donation to Brigstowe.

The Brigstowe Project

Reference and administrative details

For the year ended 31 March 2024

Company number	03107835
Charity number	1049945
Registered office and operational address	Old Coop Business Centre Ground Floor, 40-42 Chelsea road Bristol BS5 6AF
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Matthew Areskog resigned 4 September 2023 Jonathan Downing Dominic Eastham Vicky Harwood David Henshaw resigned 31 March 2024 Jeremy Horwood Mark Hubbard resigned 10 June 2024 Carole Johnson resigned 28 May 2024 Sheila Ollis Diane Perry Simon Purkiss Alison Scott Thomas Sharkey
Chief executive officer	Rami Ghali
Principal bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2024

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2024.

The Impact Report and the Reference and administrative details set out on pages 1-15 form part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, governance and management

The Brigstowe Project is a charitable company limited by guarantee. Its objects and powers are set out in the revised Memorandum and Articles of Association adopted on 24 January 2024.

The organisation is governed by a Board of Trustees.

New trustees are normally recruited through advertisements amongst the charity's service users and the wider community, as well as through existing members' professional and personal contacts. All appointments are based on the need for particular knowledge, skills and experience.

All trustees are members of the company. Membership of the company is open to anyone aged 18 years of age or over who lives or works in the South West of England and who is interested in promoting the objects of the charity.

The members of the company elect trustees at an annual general meeting, though trustees may coopt additional trustees to hold office until the next annual general meeting. One third of trustees must retire at each annual general meeting, but a retiring trustee who remains qualified may be reappointed.

New trustees are provided with comprehensive information covering the charity and its work, together with the roles and responsibilities that they are expected to fulfil. Throughout their tenure, all trustees are encouraged to take part in relevant training and development events (funded by the charity as appropriate).

The trustees set the charity's policies and take all major strategic decisions. Day-to-day operational decision-making is delegated by the trustees to the Chief Executive Officer, who reports to the trustees.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Objectives and activities

The Brigstowe Project's objects, as amended in January 2024, are given below:

The Objects of the Charity are restricted specifically, in each case, only for the public benefit in but not limited to Bristol and the surrounding areas:

- 1.1 to promote the welfare and good health of people living with long-term health conditions, in particular but not limited to people living with or affected by HIV and other related conditions, by the provision of support and assistance;
- 1.2 to advance education by the provision of training, consultancy services, through partnerships and / or research projects with businesses, charities, education providers and local communities;

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2024

- 1.3 to promote equality and diversity by eliminating discrimination towards people on the grounds of race, gender, disability, sexual orientation, religion or belief, sex, age, pregnancy, relationship status, or any other forms of discrimination; and
- 1.4 to promote social inclusion by providing, amongst other things, peer support to relieve the needs of those people who are socially excluded and assisting them to integrate into society.

Plans for future periods

We have plans to develop and improve our services and activities. We want to help more people and to campaign for a more equal, tolerant and fair society.

During 2024/25 we will:

- Secure the financial sustainability of the organisation going forward. The majority of our funding includes no or very limited annual inflationary increases. We will work hard to retain existing funding and to find additional / replacement funding from a wide range of sources to ensure that we can continue to provide much needed services going forward;
- Continue working on the actions from our Pay & Rewards Review. The review was completed in June 2023 with assistance from an external consultant. The HR Sub-Committee then met regularly regarding implementation of the recommendations. In June 2024, staff were consulted on the proposed changes. We hope to complete the process in autumn of 2024;
- Engage in local authority commissioning processes related to the services we provide. After the year end, we learnt of the potential loss of a major source of local authority funding for our advice and support service. We will invest time and resources to explain why HIV support services are needed and to make high-quality applications, in partnership with other organisations where appropriate, to maximise the chance of securing long-term funding for our services;
- Continue to deliver and review our Equity, Diversity and Inclusion Strategy and Three Year Action Plan which is published on our website; and
- Continue to develop The Peer Partnership brand which we are using to deliver training, consultancy and service provision relating to peer support. In particular, we aim to promote and expand the services we offer, establishing The Peer Partnership as a hub for peer support in Bristol and further afield. This work will be guided by our strategy and three-year action plan for The Peer Partnership.

Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2024

Financial review

The charity made a surplus (net income) of £148,809 for the year (2023 - surplus of £99,748), with a surplus on unrestricted general funds of £39,815 (2023 – surplus of £7,363).

The charity's financial position remains healthy. At the year end, short-term investments and cash totalled £739,646 (2023 - £613,957). Net current assets have increased to £687,583 (2023 - £549,895). Total funds at the year end were £702,954 (2023 - £554,145), including restricted funds of £483,885 (2023 - £374,891). It must be noted these funds include £312,911 (2023 - £242,003) of grant income recognised in advance of its budgeted expenditure on services after the year end. When assessing the financial performance and sustainability of the charity's services, the trustees adjust for these advances to consider 'operating surplus':

	2024	2023
	£	£
Net income for the year as reported in the statement of financial activities	148,809	99,748
Less income recognised in advance of planned expenditure	312,911	242,003
Add income recognised in the prior year to fund current year services	188,791	153,941
Operating surplus for the year	<u>24,689</u>	<u>11,686</u>

The majority of our income is from government and institutional funders. The funders and the services they are funding are identified in notes 3, 4 and 5 of the financial statements.

The vast majority (2024 - 94%, 2023 - 96%) of the grants and donations we receive are restricted to particular services and purposes. Grants for services increased from £550,214 for the year to 31 March 2023 to £689,906 for the year to 31 March 2024. This was primarily due to increased funding received in advance for the provision of the following services: Positive Voices, Common Ambition Bristol and the Engagement Support Service. Other grants and donations have fallen to £66,260 (2023 - £97,264) due to 2023 including a one-off significant grant of £50,000 from University Hospitals Bristol & Weston NHS Foundation Trusts Unity Sexual Health Project. Nonetheless, support from the public remaining strong in the face of the continuing cost of living crisis: donations including gift aid were £28,609 (2023 - £28,882). Income from individual donors and fundraising events supports services not fully funded by government or institutional funders.

Income from charitable activities has fallen to £28,647 (2023 - £114,345), reflecting the decision of Sirona Care & Health not to renew our contracts to provide peer support to people with Type 2 Diabetes and Long Covid. This income funded the provision of those services. Any surplus, together with income from non-charitable trading and interest on bank deposits provides valuable unrestricted funding to support the development of The Peer Partnership brand and pilot projects.

The charity had £358,809 (2023 - £411,215) of investments of cash on deposit at the year end. It is the trustees' policy to invest reserves that are not immediately required into low risk fixed-term cash deposits in order to generate interest income for the charity. Due to the short-term commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months. As well as rates of return, the trustees take social, environmental and ethical considerations into account when selecting deposit accounts for investment.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2024

The principal risks and uncertainties facing the charity identified by the trustees and the related mitigations are:

- Retention and development of brilliant staff - We provide a staff thank you package and regularly review pay and benefits to ensure they remain competitive. We provide supervision and training opportunities to enhance staff skills. We maintain up-to-date job and work procedure descriptions to facilitate the rapid recruitment and induction of new staff.
- Insecurity of funding - We have developed a fundraising strategy and increased fundraising and application writing skills and capacity within the charity. We maintain reserves to fill short-term funding gaps.

These are not the only risks facing the charity. The trustees manage a risk register to monitor and manage risks.

Reserves policy

Free reserves' describes the charity's funds that are freely available to spend. It therefore excludes restricted funds (which may only be spent in accordance with the wishes of the relevant donors), any designated funds (which the trustees have committed to expend on particular assets or activities), or funds that could only be realised by disposing of fixed assets held for charity use.

The trustees view the charity's reserves as a 'buffer' to be employed in the event of unexpected costs or shortfalls in income. However, the level of reserves should not be excessive and unnecessarily limit the amount spent on charitable activities. Therefore, the trustees seek to balance the needs of future and current beneficiaries.

The trustees set the target level at which reserves should be maintained after considering:

- the risks associated with each stream of income and expenditure being different from that budgeted;
- planned activity levels and working capital requirements;
- restricted funds available to spend on existing services;
- the charity's commitments to its beneficiaries, donors, staff and other parties; and
- the length of time reserves might be required to fund activities while alternative funding is sought or - should that prove impossible - an activity is reduced or discontinued in a planned and responsible fashion.

Since the charity is reliant on relatively few donors, the loss of any one is likely to result in a major impact on the charity's operations and beneficiaries. In addition, the trustees consider that the current economic climate and budgetary pressures being experienced by the charity's government funders increase the probability of a loss of funding and difficulties in securing new funding, which has transpired in 2024 with the potential loss of a major source of local authority funding. In response to this increased funding risk, the trustees consider it prudent to maintain a higher reserve level than would be necessary in a more secure and stable funding environment.

The trustees have determined that there should be sufficient free reserves to cover between three and six months' expenditure for each service. This means that free reserves – which exclude the value of fixed assets – should be between £168,000 and £338,000.

Free reserves as at 31 March 2024 were £212,984 (2023 - £176,866). This is within the target range. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2024

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 6 December 2024 and signed on their behalf by

TM Sharkey

Thomas Sharkey - Chair

Independent examiner's report

To the trustees of

The Brigstowe Project

I report to the trustees on my examination of the accounts of The Brigstowe Project (the charitable company) for the year ended 31 March 2024, which are set out on pages 22 to 40.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Dougal Howard

Date: 10 December 2024

Dougal Howard ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

The Brigstowe Project

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2024

	Note	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Income from:					
Donations and legacies					
<i>Grants for services</i>	3	689,906	-	689,906	550,214
<i>Other grants and donations</i>	4	22,642	43,618	66,260	97,264
Charitable activities	5	-	28,647	28,647	114,345
Other trading activities	6	-	16,845	16,845	9,825
Investments		-	27,595	27,595	4,208
Total income		712,548	116,705	829,253	775,856
Expenditure on:					
Raising funds		-	18,217	18,217	22,084
Charitable activities					
<i>Advice and support service</i>		146,222	-	146,222	124,398
<i>Migrant advice and support service</i>		50,928	-	50,928	37,550
<i>Positive Voices</i>		183,757	-	183,757	143,768
<i>Peer support for non-HIV</i>					
<i>long-term conditions</i>		10,000	58,673	68,673	123,602
<i>Common Ambition Bristol</i>		145,064	-	145,064	165,846
<i>Engagement support service</i>		60,330	-	60,330	48,224
<i>Other charitable activities</i>		7,253	-	7,253	10,636
Total expenditure	8, 9	603,554	76,890	680,444	676,108
Net income and net movement in funds	10	108,994	39,815	148,809	99,748
Reconciliation of funds:					
Total funds brought forward		<u>374,891</u>	<u>179,254</u>	554,145	454,397
Total funds carried forward		<u>483,885</u>	<u>219,069</u>	702,954	<u>554,145</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 18 to the accounts.

The notes on pages 25 to 40 form part of these financial statements.

The Brigstowe Project
Registered company number 03107835
Balance sheet

As at 31 March 2024

	Note	£	2024 £	2023 £
Fixed assets				
Tangible assets	13		15,371	4,250
Current assets				
Debtors	14	35,709		39,236
Investments: notice and fixed-term deposits		273,806		411,215
Cash at bank and in hand		465,840		202,742
			775,355	653,193
Liabilities				
Creditors: amounts falling due within 1 year	15	(87,772)		(103,298)
Net current assets			687,583	549,895
Net assets	17		702,954	554,145
Funds	18			
Restricted funds			483,885	374,891
General funds			219,069	179,254
Total charity funds			702,954	554,145

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The notes on pages 25 to 40 form part of these financial statements.

Approved by the trustees on 6 December 2024 and signed on their behalf by



Dominic Eastham - Treasurer

The Brigstowe Project

Statement of cash flows

For the year ended 31 March 2024

	2024 £	2023 As restated £
Cash used in operating activities:		
Net movement in funds	148,809	99,748
Adjustments for:		
Depreciation charges	4,607	1,420
Loss on disposal of tangible fixed assets	1,408	-
Dividends, interest and rents from investments	(27,595)	(4,208)
Decrease in debtors	11,353	35,612
(Decrease) / increase in creditors	(15,526)	53,462
Net cash provided by operating activities	123,056	186,034
Cash flows from investing activities:		
Dividends, interest and rents from investments	5,923	1,211
Purchase of tangible fixed assets	(17,136)	(625)
Withdrawals from notice and fixed-term deposit accounts	336,255	-
Placed in notice and fixed-term deposit accounts	(185,000)	(137,240)
Net cash provided by investing activities	140,042	(136,654)
Increase in cash and cash equivalents in the year	263,098	49,380
Cash and cash equivalents at the beginning of the year	202,742	153,362
Cash and cash equivalents at the end of the year	465,840	202,742
Cash and cash equivalents comprises:		
Cash at bank and in hand	465,840	202,742

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

The notes on pages 25 to 40 form part of these financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies

a) Basis of preparation

The Brigstowe Project is a charitable company limited by guarantee registered in England and Wales. The registered office address is Old Coop Business Centre, Ground Floor, 40-42 Chelsea road, Bristol, England, BS5 6AF.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Brigstowe Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted general funds held by the charity. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds comprise income received to be used for particular restricted purposes specified by the donor or when funds are raised, less associated costs.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of entitlement is deferred until criteria for income recognition are met.

For grants without performance conditions, entitlement usually exists when a written offer of funding is received by the charity. However, where a funder has the right to suspend grant instalment payments, only the first instalment is recognised on the formal grant offer, with subsequent instalments recognised on receipt.

Grants are included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Costs of raising funds are associated with generating income from all sources other than from undertaking charitable activities. They consist of the costs of identifying and applying for funding and the costs of other trading activities.

Charitable expenditure comprises the staff and other costs attributable to activities that contribute to the achievement of the charitable objects. Items of expenditure which contribute to the output of more than one activity are allocated to each of the activities based on estimated staff time.

g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the support costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These support costs have been allocated between expenditure on charitable activities based on the proportion of direct staff time by each activity as follows:

	2024	2023
Raising funds	1.1%	1.5%
Charitable activities		
<i>Advice and support service</i>	28.9%	27.2%
<i>Migrant advice and support service</i>	7.8%	6.9%
<i>Positive Voices</i>	33.3%	26.9%
<i>Peer support for non-HIV</i>	1.6%	13.1%
<i>long-term conditions</i>		
<i>Common Ambition Bristol</i>	14.2%	12.5%
<i>Engagement support service</i>	13.1%	11.9%

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

h) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

Fixed assets are reviewed for impairment where there are indications their service potential may be reduced. For example, an asset related to a specific activity will be reviewed for impairment when there are indications the activity may cease or be reduced.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

j) Current asset investments

Current asset investments consist of balances held on deposit in interest bearing accounts. Such investments are measured at their fair value.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

n) Pension costs

The company operates a defined contribution pension scheme for its employees. The pension charge represents the amounts payable by the charity to the scheme in respect of the year. There are no further liabilities other than that already recognised in the statement of financial activities.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

o) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2023 Total £
Income from:			
Donations and legacies			
<i>Grants for services</i>	550,214	-	550,214
<i>Other grants and donations</i>	71,923	25,341	97,264
Charitable activities	-	114,345	114,345
Other trading activities	-	9,825	9,825
Investments	-	4,208	4,208
Total income	622,137	153,719	775,856
Expenditure on:			
Raising funds	-	22,084	22,084
Charitable activities			
<i>Advice and support service</i>	124,224	174	124,398
<i>Migrant advice and support service</i>	37,550	-	37,550
<i>Positive Voices</i>	143,768	-	143,768
<i>Peer support for non-HIV long-term conditions</i>	52	123,550	123,602
<i>Common Ambition Bristol</i>	165,846	-	165,846
<i>Engagement support service</i>	48,224	-	48,224
<i>Other charitable activities</i>	10,088	548	10,636
Total expenditure	529,752	146,356	676,108
Net income and net movement in funds	92,385	7,363	99,748

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

3. Income from donations and legacies: grants for services

	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Advice and support service				
Bristol City Council	79,680	-	79,680	79,460
Henry Smith Charity	-	-	-	31,532
North Somerset Council	12,393	-	12,393	8,228
South Gloucestershire Council	11,520	-	11,520	8,960
Citizens Advice Bristol Household Support Fund	3,000	-	3,000	-
Gilead Sciences Ltd	2,500	-	2,500	-
Wessex Water Community Fund	2,500	-	2,500	-
Bristol Wessex Billing Services Ltd	500	-	500	1,320
Other charitable trusts	2,500	-	2,500	-
	<u>114,593</u>	<u>-</u>	<u>114,593</u>	<u>129,500</u>
Migrant advice and support service				
Postcode Local Trust	20,000	-	20,000	-
Gilead Sciences Ltd	17,500	-	17,500	-
Garfield Weston Foundation	-	-	-	10,000
National Lottery Community Fund (Awards for All)	-	-	-	10,000
Henry Smith Charity	-	-	-	7,737
Quartet Foundation	5,000	-	5,000	-
Wessex Water Community Fund	-	-	-	3,000
Other charitable trusts	1,900	-	1,900	4,181
	<u>44,400</u>	<u>-</u>	<u>44,400</u>	<u>34,918</u>
Positive Voices				
National Lottery Community Fund	149,318	-	149,318	74,925
Bristol City Council Public Health	54,960	-	54,960	54,016
Henry Smith Charity	-	-	-	10,031
South Gloucestershire Council	4,937	-	4,937	3,840
	<u>209,215</u>	<u>-</u>	<u>209,215</u>	<u>142,812</u>
Engagement support service				
Bristol City Council Public Health	71,187	-	71,187	18,984
Gilead Sciences Ltd	-	-	-	44,000
	<u>71,187</u>	<u>-</u>	<u>71,187</u>	<u>62,984</u>
Peer support for non-HIV long-term conditions				
Quartet Foundation	10,000	-	10,000	-

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

3. Income from donations and legacies: grants for services (continued)

	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Common Ambition Bristol				
The Health Foundation	108,158	-	108,158	170,000
Bristol City Council Public Health	96,853	-	96,853	-
University Hospitals Bristol & Weston NHS Foundation Trust	28,500	-	28,500	-
	<u>233,511</u>	<u>-</u>	<u>233,511</u>	<u>170,000</u>
Client Welfare				
Citizens Advice Bristol Household Support Fund	7,000	-	7,000	-
Gilead Sciences Ltd	-	-	-	10,000
	<u>7,000</u>	<u>-</u>	<u>7,000</u>	<u>10,000</u>
Total income from grants for services	<u><u>689,906</u></u>	<u><u>-</u></u>	<u><u>689,906</u></u>	<u><u>550,214</u></u>

All income from grants for services in the prior period was restricted.

4. Income from donations and legacies: other grants and donations

	Restricted £	Unrestricted £	2024 Total £
Donations (including related gift aid)	-	28,609	28,609
Membership dues	-	9	9
Bristol City Council Community Resilience Fund	22,642	-	22,642
Garfield Weston Foundation	-	15,000	15,000
	<u>22,642</u>	<u>43,618</u>	<u>66,260</u>
Total income from other grants and donations	<u><u>22,642</u></u>	<u><u>43,618</u></u>	<u><u>66,260</u></u>

Prior period comparative

	Restricted £	Unrestricted £	2023 Total £
Donations (including related gift aid)	3,554	25,328	28,882
Membership dues	-	13	13
Rank Foundation	8,719	-	8,719
University Hospitals Bristol & Weston NHS Foundation Trust (Unity Sexual Health Project)	50,000	-	50,000
Bristol Health Partners	9,650	-	9,650
	<u>71,923</u>	<u>25,341</u>	<u>97,264</u>
Total income from other grants and donations	<u><u>71,923</u></u>	<u><u>25,341</u></u>	<u><u>97,264</u></u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

5. Income from charitable activities

	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Positive Voices				
HIV awareness training	-	8,769	8,769	3,205
Peer support for non-HIV long-term conditions				
Sirona Care & Health	-	19,878	19,878	111,140
Total income from charitable activities	-	28,647	28,647	114,345

All income from charitable activities in the prior period was unrestricted.

6. Income from other trading activities

	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Charges for facilities	-	-	-	121
Challenge event fees (Bristol 10k)	-	493	493	666
Other income generating activities	-	16,352	16,352	9,038
Total income from other trading activities	-	16,845	16,845	9,825

All income from other trading activities in the prior period was unrestricted.

7. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council, North Somerset Council, South Gloucestershire Council and The National Lottery to fund charitable activities. The total value of such grants in the period ending 31 March 2024 was £503,490 (2023: £258,413 from Bristol City Council, North Somerset Council, South Gloucestershire Council and The National Lottery). There are no unfulfilled conditions or contingencies attaching to these grants in 2023/24.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

8. Total expenditure

	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2024 Total £
Costs of raising funds:				
Fundraising events and applications	13,907	2,185	2,125	18,217
Costs of charitable activities:				
Advice and support service	85,633	5,133	55,456	146,222
Migrant advice and support service	29,205	6,895	14,828	50,928
Positive Voices	100,750	19,160	63,847	183,757
Peer support for other long-term conditions	63,703	1,891	3,079	68,673
Common Ambition Bristol	57,405	60,543	27,116	145,064
Engagement support service	33,407	1,753	25,170	60,330
Other charitable activities	-	7,253	-	7,253
	370,103	102,628	189,496	662,227
Total expenditure	384,010	104,813	191,621	680,444
Prior period comparative				
	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2023 Total £
Costs of raising funds:				
Fundraising events and applications	18,037	1,737	2,310	22,084
Costs of charitable activities:				
Advice and support service	78,069	4,837	41,492	124,398
Migrant advice and support service	24,121	2,903	10,526	37,550
Positive Voices	86,890	15,716	41,162	143,768
Peer support for other long-term conditions	96,251	7,395	19,956	123,602
Common Ambition Bristol	46,598	100,143	19,105	165,846
Engagement support service	27,272	2,704	18,248	48,224
Other charitable activities	-	10,636	-	10,636
	359,201	144,334	150,489	654,024
Total expenditure	377,238	146,071	152,799	676,108

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

9. Support costs

	2024	2023
	Total	Total
	£	£
Support staff costs	115,177	95,498
Recruitment, training and other staff costs	1,049	1,995
Bookkeeping	1,598	1,311
Insurance	2,002	1,658
Premises costs	28,198	23,988
Office equipment and IT support	11,977	5,921
Photocopying, printing, stationery and postage	2,399	2,739
Telephone	3,044	3,398
Depreciation	4,607	1,420
Publicity	4,389	1,763
Networking and service development	3,078	1,025
Legal and professional fees	6,310	1,241
Other support costs	4,438	3,763
Fundraising consultants	2,125	2,310
Governance costs	1,230	4,769
Total support costs	<u>191,621</u>	<u>152,799</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

10. Net movement in funds

This is stated after charging:

	2024 £	2023 £
Depreciation	4,607	1,420
Independent examiner's remuneration:		
▪ Independent examination (excluding VAT)	<u>2,250</u>	<u>2,100</u>

11. Staff costs and numbers

Staff costs were as follows:

	2024 £	2023 £
Salaries and wages	440,261	414,815
Social security costs	32,878	33,192
Pension costs	<u>26,048</u>	<u>24,729</u>
	<u>499,187</u>	<u>472,736</u>

No employee earned more than £60,000 during the current or prior year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, Head of Operations and HIV Senior Advice and Support Worker. The total employee benefits of the key management personnel (including employer's pension and national insurance costs) were £120,131 (2023: £112,500).

	2024 No.	2023 No.
Average head count	<u>16.4</u>	<u>15.8</u>

12. Taxation

The charity is exempt from corporation tax as all its income is applied for charitable purposes.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

13. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2023	17,469	3,870	21,339
Additions	13,932	3,204	17,136
Disposals	<u>(10,679)</u>	<u>(2,365)</u>	<u>(13,044)</u>
At 31 March 2024	<u>20,722</u>	<u>4,709</u>	<u>25,431</u>
Depreciation			
At 1 April 2023	13,832	3,257	17,089
Charge for the year	4,392	215	4,607
On disposals	<u>(9,471)</u>	<u>(2,165)</u>	<u>(11,636)</u>
At 31 March 2024	<u>8,753</u>	<u>1,307</u>	<u>10,060</u>
Net book value			
At 31 March 2024	<u>11,969</u>	<u>3,402</u>	<u>15,371</u>
At 31 March 2023	<u>3,637</u>	<u>613</u>	<u>4,250</u>

14. Debtors

	2024 £	2023 £
Accrued income	26,406	32,795
Prepayments	4,103	4,334
Other debtors	<u>5,200</u>	<u>2,107</u>
	<u>35,709</u>	<u>39,236</u>

15. Creditors: amounts due within 1 year

	2024 £	2023 £
Trade creditors	6,334	3,097
Accruals	21,692	17,881
Other taxation and social security	5,857	8,878
Other creditors	53,889	53,564
Deferred income (see note 16)	<u>-</u>	<u>19,878</u>
	<u>87,772</u>	<u>103,298</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

16. Deferred income

	2024 £	2023 £
At 1 April 2023	19,878	9,933
Deferred during the year	-	19,878
Released during the year	<u>(19,878)</u>	<u>(9,933)</u>
At 31 March 2024	<u>-</u>	<u>19,878</u>

Deferred income relates to contract income received by The Brigstowe Project in advance of provision of service and grant funds received where early spend is prohibited by the grant agreement wording.

17. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	9,286	6,085	15,371
Current assets	488,048	287,307	775,355
Current liabilities	<u>(13,449)</u>	<u>(74,323)</u>	<u>(87,772)</u>
Net assets at 31 March 2024	<u>483,885</u>	<u>219,069</u>	<u>702,954</u>
Prior period comparative			
	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	1,862	2,388	4,250
Current assets	398,407	254,786	653,193
Current liabilities	<u>(25,378)</u>	<u>(77,920)</u>	<u>(103,298)</u>
Net assets at 31 March 2023	<u>374,891</u>	<u>179,254</u>	<u>554,145</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

18. Movements in funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
Information, advice and support services	138,892	158,992	(193,651)	-	104,233
Local Sustainability	1,257	-	(1,197)	-	60
Positive Voices funds	89,642	209,216	(175,531)	-	123,327
Common Ambition Bristol	58,157	233,511	(143,776)	-	147,892
Client Welfare	253	7,000	(7,253)	-	-
North Somerset capital grant	6	-	(6)	-	-
Engagement support	30,415	71,187	(59,042)	-	42,560
Non-HIV peer support development	-	10,000	(10,000)	-	-
HIV awareness and stigma reduction	45,777	-	(5,095)	-	40,682
Bristol City Council Community Resilience Fund	-	22,642	(8,003)	-	14,639
Other restricted funds	10,492	-	-	-	10,492
Total restricted funds	374,891	712,548	(603,554)	-	483,885
Unrestricted funds					
General funds	179,254	116,705	(76,890)	-	219,069
Total unrestricted funds	179,254	116,705	(76,890)	-	219,069
Total funds	554,145	829,253	(680,444)	-	702,954

Purposes of restricted funds

Information, advice and support services	For the provision of the advice and support service and the migrant advice and support service, including appropriate contributions to the charity's overheads. This fund is the amalgamation of two funds reported separately in earlier years: the housing-related support fund and the information and advice, and the migrant advice and support services fund. Following the merger of the housing-related support service and information and advice service on 1 April 2018, there is no longer any substantive difference between the two funds.
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The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

18. Movements in funds (continued)

Purposes of restricted funds

Local Sustainability	To help The Brigstowe Project become more sustainable by reviewing and transforming the organisation's operating models. The grant has been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Positive Voices funds	For the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.
Common Ambition Bristol	To support the charity's work with people of African and Caribbean heritage to reduce HIV transmission in Bristol. This project is supported by the Health Foundation, committed to bringing about better health and health care for people in the UK.
Client Welfare	For the provision of emergency support for clients living with HIV. Support provided includes emergency payments for living expenses and the provision of laptops, mobiles and data packages.
North Somerset capital grant	The North Somerset Capital Grant fund is for capital expenditure and the provision of the charity's premises and facilities. This grant has now been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Engagement support	Funding for the salary and development of a member of staff to work with clients that have stopped engaging with HIV treatment.
HIV awareness and stigma reduction	Funding for work related to HIV testing, promoting PrEP, Common Ambition Bristol and other HIV awareness raising and stigma reduction work.
Bristol City Council Community Resilience Fund	Grant from Bristol City Council for the modernisation of the charity's IT equipment and furniture. Some of the fund balance represents the net book value of fixed assets purchased with the grant and will be utilised as those assets are depreciated.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

18. Movements in funds (continued)

Prior period comparative

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
Restricted funds					
Information, advice and support services	132,548	167,972	(161,628)	-	138,892
Local Sustainability	1,676	-	(419)	-	1,257
Positive Voices funds	86,694	142,812	(139,864)	-	89,642
Common Ambition Bristol	53,513	170,000	(165,356)	-	58,157
Client Welfare	341	10,000	(10,088)	-	253
North Somerset capital grant	8	-	(2)	-	6
Engagement support	6,884	71,703	(48,172)	-	30,415
HIV awareness and stigma reduction	-	50,000	(4,223)	-	45,777
Other restricted funds	842	9,650	-	-	10,492
Total restricted funds	282,506	622,137	(529,752)	-	374,891
Unrestricted funds					
General funds	171,891	153,719	(146,356)	-	179,254
Total unrestricted funds	171,891	153,719	(146,356)	-	179,254
Total funds	454,397	775,856	(676,108)	-	554,145

19. Related party transactions

There was no trustee remuneration in the current or prior period.

One trustee was reimbursed £129 for subsistence expenses (2023 - two trustees, £73, travel).

Management used £44 (2023 - £50) of charity funds to purchase small gifts of appreciation for each of the trustees.

Details of key management remuneration is disclosed in note 11.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2024

20. Prior period adjustment

The charity's statement of cash flows for the year ended 31 March 2023 treated current asset investments in notice and fixed-term deposit accounts as cash equivalents. FRS 102 states investments normally qualify as cash equivalents only when they have a short maturity of three months or less from acquisition. The charity's current asset investments as at 31 March 2022 and at 31 March 2023 all had a maturity period of greater than three months. Therefore, the trustees have concluded the current asset investments were not cash equivalents and have restated the comparative amounts in the statement of cash flows to correct for this error: disclosing the £137,240 placed on deposit in the year as a cash outflow, reducing the cash inflow from dividends, interest and rents previously reported by the £2,997 added to the investment balances in the year, and reducing the opening and closing value of cash and cash equivalents previously reported by £270,978 and £411,215, respectively. There are no restatements in the statement of financial activities or the balance sheet.

THE BRIGSTOWE PROJECT

England & Wales - Charity number 1049945

Accounts

Company no. 03107835
Charity no. 1049945

The Brigstowe Project
Report and Unaudited Financial
Statements
31 March 2023



Impact Report 2022/2023



Break Out Voices, Bristol Temple Meads bucket collection

"They have granted my leave!!!! I am thrilled it has been a long road but now it's over. I want to thank you for all the help you have given me, I know for a fact that without your assistance we would still be fighting for my immigration status. Thank you is such a little word it doesn't seem anywhere near big enough for all the support and help you have given us in our very dark times. Thank you from the bottom of our hearts for getting our lives back."

- Migrant & Asylum Support Client



"Because of the mentoring I'm able to say HIV out loud now, which I couldn't even say before. I used to say 'the you know what'. I feel a lot more confident in myself, I don't feel so uptight. That's what's changed."

- HIV Peer Mentee



Common Ambition Bristol Team



Anti-Stigma March, London

"Thank you so much for all your time supporting me with all the necessary needs regarding my health, food, and wellbeing. I feel a lot better with your support and you bring me hope that living with HIV is not a death sentence, but a virus like any other."

- Advice & Support Client





Vision

A world where people living with HIV and other long-term health conditions live long and healthy lives, free from poverty, stigma, prejudice and discrimination.



Mission

To enhance the quality of life for people living with HIV and other long-term health conditions.



Values

- Inclusive
- Respectful
- Non-Judgemental
- Person-Centred
- Responsive



It's a fact: people living with HIV, who have an undetectable viral load have ZERO risk of transmitting the virus to their sexual partners.

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An Overview from our CEO – Rami Ghali

Over the last year, Brigstowe has supported more people than ever. The number of people supported has risen from 273 to 489, which includes individuals who accessed our type 2 diabetes and long COVID services. Many of our HIV clients accessed multiple Brigstowe services.

World events over the last year have been tumultuous. In particular, the invasion of Ukraine in February 2022 has had a huge impact on our world. Obviously, those most affected are the Ukrainian people, but the cost-of-living crisis has affected people worldwide, especially the most vulnerable.

The cost of living has impacted on people's ability to afford essential household bills. We are therefore very grateful to the Gilead Foundation for continuing to fund our Client Welfare Fund. This fund enabled us to meet the urgent needs of clients in severe financial hardship. These funds are awarded by our Advice and Support Service and our Migrant and Asylum Support Service.

These advice and support services are accredited through the Advice Quality Standard. Our biennial audit took place in March 2023. The auditor was extremely impressed with the quality of advice and how well the organisation is run. He has audited approximately 500 organisations and commented that Brigstowe is amongst the best.

The cost-of-living crisis has also had a big impact on Brigstowe itself. Our expenditure, much of which relates to staff costs, is rising, yet our funding is fixed and, in some cases, coming to an end. We are grateful to those funders who have recognised the precarious situation affecting charities and awarded Brigstowe a cost-of-living rise. We are working hard on fundraising to plug the gap so that we can ensure we continue to hold the equivalent of 3 to 6 months of expenditure in line with our reserves policy. This will ensure the future sustainability of Brigstowe and allow us to continue to provide support to our beneficiaries.

Over the last year, the impact of COVID-19 has eased. However, other viruses and conditions continue to greatly impact many individuals. This year Brigstowe has supported 250 people living with HIV, 141 with long COVID and 98 with type 2 diabetes. The Peer Partnership (the brand for our non-HIV work) now has a comprehensive range of one-to-one and group peer support services

that are transferable to different conditions and situations. We can deliver these services ourselves or provide consultancy to support other organisations to set up services.

Our newer HIV services are making great progress. Common Ambition Bristol (CAB) is a community-powered partnership programme that aims to increase HIV testing and reduce HIV stigma amongst African and Caribbean heritage communities. We're so grateful to our community members and our other partners who make CAB so special. Attendance at our monthly community testing clinic at Charlotte Keel Health Centre is rising steadily along with outreach to barber shops, hairdressers, and other black businesses. More recently, in July 2023, we launched a second monthly clinic hosted by Montpelier Health Centre.

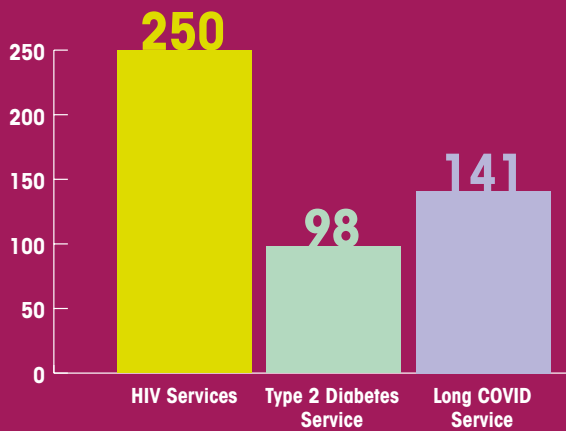
We started an Engagement Support Service in January 2022, working closely with HIV clinicians at Southmead Hospital to support people who are having difficulty engaging with their treatment. We've already seen the difference this service has made with many individuals now taking their medication as prescribed and achieving an undetectable viral load. This will have a hugely positive impact on their health outcomes and means that they can't pass the virus on to sexual partners.

Finally, Brigstowe continues to work hard to achieve its vision: a world in which people living with HIV and other long-term health conditions and protected characteristics live long and healthy lives, free from poverty, stigma, prejudice, and discrimination. We continue to co-chair the stigma workstream for Bristol Fast-Track Cities, raise awareness of HIV through our World AIDS Day programme of events, which also included, for the first time, a two-week billboard and bus stop sign campaign, and, following our Equity, Diversity and Inclusion consultation last year, we have now published our strategy and three-year action plan on our website.

Rami Ghali, *Chief Executive Officer*

Who are our Service Users

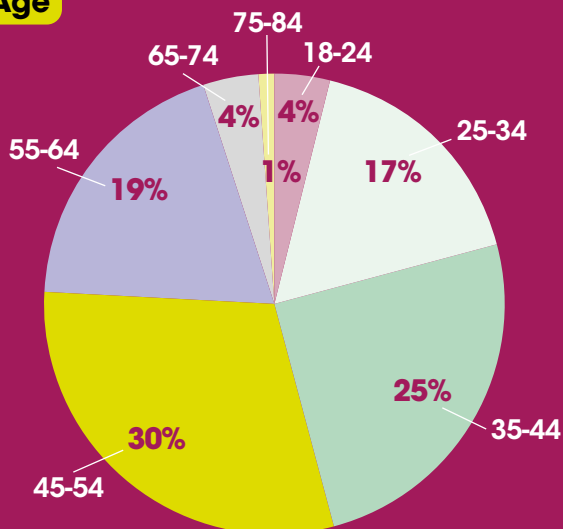
Service Accessed



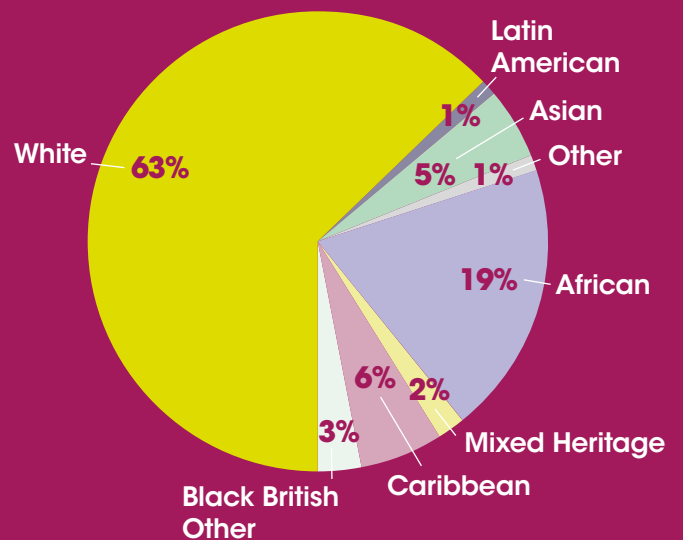
Where Do They Live? *Data Not Collected for Long COVID



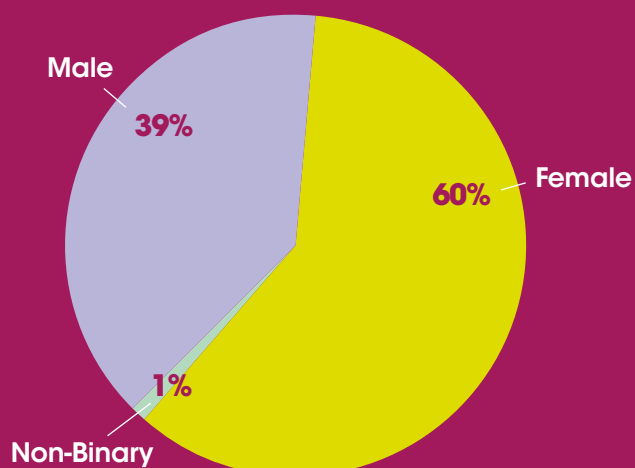
Age



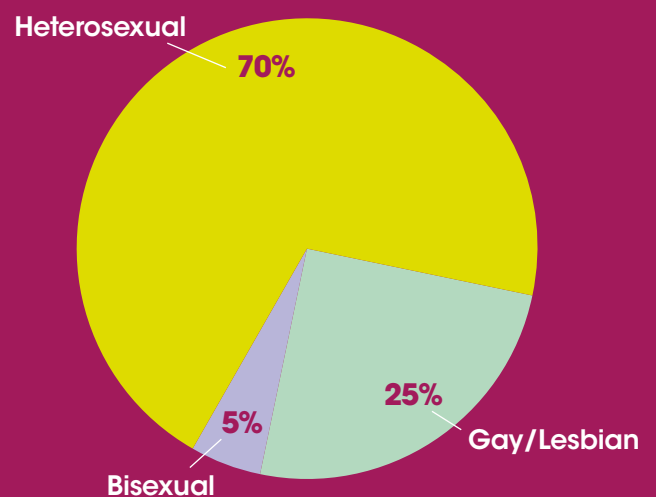
Ethnic Group



Gender



Sexuality *Data Not Collected for Long COVID



Equity, Diversity and Inclusion (EDI) Strategy and Action Plan

Following on from last year's Equity, Diversity and Inclusion (EDI) Report, we now have our first EDI Strategy and Action Plan. It sets out Brigstowe's commitment, vision and ambition to do more to create an inclusive society and workplace and outlines the commitments we are making over the next three years. This strategy is a 'live' document that can be adapted in line with the changing needs of our beneficiaries, volunteers, and the external environment.



For the full version of our EDI Strategy and Action Plan along with our EDI Policy, please scan this QR code or visit <https://www.brigstowe.org/about/our-values/>



YEAR 1 – 2023/24	YEAR 2 – 2024/25	YEAR 3 – 2025/26
• Launch the strategy and action plan within our networks and partnerships • Review internal data and that of our clinic partners to identify gaps in representation • Develop targets and include them in the business plan • Appoint staff and board champions • Review our recruitment process, ensuring we are incorporating positive action measures • Develop a plan for improving board diversity • Develop a calendar of cultural events to celebrate diversity • Regularly include EDI statements in communications • Consider how EDI is kept live through specialist training, our networks, and close partnership working	• Report on our progress and publish a summary in our annual report • Consider appointing additional champions for protected characteristics • Review the use of Equality Impact Assessments in our networks and other organisations and develop our own • Review all policies • Improve our recruitment process, and if necessary, appoint a partner to help increase applications from underrepresented people • Consider introducing maximum terms for trustees • Review our publicity materials • Develop and communicate a disability policy	• Review and revise strategy, targets and action plan • Evaluate the effectiveness of champions • Consider reviewing some policies annually through an EDI lens • Seek feedback from applicants on the recruitment process • Consider recruiting trustees living with other long-term health conditions • Amend and update the calendar of cultural events • 100% of events to be fully accessible

Advice and Support Service

Our Advice and Support Service can help with a range of matters from finances to housing to employment. The service can be accessed by anyone living with or affected by HIV as many times as they need. We offer a person-centred service, which can range from one-off advice to regular meetings for those who need ongoing support. We aim to improve the quality of life and independence of those we assist.



Number of service users: 156

Positive housing outcomes:

62 cases



Positive financial outcomes:

118 cases



Positive outcomes accessing rights and entitlements:

169 cases



Increased access to work:

11 cases



Obtained a total of

£79,145

through welfare benefits and grants

"If there was no Brigstowe, I don't know what I would have done, they're there to support people."

"She (support worker) worked a lot with me, very helpful and understanding. 10/10. I got the carpet down she was helping with, and my house never had gas or electricity, but she helped. It meant I had a working oven!"

"Before (accessing Brigstowe), I was sick and tried to apply for benefits and I was refused. Since my worker's support, I'm getting all the support I need which to me is a very good service."

”

Engagement Support Service

The Engagement Support Service launched in January 2022. The 2022 pilot was funded by the Rank Foundation and Bristol City Council, and the service has now moved into its second year with funding generously provided by Gilead and Bristol City Council Public Health.



Michael Engagement Support Worker

Engagement

25+ individuals

To date, the rate of engagement with clients is well above our objective of 25 individuals in the year ending December 2023.

- There have been 34 referrals into service since it launched in January 2022
- Of these, 10 were referred between January and March 2023, but a total of 19 have engaged within the same period. This is due to longer than expected periods before first contact is established, but good progress made thereafter

16 clients have become undetectable

Outcomes U=U (Undetectable = Untransmittable): Viral Load

More importantly, our primary objective of helping 60% of clients achieve an undetectable viral load is proving successful:

- Since the launch of the service in January 2022, at least 16 clients have become undetectable
- Of those, 9 were achieved between January and March 2023

Attendance

Nearly ALL clients have shown considerable improvements in attendance

Reports of Improved Wellbeing

A young, single mother came to the service reporting a debilitating daily phobia of taking her HIV medication, resulting in 2 hours per day typically spent staring at her tablets and feeling nauseous at the thought of taking them. A rare case of eligibility for injectable treatment has resulted in successful bi-monthly engagement and "worrying so little about my meds that I often forget I am even on them."

An older gay man from a low-income upbringing as the eldest of five finally overcame a lifetime's habit of putting other's welfare and dietary needs over his own, making positive weight gains, alleviating the pressures of being a carer, re-engaging with the clinic and taking his HIV medication after a gap of three years.

A young man with diagnosed ADHD, anxiety issues and alcohol misuse probably set our new record for the fastest conversion to undetectable and largest overall drop in viral load copies after restarting a meds following a four-year absence.

Migrant and Asylum Support Service

This is a specialist service for individuals living with HIV who are seeking asylum, experiencing immigration issues, or have been trafficked. We offer a safe, confidential, and supportive space and ongoing emotional and practical support.

Clients worked with: **22**



Outcomes

22
clients

- 4** clients were granted leave as a result of referring them to solicitors, helping to gather evidence for their cases, and contacting MPs to expedite cases
- 15** clients were supported in accessing education, volunteering, or employment
- 19** clients saw a reduction in poverty

"I feel sad that you are closing my file, but sad in a good way. I will never be able to thank you enough for everything that you did for me, and I will never forget you. The job that you guys do is life-changing, I went from a scared immigrant with no hope to a confident person with a future."

”

Positive Voices

This service encompasses a range of different programmes all designed and delivered with people living with HIV to help and support other people living with HIV. Learning to live with HIV can be difficult and even overwhelming at times. It can help to speak to someone who has been in the same position and experienced similar challenges. With the COVID-19 pandemic still having an undeniable impact during this reporting year, we are proud with what we have still been able to achieve. A huge thank you to all of our volunteer Peer Mentors for being so understanding and adaptable whilst maintaining their unwavering passion and dedication to supporting people living with HIV.

**positive
voices**

One-to-One Peer Mentoring

Our One-To-One Peer Mentoring Service enables individuals to meet regularly with a mentor who is living well with HIV. They can share experiences, provide emotional support, and discuss coping strategies in a safe and confidential space.

This year was especially exciting as we were able to recommence Clinic Peer Support at the HIV Clinic in Southmead Hospital. This service involves a peer mentor being present in a private room at the HIV Clinic offering peer support and taking referrals for Brigstowe and the Terrence Higgins Trust. We have a fortnightly presence and are working closely with the volunteers and clinicians to maximise referrals.



9

mentors

4

senior
mentors

3

HIV Clinic
mentors

Outcomes

17 mentees fully completed the mentoring programme

Nearly **50%** of clinic sessions attended resulted in a referral

"My ability to manage living well with HIV changed because I now know there is life after HIV. I used to be someone who skips medicines, and I was always sick, but now I'm happy and everything is going well."

– Peer Mentee

”

All In Peer Support Group

All In is our HIV Peer Support Group run in partnership with the Terrence Higgins Trust.

Following a consultation with our clients and volunteers, we implemented a series of changes to increase engagement with our All In programme. We are really happy to say that the take-up and attendance for these sessions have been excellent.



4

social
events

2

HIV-focused
sessions

67

attendees

"I was so glad to come on the trip. For me, this is an incredible opportunity to continue my social life in a new country."

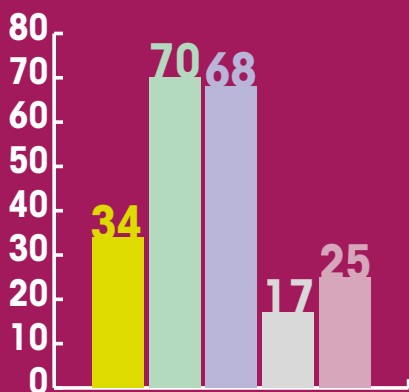
– Social Event Attendee

"I understand much more about U=U and am a lot more confident in this. I have shared this information with others, and this feels good."

– HIV-Focused Session Attendee

”

Peer Support Self-Reported Outcomes (One-to-One Peer Mentoring and All In Peer Support Group)



- 34** people reported an increase in confidence and self-esteem
- 70** people reported an improvement in their mood
- 68** people reported an increase in forming close supportive relationships and a reduction in isolation
- 17** people reported an increase in confidence in sharing their HIV status
- 25** people reported an increase in understanding of HIV and related issues

HIV Awareness Training

HIV-related stigma is one of the main challenges facing people living with HIV. This training busts myths, dispels fear, and educates participants so people living with HIV can live in a world that doesn't discriminate.

The training was delivered either digitally or face-to-face this reporting year. The delivery of digital training has been very successful, and all training has been well received. Sessions continue to be delivered with a Positive Speaker sharing their experiences of living with HIV.

12
sessions
delivered

Outcomes

94% of attendees reported an increase in knowledge on how to get an HIV test

88% of attendees reported an increase in knowledge and understanding of HIV issues

88% of attendees reported a positive change in attitude around HIV issues

"I will feedback to colleagues that this training is essential in Primary Care and the importance of being more conscious in phrasing and working around HIV."

– HIV Awareness Training Participant

"I am more aware of language and how to challenge other people's negative language and stigma. It really helped hearing real-life experiences rather than just facts and textbooks."

– HIV Awareness Training Participant

”

Common Ambition Bristol

Common Ambition Bristol (CAB) is a three-year community-powered project led by Brístowe and the African Voices Forum (AVF), working in partnership with Unity Sexual Health, Bristol City Council and the University of Bristol (UoB) to improve HIV and sexual health services for people of African and Caribbean heritage in Bristol.



Community Testing Service

We launched Bristol's only walk-in HIV and STI testing service dedicated to African and Caribbean heritage populations at Charlotte Keel Medical Centre in April 2022.

"If this clinic wasn't here, I wouldn't access services at all."

– Clinic Attendee

”

Outreach Work and Awareness-Raising

We implemented an outreach programme with 12 black-owned businesses, including barbers and community markets, with free provision of condoms and oral self-test kits, awareness raising, education, and myth-busting. So far, over 4,000 condoms have been distributed. We have hosted awareness-raising stalls at over 20 community events, including Life2020, Afrofest and the Black Business Showcase, and we have had multiple appearances on the radio, including Ujima, BCFM, BBC Bristol and BBC 1XTRA.



CAB Talk! Test! Protect! Film

'Talk! Test! Protect!' is a short film that we launched in October 2022 that was written by, filmed with, and produced by the community. The film aims to bust myths about HIV and sexual health. It stars members of the Common Ambition Team along with local actors and community members. We held an event called 'Cinema Jam' in collaboration with local community organisation DET to launch the film; the event increased clinic attendance by 300% that month!

You can watch the film on our website at www.commonambitionbristol.org.uk/videos.

"So proud of the work Aisha and her team are doing, the rest of the sector have to see the change it is having, and the impact will be felt for a long time."

– Dr Cindy Farmer, Unity Sexual Health

”



Stay updated with all of our news by following us on socials or visiting the website via the QR code or at www.commonambitionbristol.org.

Fundraising and Campaigns



2022-23 was another great year for fundraising. We would like to take this opportunity to thank all the individuals and organisations who have donated, raised funds, and volunteered to help us achieve this phenomenal total, which will help us to continue to meet the needs of people living with HIV and other long-term health conditions.



World AIDS Day 2022

1
headline
sponsor

Bristol Health Partners

6
events

2
community
fundraisers

Over £4,000 raised, a huge thank you to Don't Tell Your Mother and the Queenshilling for your amazing support

2
city
takeovers

2 community choirs raised over £1,000 at Broadmead shopping centre and Temple Meads station



We would like to pay tribute to all the individuals who had the courage to share their personal experiences during our 2022 World AIDS Day campaign.

Fast-Track Cities Bristol Initiative

We are now in Year 3 of our action plan for Fast-Track Cities (FTC) Bristol. FTC is a global initiative to end the AIDS epidemic by 2030. By being a Fast-Track City, Bristol commits to delivering on the following:

- Work to exceed the UNAIDS 95:95:95 HIV targets:



95% of people living with HIV knowing their status

95% of people with diagnosed HIV on treatment

95% of people on treatment with suppressed viral loads (undetectable)

- End new HIV infections in the city
- End HIV-related stigma and discrimination: Zero Stigma
- End preventable deaths from HIV-related causes
- Work to improve the health, quality of life and well-being of people living with HIV in the city

Bristol is Currently Achieving:

95% of people living with HIV knowing their status

99% of people with diagnosed HIV on treatment

98% of people on treatment with suppressed viral loads (undetectable)

Fast-Track City Bristol Tackling Stigma Work Group Achievements in Year 3:

- Successful launch of the first public U=U (Undetectable = Untransmittable) campaign
- Partnered with Bristol City Council's Adult Social Care Team to deliver three HIV Awareness training sessions to home care agencies
- Partnered with BNSSG Training Hub to deliver two HIV Awareness training sessions
- Partnered with Avon & Somerset Police to produce a mandatory e-learning module
- Designed a Bristol HIV Knowledge and Attitudes Survey and had two HIV-related questions included in the Bristol-wide Quality of Life Survey

Bristol's First U=U Campaign

This year saw the very first U=U public campaign in Bristol. Billboards covered the city from Bedminster to Church Road to Easton to Stokes Croft and Gloucester Road; there weren't many areas where you could not see one. In total, there were 33 external billboard sites and 100 posters in indoor venues.

Alongside this, we also had U=U messaging displayed at all bus stops.



The Peer Partnership

The Peer Partnership launched in November 2020 with the goal of taking the model of peer support that we have used for HIV since 2014 and applying it to other long-term health conditions and protected characteristics. Over the past year, we have undertaken new service delivery, consultancy work and training.



The Peer Partnership - Type 2 Diabetes Peer Mentoring

Our type 2 diabetes pilot ended in June 2023. This program saw peer mentors meet with individuals to share their experiences of living with the condition. The mentors provide mentees with the right information and support to help them learn more about type 2 diabetes and live well. Sessions have continued to be delivered with a blended approach of both digital and face-to-face. This year, in partnership with Sirona care & health, our peer mentors have been present at the course 'Living with Diabetes', delivered by Sirona care & health for people diagnosed with type 2 diabetes within the last 18 months. As part of the curriculum, our mentors shared their lived experience and provided support to the attendees.



19

mentors

Outcomes

71% of mentees reported an increased ability to maintain lifestyle changes

76% of mentees reported an increase in their knowledge of how to prevent problems with their health

95% of mentees reported increased confidence in being able to manage their diabetes

21

completed relationships

"My knowledge and understanding of diabetes, health and diet have increased significantly. I am better equipped to make decisions about food, which I wasn't, prior to having a mentor."

– Mentee

"Before the mentoring, I ate what I wanted, sugar and everything. [The mentor] has given me guidance on what to eat and what not to eat. I have lost 20kg through walking, being active and eating well. I take no sugar in tea or coffee now. I am aware that I am young, I have a long time to live with diabetes, and now I really understand it. The mentoring has also really helped me with my mental health. I have been isolated, and [the mentor] has helped me get out and into the community."

– Mentee

”

The Peer Partnership – Long COVID Peer Mentoring

Our Long COVID Peer Support Pilot started in November 2021 and ended in April 2023. It supported participants to accept their current circumstances and improve their knowledge, confidence, and ability to manage the condition independently through peer support workshops and structured peer support groups in partnership with Sirona care & health.

Sirona
care & health

120

participants

7

Peer Facilitator
volunteers

12

workshops
delivered

7

support groups
delivered

(each group consisted
of 6 sessions)

Outcomes

Workshops

94% found them useful in helping them understand their condition,

with **80%** saying they experienced considerable improvement in their knowledge of long COVID

100% would recommend the workshops to others in a similar situation

Support Groups

84% of participants saw an increase in their health-related quality of life following intervention,

with **58%** seeing an increase of over **10%**

"What I've taken from this session is that I am not isolated, that others have had their lives impacted, and that good people are helping us."

– Long COVID Workshop Attendee

”

The Peer Partnership – Consultancy

Step-Together Volunteering – We have supported the development of peer support for female ex-offenders in Manchester, including four days of consultancy and outside supervision for their peer support coordinator. Step Together was very happy with the service.

"The Peer Mentoring training delivered to our staff and volunteers was very well received, as well as the external supervision provided to our new Peer Support Coordinator. The drafting of our Terms of Service over several meetings enabled us to consider our needs every step of the way and we now have an extremely useful document to support our pilot programme, from recruitment and training through to delivery."

– Operations Manager, Step Together Volunteering



University of Bristol (UoB) – We began our consultancy contract with UoB in June 2022 to provide students who identify as trans or non-binary with one-to-one peer support at the university. We completed this consultancy contract with the University at the beginning of the academic year in September 2022 and this service is now running for students.

Homerton CoRe Services – We have supported NHS services in Hackney to implement our long COVID peer support model into their long COVID clinical services. As well as the successful translation of our model into these services, we have been nominated for an award for Best Place-Based Partnership and Integrated Care Award in the HSJ Awards 2023.

Bristol After Stroke – We started to support Bristol After Stroke to implement peer support for stroke survivors in July 2023. This program will translate our type 2 diabetes one-to-one support model into a model for people living with the impacts of having experienced a stroke. It will be going live in October 2023.

The Peer Partnership – Training

Core Peer Mentor Training – The Peer Partnership has provided seven core trainings within Brigstowe and three external core trainings with Step Together, Homerton Long COVID Clinic, and the University of Bristol. We also have two further trainings booked for Autumn 2023. A total of 50 days has been spent organising and delivering training.

External Workshops – We have developed a range of training workshops for professionals and begun to deliver them. These include:



How to Design Peer Support



Delivered three times since September 2022 with participants from 25 organisations



Boundaries in the VCSE Workplace



Delivered five times since April 2023 – two sold-out Eventbrite sessions and three organisation-specific trainings, three further bookings have been made



100% of participants would recommend the training to others in a similar role

We would like to take this opportunity to thank our funders



brigstowe⁺
positive change together

Brigstowe, Easton Community Centre,
Kilburn Street, Bristol, BS5 6AW

Tel: 0117 9555038

Web: www.brigstowe.org

Email: info@brigstowe.org

Twitter: @brigstoweinfo

Facebook: www.facebook.com/brigstowe

Registered Company No: 3107835

Registered Charity No: 1049945



Become a Friend of Brigstowe

Everyone needs friends and we at Brigstowe are no different.

Just £10 a month (the price of a cup of coffee a week) could be used to provide transport costs to one of our most destitute clients to access community services.

To donate please visit:

www.brigstowe.org/donate

Support people living with HIV and help raise awareness of HIV in Bristol by making a regular monthly donation to Brigstowe.

The Brigstowe Project

Reference and administrative details

For the year ended 31 March 2023

Company number	03107835																										
Charity number	1049945																										
Registered office and operational address	Easton Community Centre Kilburn Street Bristol England BS5 6AW																										
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: <table><tr><td>Matthew Areskog</td><td>appointed 1 September 2022 resigned 4 September 2023</td></tr><tr><td>Jonathan Downing</td><td>appointed 13 June 2022</td></tr><tr><td>Dominic Eastham</td><td></td></tr><tr><td>Vicky Harwood</td><td></td></tr><tr><td>David Henshaw</td><td></td></tr><tr><td>Jeremy Horwood</td><td></td></tr><tr><td>Mark Hubbard</td><td>appointed 13 June 2022</td></tr><tr><td>Carole Johnson</td><td>appointed 22 June 2022</td></tr><tr><td>Sheila Ollis</td><td></td></tr><tr><td>Diane Perry</td><td></td></tr><tr><td>Simon Purkiss</td><td></td></tr><tr><td>Alison Scott</td><td></td></tr><tr><td>Thomas Sharkey</td><td></td></tr></table>	Matthew Areskog	appointed 1 September 2022 resigned 4 September 2023	Jonathan Downing	appointed 13 June 2022	Dominic Eastham		Vicky Harwood		David Henshaw		Jeremy Horwood		Mark Hubbard	appointed 13 June 2022	Carole Johnson	appointed 22 June 2022	Sheila Ollis		Diane Perry		Simon Purkiss		Alison Scott		Thomas Sharkey	
Matthew Areskog	appointed 1 September 2022 resigned 4 September 2023																										
Jonathan Downing	appointed 13 June 2022																										
Dominic Eastham																											
Vicky Harwood																											
David Henshaw																											
Jeremy Horwood																											
Mark Hubbard	appointed 13 June 2022																										
Carole Johnson	appointed 22 June 2022																										
Sheila Ollis																											
Diane Perry																											
Simon Purkiss																											
Alison Scott																											
Thomas Sharkey																											
Chief executive officer	Rami Ghali																										
Bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH																										
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																										

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2023

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2023.

The Impact Report and the Reference and administrative details set out on pages 1-18 form part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, governance and management

The Brigstowe Project is a charitable company limited by guarantee. Its objects and powers are set out in the revised Memorandum and Articles of Association adopted on 28 November 2018.

The organisation is governed by a Board of Trustees.

New trustees are normally recruited through advertisements amongst the charity's service users and the wider community, as well as through existing members' professional and personal contacts. All appointments are based on the need for particular knowledge, skills and experience.

All trustees are members of the company. Membership of the company is open to anyone aged 18 years of age or over who lives or works in the South West of England and who is interested in promoting the objects of the charity.

The members of the company elect trustees at an annual general meeting, though trustees may co-opt additional trustees to hold office until the next annual general meeting. One third of trustees must retire at each annual general meeting, but a retiring trustee who remains qualified may be reappointed.

New trustees are provided with comprehensive information covering the charity and its work, together with the roles and responsibilities that they are expected to fulfil. Throughout their tenure, all trustees are encouraged to take part in relevant training and development events (funded by the charity as appropriate).

The trustees set the charity's policies and take all major strategic decisions. Day-to-day operational decision-making is delegated by the trustees to the Chief Executive Officer, who reports to the trustees.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Objectives and activities

The Brigstowe Project's objects are:

- To promote the welfare and good health of people living with long-term health conditions in Bristol and the surrounding areas, in particular but not limited to people living with HIV and related conditions, by the provision of support and assistance; and
- To advance the education of the general public: in all areas relating to long-term health conditions, in particular but not limited to HIV and related conditions, and to eliminate discrimination towards people, in particular but not limited to people living with HIV, on the grounds of race, gender, disability, sexual orientation or religion.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2023

At the date of signing this report, the Trustees have applied to the Charity Commission to broaden the charity's objects so that we can help even more people.

We aim to enhance the quality of life for people living with or affected by HIV and other long-term health conditions in the West of England. To achieve this, our strategic objectives are as follows:

- Help people living with HIV and other long-term health conditions increase and maintain their independence through responsive and relevant services;
- Educate people about HIV and challenge stigma and discrimination;
- Meet the changing needs of people living with HIV and other long-term health conditions in the West of England; and
- Secure the strength and sustainability of The Brigstowe Project into the future.

Plans for future periods

We have plans to develop and improve our services and activities. We want to help more people and to campaign for a more equal, tolerant and fair society.

During 2023/24 we will:

- Secure the financial sustainability of the organisation going forward. The majority of our funding includes no or very limited annual inflationary increases. This is compounded by some of our significant funding ending during 2023/24. We will work hard to find additional / replacement funding from a wide range of sources to ensure that we can continue to provide much needed services going forward;
- Begin implementing recommendations from a Pay & Rewards Review. The review was completed in June 2023 with assistance from an external consultant. In addition to benchmarking of staff salaries and other benefits, the review included recommendations regarding pay policies and procedures. The newly formed HR Subcommittee is tasked with making an implementation plan for the full Board of Trustees to consider;
- Engage in local authority commissioning processes related to the services we provide. It is likely that there will be several relevant commissioning processes during 2023/24 and 2024/25. We will invest time and resources to make high quality applications, in partnership with other organisations where appropriate, to maximise the chance of securing long term funding for our services;
- Continue to deliver and review our Equity, Diversity and Inclusion Strategy and Three Year Action Plan which is published on our website; and
- Continue to develop The Peer Partnership brand which we are using to deliver training, consultancy and service provision relating to peer support. In particular, we aim to promote and expand the services we offer, establishing The Peer Partnership as a hub for peer support in Bristol and the surrounding area. This work will be guided by our strategy and three year action plan for The Peer Partnership.

Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2023

Financial review

The charity made a surplus (net income) of £99,748 for the year (2022 - surplus of £109,957), with a surplus on unrestricted general funds of £7,363 (2022 – surplus of £84,873 including the £40,000 GSK IMPACT Award from The King's Fund).

The charity's financial position remains healthy. At the year end, short-term investments and cash totalled £613,957 (2022 - £424,340). Net current assets have increased to £549,895 (2022 - £449,352). Total funds at the year end were £554,145 (2022 - £454,397), including restricted funds of £374,891 (2022 - £282,506). It should be noted these funds include £166,551 (2022 - £153,941) of grant income recognised in advance of its budgeted expenditure on services after the year end.

The majority of our income is from government and institutional funders. The funders and the services they are funding are identified in notes 3, 4 and 5 of the financial statements.

The vast majority (2023 - 96%, 2022 - 87%) of the grants and donations we receive are restricted to particular services and purposes. Grants for services increased from £472,901 for the year to 31 March 2022 to £550,214 for the year to 31 March 2023. This was primarily due to increased funding received for Common Ambition Bristol and additional funding for the Engagement Support Service that commenced at the end of the previous year. Other grants and donations have remained relatively steady at £97,264 (2022 - £91,161), with support from the public remaining strong in the face of the cost of living crisis: donations including gift aid were £28,882 (2022 - £38,081). Income from individual donors and fundraising events supports services not fully funded by government or institutional funders.

Income from charitable activities has increased to £114,345 (2022 - £70,323), reflecting more earned under our contracts with Sirona Care & Health to provide peer support to people with Type 2 Diabetes and Long Covid. This income funds the provision of those services. Any surplus, together with income from non-charitable trading and interest on bank deposits provides valuable unrestricted funding to support the development of The Peer Partnership brand and pilot projects.

The charity had £411,215 (2022 - £270,978) of investments of cash on deposit at the year end. It is the trustees' policy to invest reserves that are not immediately required into low risk fixed-term cash deposits in order to generate interest income for the charity. Due to the short-term commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months. As well as rates of return, the trustees take social, environmental and ethical considerations into account when selecting deposit accounts for investment.

The principal risks and uncertainties facing the charity identified by the trustees and the related mitigations are:

- Retention and development of brilliant staff - we provide a staff thank you package and regularly review pay and benefits to ensure they remain competitive. We provide supervision and training opportunities to enhance staff skills. We maintain up-to-date job and work procedure descriptions to facilitate the rapid recruitment and induction of new staff.
- Insecurity of funding - we have developed a fundraising strategy and increased fundraising and application writing skills and capacity within the charity. We maintain reserves to fill short-term funding gaps.

These are not the only risks facing the charity. The trustees manage a risk register to monitor and manage risks.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2023

Reserves policy

'Free reserves' describes the charity's funds that are freely available to spend. It therefore excludes restricted funds (which may only be spent in accordance with the wishes of the relevant donors), any designated funds (which the trustees have committed to expend on particular assets or activities), or funds that could only be realised by disposing of fixed assets held for charity use.

The trustees view the charity's reserves as a 'buffer' to be employed in the event of unexpected costs or shortfalls in income. However, the level of reserves should not be excessive and unnecessarily limit the amount spent on charitable activities. Therefore, the trustees seek to balance the needs of future and current beneficiaries.

The trustees set the level at which reserves should be maintained after considering:

- the risks associated with each stream of income and expenditure being different from that budgeted;
- planned activity levels and working capital requirements;
- restricted funds available to spend on existing services;
- the charity's commitments to its beneficiaries, donors, staff and other parties; and
- the length of time reserves might be required to fund activities while alternative funding is sought or - should that prove impossible - an activity is reduced or discontinued in a planned and responsible fashion.

Since the charity is reliant on relatively few donors, the loss of any one is likely to result in a major impact on the charity's operations and beneficiaries. In addition, the trustees consider that the current economic climate and budgetary pressures being experienced by the charity's government funders increase the probability of a loss of funding and difficulties in securing new funding. In response to this increased funding risk, the trustees consider it prudent to maintain a higher reserve level than would be necessary in a more secure and stable funding environment.

The trustees have determined that there should be sufficient restricted or free reserves to cover between three and six months' expenditure for each service. Given the significant restricted funds available for the advice and support services, this means that free reserves – which exclude the value of fixed assets – should be between £138,000 and £276,000.

Free reserves as at 31 March 2023 were £176,866 (2022 - £169,329). This is within the target range. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2023

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 15 November 2023 and signed on their behalf by

TM Sharkey

Thomas Sharkey - Chair

Independent examiner's report

To the trustees of

The Brigstowe Project

I report to the trustees on my examination of the accounts of The Brigstowe Project (the charitable company) for the year ended 31 March 2023, which are set out on pages 25 to 42.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alison Godfrey

Date: 16 November 2023

Alison Godfrey FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

The Brigstowe Project

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Income from:					
Donations and legacies					
<i>Grants for services</i>	3	550,214	-	550,214	472,901
<i>Other grants and donations</i>	4	71,923	25,341	97,264	91,161
Charitable activities	5	-	114,345	114,345	70,323
Other trading activities	6	-	9,825	9,825	13,447
Investments		-	4,208	4,208	1,504
Total income		622,137	153,719	775,856	649,336
Expenditure on:					
Raising funds		-	22,084	22,084	18,916
Charitable activities					
<i>Advice and support service</i>		124,224	174	124,398	116,043
<i>Migrant advice and support service</i>		37,550	-	37,550	32,763
<i>Positive Voices</i>		143,768	-	143,768	127,082
<i>Peer support for non-HIV</i>					
<i>long-term conditions</i>		52	123,550	123,602	79,011
<i>Common Ambition Bristol</i>		165,846	-	165,846	144,025
<i>Engagement support service</i>		48,224	-	48,224	11,718
<i>Other charitable activities</i>		10,088	548	10,636	9,821
Total expenditure	8, 9	529,752	146,356	676,108	539,379
Net income and net movement in funds	10	92,385	7,363	99,748	109,957
Reconciliation of funds:					
Total funds brought forward		<u>282,506</u>	<u>171,891</u>	454,397	<u>344,440</u>
Total funds carried forward		<u>374,891</u>	<u>179,254</u>	<u>554,145</u>	<u>454,397</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 18 to the accounts.

The notes on pages 28 to 42 form part of these financial statements.

The Brigstowe Project
Registered company number 03107835
Balance sheet

As at 31 March 2023

	Note	£	2023 £	2022 £
Fixed assets				
Tangible assets	13		4,250	5,045
Current assets				
Debtors	14	39,236		74,848
Investments: cash equivalents on deposit		411,215		270,978
Cash at bank and in hand		202,742		153,362
			653,193	499,188
Liabilities				
Creditors: amounts falling due within 1 year	15	(103,298)		(49,836)
Net current assets			549,895	449,352
Net assets	17		554,145	454,397
Funds	18			
Restricted funds			374,891	282,506
Unrestricted funds				
General funds			179,254	171,891
Total charity funds			554,145	454,397

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 15 November 2023 and signed on their behalf by



Dominic Eastham - Treasurer

The notes on pages 28 to 42 form part of these financial statements.

The Brigstowe Project

Statement of cash flows

For the year ended 31 March 2023

	2023 £	2022 £
Cash used in operating activities:		
Net movement in funds	99,748	109,957
Adjustments for:		
Depreciation charges	1,420	1,682
Dividends, interest and rents from investments	(4,208)	(1,504)
Decrease in debtors	35,612	70,120
Increase / (decrease) in creditors	53,462	(43,381)
Net cash provided by operating activities	186,034	136,874
Cash flows from investing activities:		
Dividends, interest and rents from investments	4,208	1,504
Purchase of tangible fixed assets	(625)	-
Net cash provided by investing activities	3,583	1,504
Increase in cash and cash equivalents in the year	189,617	138,378
Cash and cash equivalents at the beginning of the year	424,340	285,962
Cash and cash equivalents at the end of the year	613,957	424,340
Cash and cash equivalents comprises:		
Investments: cash equivalents on deposit	411,215	270,978
Cash at bank and in hand	202,742	153,362
	613,957	424,340

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

The notes on pages 28 to 42 form part of these financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Brigstowe Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted general funds held by the charity. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds comprise income received to be used for particular restricted purposes specified by the donor or when funds are raised, less associated costs.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of entitlement is deferred until criteria for income recognition are met.

For grants without performance conditions, entitlement usually exists when a written offer of funding is received by the charity. However, where a funder has the right to suspend grant instalment payments, only the first instalment is recognised on the formal grant offer, with subsequent instalments recognised on receipt.

Grants are included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies (continued)

e) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Costs of raising funds are associated with generating income from all sources other than from undertaking charitable activities. They consist of the costs of identifying and applying for funding and the costs of other trading activities.

Charitable expenditure comprises the staff and other costs attributable to activities that contribute to the achievement of the charitable objects. Items of expenditure which contribute to the output of more than one activity are allocated to each of the activities based on estimated staff time.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the support costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These support costs have been allocated between expenditure on charitable activities based on the proportion of direct staff time by each activity as follows:

	2023	2022
Raising funds	1.5%	1.1%
Charitable activities		
<i>Advice and support service</i>	27.2%	31.3%
<i>Migrant advice and support service</i>	6.9%	8.2%
<i>Positive Voices</i>	26.9%	31.0%
<i>Peer support for non-HIV</i>	13.1%	10.7%
<i>long-term conditions</i>		
<i>Common Ambition Bristol</i>	12.5%	13.8%
<i>Engagement support service</i>	11.9%	3.9%

g) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

Fixed assets are reviewed for impairment where there are indications their service potential may be reduced. For example, an asset related to a specific activity will be reviewed for impairment when there are indications the activity may cease or be reduced.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies (continued)

h) Current asset investments

Current asset investments consist of cash held on deposit in interest bearing accounts. Such investments are measured at their fair value.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

l) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

m) Pension costs

The company operates a defined contribution pension scheme for its employees. The pension charge represents the amounts payable by the charity to the scheme in respect of the year. There are no further liabilities other than that already recognised in the statement of financial activities.

n) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2022 Total £
Income from:			
Donations and legacies			
<i>Grants for services</i>	472,901	-	472,901
<i>Other grants and donations</i>	16,079	75,082	91,161
Charitable activities	-	70,323	70,323
Other trading activities	-	13,447	13,447
Investments	-	1,504	1,504
Total income	488,980	160,356	649,336
Expenditure on:			
Raising funds	-	18,916	18,916
Charitable activities			
<i>Advice and support service</i>	116,043	-	116,043
<i>Migrant advice and support service</i>	32,763	-	32,763
<i>Positive Voices</i>	127,082	-	127,082
<i>Peer support for non-HIV</i>			
<i>long-term conditions</i>	20,221	58,790	79,011
<i>Common Ambition Bristol</i>	144,025	-	144,025
<i>Engagement support service</i>	11,718	-	11,718
<i>Other charitable activities</i>	12,044	(2,223)	9,821
Total expenditure	463,896	75,483	539,379
Net income and net movement in funds	25,084	84,873	109,957

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

3. Income from donations and legacies: grants for services

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Advice and support service				
Bristol City Council	79,460	-	79,460	86,174
Henry Smith Charity	31,532	-	31,532	20,370
North Somerset Council	8,228	-	8,228	8,240
South Gloucestershire Council	8,960	-	8,960	8,960
Bristol Wessex Billing Services Ltd	1,320	-	1,320	1,100
	<u>129,500</u>	<u>-</u>	<u>129,500</u>	<u>124,844</u>
Migrant advice and support service				
Garfield Weston Foundation	10,000	-	10,000	-
National Lottery Community Fund (Awards for All)	10,000	-	10,000	-
Wessex Water Community Fund	3,000	-	3,000	3,000
Quartet Foundation	-	-	-	5,000
Edward Gostling Foundation	-	-	-	5,000
Henry Smith Charity	7,737	-	7,737	8,532
Other charitable trusts	4,181	-	4,181	-
	<u>34,918</u>	<u>-</u>	<u>34,918</u>	<u>21,532</u>
Positive Voices				
National Lottery Community Fund	74,925	-	74,925	76,706
Henry Smith Charity	10,031	-	10,031	14,398
Bristol City Council	-	-	-	2,581
Sports England	-	-	-	10,000
South Gloucestershire Council	3,840	-	3,840	3,840
Bristol City Council Public Health	54,016	-	54,016	43,614
	<u>142,812</u>	<u>-</u>	<u>142,812</u>	<u>151,139</u>
Peer support for non-HIV long-term conditions				
Quartet Foundation	-	-	-	20,000
Engagement support service				
Gilead Sciences Ltd	44,000	-	44,000	-
Bristol City Council Public Health	18,984	-	18,984	5,386
	<u>62,984</u>	<u>-</u>	<u>62,984</u>	<u>5,386</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

3. Income from donations and legacies: grants for services (continued)

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Common Ambition Bristol				
The Health Foundation	<u>170,000</u>	<u>-</u>	<u>170,000</u>	<u>140,000</u>
Client Welfare				
Gilead Sciences Ltd	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Total income from grants for services	<u>550,214</u>	<u>-</u>	<u>550,214</u>	<u>472,901</u>

All income from grants for services in the prior period was restricted.

4. Income from donations and legacies: other grants and donations

	Restricted £	Unrestricted £	2023 Total £
Donations (including related gift aid)	3,554	25,328	28,882
Membership dues	-	13	13
Rank Foundation	8,719	-	8,719
Unity Sexual Health Project	50,000	-	50,000
Bristol Health Partners	<u>9,650</u>	<u>-</u>	<u>9,650</u>
Total income from other grants and donations	<u>71,923</u>	<u>25,341</u>	<u>97,264</u>

Prior period comparative:

	Restricted £	Unrestricted £	2022 Total £
Donations (including related gift aid)	3,000	35,081	38,081
Membership dues	-	1	1
Rank Foundation	13,079	-	13,079
The King's Fund GSK IMPACT Award	<u>-</u>	<u>40,000</u>	<u>40,000</u>
Total income from other grants and donations	<u>16,079</u>	<u>75,082</u>	<u>91,161</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

5. Income from charitable activities

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Positive Voices				
HIV awareness training	-	3,205	3,205	4,390
Peer support for non-HIV long-term conditions				
Sirona Care & Health	-	111,140	111,140	65,933
Total income from charitable activities	-	114,345	114,345	70,323

All income from charitable activities in the prior period was unrestricted.

6. Income from other trading activities

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Charges for facilities	-	121	121	1,627
Challenge event fees (Bristol 10k)	-	666	666	-
Other income generating activities	-	9,038	9,038	11,820
Total income from other trading activities	-	9,825	9,825	13,447

All income from other trading activities in the prior period was unrestricted.

7. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council, North Somerset Council, South Gloucestershire Council and the National Lottery to fund charitable activities. The total value of such grants in the period ending 31 March 2023 was £258,413 (2022: £245,501 from Bristol City Council, North Somerset Council, South Gloucestershire Council, the National Lottery and Sport England). There are no unfulfilled conditions or contingencies attaching to these grants in 2022/23.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

8. Total expenditure

	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2023 Total £
Costs of raising funds:				
Fundraising events and applications	18,037	1,737	2,310	22,084
Costs of charitable activities:				
Advice and support service	78,069	4,837	41,492	124,398
Migrant advice and support service	24,121	2,903	10,526	37,550
Positive Voices	86,890	15,716	41,162	143,768
Peer support for other long-term conditions	96,251	7,395	19,956	123,602
Common Ambition Bristol	46,598	100,143	19,105	165,846
Engagement support service	27,272	2,704	18,248	48,224
Other charitable activities	-	10,636	-	10,636
	359,201	144,334	150,489	654,024
Total expenditure	377,238	146,071	152,799	676,108
Prior period comparative				
	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2022 Total £
Costs of raising funds:				
Fundraising events and applications	15,902	1,664	1,350	18,916
Costs of charitable activities:				
Advice and support service	75,281	1,322	39,440	116,043
Migrant advice and support service	20,965	1,407	10,391	32,763
Positive Voices	79,393	8,602	39,087	127,082
Peer support for other long-term conditions	61,730	3,871	13,410	79,011
Common Ambition Bristol	45,573	81,036	17,416	144,025
Engagement support service	6,429	418	4,871	11,718
Other charitable activities	-	9,779	42	9,821
	289,371	106,435	124,657	520,463
Total expenditure	305,273	108,099	126,007	539,379

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

9. Support costs

	2023	2022
	Total	Total
	£	£
Support staff costs	95,498	73,489
Recruitment, training and other staff costs	1,995	387
Bookkeeping	1,311	2,438
Insurance	1,658	1,515
Premises costs	23,988	18,560
Office equipment and IT support	5,921	12,839
Photocopying, printing, stationery and postage	2,739	1,286
Telephone	3,398	2,496
Depreciation	1,420	1,682
Publicity	1,763	4,368
Networking and service development	1,025	-
Legal and professional fees	1,241	1,265
Other support costs	3,763	1,431
Fundraising consultants	2,310	1,350
Governance costs	4,769	2,901
	152,799	126,007

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

10. Net movement in funds

This is stated after charging:

	2023 £	2022 £
Depreciation	1,420	1,682
Independent examiner's remuneration:		
▪ Independent examination (excluding VAT)	<u>2,100</u>	<u>1,950</u>

11. Staff costs and numbers

Staff costs were as follows:

	2023 £	2022 £
Salaries and wages	414,815	340,438
Social security costs	33,192	18,717
Pension costs	<u>24,729</u>	<u>19,607</u>
	<u>472,736</u>	<u>378,762</u>

No employee earned more than £60,000 during the current or prior year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, Head of Operations and HIV Senior Advice and Support Worker. The total employee benefits of the key management personnel (including employer's pension and national insurance costs) were £112,500 (2022: £106,058).

	2023 No.	2022 No.
Average head count	<u>15.83</u>	<u>13.75</u>

12. Taxation

The charity is exempt from corporation tax as all its income is applied for charitable purposes.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

13. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2022	16,844	3,870	20,714
Additions	<u>625</u>	<u>-</u>	<u>625</u>
At 31 March 2023	<u>17,469</u>	<u>3,870</u>	<u>21,339</u>
Depreciation			
At 1 April 2022	12,619	3,050	15,669
Charge for the year	<u>1,213</u>	<u>207</u>	<u>1,420</u>
At 31 March 2023	<u>13,832</u>	<u>3,257</u>	<u>17,089</u>
Net book value			
At 31 March 2023	<u>3,637</u>	<u>613</u>	<u>4,250</u>
At 31 March 2022	<u>4,225</u>	<u>820</u>	<u>5,045</u>

14. Debtors

	2023 £	2022 £
Accrued income	32,795	69,999
Prepayments	4,334	3,099
Other debtors	<u>2,107</u>	<u>1,750</u>
	<u>39,236</u>	<u>74,848</u>

15. Creditors : amounts due within 1 year

	2023 £	2022 £
Trade creditors	3,097	1,043
Accruals	17,881	18,438
Other taxation and social security	8,878	15,193
Other creditors	53,564	5,229
Deferred income (see note 16)	<u>19,878</u>	<u>9,933</u>
	<u>103,298</u>	<u>49,836</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

16. Deferred income

	2023 £	2022 £
At 1 April 2022	9,933	44,480
Deferred during the year	19,878	9,933
Released during the year	<u>(9,933)</u>	<u>(44,480)</u>
At 31 March 2023	<u>19,878</u>	<u>9,933</u>

Deferred income relates to contract income received by The Brigstowe Project in advance of provision of service and grant funds received where early spend is prohibited by the grant agreement wording.

17. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	1,862	2,388	4,250
Current assets	398,407	254,786	653,193
Current liabilities	<u>(25,378)</u>	<u>(77,920)</u>	<u>(103,298)</u>
Net assets at 31 March 2023	<u>374,891</u>	<u>179,254</u>	<u>554,145</u>
Prior period comparative			
	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	2,483	2,562	5,045
Current assets	306,948	192,240	499,188
Current liabilities	<u>(26,925)</u>	<u>(22,911)</u>	<u>(49,836)</u>
Net assets at 31 March 2022 (restated)	<u>282,506</u>	<u>171,891</u>	<u>454,397</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

18. Movements in funds

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
Restricted funds					
Information, advice and support services	132,548	167,972	(161,628)	-	138,892
Local Sustainability	1,676	-	(419)	-	1,257
Positive Voices funds	86,694	142,812	(139,864)	-	89,642
Common Ambition Bristol	53,513	170,000	(165,356)	-	58,157
Client Welfare	341	10,000	(10,088)	-	253
North Somerset capital grant	8	-	(2)	-	6
Engagement support	6,884	71,703	(48,172)	-	30,415
HIV awareness and stigma reduction	-	50,000	(4,223)	-	45,777
Other restricted funds	842	9,650	-	-	10,492
Total restricted funds	282,506	622,137	(529,752)	-	374,891
Unrestricted funds					
General funds	171,891	153,719	(146,356)	-	179,254
Total unrestricted funds	171,891	153,719	(146,356)	-	179,254
Total funds	454,397	775,856	(676,108)	-	554,145

Purposes of restricted funds

Information, advice and support services

For the provision of the advice and support service and the migrant advice and support service, including appropriate contributions to the charity's overheads. This fund is the amalgamation of two funds reported separately in earlier years: the housing-related support fund and the information and advice, and the migrant advice and support services fund. Following the merger of the housing-related support service and information and advice service on 1 April 2018, there is no longer any substantive difference between the two funds.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

18. Movements in funds (continued)

Purposes of restricted funds

Local Sustainability	To help The Brigstowe Project become more sustainable by reviewing and transforming the organisation's operating models. The grant has been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Positive Voices funds	For the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.
Common Ambition Bristol	To support the charity's work with people of African and Caribbean heritage to reduce HIV transmission in Bristol. This project is supported by the Health Foundation, committed to bringing about better health and health care for people in the UK.
Client Welfare	For the provision of emergency support for clients living with HIV. Support provided includes emergency payments for living expenses and the provision of laptops, mobiles and data packages.
North Somerset capital grant	The North Somerset Capital Grant fund is for capital expenditure and the provision of the charity's premises and facilities. This grant has now been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Engagement support	Funding for the salary and development of a member of staff to work with clients that have stopped engaging with HIV treatment.
HIV awareness and stigma reduction	Funding for work related to HIV testing, promoting PrEP, Common Ambition Bristol and other HIV awareness raising and stigma reduction work.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2023

18. Movements in funds (continued)

Prior period comparative

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
Restricted funds					
Information, advice and support services	132,844	149,376	(149,672)	-	132,548
All in	10,260	-	-	(10,260)	-
Local Sustainability	2,235	-	(559)	-	1,676
Positive Voices funds	26,295	151,139	(128,087)	37,347	86,694
HIV Awareness Raising	27,087	-	-	(27,087)	-
Common Ambition Bristol	57,848	140,000	(144,335)	-	53,513
Covid-19 Client Welfare	-	10,000	(9,659)	-	341
North Somerset capital grant	11	-	(3)	-	8
Engagement support	-	18,465	(11,581)	-	6,884
Non-HIV peer support development	-	20,000	(20,000)	-	-
Other restricted funds	842	-	-	-	842
Total restricted funds	257,422	488,980	(463,896)	-	282,506
Unrestricted funds					
General funds	87,018	160,356	(75,483)	-	171,891
Total unrestricted funds	87,018	160,356	(75,483)	-	171,891
Total funds	344,440	649,336	(539,379)	-	454,397

19. Related party transactions

There was no trustee remuneration in the current or prior period.

Two trustees were reimbursed £73 for travel expenses (2022 - £Nil).

Management used £50 (2022 - £215) of charity funds to purchase small gifts of appreciation for each of the trustees.

Details of key management remuneration is disclosed in Note 11.

THE BRIGSTOWE PROJECT

England & Wales - Charity number 1049945

Accounts

Company no. 03107835
Charity no. 1049945

The Brigstowe Project
Report and Unaudited Financial
Statements
31 March 2022

The Brigstowe Project

Reference and administrative details

For the year ended 31 March 2022

Company number	03107835																														
Charity number	1049945																														
Registered office and operational address	Easton Community Centre Kilburn Street Bristol England BS5 6AW																														
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: <table><tr><td>Matthew Areskog</td><td>appointed 1 September 2022</td></tr><tr><td>Jonathan Downing</td><td>appointed 13 June 2022</td></tr><tr><td>Dominic Eastham</td><td></td></tr><tr><td>Vicky Harwood</td><td></td></tr><tr><td>David Henshaw</td><td></td></tr><tr><td>Jeremy Horwood</td><td></td></tr><tr><td>Mark Hubbard</td><td>appointed 13 June 2022</td></tr><tr><td>Carole Johnson</td><td>appointed 22 June 2022</td></tr><tr><td>Sheila Ollis</td><td></td></tr><tr><td>Diane Perry</td><td></td></tr><tr><td>Simon Purkiss</td><td></td></tr><tr><td>Alison Scott</td><td></td></tr><tr><td>Thomas Sharkey</td><td></td></tr><tr><td>Henroy Brown</td><td>resigned 2 March 2022</td></tr><tr><td>Jane Nicholls</td><td>resigned 30 June 2021</td></tr></table>	Matthew Areskog	appointed 1 September 2022	Jonathan Downing	appointed 13 June 2022	Dominic Eastham		Vicky Harwood		David Henshaw		Jeremy Horwood		Mark Hubbard	appointed 13 June 2022	Carole Johnson	appointed 22 June 2022	Sheila Ollis		Diane Perry		Simon Purkiss		Alison Scott		Thomas Sharkey		Henroy Brown	resigned 2 March 2022	Jane Nicholls	resigned 30 June 2021
Matthew Areskog	appointed 1 September 2022																														
Jonathan Downing	appointed 13 June 2022																														
Dominic Eastham																															
Vicky Harwood																															
David Henshaw																															
Jeremy Horwood																															
Mark Hubbard	appointed 13 June 2022																														
Carole Johnson	appointed 22 June 2022																														
Sheila Ollis																															
Diane Perry																															
Simon Purkiss																															
Alison Scott																															
Thomas Sharkey																															
Henroy Brown	resigned 2 March 2022																														
Jane Nicholls	resigned 30 June 2021																														
Chief executive officer	Rami Ghali																														
Bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH																														
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																														

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2022.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, governance and management

The Brigstowe Project is a charitable company limited by guarantee. Its objects and powers are set out in the revised Memorandum and Articles of Association adopted on 28 November 2018.

The organisation is governed by a Board of Trustees.

New trustees are normally recruited through advertisements amongst the charity's service users and the wider community, as well as through existing members' professional and personal contacts. All appointments are based on the need for particular knowledge, skills and experience.

All trustees are members of the company. Membership of the company is open to anyone aged 18 years of age or over who lives or works in the South West of England and who is interested in promoting the objects of the charity.

The members of the company elect trustees at an annual general meeting, though trustees may co-opt additional trustees to hold office until the next annual general meeting. One third of trustees must retire at each annual general meeting, but a retiring trustee who remains qualified may be reappointed.

New trustees are provided with comprehensive information covering the charity and its work, together with the roles and responsibilities that they are expected to fulfil. Throughout their tenure, all trustees are encouraged to take part in relevant training and development events (funded by the charity as appropriate).

The trustees set the charity's policies and take all major strategic decisions. Day-to-day operational decision-making is delegated by the trustees to the Chief Executive Officer, who reports to the trustees.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Objectives and activities

The Brigstowe Project's objects are:

- To promote the welfare and good health of people living with long-term health conditions in Bristol and the surrounding areas, in particular but not limited to people living with HIV and related conditions, by the provision of support and assistance; and
- To advance the education of the general public: in all areas relating to long-term health conditions, in particular but not limited to HIV and related conditions, and to eliminate discrimination towards people, in particular but not limited to people living with HIV, on the grounds of race, gender, disability, sexual orientation or religion.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

We aim to enhance the quality of life for people living with or affected by HIV and other long-term health conditions in the West of England. To achieve this, our strategic objectives are as follows:

- Help people living with HIV and other long-term health conditions increase and maintain their independence through responsive and relevant services;
- Educate people about HIV and challenge stigma and discrimination;
- Meet the changing needs of people living with HIV and other long-term health conditions in the West of England; and
- Secure the strength and sustainability of The Brigstowe Project into the future.



Impact Report 2021 / 2022





Vision

A world where people living with HIV and other long-term health conditions live long and healthy lives, free from poverty, stigma, prejudice and discrimination.



Mission

To enhance the quality of life for people living with HIV and other long-term health conditions.



Values

- **Inclusive**
- **Respectful**
- **Non-Judgemental**
- **Person-Centred**
- **Responsive**



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brigstowe

positive change together

An Overview from our CEO – Rami Ghali

The last year has been eventful and exciting, including the launch of several new services and national recognition for Brigstowe's work.

The year started well with news from the National Lottery Community Fund that they had awarded us a further five-year grant towards: our HIV peer mentoring; HIV awareness training and general awareness raising; and our peer support group. We're very grateful for the certainty this gives us to continue to develop these services. One of the first changes we made, in consultation with people living with HIV, was to train HIV positive "Peer Facilitators" to start running our "All In" peer support group sessions.

In January 2022, we launched a new year-long pilot of an Engagement Support Service working closely with HIV clinicians at Southmead Hospital. The worker provides support to people living with HIV who are experiencing difficulties in adhering to their prescribed medication or attending appointments. We are grateful to the Rank Foundation and Bristol City Council Public Health Team who are funding this service.



After a great deal of partnership and co-production work, our Common Ambition Bristol (CAB) project interventions went live at the end of this financial year (April 2022). The project aims to increase HIV testing and reduce HIV stigma amongst African & Caribbean heritage communities. You can find more information at www.commonambitionbristol.org.uk.

There has been a lot to celebrate this year. In January 2022, we found out that Brigstowe was one of ten organisations from around the UK who won the GSK Impact Awards 2022. Find out more about this further on in this report.



Shortly afterwards in March 2022, we marked Brigstowe's 25th Anniversary (belated due to COVID) with a wonderful celebration looking back at the many developments over the years and the outstanding contribution of staff, volunteers and trustees.



The Peer Partnership (www.peerpartnership.org) is our new brand, delivering services and providing consultancy to other organisations around peer support. In January 2022, we set up our Long COVID peer support service, working in partnership with Sirona Care & Health to provide peer support groups and workshops. We are also continuing to develop our mentoring service for people with Type 2 diabetes, also in partnership with Sirona Care & Health. We also have several consultancy projects underway with a lot of interest in the services we can provide.

Brigstowe are committed to promoting Equity, Diversity and Inclusion (EDI) in all aspects of our work and also in wider society. In order to do this, from October 2021 to May 2022 we carried out an EDI audit with the support of an external consultant funded by Lloyds Bank Foundation. For more information, please see pages 6 and 7. We are now planning to complete and publish an EDI Strategy which includes a three-year action plan.

We have had more staff and trustee changes during this year than previous years. We've welcomed four new members of staff, said a fond farewell to Annie Pollock who retired in June 2021, and also said goodbye to two trustees (Henroy Brown and Jane Nicholls) whose contribution has been greatly valued.

We're excited about what the future holds.

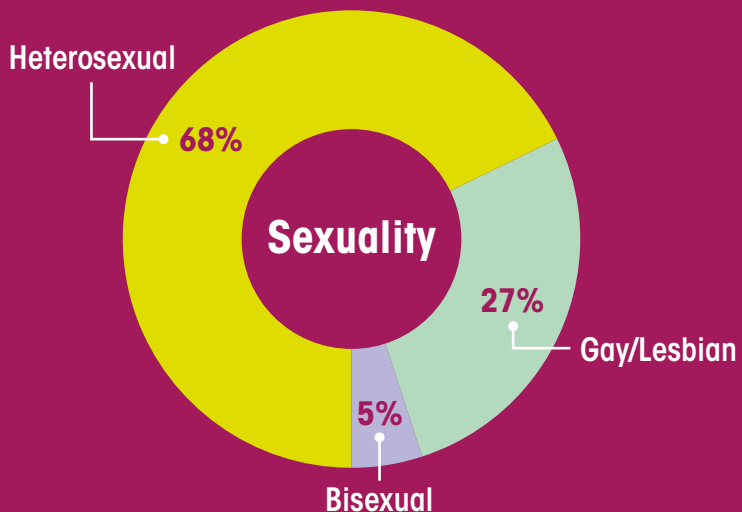
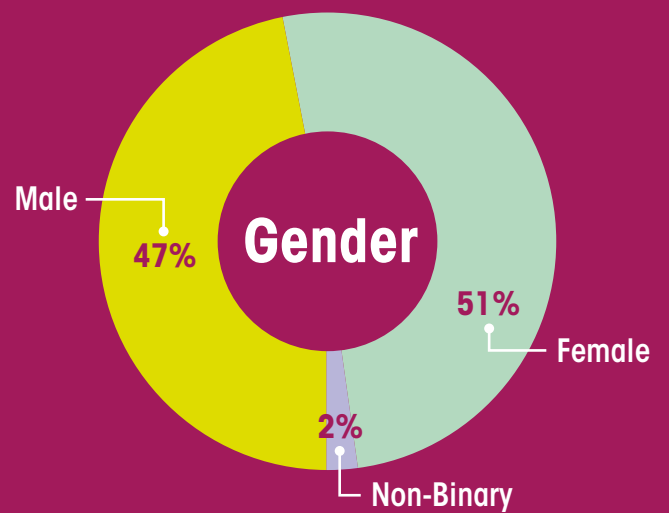
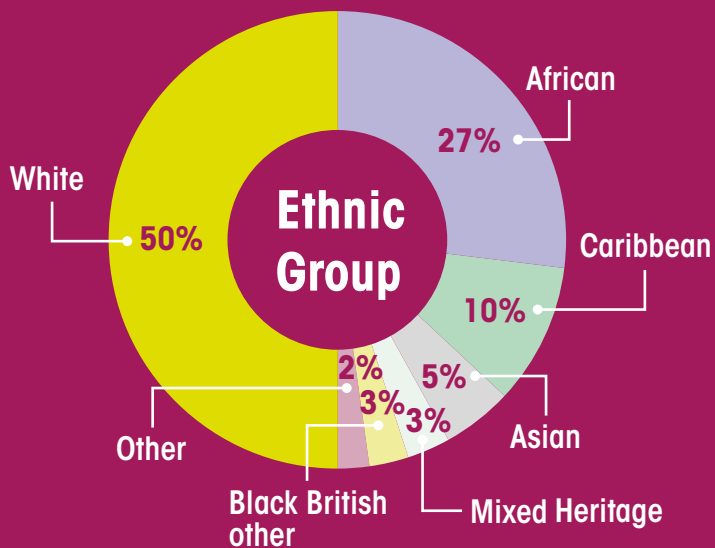
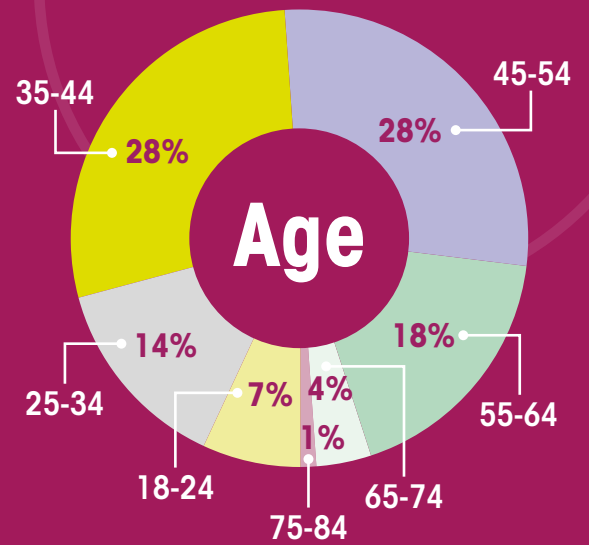
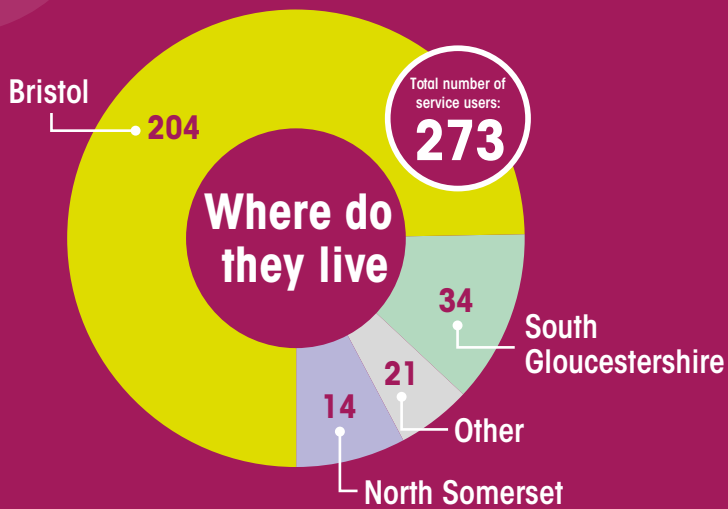
I would like to end by saying a big thank you to all our staff, volunteers, trustees, clients, partners and funders on whom we depend and who enable us to achieve our goals.



Rami Ghali, Chief Executive Officer



Who are our Service Users



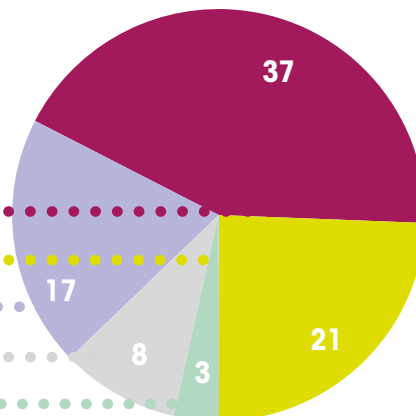
Equity, Diversity and Inclusion Report 2022

From November 2021 to May 2022, Brigstowe undertook an Equity, Diversity and Inclusion (EDI) review of our organisation as a whole. Equity, Diversity, and Inclusion is important in all of the work Brigstowe does and we want to make sure we are doing all that we can in this very important area. If you were one of the 89 people who completed the survey or one of the people who attended the two focus groups we want to say a big THANK YOU. We really appreciate you taking the time to share your thoughts and experiences.

Participants

As part of our EDI review, we released a survey to all our clients, volunteers, trustees, and staff. We received a total of 89 responses.

- **37 Clients**
- **21 Staff & trustees**
- **17 Volunteers**
- **8 Volunteers who are also clients**
- **3 Prefer not to say**



Learning from Survey

92%

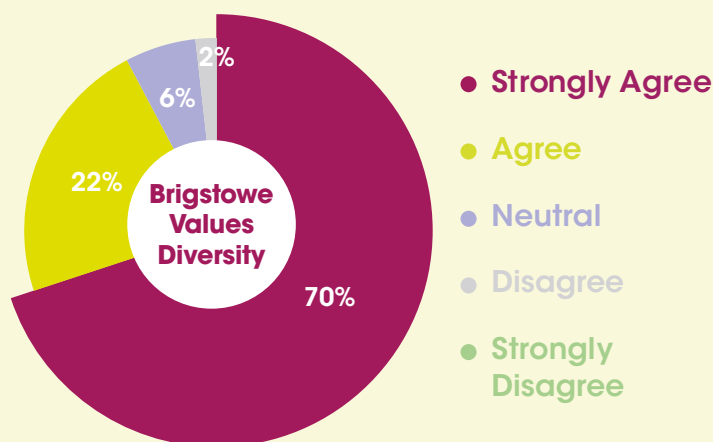
Think Brigstowe Values Diversity

87%

Think Brigstowe Values My Identity

82%

Think Brigstowe Offers Equal Opportunity

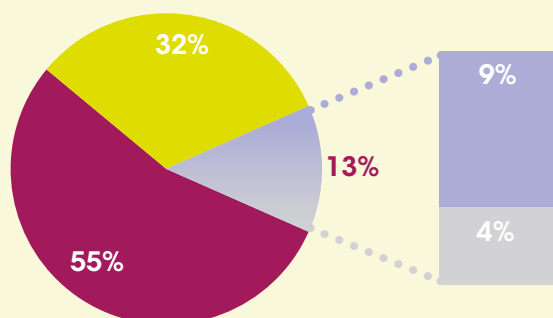


"Brigstowe definitely makes everyone feel welcome and does a good job of this. They obviously take time to think about how to make sure they are inclusive as an organisation."

Volunteer, 2022

Our survey participants overwhelmingly view Brigstowe as valuing diversity, valuing the personal identities of the individual, and offering equal opportunities for people to advance their lives.

Brigstowe Values My Unique Identity



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

EQUITY

The quality of being fair and impartial

brigstowe

positive change together

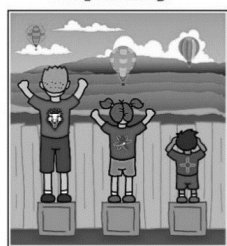
DIVERSITY

Including people from a range of different backgrounds

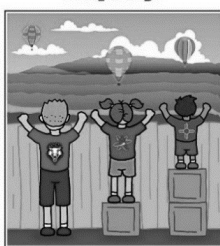
INCLUSION

The action of including or being included in a group or structure

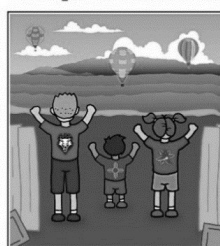
Equality



Equity



Empowerment



Room for Improvement

We were really pleased to hear you feel Brigstowe are doing well, but we also recognize we still have work to do in this very important area, as some of you said:

- **You're doing a great job, though would like to see ALL types of diversity take the lead on events you are doing**
- **Ensure staff and volunteer roles are advertised as widely as possible to encourage diverse applications**
- **Include diversity training as part of induction of volunteers**
- **Focused work to be done for the organisation to be more trans-inclusive**

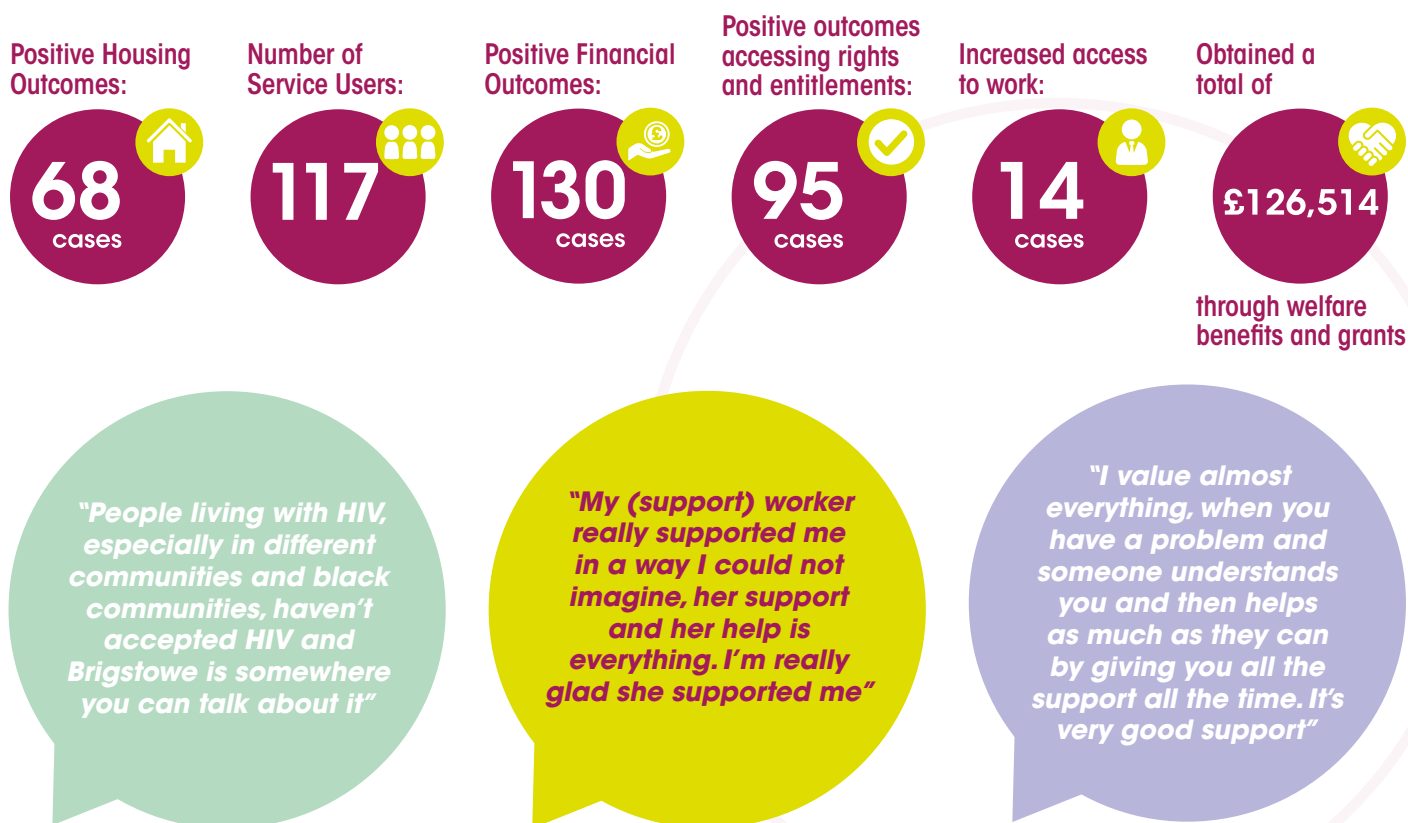
"As a married HIV+ heterosexual male, I don't seem to see much information relating to me."

Client, 2022

We are busy writing a **strategy** and detailed **action plan** to help us progress in equity, diversity and inclusion for all our clients, volunteers and members of staff. We really value the constructive feedback we have received which will inform this process.

Advice and Support Service

Our advice and support service can help with a range of matters from financial to housing to employment and other issues. The service can be accessed by anyone living with or affected by HIV as many times as they need. We offer a person-centred service, which can range from one-off advice to regular meetings for those who need ongoing support. Our aim is to improve the quality of life and independence of those we assist.



Engagement Support Service A brand new service!

Following consultation between Brigstowe and the Brecon Unit (Southmead Hospital's HIV department), a need was identified to create a holistic support service for patients with a regular pattern of non-attendance or non-adherence to medication, resulting in non-suppressed viral load. Funding for a 12-month pilot project was obtained through the combined generosity of Bristol City Council's Public Health Team and The Rank Foundation.

The resulting Engagement Support Service at Brigstowe works closely with Brecon to address the hurdles clients face in engaging with their HIV treatment. These are often not directly related to their HIV treatment. Housing, substance misuse, financial pressures, stigma, accessibility, and mental health are just some of the wide-ranging factors we work closely with clients to overcome. The aim of the service is to improve the individual's attendance at clinic and ultimately achieve an undetectable viral load through consistent adherence to medical treatment.



Migrant and Asylum Support Service

This is a specialist service for individuals seeking asylum, experiencing immigration issues or who have been trafficked and are living with HIV. This service offers a safe, confidential and supportive space and can offer ongoing emotional and practical support.



"They have granted my leave!!!! I am thrilled, it has been a long road but now it is over. I want to thank you for all the help you have given me, I know for a fact that without your assistance we would still be fighting for my immigration status. Thank you is such a little word, it doesn't seem anywhere near big enough for all the support and help you have given us in our very dark times. Thank you from the bottom of our hearts for getting our lives back."

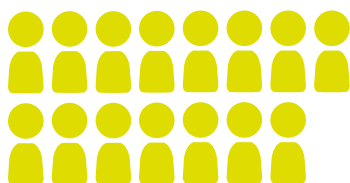
positive voices

Positive Voices

This service encompasses a range of different programmes all designed and delivered with people living with HIV to help and support other people living with HIV. Learning to live with HIV can be difficult and even overwhelming at times. It can help to speak to someone who has been in the same position and experienced similar challenges. With the COVID-19 pandemic still having an undeniable impact during this reporting year, we are proud of what we have still been able to achieve. A huge thank you to all of our volunteer Peer Mentors for being so understanding and adaptable whilst maintaining their unwavering passion and dedication to supporting people living with HIV.

One-to-One Peer Mentoring

This service allows individuals to meet regularly with a mentor who is living well with HIV. They can share experiences, provide emotional support and discuss coping strategies, all in a safe and confidential space.



15 mentors



4 senior mentors



4 new mentors recruited



4 mentors attended the National Conference of People Living with HIV & the National Peer Mentor Development Day



"I was a bit lost, and now I feel like I'm back on track with making decisions and being comfortable with my status because of all the tips, support and options I was given."

Peer Mentee

CHIVA (Children's HIV Association) worked in partnership with Southmead Hospital's HIV clinicians to launch a unique service for young people transitioning from paediatrics to adult care. The Youth Clinic runs quarterly, and Brigstowe trained a young adult as a Peer Mentor to contribute to the support available at the Clinic.



"The workshop helped me to be able to open up when I am dating as well as helping me think about when to disclose or not"

HIV & Dating Workshop Attendee

"All In" Peer Support Group

All In is our HIV peer support group which is run in partnership with THT (Terrence Higgins Trust).



6 Peer Facilitators recruited



2 Social Events



4 Skills-Based Workshops



2 HIV-Focused Sessions

Peer Support Self-Reported Outcomes (One-to-One Peer Mentoring and "All In" Peer Support Group):



Reported an increase in confidence and self-esteem
- **28 people**



Reported an increase in forming close supportive relationships and a reduction in isolation - **26 people**



Reported an increase in confidence in sharing their HIV status - **10 people**



Reported an increase in skills or knowledge - **16 people**



Reported an increase in understanding of HIV and related issues - **12 people**

HIV Awareness Training

HIV-related stigma is one of the main challenges facing people living with HIV. Involving those with lived experience sharing their story, this training busts many myths, dispels fear and educates participants so people living with HIV can live in a world that doesn't discriminate. In response to the pandemic, we developed a digital training offer. Training was delivered either digitally or face-to-face this reporting year. Delivery of digital training has been very successful and all training has been well received. Sessions continue to be delivered with a Positive Speaker sharing their experiences of living with HIV.

10
sessions
delivered

96%

of attendees reported an increase in knowledge on how to get an HIV test

93%

of attendees reported an increase in knowledge and understanding of HIV issues

93%

of attendees reported a positive change in attitude around HIV issues

"The speaker was able to share their personal experience as well as more nuanced options pertaining to the stigma against HIV/AIDS that allowed me to understand how it can negatively impact people's lives - including those who do not have HIV"

HIV Awareness Training
Participant

The Peer Partnership

The Peer Partnership launched in November 2020, with the goal of taking the model of peer support that we have used for HIV over the past 7 years, and applying this approach to other long-term health conditions and protected characteristics. This past year we have undertaken new service delivery, consultancy work and training.

Please contact info@peerpartnership.org if you would like to know more about the services we can offer.

The Peer Partnership

Lived experience improving lives

Service Delivery Type 2 Diabetes Peer Mentoring

Our Type 2 diabetes peer mentors meet with individuals to share their own experience of living with the condition. They provide them with the right information and support to help them learn more about Type 2 diabetes and live well. Sessions have continued to be delivered by a blended approach, i.e. digital and face-to-face. In partnership with Sirona Care & Health, this year our peer mentors have started having a presence at the Type 2 diabetes course 'Living with Diabetes'. These are delivered by Sirona Care & Health to people diagnosed with Type 2 diabetes within the last 18 months. This past year we have undertaken service delivery (Type 2 Diabetes and Long COVID), consultancy work and training.



Sirona
care & health

21

**completed
relationships**



6

**new mentors
recruited**



19

**current
mentors**



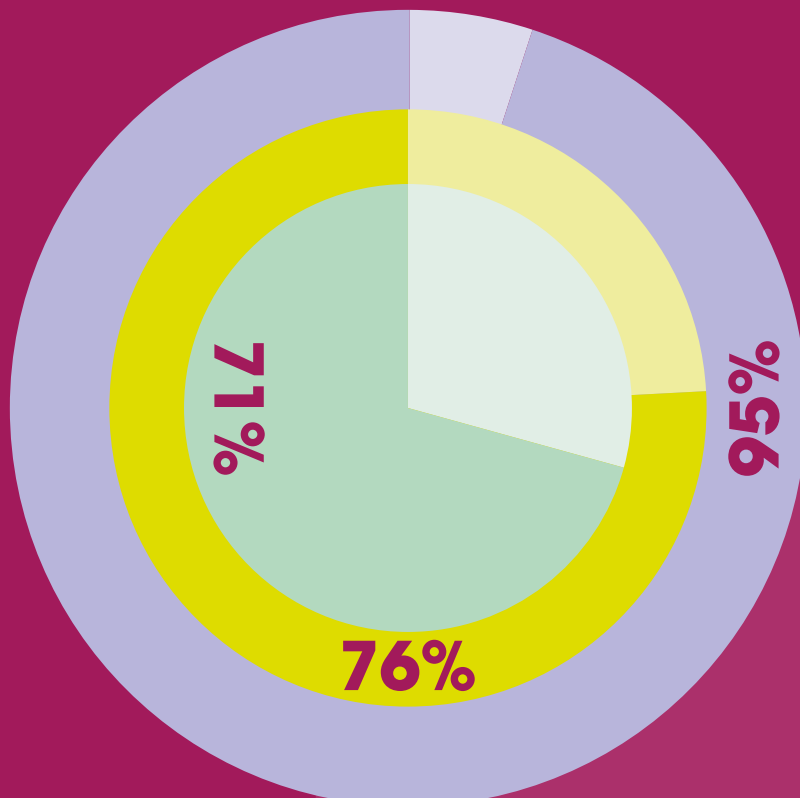
"My knowledge and understanding around diabetes, health and diet has increased significantly. I am better equipped to make decisions about food, which I wasn't prior to having a mentor"

Mentee

"Before the mentoring I ate what I wanted, sugar and everything. XXX [mentor] has given me guidance on what to eat and not to eat. I have lost 20kg through walking, being active and eating well. I take no sugar in tea or coffee now. I am aware that I am young, I have a long time to live with diabetes, and now I really understand it. The mentoring has also really helped me with my mental health, I have been isolated and XXX [mentor] has helped me get out and go into the community"

Mentee

Type 2 Diabetes Peer Mentoring - Outcomes



71% of mentees reported an increased ability to maintain lifestyle changes

76% of mentees reported an increase in their knowledge of how to prevent problems with their health

95% of mentees reported increased confidence in being able to manage their diabetes

Service Delivery

Long COVID – Our Long COVID service started in November 2021, and went live in February 2022, following a 3-month lead-in period. We are now providing peer support workshops and structured peer support groups in partnership with Sirona Care & Health. This contract runs until January 2023, with the possibility of extension.

The logo for Sirona care & health, featuring the word 'Sirona' in a large, stylized purple font, with 'care & health' in a smaller, lowercase purple font below it.

"What I've taken from this session is that I am not isolated, that others have had their lives impacted, that good people are helping us."

Long COVID
Workshop Attendee

Consultancy

Step Together Volunteering - We have supported the development of peer support for female ex-offenders in Manchester, including 4 days of consultancy and outside supervision for their peer support coordinator. Step Together were very happy with the service.

"The Peer Mentoring training delivered to our staff and volunteers was very well received, as well as the external supervision provided to our new Peer Support Coordinator. The drafting of our Terms of Service over several meetings enabled us to consider our needs every step of the way and we now have an extremely useful document to support our pilot programme, from recruitment and training, through to delivery."

Operations Manager, Step
Together Volunteering

University of Bristol – We began our consultancy contract with UoB in June 2022 to provide students who identify as trans or non-binary with one-to-one peer support at the university. We have completed focus groups and will be helping university staff to develop the service.

Training

The Peer Partnership has provided 6 core training sessions within Brigstowe and 1 external core training (Step Together), with an additional 1 internal (Long COVID), and 1 external (University of Bristol) planned before September 2022. A total of 36 days has been spent organising and delivering training.



Common Ambition Bristol

Common Ambition Bristol (CAB) is a 3-year community-powered project led by Brigstowe and the African Voices Forum (AVF), working in partnership with Unity Sexual Health, Bristol City Council and the University of Bristol (UoB) to improve HIV and sexual health services for people of African and Caribbean heritage in Bristol.



Improving sexual health

Achievements this year



1x logo designed - incorporating all the colours of African and Caribbean flags brought together in a heart and the ribbon symbolising the bringing together of communities.



6x Community Researchers recruited



8x areas of focus



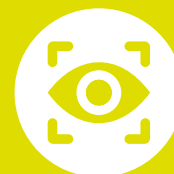
Public consultation - this directly fed into our areas of focus, evidencing that we truly are a community-led project.



Launch of the website - the website is a one-stop shop for accurate, informative and essential information.



Areas of focus for the next stage of this project are:



Testing - including clinic, community and at-home (self-test)

Barbershop/Men's outreach - Specific outreach tailored for men

Women's Events - Specifically designed to ensure a safe space for women

CAB Table Talks - Events where we host round-table discussions

Event Presence - Attending community events

Roadshows - Events Common Ambition Bristol organise specifically around our aims

Resources - Creation of leaflets, posters, educational materials etc.

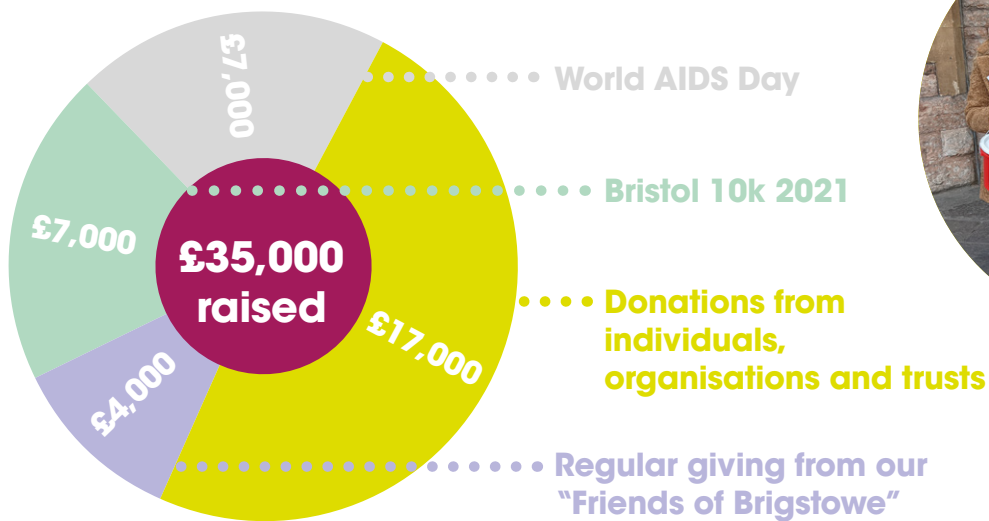
Multimedia - Social media, website, films, shorts etc.

Keep updated with all of our news by following us on socials or by visiting the website:

www.commonambitionbristol.org.uk



Fundraising and Campaigns



This was a truly outstanding year. We would like to take this opportunity to thank all those individuals and organisations who have donated, fundraised and volunteered to help us achieve this phenomenal total which will help us to continue to meet the needs of people living with HIV and other long-term health conditions.



World AIDS Day 2021

10x events - Our online and in-person events were the heart of our World AIDS Day programme. All of these events included at least one positive speaker sharing their powerful and inspirational stories. We pay tribute to all those individuals who had the courage to share their personal experience.

2x headline sponsors - Bristol Health Partners & GMB Union (Avon & Wessex Branch)

7x lunch and learn sessions - Through exceptional corporate leadership, 7 lunch and learn sessions were delivered to: RPC, EPIC, DAC Beachcroft, Triodos Bank, Bank of Ireland, Burges Salmon and University Hospitals Bristol and Weston NHS Foundation Trust.

£2,000 raised from community fundraisers - A huge thank you to Don't Tell Your Mother and Queenshilling for your amazing support.

22 fundraising volunteers - Not all heroes wear capes. This inspirational team helped us raise nearly £600 at Bristol Temple Meads.

"Thank you both so much (for the lunch & learn), we can aspire for more participants next year to hear your stories and insights as they were truly inspirational"

Chief Nurse and Midwife UHBW NHS Foundation Trust

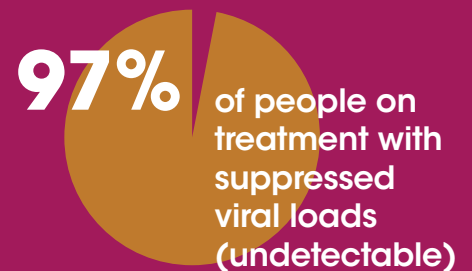
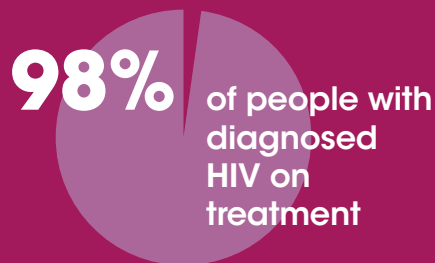
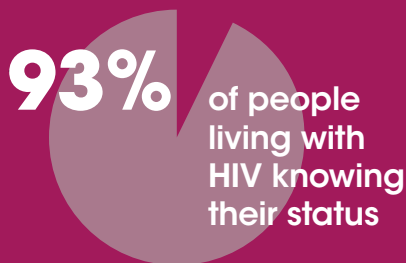
Fast-Track Cities Bristol Initiative

Now in Year 2 of delivering on our action plan, Fast-Track Cities (FTC) is a global initiative to end the AIDS epidemic by 2030. By being a Fast-Track City, Bristol commits to:



- **Work to exceed the UNAIDS 95:95:95 HIV targets:**
 - 95% of people living with HIV knowing their status,
 - 95% of people with diagnosed HIV on treatment,
 - 95% of people on treatment with suppressed viral loads
- **End new HIV infections in the city**
- **End HIV-related stigma and discrimination: Zero Stigma**
- **End preventable deaths from HIV-related causes**
- **Work to improve the health, quality of life and well-being of people living with HIV in the city**

Bristol is currently achieving:



Fast-Track City Bristol:

- Presented work on Peer Support at the annual UK & Ireland Fast-Track Cities Conference
- Presented work on reducing HIV stigma at the Europeans AIDS Clinical Society (EACS) Conference
- Partnered on an HIV Prevention England funded pilot project called 'Hearts and Minds' aiming to reduce HIV stigma within healthcare
- Launched the 'More Than 3 Letters' campaign - a campaign to promote U=U (Undetectable=Untransmittable) using the stories of people living with HIV and what they would say to themselves on the day they were diagnosed
- Bristol-wide HIV Stigma log initiated where any incidents of stigma can be recorded
- HIV Awareness Training and Policy Strategy developed - the strategy was written in consultation with people living with HIV and our FTC Bristol partners. The aim of the strategy is to outline the best way to use our limited resources to reduce the stigma and discrimination experienced by people living with HIV.

Fast-Track Cities Bristol Initiative - What's Next

- **Work with Bristol City Council and their homecare agencies and North Somerset Council and their licensed tattoo and piercing premises to reduce HIV stigma by delivering HIV Awareness Training and policy work**
- **A billboard campaign to promote U=U (Undetectable=Untransmittable)**
- **Undertake a Bristol-wide public knowledge and attitudes survey on HIV**



**More
Than
3 Letters**

GSK 2022 IMPACT Awards

Brigstowe won a major national award for our work to support people living with HIV and other long-term health conditions.

The GSK IMPACT Awards, run in partnership with The King's Fund, are designed to recognise the outstanding work of community-based healthcare and wellbeing charities.

Following a rigorous selection and assessment process, Brigstowe was chosen from more than 350 charities across the UK as one of the 10 winners. The award judges were particularly impressed with Brigstowe's strong focus on supporting some of the groups and communities most vulnerable to the potential impacts of an HIV diagnosis.

Judges comments were: "Brigstowe's work is user-led and rooted in the experiences of people living with HIV, delivering a range of support services including its exceptional peer-support model. Its small but extremely passionate and skilled team has recently expanded their services to support people with other long-term conditions, including Type 2 diabetes and Long COVID. We were also particularly impressed by the strong partnerships the charity has built with health service commissioners, Bristol City Council and local businesses. Brigstowe is really punching above its weight and has been a catalyst for change for HIV services in Bristol."

As a winner, we received £40,000 of unrestricted funding, a video produced of our work and an invitation to take part in a tailored leadership development programme run by The King's Fund.

To watch our video please visit: <https://www.youtube.com/watch?v=p7a7pecKhGE>

We would like to take this opportunity to thank our funders



brigstowe⁺
positive change together

Brigstowe, Easton Community Centre,
Kilburn Street, Bristol, BS5 6AW

Tel: 0117 9555038

Web: www.brigstowe.org

Email: info@brigstowe.org

Twitter: @brigstoweinfo

Facebook: www.facebook.com/brigstoweinfo

Registered Company No: 03107835

Registered Charity No: 1049945



Become a Friend of Brigstowe

Everyone needs friends and we at Brigstowe are no different.

Just £10 a month (the price of a cup of coffee a week) could be used to provide transport costs to one of our most destitute clients to access community services.

To donate please visit:

www.brigstowe.org/donate

Support people living with HIV and help raise awareness of HIV in Bristol by making a regular monthly donation to Brigstowe.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

Plans for future periods

We have plans to develop and improve our services and activities. We want to help more people and to campaign for a more equal, tolerant and fair society.

During 2022/23 we will:

- Seek long term funding to ensure the sustainability of our Migrant & Asylum Support Service. This service provides holistic support to some of our most vulnerable clients. The service has been running for 12 years. In March 2022 funding from two long term funders came to an end. We recently secured a number of smaller short term grants to continue the service but our aim is to secure long term funding for this vital service;
- Continue the pilot of our Engagement Support Service and evaluate the effectiveness of this new service. The service supports people living with HIV who are struggling to adhere to their medication and/or attend HIV clinic appointments, working closely with local HIV clinicians;
- Deliver, evaluate and develop effective interventions designed by and for African & Caribbean heritage communities through Common Ambition Bristol (CAB). The project aims to increase HIV testing and reduce HIV stigma;
- Write and publish an Equity Diversity & Inclusion (EDI) Strategy incorporating a three year action plan. The strategy will be based on our findings from the EDI audit completed between November 2021 and May 2022. The strategy will be reviewed and amended at least annually; and
- Continue to develop The Peer Partnership brand which we are using to deliver services and provide consultancy on a variety of peer support services. In particular we aim to: promote and expand the services we offer, establishing The Peer Partnership as a hub for peer support in Bristol and the surrounding area; set up a steering group, meeting at least quarterly, to guide the work and report to the Board of Trustees; and review the scope of The Peer Partnership to ensure that it falls within our charitable objects.

Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Financial review

The charity made a surplus (net income) of £109,957 for the year (2021 (restated) – surplus of £85,713), with a surplus on unrestricted general funds of £84,873 (2021 (restated) – deficit of £1,667), including the £40,000 GSK impact award from The King's Fund.

The charity's financial position remains healthy. At the year end, short-term investments and cash totalled £424,340 (2021 - £285,962). Net current assets have increased to £449,352 (2021 (restated) - £337,713). Total funds at the year end were £454,397 (2021 (restated) - £344,440), including restricted funds of £282,506 (2021 (restated) - £257,422).

The majority of our income is from government and institutional funders. The funders and the services they are funding are identified in notes 3 and 4 of the financial statements.

Support from the public continues to grow, which is both humbling and fantastic. Donations including gift aid increasing to £38,081 (2021 - £20,051). Income from individual donors and fundraising events supports services not fully funded by government or institutional funders.

The growing success of The Peer Partnership brand and delivery of consultancy services has led to an increase in income from non-charitable trading to £13,447 (2021 - £2,354). This provides unrestricted funding to support the development of the brand and pilot projects.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

The charity had £270,978 (2021 - £81,990) of investments of cash on deposit at the year end. It is the trustees' policy to invest reserves that are not immediately required into low risk fixed-term cash deposits in order to generate interest income for the charity. Due to the short-term commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months. As well as rates of return, the trustees take social, environmental and ethical considerations into account when selecting deposit accounts for investment.

As described in note 20 of the financial statements, the charity has corrected its recognition of grants. This has the potential to increase the volatility in the charity's reported financial performance. For example, approximately £190k of income recognised to 31 March 2022 is not budgeted to be spent until after the year end, so this year's surplus may be followed next year by a deficit, even while our services remain financially sustainable.

The principal risks and uncertainties facing the charity identified by the trustees and the related mitigations are:

- Retention and development of brilliant staff - we provide a staff thank you package and regularly review pay and benefits to ensure they remain competitive. We provide supervision and training opportunities to enhance staff skills. We maintain up-to-date job and work procedure descriptions to facilitate the rapid recruitment and induction of new staff.
- Insecurity of funding - we have developed a fundraising strategy and increased fundraising and application writing skills and capacity within the charity. We maintain reserves to fill short-term funding gaps.

These are not the only risks facing the charity. The trustees manage a risk register to monitor and manage risks.

Reserves policy

'Free reserves' describes the charity's funds that are freely available to spend. It therefore excludes restricted funds (which may only be spent in accordance with the wishes of the relevant donors), any designated funds (which the trustees have committed to expend on particular assets or activities), or funds that could only be realised by disposing of fixed assets held for charity use.

The trustees view the charity's reserves as a 'buffer' to be employed in the event of unexpected costs or shortfalls in income. However, the level of reserves should not be excessive and unnecessarily limit the amount spent on charitable activities. Therefore, the trustees seek to balance the needs of future and current beneficiaries.

The trustees set the level at which reserves should be maintained after considering:

- the risks associated with each stream of income and expenditure being different from that budgeted;
- planned activity levels and working capital requirements;
- restricted funds available to spend on existing services;
- the charity's commitments to its beneficiaries, donors, staff and other parties; and
- the length of time reserves might be required to fund activities while alternative funding is sought or - should that prove impossible - an activity is reduced or discontinued in a planned and responsible fashion.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

Since the charity is reliant on relatively few donors, the loss of any one is likely to result in a major impact on the charity's operations and beneficiaries. In addition, the trustees consider that the current economic climate and budgetary pressures being experienced by the charity's government funders increase the probability of a loss of funding and difficulties in securing new funding. In response to this increased funding risk, the trustees consider it prudent to maintain a higher reserve level than would be necessary in a more secure and stable funding environment.

The trustees have determined that there should be sufficient restricted or free reserves to cover between three and six months' expenditure for each service. Given the significant restricted funds available for the advice and support services, this means that free reserves – which exclude the value of fixed assets – should be between £106,000 and £212,000.

Free reserves as at 31 March 2022 were £169,329 (2021 (restated) - £83,601). This is within the target range. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

Independent examiners

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 15 December 2022 and signed on their behalf by

TM Sharkey

Thomas Sharkey - Chair

Independent examiner's report

To the trustees of

The Brigstowe Project

I report to the trustees on my examination of the accounts of The Brigstowe Project (the charitable company) for the year ended 31 March 2022, which are set out on pages 28 to 46.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alison Godfrey

Date: 16 December 2022

Alison Godfrey FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

The Brigstowe Project

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2022

		Restricted	Unrestricted	2022 Total £	Restated 2021 Total £
	Note	£	£		
Income from:					
Donations and legacies					
<i>Grants for services</i>	3	472,901	-	472,901	417,364
<i>Other grants and donations</i>	4	16,079	75,082	91,161	38,136
Charitable activities	5	-	70,323	70,323	29,700
Other trading activities	6	-	13,447	13,447	2,354
Investments		-	1,504	1,504	1,516
Total income		<u>488,980</u>	<u>160,356</u>	<u>649,336</u>	<u>489,070</u>
Expenditure on:					
Raising funds		-	18,916	18,916	23,349
Charitable activities		<u>463,896</u>	<u>56,567</u>	<u>520,463</u>	<u>380,008</u>
Total expenditure	8, 9	<u>463,896</u>	<u>75,483</u>	<u>539,379</u>	<u>403,357</u>
Net income and net movement in funds	10	25,084	84,873	109,957	85,713
Reconciliation of funds:					
Total funds brought forward as previously stated		99,408	88,144	187,552	192,548
Prior period adjustments	20	<u>158,014</u>	<u>(1,126)</u>	<u>156,888</u>	<u>66,179</u>
Total funds brought forward (as restated)		<u>257,422</u>	<u>87,018</u>	<u>344,440</u>	<u>258,727</u>
Total funds carried forward		<u>282,506</u>	<u>171,891</u>	<u>454,397</u>	<u>344,440</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 18 to the accounts.

The notes on pages 31 to 46 form part of these financial statements.

The Brigstowe Project
Registered company number 03107835
Balance sheet

As at 31 March 2022

	Note	£	2022 £	Restated 2021 £
Fixed assets				
Tangible assets	13		5,045	6,727
Current assets				
Debtors	14	74,848		144,968
Investments: cash equivalents on deposit		270,978		81,990
Cash at bank and in hand		<u>153,362</u>		<u>203,972</u>
			499,188	430,930
Liabilities				
Creditors: amounts falling due within 1 year	15	<u>(49,836)</u>		<u>(93,217)</u>
Net current assets			<u>449,352</u>	<u>337,713</u>
Net assets	17		<u><u>454,397</u></u>	<u><u>344,440</u></u>
Funds	18			
Restricted funds			282,506	257,422
Unrestricted funds				
General funds			<u>171,891</u>	<u>87,018</u>
Total charity funds			<u><u>454,397</u></u>	<u><u>344,440</u></u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 15 December 2022 and signed on their behalf by



Dominic Eastham - Treasurer

The notes on pages 31 to 46 form part of these financial statements.

The Brigstowe Project

Statement of cash flows

For the year ended 31 March 2022

	2022 £	2021 £
Cash used in operating activities:		
Net movement in funds	109,957	85,713
Adjustments for:		
Depreciation charges	1,682	2,244
Dividends, interest and rents from investments	(1,504)	(1,516)
Decrease / (increase) in debtors	70,120	(118,426)
(Decrease) / increase in creditors	(43,381)	24,421
Net cash provided by / (used in) operating activities	136,874	(7,564)
Cash flows from investing activities:		
Dividends, interest and rents from investments	1,504	1,516
Purchase of tangible fixed assets	-	(2,226)
Net cash provided by / (used in) investing activities	1,504	(710)
Increase / (decrease) in cash and cash equivalents in the year	138,378	(8,274)
Cash and cash equivalents at the beginning of the year	285,962	294,236
Cash and cash equivalents at the end of the year	424,340	285,962
Cash and cash equivalents comprises:		
Investments: cash equivalents on deposit	270,978	81,990
Cash at bank and in hand	153,362	203,972
	424,340	285,962

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

The notes on pages 31 to 46 form part of these financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Brigstowe Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. At 31 March 2022, the charity holds unrestricted, general reserves of £171,891 and a cash and cash equivalent balance of £424,340. The trustees consider that the charity has sufficient cash reserves, confirmed future funding and sufficient control over expenditure to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

c) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds comprise income received to be used for particular restricted purposes specified by the donor or when funds are raised, less associated costs.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of entitlement is deferred until criteria for income recognition are met.

For grants without performance conditions, entitlement usually exists when a written offer of funding is received by the charity. However, where a funder has the right to suspend grant instalment payments, only the first instalment is recognised on the formal grant offer, with subsequent instalments recognised on receipt.

Grants are included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

e) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Costs of raising funds are associated with generating income from all sources other than from undertaking charitable activities. They consist of the costs of identifying and applying for funding and the costs of other trading activities.

Charitable expenditure comprises the staff and other costs attributable to activities that contribute to the achievement of the charitable objects. Items of expenditure which contribute to the output of more than one activity are allocated to each of the activities based on estimated staff time.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the support costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These support costs have been allocated between expenditure on charitable activities based on the proportion of direct staff time by each activity as follows:

	2022	2021
Raising funds	1.1%	4.2%
Charitable activities	98.9%	95.8%

g) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

Fixed assets are reviewed for impairment where there are indications their service potential may be reduced. For example, an asset related to a specific activity will be reviewed for impairment when there are indications the activity may cease or be reduced.

h) Current asset investments

Current asset investments consist of cash held on deposit in interest bearing accounts. Such investments are measured at their fair value.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

l) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

m) Pension costs

The company operates a defined contribution pension scheme for its employees. The pension charge represents the amounts payable by the charity to the scheme in respect of the year. There are no further liabilities other than that already recognised in the statement of financial activities.

n) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	Restated 2021 Total £
Income from:			
Donations and legacies			
<i>Grants for services</i>	417,364	-	417,364
<i>Other grants and donations</i>	4,545	33,591	38,136
Charitable activities	-	29,700	29,700
Other trading activities	-	2,354	2,354
Investments	-	1,516	1,516
Total income	421,909	67,161	489,070
Expenditure on:			
Raising funds	-	23,349	23,349
Charitable activities	334,765	45,243	380,008
Total expenditure	334,765	68,592	403,357
Net income	87,144	(1,431)	85,713
Transfers between funds	236	(236)	-
Net movement in funds	87,380	(1,667)	85,713

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

3. Income from donations and legacies: grants for services

	Restricted £	Unrestricted £	2022 Total £	Restated 2021 Total £
Advice and support service				
Bristol City Council	86,174	-	86,174	89,919
Henry Smith Charity	20,370	-	20,370	18,725
North Somerset Council	8,240	-	8,240	8,240
South Gloucestershire Council	8,960	-	8,960	8,960
Bristol Wessex Billing Services Ltd	1,100	-	1,100	1,000
	<u>124,844</u>	<u>-</u>	<u>124,844</u>	<u>126,844</u>
Migrant advice and support service				
MAC AIDS Fund	-	-	-	10,000
Lloyds Bank Foundation	-	-	-	17,525
Wessex Water Community Fund	3,000	-	3,000	-
Quartet Foundation	5,000	-	5,000	-
Edward Gostling Foundation	5,000	-	5,000	-
Henry Smith Charity	8,532	-	8,532	6,000
	<u>21,532</u>	<u>-</u>	<u>21,532</u>	<u>33,525</u>
Positive Voices				
Big Lottery Fund	76,706	-	76,706	66,680
Henry Smith Charity	14,398	-	14,398	15,875
Bristol City Council	2,581	-	2,581	5,239
Sports England	10,000	-	10,000	-
South Gloucestershire Council	3,840	-	3,840	3,840
Bristol City Council Public Health	43,614	-	43,614	35,365
	<u>151,139</u>	<u>-</u>	<u>151,139</u>	<u>126,999</u>
Peer support for non-HIV long-term conditions				
Quartet Foundation	20,000	-	20,000	8,920
Engagement support service				
Bristol City Council Public Health	5,386	-	5,386	-

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

3. Income from donations and legacies: grants for services (continued)

	Restricted £	Unrestricted £	2022 Total £	Restated 2021 Total £
Common Ambition Bristol				
The Health Foundation	140,000	-	140,000	83,697
Bristol City Council Public Health	-	-	-	20,834
	<u>140,000</u>	<u>-</u>	<u>140,000</u>	<u>104,531</u>
Covid-19 Client Welfare				
Gilead Sciences Ltd	10,000	-	10,000	7,000
Lloyds Bank Foundation	-	-	-	6,045
Quartet Foundation	-	-	-	3,000
Groundwork	-	-	-	500
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>16,545</u>
Total income from grants for services	<u><u>472,901</u></u>	<u><u>-</u></u>	<u><u>472,901</u></u>	<u><u>417,364</u></u>

All income from grants for services in the prior period was restricted.

4. Income from donations and legacies: other grants and donations

	Restricted £	Unrestricted £	2022 Total £
Donations (including related gift aid)	3,000	35,081	38,081
Membership dues	-	1	1
Rank Foundation	13,079	-	13,079
The King's Fund GSK IMPACT Award	-	40,000	40,000
	<u>16,079</u>	<u>75,082</u>	<u>91,161</u>
Total income from other grants and donations	<u><u>16,079</u></u>	<u><u>75,082</u></u>	<u><u>91,161</u></u>

Prior period comparative:

	Restricted £	Unrestricted £	Restated 2021 Total £
Donations (including related gift aid)	4,545	15,506	20,051
Membership dues	-	1	1
National Lottery Awards for All	-	10,000	10,000
Coronavirus Job Retention Scheme	-	8,084	8,084
	<u>4,545</u>	<u>33,591</u>	<u>38,136</u>
Total income from other grants and donations	<u><u>4,545</u></u>	<u><u>33,591</u></u>	<u><u>38,136</u></u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

5. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Positive Voices				
HIV awareness training	-	4,390	4,390	1,200
Peer support for non-HIV long-term conditions				
Sirona Care & Health	-	65,933	65,933	-
Bristol Community Health	-	-	-	28,500
Total income from charitable activities	-	70,323	70,323	29,700

All income from charitable activities in the prior period was unrestricted.

6. Income from other trading activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Charges for facilities	-	1,627	1,627	1,954
Other income generating activities	-	11,820	11,820	400
Total income from other trading activities	-	13,447	13,447	2,354

All income from other trading activities in the prior period was unrestricted.

7. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council, North Somerset Council, South Gloucestershire Council, the National Lottery and Sport England to fund charitable activities. The total value of such grants in the period ending 31 March 2022 was £254,501 (2021: £257,161 from Bristol City Council, North Somerset Council, South Gloucestershire Council, Coronavirus Job Retention Scheme and National Lottery). There are no unfulfilled conditions or contingencies attaching to these grants in 2021/22.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

8. Total expenditure

	Direct staff costs £	Direct other costs £	Support costs (see below) £	2022 Total £
Costs of raising funds:				
Fundraising events and applications	15,902	1,664	1,350	18,916
Costs of charitable activities:				
Advice and support service	75,281	1,322	39,440	116,043
Migrant advice and support service	20,965	1,407	10,391	32,763
Positive Voices	79,393	8,602	39,087	127,082
Peer support for other long-term conditions	61,730	3,871	13,410	79,011
Common Ambition Bristol	45,573	81,036	17,416	144,025
Engagement support service	6,429	418	4,871	11,718
Other charitable activities	-	9,779	42	9,821
	289,371	106,435	124,657	520,463
Total expenditure	305,273	108,099	126,007	539,379
Prior period comparative				
	Direct staff costs £	Direct other costs £	Support costs (see below) £	2021 Total £
Costs of raising funds:				
Fundraising events and applications	16,037	2,770	4,542	23,349
Costs of charitable activities:				
Advice and support service	71,855	2,464	45,700	120,019
Migrant advice and support service	19,813	1,193	11,760	32,766
Positive Voices	51,022	4,550	29,091	84,663
Client activities and events	1	931	2,919	3,851
Peer support for other long-term conditions	42,807	1,099	9,557	53,463
HIV awareness raising	14,757	(121)	-	14,636
Common Ambition Bristol	5,937	35,213	5,568	46,718
Covid-19 Client Welfare	3,300	15,826	-	19,126
Other charitable activities	-	4,548	218	4,766
	209,492	65,703	104,813	380,008
Total expenditure	225,529	68,473	109,355	403,357

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

9. Support costs

	2022	2021
	Total	Total
	£	£
Support staff costs	73,489	63,959
Recruitment, training and other staff costs	387	2,239
Bookkeeping	2,438	2,274
Insurance	1,515	1,718
Premises costs	18,560	15,835
Office equipment and IT support	12,839	6,767
Photocopying, printing, stationery and postage	1,286	1,291
Telephone	2,496	2,114
Depreciation	1,682	2,244
Publicity	4,368	1,158
Legal and professional fees	1,265	1,117
Other support costs	1,431	1,404
Fundraising consultants	1,350	4,542
Governance costs	2,901	2,693
	<u>126,007</u>	<u>109,355</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

10. Net movement in funds

This is stated after charging:

	2022 £	2021 £
Depreciation	1,682	2,244
Independent examiner's remuneration:		
▪ Independent examination (including VAT)	<u>2,340</u>	<u>1,956</u>

11. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	340,438	255,798
Social security costs	18,717	18,344
Pension costs	<u>19,607</u>	<u>15,346</u>
	<u>378,762</u>	<u>289,488</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, Head of Operation and HIV Senior Advice and Support Worker. The total employee benefits of the key management personnel (including employer's pension and national insurance costs) were £106,058 (2021: £109,564).

	2022 No.	2021 No.
Average head count	<u>13.75</u>	<u>10.70</u>

12. Taxation

The charity is exempt from corporation tax as all its income is applied for charitable purposes.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

13. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
As at 1 April 2021 and 31 March 2022	<u>16,844</u>	<u>3,870</u>	<u>20,714</u>
Depreciation			
At 1 April 2021	11,211	2,776	13,987
Charge for the year	<u>1,408</u>	<u>274</u>	<u>1,682</u>
At 31 March 2022	<u>12,619</u>	<u>3,050</u>	<u>15,669</u>
Net book value			
At 31 March 2022	<u>4,225</u>	<u>820</u>	<u>5,045</u>
At 31 March 2021	<u>5,633</u>	<u>1,094</u>	<u>6,727</u>

14. Debtors

	2022 £	Restated 2021 £
Accrued income	69,999	141,172
Prepayments	3,099	2,596
Other debtors	<u>1,750</u>	<u>1,200</u>
	<u>74,848</u>	<u>144,968</u>

15. Creditors : amounts due within 1 year

	2022 £	Restated 2021 £
Trade creditors	1,043	4,109
Accruals	18,438	36,851
Other taxation and social security	15,193	6,642
Other creditors	5,229	1,135
Deferred income (see note 16)	<u>9,933</u>	<u>44,480</u>
	<u>49,836</u>	<u>93,217</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

16. Deferred income

	2022 £	Restated 2021 £
At 1 April 2021	44,480	57,025
Deferred during the year	9,933	44,480
Released during the year	<u>(44,480)</u>	<u>(57,025)</u>
At 31 March 2022	<u><u>9,933</u></u>	<u><u>44,480</u></u>

Deferred income relates to contract income received by The Brigstowe Project in advance of provision of service and grant funds received where early spend is prohibited by the grant agreement wording.

17. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	2,483	2,562	5,045
Current assets	280,023	219,165	499,188
Current liabilities	<u>-</u>	<u>(49,836)</u>	<u>(49,836)</u>
Net assets at 31 March 2022	<u><u>282,506</u></u>	<u><u>171,891</u></u>	<u><u>454,397</u></u>
Prior period comparative - restated	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	3,310	3,417	6,727
Current assets	264,112	166,818	430,930
Current liabilities	<u>(10,000)</u>	<u>(83,217)</u>	<u>(93,217)</u>
Net assets at 31 March 2021	<u><u>257,422</u></u>	<u><u>87,018</u></u>	<u><u>344,440</u></u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

18. Movements in funds

	Restated at 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
Restricted funds					
Information, advice and support services	132,844	149,376	(149,672)	-	132,548
All in	10,260	-	-	(10,260)	-
Local Sustainability	2,235	-	(559)	-	1,676
Positive Voices funds	26,295	151,139	(128,087)	37,347	86,694
HIV Awareness Raising	27,087	-	-	(27,087)	-
Common Ambition Bristol	57,848	140,000	(144,335)	-	53,513
Covid-19 Client Welfare	-	10,000	(9,659)	-	341
North Somerset capital grant	11	-	(3)	-	8
Engagement support	-	18,465	(11,581)	-	6,884
Non-HIV peer support development	-	20,000	(20,000)	-	-
Other restricted funds	842	-	-	-	842
Total restricted funds	257,422	488,980	(463,896)	-	282,506
Unrestricted funds					
General funds	87,018	160,356	(75,483)	-	171,891
Total unrestricted funds	87,018	160,356	(75,483)	-	171,891
Total funds	344,440	649,336	(539,379)	-	454,397

Purposes of restricted funds

Information, advice and support services

For the provision of the advice and support service and the migrant advice and support service, including appropriate contributions to the charity's overheads. This fund is the amalgamation of two funds reported separately in earlier years: the housing-related support fund and the information and advice, and the migrant advice and support services fund. Following the merger of the housing-related support service and information and advice service on 1 April 2018, there is no longer any substantive difference between the two funds.

All in fund

To support the All In group's activities, including contributions to staff costs and overheads. From 1 April 2021, these activities were moved within the Positive Voices service.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

18. Movements in funds (continued)

Purposes of restricted funds

Local Sustainability	To help The Brigstowe Project become more sustainable by reviewing and transforming the organisation's operating models. The grant has been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Positive Voices funds	For the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.
HIV Awareness Raising	For raising awareness of HIV and tackling discrimination. From 1 April 2021, these activities were moved within the Positive Voices service.
Common Ambition Bristol	To support the charity's work with people of African and Caribbean heritage to reduce HIV transmission in Bristol. This project is supported by the Health Foundation, committed to bringing about better health and health care for people in the UK.
Covid-19 Client Welfare	For the provision of emergency support for clients living with HIV. Support provided includes emergency payments for living expenses and the provision of laptops, mobiles and data packages.
North Somerset capital grant	The North Somerset Capital Grant fund is for capital expenditure and the provision of the charity's premises and facilities. This grant has now been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.
Engagement support service	Funding for the salary and development of a member of staff to work with clients that have stopped engaging with HIV treatment.
Non-HIV peer support development	Funding to develop the Peer Partnership programme, which aims to expand the provision of peer support for people with long term conditions or protected characteristics, and provide a source of sustainable income for the organisation.

Transfers

Transfers between restricted funds are due to activities under the All In fund and HIV Awareness Raising fund continuing under the Positive Voices umbrella in the 2022/23 financial year.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

18. Movements in funds (continued)

Prior period comparative

	Restated at 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	Restated at 31 March 2021 £
Restricted funds					
Information, advice and support services	126,347	161,369	(154,872)	-	132,844
All in	7,093	7,159	(3,992)	-	10,260
Local Sustainability	2,980	-	(745)	-	2,235
Positive Voices funds	26,406	85,675	(85,786)	-	26,295
HIV Awareness Raising	6,359	35,365	(14,637)	-	27,087
Common Ambition Bristol	-	104,531	(46,683)	-	57,848
Covid-19 Client Welfare	-	18,890	(19,126)	236	-
North Somerset capital grant	15	-	(4)	-	11
Other restricted funds	842	8,920	(8,920)	-	842
Total restricted funds	170,042	421,909	(334,765)	236	257,422
Unrestricted funds					
General funds	88,685	67,161	(68,592)	(236)	87,018
Total unrestricted funds	88,685	67,161	(68,592)	(236)	87,018
Total funds	258,727	489,070	(403,357)	-	344,440

19. Related party transactions

There was no trustee remuneration in the current or prior period.

No trustees were reimbursed expenses (2021 - one trustee was reimbursed £78 for the total cost of a trustee meal).

Management used £215 (2021 - £165) of charity funds to purchase small gifts of appreciation for each of the trustees.

Details of key management remuneration is disclosed in Note 11.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

20. Prior period adjustment

The comparative figures for 2021 in these financial statements are restated to correct the recognition and classification of grant income.

Previously, the charity incorrectly deferred recognition of grants funding services until the period in which those services were supplied, even when the charity was entitled to the funds. This is contrary to the requirements of the Charities SORP. As detailed in the table below, restatements recognising income earlier increased total funds brought forward at 1 April 2020, increased income for the year ended 31 March 2021, increased accrued income at 31 March 2021 and decreased deferred income at 31 March 2021 from the amounts previously stated.

In addition, on re-examination of a grant agreement, it was noted £17,433 of restricted income was incorrectly shown as unrestricted. This has been corrected in these financial statements, but the impact is mitigated by the issue above and unrestricted income has decreased by only £1,126.

Finally, grants funding services were included in income from charitable activities, even where they were non-performance-related grants. In accordance with the Charities SORP, non-performance-related grants should be included within income from donations and legacies. Restatements reclassifying income increased income from donations and legacies and reduced income from charitable activities for the year end 31 March 2021 from the amounts previously stated, as detailed below.

	As previously stated 2021 £	Adjustment 2021 £	As restated 2021 £
Statement of financial activities			
Income from donations and legacies:			
donations for services	-	417,364	417,364
Income from donations and legacies:			
other grants and donations	35,885	2,251	38,136
Income from charitable activities	358,606	(328,906)	29,700
Total income	398,361	90,709	489,070
Net (expenditure)/income	(4,996)	90,709	85,713
Funds brought forward at 1 April 2020	192,548	66,179	258,727
Funds carried forward at 31 March 2021	187,552	156,888	344,440
Balance sheet			
Accrued income (note 14)	49,870	91,302	141,172
Debtors	53,666	91,302	144,968
Deferred income (note 15)	(110,066)	65,586	(44,480)
Creditors: amounts falling due within 1 year	(158,803)	65,586	(93,217)
Net current assets	180,825	156,888	337,713
Net assets	187,552	156,888	344,440
Restricted funds	99,408	158,014	257,422
General funds	88,144	(1,126)	87,018
Total charity funds	187,552	156,888	344,440

There is no restatement of the statement of cash flows; these are the first financial statements in which a statement of cash flows is presented as the charity was previously exempt.

THE BRIGSTOWE PROJECT

England & Wales - Charity number 1049945

Accounts



THE BRIGSTOWE PROJECT
a company limited by guarantee

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

UNAUDITED

THE BRIGSTOWE PROJECT

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THE BRIGSTOWE PROJECT
LEGAL AND ADMINISTRATIVE DETAILS

Directors and trustees	Henroy Brown Dominic Eastham David Henshaw Sheila Ollis Diane Perry Simon Purkiss Alison Scott Thomas Sharkey Jeremy Horwood Jane Nicholls (retired 30 th June 2021) Vicky Harwood
Chief Executive Officer	Rami Ghali
Registered office	Easton Community Centre Kilburn Street Bristol BS5 6AW
Charity registration number	1049945
Registered company number	03107835
Independent Examiner	Wormald & Partners Redland House 157 Redland Road Bristol BS6 6YE
Principal Bankers	The Co-operative Bank Plc

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The directors and trustees present the annual report and the financial statements for the year ended 31 March 2021.

Reference and administrative details

Required reference and administrative details are shown in the company information on page 1 and form part of this report.

Structure, governance and management

The Brigstowe Project is a charitable company limited by guarantee. Its objects and powers are set out in the revised Memorandum and Articles of Association adopted on 28 November 2018.

The organisation is governed by a Board of Trustees.

New trustees are normally recruited through advertisements amongst the charity's service users and the wider community, as well as through existing members' professional and personal contacts. All appointments are based on the need for particular knowledge, skills and experience.

All trustees are members of the company. Membership of the company is open to anyone aged 18 years of age or over who lives or works in the South West of England and who is interested in promoting the objects of the charity.

The members of the company elect trustees at an annual general meeting, though trustees may co-opt additional trustees to hold office until the next annual general meeting. One third of trustees must retire at each annual general meeting, but a retiring trustee who remains qualified may be reappointed.

New trustees are provided with comprehensive information covering the charity and its work, together with the roles and responsibilities that they are expected to fulfil. Throughout their tenure, all trustees are encouraged to take part in relevant training and development events (funded by the charity as appropriate).

The trustees set the charity's policies and take all major strategic decisions. Day-to-day operational decision-making is delegated by the trustees to the Chief Executive Officer, who reports to the trustees.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Aims & Objectives

The Brigstowe Project's objects are:

- To promote the welfare and good health of people living with long-term health conditions in Bristol and the surrounding areas, in particular but not limited to people living with HIV and related conditions, by the provision of support and assistance.
- To advance the education of the general public:
 - a) in all areas relating to long-term health conditions, in particular but not limited to HIV and related conditions, and
 - b) to eliminate discrimination towards people, in particular but not limited to people living with HIV, on the grounds of race, gender, disability, sexual orientation or religion.

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

We aim to enhance the quality of life for people living with or affected by HIV and other long-term health conditions in the West of England. To achieve this, our strategic objectives are as follows:

1. Help people living with HIV and other long-term health conditions increase and maintain their independence through responsive and relevant services.
2. Educate people about HIV and challenge stigma and discrimination.
3. Meet the changing needs of people living with HIV and other long-term health conditions in the West of England.
4. Secure the strength and sustainability of The Brigstowe Project into the future.



Impact Report 2020 – 2021



Message from the chief exec

Without doubt Brigstowe's Impact Report 2020-21 needs to start by recognising and thanking our wonderful staff, volunteers and trustees for the commitment and dedication they have shown during this period. The year to 31st March 2021 has brought huge global challenges that have effected all of us in different ways. Brigstowe staff, volunteers and trustees adapted very quickly to new ways of working and even started new services and developed existing ones.

We were fortunate that almost all our systems were already digitalised which meant that staff were able to quickly adapt to working from home. However, a great deal of time and effort was spent by staff adapting services to ensure that they could be provided online or by telephone. Staff also trained our Peer Mentor volunteers in delivering online video mentoring and supported clients to access our group peer support activities using Zoom.

Staff were also concerned about the welfare of our clients at the start of the pandemic. Many of our clients are on low incomes as well as being disproportionately affected by poor mental health and isolation. It was unclear what impact the pandemic and government restrictions would have on the people we work with. With the help of two wonderful Peer Mentor volunteers we identified emerging needs by phoning all current clients and those we had worked with in the last eighteen months to check how they were coping, practically and emotionally. As a result, we trained the two volunteers as telephone befrienders. These telephone befrienders offered clients a weekly call which was appreciated by those feeling lonely or isolated.

We also set up a Covid Response Fund to provide laptops, data packages and hardship payments to clients. We secured more than £20,000 for this purpose which made a huge difference to clients in need of assistance. We are grateful to Gilead who have provided us with a further grant of £10,000 so that we can continue to provide financial assistance to clients in the current financial year.

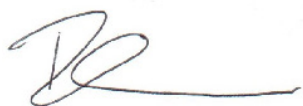
A key development was that in November 2020 we received a significant partnership grant from the Health Foundation for a coproduction project called Common Ambition Bristol, working with African & Caribbean heritage communities. The project started in January 2021 and aims to increase testing and reduce HIV-related stigma amongst African & Caribbean communities. The project will be evaluated by University of Bristol. We are also pleased to be partnering with African Voices Forum, Bristol City Council (Public Health team) and Unity Sexual Health.

During the year, we carried out a number of service development reviews which informed changes to our Positive Voices services and our Advice & Support Service. In particular, we have recently trained a group of Peer Facilitator volunteers who are going to lead and facilitate our peer support group sessions. We are very grateful to the individuals who are giving us their time to take up this role.

The Fast Track Cities Bristol partnership has strengthened over the last year leading to new joint projects aimed at reducing HIV transmissions and HIV stigma & discrimination. An important part of our partnership has been the involvement and contribution of people who have lived experience.

In 2018 we widened our charitable objects to include other longer term conditions and protected characteristics. Since then, we have developed a new brand and website called The Peer Partnership. The aim of The Peer Partnership is to promote and support the use of peer support for people with long term conditions or protected characteristics. Through this brand we are providing service delivery, consultancy and training services to other organisations. There has been considerable interest in our services which is now leading to a number of different commissions.

The pace of change and progress is faster than ever. Our activities are guided by our charitable objects and made possible by so many individuals and organisations that have worked with us. My thanks go to all of you who have partnered with us including our clients, staff, volunteers, trustees, partners and funders.



Rami Ghali, Chief Executive Officer



Advice & Support Service

Our advice and support service can help with a range of matters from financial to housing to employment and other issues. The service can be accessed by anyone living with or affected by HIV as many times as they need. We offer a person centred service which can range from one-off advice to regular meetings for those who need ongoing support. Our aim is to improve the quality of life and independence of those we assist.



Quality Audit in March 2021

Brigstowe provides a valuable service which is needed and appreciated more than ever in the current covid-19 situation

Advice Quality Standard (AQS)
audit report 2021

A good number of areas of good practice were identified during the assessment. Areas of good practice are where the organisation has exceeded the standard to a significant extent and/ or has developed an innovative approach to service delivery

AQS audit report 2021

Migrant & Asylum Support Service

This is a specialist service for individuals seeking asylum, experiencing immigration issues or who have been trafficked and are living with HIV. This service offers a safe, confidential and supportive space and can offer ongoing emotional and practical support.



Case Study

This year we have been working with M who at the start of the pandemic was pregnant and homeless. We assisted her with legal representation and she submitted a new asylum claim. At this point she was eligible for government accommodation, but despite the growing concerns about COVID, she was moved around several temporary hostels in the London area. We collaborated with another refugee organisation and a legal specialist to have her returned to suitable accommodation in Bristol, where she could continue her specialist HIV and antenatal care, access support services and continue her education. We also referred her to a specialist midwife charity to support refugee women throughout their pregnancy and accompany them at the birth, to ensure she would not be alone. M is now living in suitable accommodation with her son, waiting for the outcome of her asylum claim.

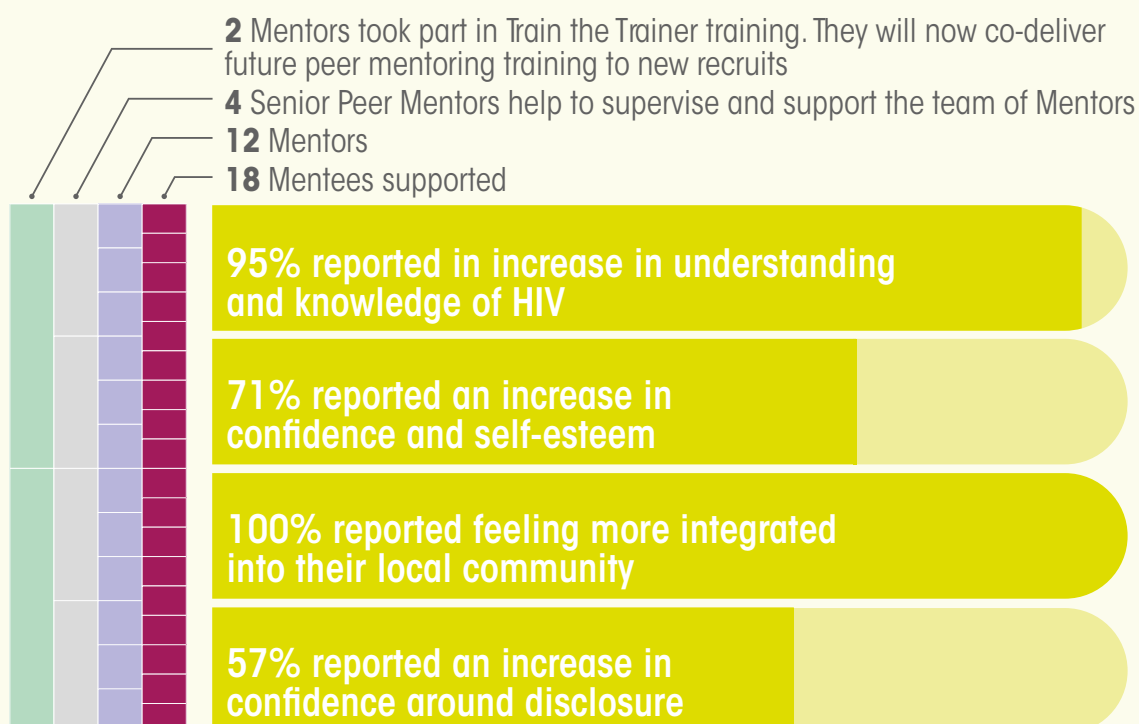
My support worker is very helpful and is always there for me when I need her support. I will be always grateful for her continued help and Brigstowe in my life helping me when I struggle to do things myself. I can talk to my support worker about anything, during this very difficult time with COVID this is what I need. We've talked when I have been depressed and that has really helped me. They have also helped me with money, my bad housing problems, a laptop so I can continue with college online, food bank deliveries, and keeping connected to my friends, and others by providing internet data. Thank you so much for all your time supporting me and my baby with all the necessary needs regarding my health, food, and wellbeing.

Positive Voices

This service encompasses a range of different programmes all designed and delivered with people living with HIV to help and support other people living with HIV. Learning to live with HIV can be difficult and even overwhelming at times. It can help to speak to someone who has been in the same position and experienced similar challenges.

Peer Mentoring

This allows individuals to meet regularly with a mentor who is living well with HIV. They can share experiences, provide emotional support and discuss coping strategies all in a safe and confidential space.



It was a very confusing time at first and then it slipped into a very dark time and now my situation is I've come to terms with things and I've accepted it and I can carry on about my life as if it's not affected me. I've since told my mum and we are probably the closest that we have ever been.

Peer Mentee



Recently Diagnosed Workshop

This workshop answers many questions individuals have when receiving an HIV diagnosis. Having the right information from the start helps people to face the future.

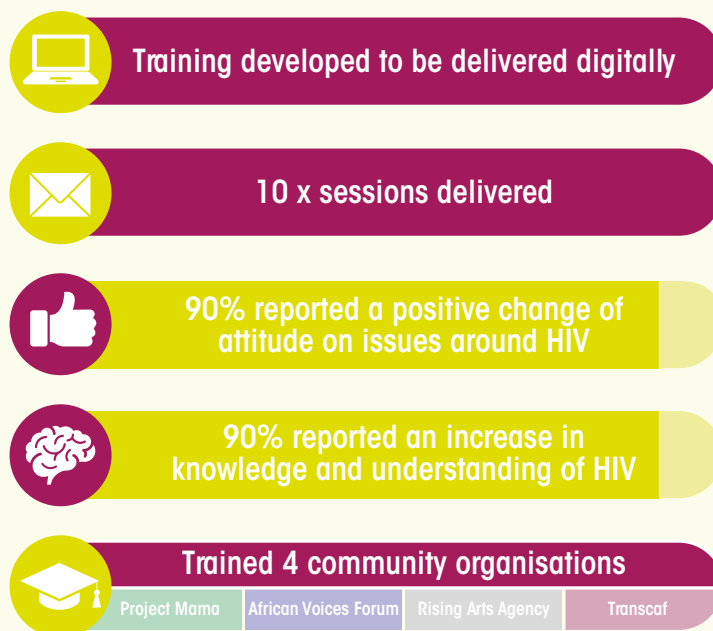


Oh my goodness, I literally feel I've just made the best friends, family in fact! I feel we have gone on a 2-day journey altogether these past 2 days.

RDW Attendee

HIV Awareness Training

HIV-related stigma is one of the main challenges facing people living with HIV. Involving those with lived experience sharing their story, this training busts many myths, dispels fear and educates participants so people living with HIV can live in a world that doesn't discriminate.



Before the training I had very little knowledge about what causes HIV, what happens and how it is transmitted, I had no idea there was medication where people are able to live a healthy and happy life, I was also not aware of the extent of how much people are stigmatised and the impact of this. Thank you!

Training Participant

AIHn

Our HIV peer support group which is run in partnership with THT.



This session helped me to learn how to deal with my mind and body by using the therapy. The method and process was simple and effective. This has changed my lifestyle how to cope with stressful situations.

Attendee of our Mindfulness Workshop

Diabetes Peer Mentoring

Our type 2 diabetes peer mentors meet with individuals to share their own experience of living with the condition. They provide them with the right information and support to help them learn more about type 2 diabetes and live well.



Before I started mentoring my HbA1c level was 70mmol/mol and is now down to 43mmol/mol and my latest non-HDL cholesterol level is now below the recommended limit at 2.3mmol/L. I have also lost 10kg since my last check. I never thought I could change my behaviour but I have, much to my own amazement!

Anonymous mentee

The Peer Partnership

The Peer Partnership launched in November 2020, with the goal of taking the model of peer support that we have used for HIV over the past 7 years, and learning the lessons of transferring this model to type 2 diabetes. The Peer Partnership will provide peer support for a greater range and variety of long-term physical and mental health conditions, and also for the first time, those living with protected characteristics. We are currently designing peer support groups for people with long COVID, and peer mentoring for students who identify as trans.

We are grateful to Quartet Community Fund who have recently given us a £20,000 grant to develop The Peer Partnership.

5 Volunteers trained who are living with long-term physical or mental health conditions to design and develop peer support programs.

Initiated and run quarterly Peer Coordinator's Forum for organisations that currently run peer support programs

Delivered a workshop for VOSCUR for organisations wanting to implement peer support programs

Common Ambition Bristol

Common Ambition Bristol (CAB) is a 3-year community powered project led by Brigstowe and African Voices Forum (AVF), working in partnership with Unity Sexual Health, Bristol City Council and the University of Bristol (UoB) to improve HIV and sexual health services for people of African and Caribbean heritage in Bristol.

Launch: The project officially launched in February 2021 via an online event with Asher Craig, Deputy Mayor of Bristol City Council, and Robert Woolley, CEO of University Hospitals Bristol & Weston taking part. The event was well attended by a diverse set of people and communities and explored the background to the project, how it will run, as well as outlining opportunities on getting involved. Entertainment (music and poetry) was organised by AVF which contributed to the "high energy, positive" feel. Feedback by attendees was "that it was an open, honest and inspiring event that set the tone for an incredible project".

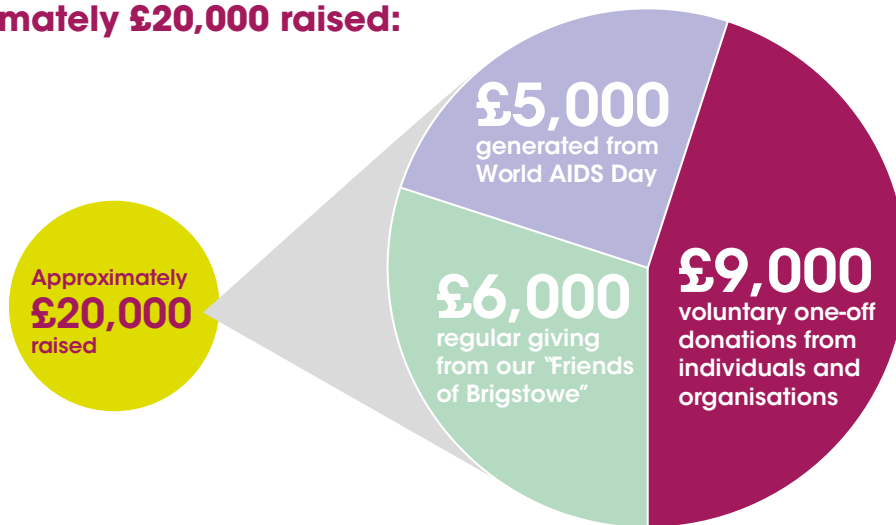
Community Members & Project Delivery Group (PDG): As part of our commitment to keep the community at the heart of our project we have successfully recruited our community members who are very affectionately known as the Super 6!! All our members are of African and Caribbean heritage living in Bristol with varying backgrounds, professions and experience. They are an integral part of the project along with the rest of the PDG who are made up of professionals from Brigstowe, Unity, Brook and Terrence Higgins Trust. The PDG as a whole has completed a 6 session training programme with incredible content on co-production, research and of course HIV Awareness.

Evidence Review: CAB's research and evaluation team carried out a systematic review identifying 386 journal articles of interventions that have either increased HIV testing or reduced HIV stigma targeting African and Caribbean communities in high income western countries. Three members of the team conducted title/abstract screening and excluded 286 papers. Two members then conducted data extraction from the remaining 101 papers. Identified interventions were then presented to the PDG to inform their choice of interventions to adopt at the end of June.



Fundraising & Campaigns

Approximately £20,000 raised:



We would like to take this opportunity to thank all those individuals and organisations who have donated or fundraised and help us achieve this incredible total.

World AIDS Day 2020

3x

Headline Sponsors- Bristol Health Partners, Burges Salmon & DAC Beachcroft

6x

Free Online Events- Our main event, streamed live, included an introduction by The Mayor of Bristol, 3 diverse and engaging HIV positive speakers, an update on the city's HIV response, CHIVA's acclaimed short film "Life Growing Up" and an exclusive performance of a song written by Sing Out Bristol especially for the occasion. The event is still available on Brigstowe's Facebook Live page. Other events included an online vigil, HIV Awareness Training and 3 panel discussions. Every single one of these events included at least one positive speaker sharing their powerful and inspirational stories. We pay tribute to all these individuals who had the courage to share their personal experience

10x

Media Partners

4x

Lunch and Learn Sessions- Through exceptional corporate leadership we delivered 4 lunch and learn sessions, strengthening our corporate relationships further. These included: Epic, NatWest, Burges Salmon LLP and RPC LLP

Thank you for the work you are doing for those in Bristol and the surrounding areas and thank you too for being such an excellent community partner - as a firm we can be proud to work with you.

Managing Partner, Burges Salmon LLP



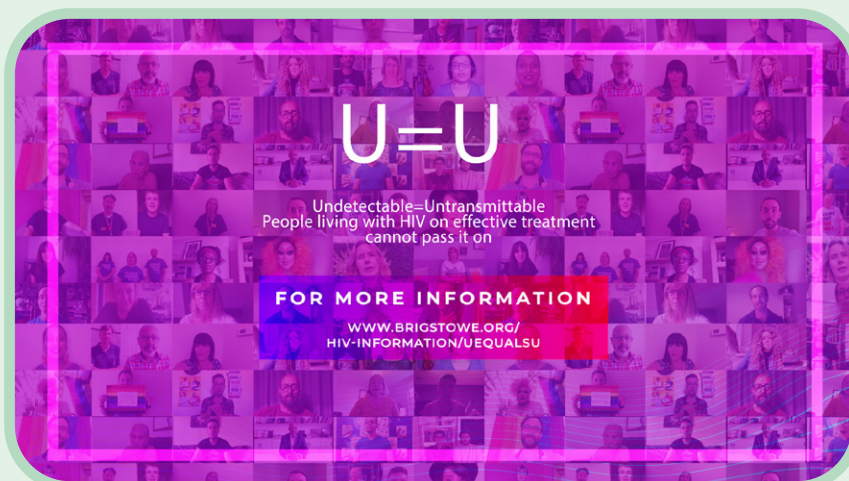
#Undetectable2Me

This was a month long campaign running throughout August. The aim of this campaign was to let people know what being undetectable means. Asides from the science that being undetectable means that people living with HIV on treatment cannot pass it on there are a lot of other emotions and feelings that being undetectable conjures up. We involved a diverse range of individuals from people living with HIV, negative friends and family, sector professionals and City Leaders.

Video Submissions from: E4's The Sex Clinic Doctor Naomi Sutton, Attitude Pride Award Winner and drag superstar Asifa Lahore, Founder of the U=U Campaign Bruce Richman, 80's Legend Hazell Dean, Bristol West MP Thangam Debbonaire and Bristol City Mayor Marvin Rees

Over 1600
views

If you'd like to watch search #Undetectable2Me
or Brigstowe on YouTube and Facebook



Let's Talk About Sex

A series of information videos. 3 videos via Facebook and 1 via Instagram. These videos included information surrounding testing, prevention, treatment, stigma & relationships. 1 video was specifically aimed at black and ethnic minority communities. These were delivered in partnership with THT.

Over 600
views

Bristol Fast Track Cities Initiative

Brigstowe continued to be a major partner in the Bristol Fast Track Cities Initiative. In 2019 Bristol City Council joined forces with Brigstowe, the University of Bristol, Public Health England, Unity Sexual Health, North Bristol NHS Trust, Terence Higgins Trust, the CCG and members of the public to form the Bristol Fast Track Cities Steering Group, which leads, develops and directs Fast Track Cities work in Bristol. Since the Fast Track Cities declaration was signed, the Steering Group has been joined by the Children's HIV Association (CHIVA) and Black South West Network.



We were declared a Fast Track City in 2019 and by signing the Fast Track Cities declaration, Bristol's mayor, citizens and partners commit to:

Work to exceed the
UNAIDS 95:95:95
HIV targets:

95% per cent of people living with HIV knowing
their status (Bristol is currently at 93%)

95% of people with diagnosed HIV on treatment
(Bristol is currently at 98%)

95% of people on treatment with suppressed
viral loads (Bristol is currently at 97%)

Work to achieve the following goals by 2030:

End new HIV
infections in their
cities

End HIV-related
stigma and
discrimination:
Zero Stigma

End preventable
deaths from
HIV-related
causes

Improve the health,
quality of life and
well-being of people
living with HIV in
their cities

We would like to take this opportunity to thank our funders



brigstowe⁺
positive change together

Brigstowe, Easton Community Centre,
Kilburn Street, Bristol, BS5 6AW

Tel: 0117 9555038

Web: www.brigstowe.org

Email: info@brigstowe.org

Twitter: @brigstoweinfo

Facebook: www.facebook.com/brigstowe

Registered Company No: 3107835

Registered Charity No: 1049945



Become a Friend of Brigstowe

Everyone needs friends and we at Brigstowe are no different.

Just £10 a month (the price of a cup of coffee a week) could be used to provide transport costs to one of our most destitute clients to access community services.

To donate please visit:

www.brigstowe.org/donate

Support people living with HIV and help raise awareness of HIV in Bristol by making a regular monthly donation to Brigstowe.

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Plans for the future

We have plans to develop and improve our services and activities. We want to help more positive people and to campaign for a more equal, tolerant and fair society.

During 2021/22 we will:

1. Employ an Engagement Support Worker from January 2022 following a recent funding award. This will be a one year pilot project to support people living with HIV who are struggling to adhere to their medication and/or attend HIV clinic appointments, working closely with local HIV clinicians.
2. Continue to develop our HIV peer support services following continuation / new funding awards in summer 2021. In particular, we will train Peer Facilitators (volunteers who are themselves living with HIV) to take the lead and/or host our group peer support events.
3. Start delivering interventions developed by and for African & Caribbean heritage communities through Common Ambition Bristol. The project aims are to increase HIV testing and reduce HIV stigma.
4. Develop the peer support services that we are able to offer for other long-term health conditions. We have already developed a new brand called The Peer Partnership with its own website. We will continue to provide peer support for people with type 2 diabetes and have recently been commissioned to provide peer support groups for people with Long COVID. In addition to direct peer support services we will provide consultancy support to assist other organisations and groups to set up and provide a wide range of peer support services.
5. Start work to refresh our main Brigstowe website to make it more appealing, accessible and informative.
6. Carry out an Equality, Diversity and Inclusion Audit of our organisation as a whole. This will be facilitated by an external consultant and will include the views of clients, volunteers, staff and trustees. This work has recently started and we anticipate it continuing over a six month period. Our aim is to ensure that the charity works towards greater equity, diversity and inclusion both within the organisation and through influencing the external environment.

Public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Financial review

The charity made a deficit of £4,996 for the year (2020 – surplus of £28,557), with a surplus of £16,002 (2020 - £26,354) on general, unrestricted funds. The charity's financial position remains healthy. At the year end, short-term investments and cash totalled £285,962 (2020 - £294,236). Net current assets have decreased to £180,825 (2020 - £185,803).

The trustees invest reserves that are not immediately required into fixed-term cash deposits in order to generate interest income. Due to the short-term nature of commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months.

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Reserves policy

'Reserves' describes the charity's funds that are freely available to spend. It therefore excludes restricted funds (which may only be spent in accordance with the wishes of the relevant donors), designated funds (which the trustees have committed to expend on particular assets or activities), or funds that could only be realised by disposing of fixed assets held for charity use.

The trustees view the charity's reserves as a 'buffer' to be employed in the event of unexpected costs or shortfalls in income. However, the level of reserves should not be excessive and unnecessarily limit the amount spent on charitable activities. Therefore, the trustees seek to balance the needs of future and current beneficiaries.

The trustees set the level at which reserves should be maintained after considering:

- the risks associated with each stream of income and expenditure being different from that budgeted;
- planned activity levels and working capital requirements;
- restricted funds available to spend on existing services;
- the charity's commitments to its beneficiaries, donors, staff and other parties; and
- the length of time reserves might be required to fund activities while alternative funding is sought or - should that prove impossible - an activity is reduced or discontinued in a planned and responsible fashion.

Since the charity is reliant on relatively few donors, the loss of any one is likely to result in a major impact on the charity's operations and beneficiaries. In addition, the trustees consider that the current economic climate and budgetary pressures being experienced by the charity's local government funders increase the probability of a loss of funding and difficulties in securing new funding. In response to this increased funding risk, the trustees consider it prudent to maintain a higher reserve level than would be necessary in a more secure and stable funding environment.

The trustees have determined that there should be sufficient restricted or free reserves to cover between three and six months' expenditure for each service. Given the significant restricted funds available for the advice and support and All In services, this means that free reserves – which exclude the value of fixed assets – should be between £56,000 and £112,000.

Free reserves as at 31 March 2021 were £84,727 (2020 - £86,354). This is around the middle of the target level. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

The report of the directors and trustees has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

This report was approved by the directors and trustees on 22/12/2021 and signed on their behalf.



Tom Sharkey
Chair of Trustee

THE BRIGSTOWE PROJECT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BRIGSTOWE PROJECT FOR THE YEAR ENDED 31 MARCH 2021

Independent examiner's report to the trustees of The Brigstowe Project ('the Company')

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

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those accounting records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Neil Dando FCA

for and on behalf of Wormald & Partners, Chartered Accountants
Redland House
157 Redland Road
Redland
Bristol
BS6 6YE

Date: 21/12/21

THE BRIGSTOWE PROJECT

STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2021

	Note	Restricted funds £	General fund £	2021 Total £	2020 Total £
Income and endowments from					
Donations and legacies	3	10,378	25,507	35,885	39,029
Charitable activities:					
Advice and support service	4	119,505	-	119,505	118,607
Migrant advice and support service	4	28,373	-	28,373	34,273
Positive Voices	4	82,667	1,200	83,867	86,891
Client activities and events	4	7,159	-	7,159	7,583
Peer support for other long-term conditions	4	8,920	36,584	45,504	50,493
HIV awareness raising	4	-	17,433	17,433	8,060
Common Ambition Bristol	4	40,220	-	40,220	-
Covid-19 Client Welfare	4	16,545	-	16,545	-
Other trading activities	5	-	2,354	2,354	4,278
Investments	6	-	1,516	1,516	2,353
Total income		313,767	84,594	398,361	351,567
Expenditure on					
Raising funds	7	4,066	19,283	23,349	16,354
Charitable activities:					
Advice and support service	7	120,019	-	120,019	116,754
Migrant advice and support service	7	32,766	-	32,766	34,359
Positive Voices	7	84,663	-	84,663	84,502
Client activities and events	7	3,851	-	3,851	6,426
Peer support for other long-term conditions	7	8,920	44,543	53,463	43,721
HIV awareness raising	7	14,636	-	14,636	20,445
Common Ambition Bristol	7	46,718	-	46,718	-
Covid-19 Client Welfare	7	19,126	-	19,126	-
Other charitable activities	7	-	4,766	4,766	449
Total expenditure		334,765	68,592	403,357	323,010
Net income / (expenditure) and net movement in funds for the year		(20,998)	16,002	(4,996)	28,557
Reconciliation of funds					
Fund balances brought forward		103,863	88,685	192,548	163,991
Transfer between funds		16,543	(16,543)	-	-
Fund balances carried forward	16	99,408	88,144	187,552	192,548

There are no recognised gains or losses for the year other than those included in the statement of financial activities.

All income and expenditure has arisen from continuing activities.

The notes on pages 21 to 30 form part of these financial statements.

THE BRIGSTOWE PROJECT
Registered Company Number 03107835
BALANCE SHEET
AS AT 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	12		6,727		6,745
Current assets					
Debtors	13	53,666		8,669	
Short-term investments	14	81,990		80,600	
Cash at bank and in hand		203,972		213,636	
			339,628	302,905	
Current liabilities					
Creditors: amounts falling due within one year	15	(158,803)		(117,102)	
Net current assets			180,825		185,803
Total assets less current liabilities			187,552		192,548
Net assets			187,552		192,548
The funds of the charity					
Restricted funds	16	99,408			103,863
General fund	16	88,144			88,685
			187,552		192,548

For the year ended 31 March 2021, the charity was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charity to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with section 476 of Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charity keeps accounting records that comply with section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and in accordance with Section 1A of Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The financial statements were approved and authorised for issue by the trustees and were signed on their behalf on 22 December 2021.



Dominic Eastham

Trustee and treasurer

The notes on pages 21 to 30 form part of these financial statements.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. STATUTORY INFORMATION

The Brigstowe Project is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found under 'Legal and administrative details' on page 1.

2. ACCOUNTING POLICIES

2.1 Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Section 1A "Small Entities" of Financial Reporting Standard 102 (FRS 102) 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention.

2.2 Income

Incoming resources are recognised in the statement of financial activities when:

- The charity becomes entitled to the resources;
- The trustees believe it is probable that they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Grants are recognised in the statement of financial activities when received or receivable, whichever is earlier, unless they relate to a specific future period, in which case they are deferred. Grants have been included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

Other income is credited to the statement of financial activities when receivable.

2.3 Expenditure and liabilities

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any irrecoverable value added tax.

Liabilities are recognised as soon as there is a legal or constructive obligation as a result of past events committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Costs of raising funds are associated with generating income from all sources other than from undertaking charitable activities. They consist of the costs of identifying and applying for funding and the costs of other trading activities.

Direct charitable expenditure comprises the staff and other costs directly attributable to activities that contribute to the achievement of the charitable objects. Items of expenditure which contribute directly to the output of more than one activity are allocated to each of the activities based on estimated staff time.

Support costs are costs that, whilst necessary to deliver a charitable activity, do not themselves produce or constitute the output of the charitable activity. These are apportioned on the basis of direct staff time.

Governance costs are support costs associated with strategic management and compliance with constitutional and statutory requirements. These costs include the examination of the statutory financial statements, the costs of trustee meetings and the annual general meeting.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2. ACCOUNTING POLICIES (continued)

2.4 Tangible assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their estimated useful economic lives as follows:

Office equipment	-	25% reducing balance
Fixtures and fittings	-	25% reducing balance

Fixed assets are reviewed for impairment where there are indications their service potential may be reduced. For example, an asset related to a specific activity will be reviewed for impairment when there are indications the activity may cease or be reduced.

2.5 Fund accounting

Restricted funds comprise income received to be used for particular restricted purposes within the objects of the charity, less associated costs. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The aim and use of each restricted fund is set out in the notes to the financial statements where material.

General funds are unrestricted funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

2.6 Pensions

The charity contributes 6% of gross salary into employees' personal pension plans. The pension charge represents the amounts payable by the charity to such plans in respect of the year.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations (including related gift aid)	20,051	22,982
Membership dues	1	-
National Lottery Awards for All	15,833	4,167
The Make A Difference Trust	-	11,880
	35,885	39,029

Of the £35,885 (2020 - £39,029) received from donations and legacies, £10,378 (2020 - £16,047) was restricted funds and £25,507 (2020 - £22,982) was general funds.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2021 £	2020 £
Advice and support service		
Bristol City Council	89,919	87,958
Henry Smith Charity	11,386	12,449
North Somerset Council	8,240	8,240
South Gloucestershire Council	8,960	8,960
Bristol Wessex Billing Services Ltd	1,000	1,000
	119,505	118,607
Migrant advice and support service		
MAC AIDS Fund	10,500	16,750
Lloyds Bank Foundation	17,873	17,523
	28,373	34,273
Positive Voices		
Big Lottery Fund grant	65,684	62,719
Henry Smith Charity	15,063	18,616
South Gloucestershire Council	1,920	1,920
HIV awareness training	1,200	3,636
	83,867	86,891
Client activities and events		
Bristol City Council	5,239	5,618
South Gloucestershire Council	1,920	1,920
Member contributions	-	45
	7,159	7,583
Peer support for other long-term conditions		
Bristol Community Health	28,500	50,493
Quartet Foundation	8,920	-
Coronavirus Job Retention Scheme	8,084	-
	45,504	50,493
HIV awareness raising		
MobPrESH – Mobilising for PrEP & Sexual Health	-	8,060
Bristol City Council Public Health	17,433	-
	17,433	8,060
Common Ambition Bristol		
The Health Foundation	40,220	-
	40,220	-
Covid-19 Client Welfare		
Gilead Sciences Ltd	7,000	-
Lloyds Bank Foundation	6,045	-
Quartet Foundation	3,000	-
Groundwork	500	-
	16,545	-
Total income from charitable activities	358,606	305,907

Of the £358,606 (2020 - £305,907) received from charitable activities, £303,389 (2020 - £243,718) was restricted funds and £55,217 (2020 - £62,189) was general funds.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

5. INCOME FROM OTHER TRADING ACTIVITIES

	General funds 2021 £	General funds 2020 £
Peer support development work	-	2,000
Charges for facilities	1,954	2,128
Other income generating activities	400	150
	2,354	4,278

6. INVESTMENT INCOME

	General funds 2021 £	General funds 2020 £
Interest on bank deposits	1,516	2,353
	1,516	2,353

7. RESOURCES EXPENDED

	Direct staff costs £	Direct other costs £	Support costs (note 8) £	Total 2021 £	Total 2020 £
Costs of raising funds:					
Fundraising events	16,037	2,770	4,542	23,349	16,354
	16,037	2,770	4,542	23,349	16,354
Costs of charitable activities:					
Advice and support service	71,855	2,464	45,700	120,019	116,754
Migrant advice and support service	19,813	1,193	11,760	32,766	34,359
Positive Voices	51,022	4,550	29,091	84,663	84,502
Client activities and events	1	931	2,919	3,851	6,426
Peer support for other long-term conditions	42,807	1,099	9,557	53,463	43,721
HIV awareness raising	14,757	(121)	-	14,636	20,445
Common Ambition Bristol	5,937	35,213	5,568	46,718	-
Covid-19 Client Welfare	3,300	15,826	-	19,126	-
Other charitable activities	-	4,548	218	4,766	449
	209,492	65,703	104,813	380,008	306,656
	225,529	68,473	109,355	403,357	323,010

Of the £23,349 (2020 - £16,354) of expenditure on raising funds, £4,066 (2020 - £nil) was restricted funds and £19,283 (2020 - £16,354) was general funds.

Of the £380,008 (2020 - £306,656) of expenditure on charitable activities, £330,699 (2020 - £257,562) was restricted funds and £49,309 (2020 - £49,094) was general funds. Within restricted expenditure on charitable activities was £65,684 (2020 - £63,446) relating to the Big Lottery Fund grant.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. SUPPORT COSTS

	Advice and support service £	Migrant advice and support £	Positive Voices £	Client activities and events £	Peer support for other long-term conditions £
Support staff costs	29,025	7,447	18,492	1,854	3,973
Recruitment, training and other staff costs	840	169	414	36	589
Bookkeeping	1,037	265	667	73	152
Insurance	1,150	158	398	47	(35)
Premises costs	7,220	1,854	4,653	469	902
Office equipment and IT support	2,124	548	1,424	101	2,160
Photocopying, printing, stationery and postage	566	143	312	34	161
Telephone	864	221	550	232	149
Networking and service development	-	-	-	-	-
Depreciation	864	222	907	57	109
Profit on disposal of fixed assets	-	-	-	-	-
Publicity	-	-	84	-	990
Legal and professional fees	486	129	277	(2)	17
Other support costs	473	335	321	18	94
Fundraising consultants	2,033	527	1,342	164	476
Governance costs (note 9)	1,051	269	592	-	296
	47,733	12,287	30,433	3,083	10,033
	Common Ambition Bristol £	Other charitable activities £		Total 2021 £	Total 2020 £
Support staff costs	3,168	-		63,959	60,853
Recruitment, training and other staff costs	156	35		2,239	126
Bookkeeping	80	-		2,274	1,863
Insurance	-	-		1,718	1,237
Premises costs	737	-		15,835	15,275
Office equipment and IT support	405	5		6,767	4,232
Photocopying, printing, stationery and postage	75	-		1,291	2,427
Telephone	98	-		2,114	3,773
Networking and service development	-	-		-	254
Depreciation	85	-		2,244	2,249
Profit on disposal of fixed assets	-	-		-	-
Publicity	-	84		1,158	399
Legal and professional fees	210	-		1,117	1,193
Other support costs	69	94		1,404	2,086
Fundraising consultants	-	-		4,542	-
Governance costs (note 9)	485	-		2,693	2,960
	5,568	218		109,355	98,927

THE BRIGSTOWE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

9. GOVERNANCE COSTS

	2021	2020
	£	£
Annual general meeting costs	-	20
Independent examination fees	1,956	2,240
Other costs	737	700
	<u>2,693</u>	<u>2,960</u>

10. STAFF COSTS AND NUMBERS

	2021	2020
	£	£
Wages and salaries	255,798	231,291
Social security costs	18,344	16,554
Pension costs	15,346	14,351
	<u>289,488</u>	<u>262,196</u>

The average headcount number and number of full-time equivalent (FTE) employees for the year was:

	2021	2020	2021	2020
	Headcount	Headcount	FTE	FTE
Direct charitable work	8.2	7.5	6.3	5.6
Management and support staff	2.5	2.5	2.5	2.5
	<u>10.7</u>	<u>10.0</u>	<u>8.8</u>	<u>8.1</u>

No employees earned more than £60,000 during the year (2020 - none).

11. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

One trustee (2020 - one) was reimbursed £77.50 (2020 - £75) for the total cost of a trustee meal.

Management purchased small gifts of appreciation for each of the trustees; the total amount of charity funds used was £165 (2020 - £110).

THE BRIGSTOWE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12. TANGIBLE ASSETS

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2020	14,854	3,634	18,488
Additions	1,990	236	2,226
Disposals	-	-	-
At 31 March 2021	16,844	3,870	20,714
Depreciation			
At 1 April 2020	9,333	2,410	11,743
Charge	1,878	366	2,244
Disposals	-	-	-
At 31 March 2021	11,211	2,776	13,987
Net book value			
At 31 March 2021	5,633	1,094	6,727
At 1 April 2020	5,521	1,224	6,745

13. DEBTORS

	2021 £	2020 £
Prepayments	2,596	3,414
Accrued income	49,870	3,900
Other debtors	1,200	1,355
	53,666	8,669

14. SHORT-TERM INVESTMENTS

	£
Fixed-term cash deposits at 1 April 2020	80,600
Additions	-
Interest earned	1,390
Withdrawals	-
Fixed-term cash deposits at 31 March 2021	81,990

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

15. CREDITORS:

Amounts falling due within one year

	2021 £	2020 £
Trade creditors	4,109	749
Social security and other taxes	6,642	5,008
Other creditors	1,135	2,543
Accruals	36,851	3,470
Deferred income	110,066	105,332
	158,803	117,102

The charity has deferred income arising from grants for services to be supplied for periods spanning the year end. £110,066 (2020 - £105,332) of deferred income arose in the year and £105,332 (2020 - £68,531) was released from previous periods, leaving £110,066 (2020 - £105,332) of deferred income at the year end.

Included in other creditors at the year end are outstanding pension contributions of £1,135 (2020 - £2,543).

16. MOVEMENTS IN FUNDS

	1 April 2020 £	Incoming resources £	Resources expended £	Fund Transfers £	31 March 2021 £
Restricted funds					
Information, advice and support services funds	90,988	148,878	(154,872)	-	84,994
All In fund	7,093	7,159	(3,992)	-	10,260
Local Sustainability Fund	2,980	-	(745)	-	2,235
Positive Voices fund	1,419	83,867	(85,786)	1,566	1,066
HIV Awareness Raising Fund	526	5,833	(14,637)	8,278	-
Common Ambition Bristol	-	40,220	(46,683)	6,463	-
Covid-19 Client Welfare fund	-	18,890	(19,126)	236	-
North Somerset Capital Grant	15	-	(4)	-	11
Other restricted funds	842	8,920	(8,920)	-	842
	103,863	313,767	(334,765)	16,543	99,408
Unrestricted funds					
General fund	88,685	84,594	(68,592)	(16,543)	88,144

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

16. MOVEMENTS IN FUNDS (continued)

	1 April 2019 £	Incoming resources £	Resources expended £	Fund Transfers £	31 March 2020 £
Restricted funds					
Information, advice and support services fund	88,543	152,880	(150,435)	-	90,988
All In fund	5,896	7,583	(6,386)	-	7,093
Local Sustainability Fund	3,974	-	(994)	-	2,980
Positive Voices fund	1,891	83,255	(84,221)	494	1,419
HIV Awareness Raising Fund	-	16,047	(15,521)	-	526
North Somerset Capital Grant	20	-	(5)	-	15
Other restricted funds	842	-	-	-	842
	<u>101,166</u>	<u>259,765</u>	<u>(257,562)</u>	<u>494</u>	<u>103,863</u>
Unrestricted funds					
General fund	<u>62,825</u>	<u>91,802</u>	<u>(65,448)</u>	<u>(494)</u>	<u>88,685</u>

The information, advice and support services funds are for provision of the advice and support service and the migrant advice and support service, including appropriate contributions to the charity's overheads. This fund is the amalgamation of two funds reported separately in earlier years: the housing related support fund and the information and advice, and migrant advice and support services fund. Following the merger of the housing-related support service and information and advice service on 1 April 2018, there is no longer any substantive difference between the two funds.

The All In fund is to support the All In group's activities, including contributions to staff costs and overheads.

The Local Sustainability Fund grant was to help The Brigstowe Project become more sustainable by reviewing and transforming the organisation's operating models. The grant has been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.

The Positive Voices fund is for the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.

The HIV Awareness Raising fund is for raising awareness of HIV and tackling discrimination.

The North Somerset Capital Grant fund is for capital expenditure and the provision of the charity's premises and facilities. This grant has now been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.

The Common Ambition Bristol fund supports the charity's work with people of African and Caribbean heritage to reduce HIV transmission in Bristol. This project is supported by the Health Foundation, committed to bringing about better health and health care for people in the UK.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

The Covid-19 Client Welfare fund is for the provision of emergency support for clients living with HIV. Support provided includes emergency payments for living expenses and the provision of laptops, mobiles and data packages.

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Unrestricted funds £	Total 2021 £
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	3,310	3,417	6,727
Current assets	171,655	167,973	339,628
Current liabilities	(75,557)	(83,246)	(158,803)
Total net assets at 31 March 2021	<u>99,408</u>	<u>88,144</u>	<u>187,552</u>
	Restricted funds £	Unrestricted funds £	Total 2020 £
Fund balances at 31 March 2020 are represented by:			
Tangible fixed assets	4,414	2,331	6,745
Current assets	159,526	143,379	302,905
Current liabilities	(60,077)	(57,025)	(117,102)
Total net assets at 31 March 2020	<u>103,863</u>	<u>88,685</u>	<u>192,548</u>