# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

England & Wales · Charity number 1063289

## Details

| | |
|---|---|
| **Other names** | PAVS |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 03343059 |
| **Registered** | 1997-07-05 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | P A V S<br>36-38 High Street<br>Haverfordwest<br>SA61 2DA |
| **Phone** | 01437769422 |
| **Email** | enquiries@pavs.org.uk |
| **Website** | www.pavs.org.uk |

## Activities

**Objects:** TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN WALES, WITH PARTICULAR PREFERENCE FOR THE LOCAL GOVERNMENT DISTRICT OF PEMBROKESHIRE (HEREINAFTER CALLED "THE AREA OF BENEFIT") AND, IN PARTICULAR THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS

**Activities:** Promoting charitable purposes for the benefit of Pembrokeshire, particularly advancement of education, protection of health, relief of poverty, distress & sickness. Promoting & organising cooperation in the achievement of these aims, bringing together representatives of voluntary organisations & statutory authorities within Pembrokeshire. Members are Pembrokeshire voluntary and community groups.

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## Classification

- **How:** Makes Grants To Organisations, Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** PEMBROKESHIRE
- Pembrokeshire

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £2,089,741 | £1,975,739 | £994,879 | 28 |
| 2024-03-31 | £1,835,701 | £1,941,811 | £880,877 | 27 |
| 2023-03-31 | £2,173,921 | £2,706,145 | £1,372,987 | 22 |
| 2022-03-31 | £1,948,324 | £1,670,893 | £554,211 | 22 |
| 2021-03-31 | £2,189,744 | £1,704,277 | £8,780 | 24 |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Angela Joy Mander | | 2025-04-16 |
| Anthony Edward Sangster | | 2022-02-16 |
| Ashleigh James Phelan | | 2024-11-14 |
| Claire Frances Incledon | | 2022-05-26 |
| Emma Sarah Bingham | | 2025-11-13 |
| Rosie Thomas-Easton | | 2026-01-19 |
| Tomos Akash Padel | | 2025-11-13 |

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**PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES**

England & Wales - Charity number 1063289

# Accounts

**REGISTERED COMPANY NUMBER: 03343059 (England and Wales)**
**REGISTERED CHARITY NUMBER: 1063289**

# REPORT OF THE TRUSTEES AND

# FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2025

# FOR

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

Xeinadin Audit Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

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# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2025

| | |
|---|---|
| **TRUSTEES** | H D Murray (resigned 26.5.25)<br>C Crichton (resigned 17.3.25)<br>A E Sangster<br>C F Incledon<br>J D M Tucker<br>N D O'Connor (resigned 19.8.24)<br>L I Hamilton (appointed 19.8.24) (resigned 14.11.24)<br>H V McLeod-Baikie (appointed 20.8.24)<br>A J Mander (appointed 16.4.25)<br>A J Phelan (appointed 14.11.24) |
| **COMPANY SECRETARY** | J C Bickerton |
| **REGISTERED OFFICE** | 36-38 High Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 2DA |
| **REGISTERED COMPANY NUMBER** | 03343059 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1063289 |
| **AUDITORS** | Xeinadin Audit Limited<br>Statutory Auditors and Chartered Accountants<br>24 Lammas Street<br>Carmarthen<br>Carmarthenshire<br>SA31 3AL |
| **BANKERS** | Unity Bank<br>Unity Trust Bank plc<br>Four Brindleyplace<br>Brimingham<br>B1 2JB |
| **SOLICITORS** | Hains & Lewis<br>Penffynnon<br>Hawthorn Rise<br>Haverfordwest<br>Pembrokeshire<br>SA61 2BQ |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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 2019).

**The County Voluntary Council for Pembrokeshire**

Pembrokeshire Association of Voluntary Service has a heart for the community in Pembrokeshire. We have a strong reputation for working with the vibrant community and voluntary sector across the County, delivering vital services and support to those in need. We encourage and support volunteers, we help third sector organisations fulfil their potential and we catalyse community action through grant funding. We are a trusted voice and we engage on policies and initiatives with local and national government, the health board and the business sector.

The Pembrokeshire Community Hub continues to place itself as the starting point for community services for residents, visitors to the county and professionals. During this period, the Hub has handled over 4800 enquiries spanning food, finance, community activities/social connections, benefits, debt advice, care and support as well as digital connectivity.

Our team of eight Community Connectors bring a preventative, community-based, citizen centred approach to improving health and wellbeing in Pembrokeshire, beginning with a 'What Matters' conversation and often involving social prescribing linked to the 5 Ways of Wellbeing. This place-based and person-centred way of working, as part of multi-disciplinary teams around GP surgeries, handled over 1350 referrals from health, social care, voluntary sector as well as self-referrals. The Community Connectors worked with individuals and their families to co-create a strengths based wellbeing plan leading to over 2600 introductions being made to appropriate community activities, groups and services.

From the many voluntary groups that draw on PAVS' support in setting up and running their organisations, we hear wonderful feedback: "your amazing advice has helped us through a difficult period", "your training is first class". We are recognised for delivering a professional service in managing and administering grant funding on behalf of public and private sector organisations, not least because it delivers impact across our community. As the fund holder for Invest Local- a Building Communities Trust programme - our development officer in Hubberston and Hakin facilitates the implementation of the community's Driving Change Plan.

Our work to promote volunteering, through outreach across the community and working alongside volunteer-involving organisations, has led to innumerable examples of how this enriches individuals and their communities.

Feedback, consultation, collaboration and co-production are embedded in how PAVS works with individuals, voluntary/community organisations and stakeholders from public/statutory and private sector organisations. Our work in partnership with our local authority and health board brings PAVS' advice, expertise and insight in shaping policy and the delivery of public services. We convene many networks and forums with community and voluntary organisations, both on a geographic and thematic basis, to share best practice, forge connections and strengthen the delivery of services. With the wider network of Third Sector Support Wales and counterparts across the third sector, we contribute to the development of policy at a regional and national level.

Our 28 staff bring a wealth of experience and expertise, passionate about our work, striving for excellence in everything we do. Our annual turnover, slightly over £2m, is largely derived from grant funding that we administer on behalf of public and private sector organisations. Notwithstanding constrained public sector funding, challenges relating to poverty and wellbeing, the reducing number of volunteers and growing pressures on the third sector, there is more we can do, to build and strengthen community organisations.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

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## OBJECTIVES AND ACTIVITIES

### Strategic Aims and Objectives

The Association was established in 1997 as the County Voluntary Council for Pembrokeshire. It promotes any charitable purpose for the public benefit of the community, and particularly the advancement of education, the protection of health and the relief of poverty, distress and sickness. Its membership is made up of voluntary and community groups and social enterprises (collectively known as "the third sector") operating in Pembrokeshire. In its work the Association promotes and organises co-operation in the achievement of these aims and, to that end, brings together representatives of third sector organisations and statutory authorities within Pembrokeshire.

During the year, the Board has overseen delivery of the second year of the Association's 5-year strategic plan. Outputs, outcomes, and annual targets have been agreed for each of the strategic priorities, together with a delivery plan for 2024-25. Performance reports have been presented quarterly at Board meetings. Further information is provided in the following sections.

The PAVS Strategic Plan 2023-2028 sets out the following vision, mission, strategic commitments, values, and strategic priorities. An overview of progress made during the year under review is shown for each strategic priority. We also set out key aspects of our work as part of our partnership with Third Sector Support Wales. Our Impact Report summarises key activities for the period.

These activities have contributed to PAVS' mission and strategic aims as determined by the Board of Trustees, delivered public benefit, and contributed to the national Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015 and overseen locally by the Pembrokeshire Public Services Board.

**PAVS Vision**: Sustainable voluntary groups and active volunteers, creating thriving, inclusive and connected communities across Pembrokeshire

**Mission:** To deliver excellent services that connect, enable, inspire and advocate for communities, groups, volunteers and individuals

In delivering its Vision and Mission, PAVS commits to:
- Working with other organisations - building relationships, collaborating, co-producing solutions to difficult issues
- Facilitating and enabling the third sector to do what they aspire to do
- Understanding and championing volunteering to enhance community life
- Developing a positive and constructive relationship with the private sector
- Broadening our membership base and strengthening the voice of the sector
- Using our regional entity to generate income from new sources
- Working in a sustainable way that protects the environment for future generations
- Being fair, inclusive, and accessible in all that we do.

We adhere to:

- Excellence: We will commit to ongoing professional development, ensure accountability and transparency, and do our very best at all times
- Inclusiveness: We will adhere to best practice equality, diversity, and inclusion standards, ensuring that our work is fully accessible and open to all
- Enthusiasm: We will actively encourage and enable the people and groups who come to us for support to achieve their ambitions, goals, and dreams
- Innovation: We will embrace new technology and initiatives, encourage out-of-the-box thinking, and proactively seek out ways to change and improve our practice
- Collaboration: We will work together as a staff team and with partners in the third, public, and private sectors to co-produce new ideas, influence policy and practice, and deliver high quality services
- Kindness: We will always be prepared to listen and will behave towards each other and everyone we work with in a way that is considerate, non-judgmental, compassionate, and caring.

**PAVS Strategic Priorities**

Strategic Priority 1: Engagement and Influencing

Our objectives are to:
- Be visible leaders in co-produced solutions to challenging issues - poverty, housing, care and support, climate change, etc
- Build a strong narrative based on community research, evidence drawn from our members, and learning from people with lived experience
- Be an advocate for the sector using our networks locally, regionally, and nationally to influence policy and practice
- Champion equality, diversity, inclusivity. and fairness to ensure everyone's voice is heard.

**Overview of progress 2024-25**
A strong ethos of partnership working between PAVS, the Local Authority, Hywel Dda UHB, Public Health Wales, PLANED and other organisations continues through the Healthier Pembrokeshire and Strengthening Communities Strategic and Operational Groups.

This was recognized with a Working in Partnership Award at the 2025 West Wales Health and Care awards by the West Wales Regional Partnership Board. This year, the spotlight was on "Integrated Community Care", emphasising the importance of collaborative and accessible care within our local communities. PAVS received the Award in partnership with Pembrokeshire County Council and Health Board colleagues for our role in supporting the development of this new way of working.

**Feedback from the Board of Social Care Wales**

In February 2025, PAVS hosted a visit by the Board of Social Care Wales who were keen to hear about the Strengthening Communities programme. In their feedback to Pembrokeshire County Council following the meeting, the SCW Chair and Chief Executive said:

"We were really pleased to see the focus on person centred care and evidence-based practice and particularly struck by the strength of the partnerships and relationships you have developed in Pembrokeshire, particularly with the Health Board and third sector".

As part of our Strengthening Communities programme, we have worked collaboratively with the Local Authority and Health Board to examine our whole system approach, in particular around discharge from hospital and avoiding admission, along with supporting people to stay well at home. This collaboration has focused - through normative learning and workshop style training - on considering better and more efficient ways of working, putting citizens at the heart of our thinking. and decision making.

**Engagement and Co-production**

The Strengthening Communities programme successfully applied for Shared Prosperity Funding (SPF) during this period to help PAVS and our partners step up our collective ambitions for Engagement and Co-production in Pembrokeshire. Working closely with the Co-production Network for Wales, PAVS championed co-production in Pembrokeshire, establishing an Engagement & Co-production Practitioners Network, organising training and events, sharing learning, and building the skills and capacity of the Network which quickly grew to a membership of 80 practitioners across the sectors. 55 people received 'Introduction to Co-production' training from PAVS, delivered face to face in community venues, demonstrating a real commitment to a co-produced way of working.

**Feedback from participants of Co-production training**

"Co-production doesn't need to be complex. It's having the opportunity to have good conversations & listening". "Really appreciate discussing this material as an organisation with colleagues. This is the practice of delivering positive change together". "Brilliant insight into how to actively co-produce, with an opportunity to put ideas into practice".

The SPF funding also allowed us to engage a number of high-quality consultants to help on specific topics, which we would not otherwise have had the chance to do, leaving a legacy of useful information and resources for the sector. This included engagement and co-production with the community in and around the development of community-led and person-centred approaches to care, support and wellbeing. This involved finding out what matters to people, what assets they have in their community, what their needs are for current and future care & support, and presenting this in a format that can be used in future support and service planning by key stakeholders. In practice, this included working this year with St David's and Crymych Town & Community Councils to develop their Community Wellbeing Plans, and work in north-east Pembrokeshire around a new service model for the Bro Preseli Day Centre. We also commissioned a piece of engagement work in and around the Fishguard area centred around the development of an Integrated Health & Wellbeing Hub. All 3 pieces of work have received excellent feedback and will be used in future service planning and developments.

PAVS continues to deliver the Carers Support West Wales project, which is in its third year. A steering group facilitated by PAVS undertakes a regular review of the content to ensure that the one-stop shop website for unpaid carers is up-to-date and continues to be promoted and used by unpaid carers of all ages. The website is part of the West Wales strategic priority to support Carers to become digitally included. Between 1st April 2024 and 31st March 25, there were a total of 187,687 visits to the CSWW website, which is a 294% increase from the recorded visits in 2023-24. This reflects the level of ongoing promotion and demonstrates the website is becoming more established and recognised across the region as a source of information. This work is led by the Strengthening Communities Programme Manager, who for the duration of the reporting period, also held the role of Vice Chair of the West Wales Carers Development Group.

This year PAVS continued to play a key role with partners in tackling poverty in Pembrokeshire. This included working with partners to organize the 2nd Pembrokeshire Tackling Poverty Summit, delivering the Live Well for Less cost of living support project and sitting on the Steering Group of the Words to Action research project developed from previous PAVS research into 'Addressing Poverty' in 2023. That research formed part of the development of the Pembrokeshire Tackling Poverty Strategy.
PAVS was also awarded funding from the UK Shared Prosperity Fund via Pembrokeshire County Council for Live Well for Less - an integrated programme offering individuals and families seamless access to a wide range of community-based support services designed to help people maximise their income and reduce their outgoings.

It was developed as a poverty preventions programme, with the aim of helping people develop their capacity, capability, and confidence to take positive steps to manage their finances more effectively and cope with the ongoing cost of living crisis. The Live Well for Less programme aimed to help individuals and families take positive steps to maximise their income and reduce their expenditure by implementing simple energy saving measures in their homes, accessing benefits & funds to which they are entitled, reviewing household finances, improving budgeting skills, using online services (banking, shopping, budgeting tools), preparing low-cost nutritional meals, and providing a single point of contact for information, advice, and support available in the community through the Pembrokeshire Community Hub. In total, 552 people were reached through the project. 349 people were supported to engage with life skills. 122 people attended training sessions. 40 local events or activities were supported. 60 households were supported to take up energy efficiency measures. 280 people completed a course and 188 people engaged with life skills following interventions.

**Feedback from Live Well for Less project recipients**

'I really enjoyed the cooking demo. I especially liked making the dressing as I'm not very good at them. Eating the meal together was an unexpected bonus. I'm glad I came. Thank you.'

"The gentleman who visited me was great. Very polite and explained very clearly why the radiator reflectors would help me save some money on my energy bill, and how they worked."

"Excellent support/very knowledgeable & helpful/very satisfied with comms & responsiveness/mostly built up her confidence/am more confident using pc & mobile phone"

"I can't thank Peter enough, when I received the email from the school it jogged my memory, but I had no clue what to do. Peter explained everything and emailed me a presentation outlining what I needed to do. I have now located the Trust Funds for my three children and as suggested transferred them into Junior ISAs".

"Since my partner died I have been lost, grieving overtook my life, he handled all the bills and I didn't know what to do. Peter visited me several times and explained everything to me, I am getting more confident every day, but know that I can still call him if I need to".

PAVS also continued to take a lead role on Keep Warm, Keep Well in Pembrokeshire, chairing the Steering Group for a third year and coordinating activity across the sectors to support people through cost of living challenges, particularly over the winter. This included administering small grants for the continued provision of community warm spaces. PAVS continues to coordinate activity to mark important awareness days including Carers Week, Social Prescribing Day and National Fuel Poverty Awareness Day.

Strengthening Communities programme staff started attending 2-day Strengths Based Collaborative Communication training. The Community Connector Team Leader has trained to become a Mentor and presented to senior leaders in the local authority and health board on this strengths-based approach and working collaboratively to support the needs of our population.

PAVS continues to support with the development of Most Significant Change in Pembrokeshire, a participatory method which involves generating and analysing personal accounts of change and deciding which of these accounts is the most significant - and why. Community Connectors and Hub staff were trained as story gatherers.

Engaging the third sector in strategic planning, public service design and delivery, policy issues and consultations continues to be a key element of PAVS' work. Over the year, PAVS staff have been active in representing and supporting the third sector, including:

- **Locally:** through the Pembrokeshire Public Services Board; Healthier Pembrokeshire Strategic and Operational Boards
- **Regionally:** through Regional Partnerships for advocacy, unpaid carers, people living with dementia
- **Nationally:** involvement with Resourceful Communities Partnership and Community Movement Cymru as well as with Third Sector Support Wales and Wales Council for Voluntary Action which are vehicles for engaging with the Welsh Government
- **Sector and Thematic Issues:** collaboration on prevention and early intervention on homelessness, food poverty and cost of living crisis
- **Networks:** facilitating a number of networks forging opportunities for the third sector to work with statutory partners to support p eople living with dementia, children and families, bereavement and unpaid carers.

**Strategic Priority 2: Active Citizenship**

Our objectives are to:

- Encourage and enable more people of all ages to get involved in voluntary action and help out in their communities - formally and informally
- Raise the profile of volunteering as a contributor to personal development and individual wellbeing

- Expand our membership base as a network of people who want to keep in touch, support our work, and be a strong voice for the sector
- Improve our online and offline communications and ensure they are appropriate and accessible to all.

**Overview of Progress 2024-25**

PAVS continues to promote volunteering and encourage individuals to offer their time and talents through a comprehensive volunteering information and guidance service (often referred to as 'brokerage' or 'matching'). Delivered by Volunteering for Pembrokeshire (VfP) - our local volunteer centre based in PAVS - the team also provides best practice guidance and support to volunteer involving organisations. The matching service provided by the Volunteer Centre supports individuals to find a role that interests them and supports the organisations looking for volunteers. The team also provides guidance to businesses looking for team volunteering, or to implement an Employer Supported Volunteering (ESV) scheme.

During the period, 39 individuals were placed into volunteering and over 100 were supported to explore volunteering roles. On the Volunteering Wales website, 143 people registered their interest in volunteering for a role in Pembrokeshire, enabling them to find volunteering opportunities for themselves. Regular volunteering outreach sessions were held in Fishguard in conjunction with Futureworks, as well as a programme of events at leisure centres, libraries and supermarkets and with JobCentrePlus, including an event aimed at those 50+. The second, annual, youth volunteering fair was held at Pembrokeshire College in October.

Significant support was provided to the Pembrokeshire Volunteer Organisers Network (PVON) members and volunteering projects via the 'Doing the Small Things' programme, funded by the UK Shared Prosperity Fund. This included the development of a toolkit/guide (to support the recruitment of informal volunteers) and 1-2-1 project support. Some 90+ volunteers were recruited in over 40 different roles. Thanks to SPF funding we were also able to offer Mental Health First Aid training for free to those supporting/ managing volunteers and a number of social media courses with ProMo Cymru to help groups to raise their profile.

The Volunteering for Pembrokeshire recognition scheme processed 7120 hours of volunteer time which equates to an estimated value of £71,200. Some 38 certificates were issued in recognition of the contribution made by volunteers.

PAVS continued to work on the development of A Volunteering Strategy for Pembrokeshire with counterparts across the third, public and private sector, in anticipation of its launch in June 2025.

**Support to Pembrokeshire County Council with their Employer Supported Volunteering scheme**

During the year the team hosted 3 online volunteering fairs, which were promoted to PCC staff, which they could attend during their workday to connect with local voluntary organisations. We also provided encouragement and signposting to one staff member to help her find volunteering locally as she was new to the area. She had volunteered previously but just wanted some local information. We connected her with a local Guide group as she had previously volunteered with them elsewhere.

She said...'I started a new job and moved to Pembrokeshire and wanted to get involved in the local community and get back into volunteering. I wanted a reason to get out of the house and do something. I also wanted to meet local people outside of work...my employer encourages staff to volunteer through their ESV scheme. One of the challenges with Guides is attending the camps as the set-up is done on a Friday, which can be hard when you work full time. I knew being able to use my ESV hours would give me that time to help set up the camp without having to use up my annual leave... I really value the time to attend training and camps during my normal working day... I am happier, and I get a lot of personal fulfilment, I really feel a part of something. I really value having those interactions with people outside of my family or work, I am also learning a lot about the area I have moved into and what people think about the area.'

Through a number of workstreams, PAVS supports and enables the voluntary sector and community organisations to thrive. Many of these organisations are members of PAVS and over the year, the membership increased from 115 to 124; a refreshed membership proposition has been developed with the expectation that the membership will expand over the coming year.

Raising the profile of the third sector and communicating the transformative impact that volunteers and voluntary/community organisations make, helps to build and support the sector and encourage funding. As part of its communications plan, PAVS has continued to develop its website, Padlets, social media platforms, newsletters and offline/media, linking with national, regional and local campaigns. We continue to grow our following across all media streams.

**Strategic Priority 3: Sustainable Funding**

Our objectives are to:

- Take advantage of our regional entity to enable us to explore new markets and develop new products for existing markets
- Build up a network of delivery partner organisations and associates who can be mobilised to deliver contracts/chargeable services
- Offer a range of chargeable services that will reduce operating costs for participating organisations
- Work with private and public sector partners to develop sustainable funding streams to invest in voluntary and community action

**Overview of Progress 2024 - 25**

Regrettably the regional trading entity established by the three West Wales County Voluntary Councils remains dormant due to lack of resources across the partnership. PAVS' Board remains committed to the regional entity but is also focused on the potential for chargeable activities and fundraising within the County. PAVS continues to build up a strong local network of associates and delivery partners through its funded programmes, which could provide the basis for income generation.

Recognising the challenging fiscal outlook for the public sector, PAVS continues to focus on its strong relationships with a range of private sector entities. Our partnerships with Bluestone National Park Resort, South Hook LNG and Port of Milford Haven continue, through our administration of their community funds and the wider opportunities that this affords with community groups. PAVS continues to be proactive and open to potential emerging relationships with others.

**Third Sector Infrastructure Partnership Agreement**

PAVS is a delivery partner within Third Sector Support Wales (TSSW), which comprises 19 County Voluntary Councils (CVCs) and Wales Council for Voluntary Action (WCVA). TSSW delivers the Third Sector Infrastructure Partnership Agreement on behalf of Welsh Government and assists the Welsh Government in the delivery of its long-term aim to build a Wales that is prosperous and secure; healthy and active; ambitious and learning, and united and connected. The Partnership Agreement for 2024-25 includes four pillars of activity: Volunteering, Sustainable Funding, Good Governance, and Engagement and Influencing.
Given some of these pillars mirror PAVS Strategic Objectives and progress has been reported above, the following sections provide information on: Third Sector Support; other elements of our Strengthening Communities programme; and Business Services.

In common with other CVCs, PAVS reports on a quarterly basis to TSSW with qualitative and quantitative data collected on a bespoke Customer Relationship Management System and case studies. In addition, regular monitoring meetings are held with the Welsh Government Third Sector Support Unit and PAVS provides monitoring and performance reports to project steering groups established to oversee delivery of specific funded programmes of work that contribute to the achievement of the outcomes set out in the Core Services Framework of the Partnership Agreement.

PAVS has performed well against the KPIs and made a strong contribution to the overall performance of the TSSW partnership in Wales during 2024-25 despite the ongoing challenges presented by the cost of living crisis and strained public finances.

**Redberth Croft CIC - funding guidance and governance support from PAVS**

Redberth Croft CIC recently became incorporated as a Community Interest Company. It is a community farm in Pembrokeshire providing wellbeing activities and skills-based outdoor experiences for individuals with additional needs, unpaid carers and veterans. The organisation focuses on green health initiatives, including horticulture, conservation projects, and traditional craft skills.

They sought advice from PAVS staff in the Third Sector Team on a range of issues spanning governance, funding applications, new projects (business planning), micro enterprise incubation and becoming a Day Opportunities Provider in order to develop sustainable income stream.

With support from PAVS' Social Enterprise Development Officer, the organisation became a member of the Pembrokeshire Social Enterprise Network and went on to achieve grant support from a range of funding sources for activities, improving facilities and the growth of the organisation.

Redberth Croft CIC says "we have received valuable support from PAVS. Their guidance and mentoring were instrumental in navigating the process of becoming an approved day opportunities provider. With PAVS' support guiding us through funding applications and governance structures, we have a strong foundation to support our community effectively. We still see ourselves as a new enterprise and we really hope with continued support from PAVS we will be able to continue the great work we have started and reach our potential.

**Third Sector Support**

**Sustainable Funding:** this area of work covered the distribution of grants and the delivery of information, training, development and support services to help voluntary and community groups and social enterprises in Pembrokeshire secure the funding they need to achieve long-term sustainability. Over this reporting period, PAVS managed the award and distribution of **£516,224** to local and regional voluntary and community groups, third sector organisations and social enterprises. This amounted to seven different funding opportunities managed by PAVS with sixteen funding rounds (four of the funds had more than o ne deadline). The fund distribution is as follows:

- **£369,839** in small grants was allocated to **164 applicants**, including grants awarded by Bluestone Community Foundation & the Port of Milford Haven.
- **£146,385** distributed to third sector delivery partners through PAVS managed funds
- In addition to the funds reported above, PAVS supported the South Hook LNG Community Fund with the award of **30 grants** to local groups.

A new partnership between PAVS & the Port of Milford Haven launched a reshaped version of the Port of Milford Haven Community Fund in June 2024. PAVS received Expressions of Interest from groups to the Bluestone Community Events opportunity to host a session at the Blue Lagoon and raise funds. Five groups hosted highly popular sessions generating just over £17,000 in unrestricted funds.

It should be noted that funding rounds were significantly oversubscribed with **324 applications received**, compared with **153** in the previous financial year and **£838,151 of funding was requested** compared with £553,840 in 23 - 24.

This continues to demonstrate the demand for funding and mandate for PAVS to identify and enable investments in the third sector. The level of submissions represented significant work for PAVS to process applications and take them to the assessment panel. PAVS completed eligibility checks on all applications to ensure applicants met fund requirements; addressing information and governance gaps led to groups being more robust for future opportunities and reinforced the importance of the role of PAVS in delivering funding opportunities as a development tool. Demand evidenced both the commitment from the sector to take advantage of funding opportunities and need for funding.

In addition to fund management, staff responded to **328 enquiries** relating to sustainable funding advice and support to groups. Staff have organised, facilitated and contributed to local and regional events including information sessions on specific grants, Funding Wales and updates on a range of topics relating to sustainable funding including making grant applications, fundraising and developing chargeable services.

Some 52 organisations attended 4 online Funding Information sessions delivered by Children in Need, Creating Connections Fund, Doing the Small Things Fund & Funding Wales.

**Our growing relationship with the Port of Milford Haven - reshaping their Community Fund.**

The Port of Milford Haven Community Fund, relaunched in June 2024 under a new partnership agreement with PAVS, provides financial assistance to groups across the county. A review of Fund priorities, achievements of previous funding arrangements and aspirations for future delivery were reflected in a reshape of the Port's Community Fund documentation produced by PAVS.

The collaboration brings together resources to broaden access to funding opportunities to the diverse PAVS network of groups, with the reinvigorated Fund sitting alongside other community support offered by the Port, including educational initiatives and encouraging staff participation in community activity.

PAVS provides third party facilitation of the grant process involving a cross section of staff from across the Port of Milford Haven. From relaunch the Fund has received a steady flow of applications and enquiries from potential applicants with 67 applications received to three rounds.

**Good Governance:** this area of work covers capacity building and development support services provided to voluntary and community groups and social enterprises across the County to ensure that third sector personnel, volunteers, managers, and trustees have the knowledge and skills they need to operate sustainably, fairly, legally and safely. Highlights include:

- providing direct advice, information, and support to 208 organisations covering a wide range of governance issues including legal structures, all stages of organisational development from set-up through to dissolution, trusteeship, health and safety, HR, finance property, asset transfers, Welsh Language, safeguarding, policy development, etc. Support was provided to a number of charities that restructured as Charitable Incorporated Organisations (CIOs) during the year. This conversion offers enhanced liability protection for trustees and reduces their regulatory burdens.
- delivering an open programme of 32 training and information sessions attended by 313 participants, delivered both online and face to face by PAVS staff members and partner organisations including Safeguarding, Roles and Responsibilities of Trustees, Social Value, Co- Production, Employment, effective use of digital tools and social media, Food Safety, First Aid & Financial Management etc
- PAVS coordinates the Pembrokeshire Community Buildings Forum which has 283 members, during the year two face to face meetings were organised covering topics such as funding, licencing, public lottery, hall updates, online platforms, access issues, and volunteering. In addition, 20 community building email bulletins were circulated to the Forum.

Social Enterprise support is provided to the care and wellbeing sector via the Catalyst for Care project. During the year 85 enterprises received support with governance, financial planning and measuring Social Return on Investment. The Pembrokeshire Social Enterprise network was established, with three network events organised with approximately 40 organisations attending each. An exciting project to encourage and inspire enterprises to form themed alliances with the aim to win service delivery contracts was completed. Regional workshops were delivered, and an online toolkit was created which is now hosted on the Welsh National Commissioning Board & WCVA websites. This work continues to build momentum.

**Y Filtir Sgwar CBC**

This new CIC was established as the positive outcome of the Lottery funded Preseli Care project, which aimed to transform social care in North Pembrokeshire. The PAVS Social Enterprise officer provided support to incorporate the CIC and liaise with the local authority, identify revenue streams, governance, funding , policy development and to understand their roles and responsibilities as Directors.
The CIC runs a Community Care Hub in Crymych and provides a range of day care services and social activities. Although still in infancy this enterprise continues to grow and be supported by PAVS.

**Third Sector Networks**

PAVS continues to facilitate a number of thematic networks to encourage greater collaboration, shared learning and partnership working. Networks focus on unpaid Carers, older people, bereavement, day opportunities, children & families, and, new for this reporting period, women's health. The women's health network was formed following PAVS staff identifying a gap in provision and coordination of information, advice and support in this area. Our Third Sector Health & Wellbeing Facilitator continues to build relationships and connections with people across the Third Sector Health & Wellbeing networks. This year there were 374 network members from across Health, Local Authority & third sector. The Facilitator also attends several strategic partnership boards in areas such as support for unpaid Carers, Older People, Learning Disabilities, etc. and has facilitated several discussions regarding gaps in support, including women's health. As a result, the Pembrokeshire Women's Health Network was launched this year with 45 members. The Network is discussing services that support women's health and wellbeing, identifying gaps, challenges, setting priorities and proposing solutions. A Padlet has been created to share available services and a Women's Health & Wellbeing Roadshow is being planned. The network is also working with women with Learning Disabilities and colleagues in the Health Board to improve the cervical screening experience and uptake.

Established in 2024, the new Women's Health and Wellbeing Network in Pembrokeshire, facilitated by PAVS, provides a platform for discussing and addressing specific health concerns, raising awareness, and advocating for improved health services & support for women and girls. The group comprises of around 50 women from diverse sectors and backgrounds, including various age groups, ethnicities, religions, sexual orientations, women with disabilities, individuals living with chronic illnesses, unpaid caregivers, professionals, and business owners. It increased awareness of local services, highlighting gaps and duplication, and opportunities for potential collaboration., e.g Dignity Project subscription program planning to support maternity pads for new mums. "The network has given C the opportunity to voice her opinions, to actually have her voice heard, and raise awareness of the needs of those with lived experience who are often otherwise excluded from society. A valuable and empowering group!" - T.T. Pembrokeshire People First Connected Communities:

The **Supportive Communities** (Age & Dementia Friendly) element of our Strengthening Communities programme is contributing to the transformation of health and social care in Pembrokeshire by embedding dementia awareness, early intervention and community connection at the heart of local support. Over 200 people received Dementia Friends training this year from the Supportive Communities Development Officer, including local school children. There were 72 groups offering dementia and age friendly activities on our weekly What's On guide which was sent to 166 people on a weekly mailing list. Increased community awareness and earlier recognition of dementia signs and symptoms have supported earlier intervention and signposting to appropriate services working alongside the Community Connector team.

"I felt seen for the first time in months" - After attending a coffee session, an unpaid Carer described the emotional relief of being in a space where she didn't have to explain or justify her partners behaviour - she was met with understanding. The Wednesday Club Games morning Saundersfoot.
"My husband smiled at the music - he hasn't done that in weeks" During the Living Memories Group in Narberth, an unpaid carer said that her husband had responded visibly to a familiar song creating a heartwarming moment for them both. She saw a glimpse of her husband as she had known him before.
"The Dementia Friend session you gave to our staff has enabled us to view our services from a different perspective and make all our staff more aware of what to do when helping those with Dementia" Pembrokeshire Coast National Parks.

**The Pembrokeshire Community Hub**

The **Pembrokeshire Community Hub** continues to place itself as the starting point for community services for residents, visitors to the county and professionals. During this period the Hub has handled over 4800 enquiries spanning food, finance, community activities/social connections, benefits, debt advice, care and support as well as digital connectivity. In partnership with the Local Authority and Health Board, the Hub has organized 11 Keep Well community events, attended by 273 people. The Keeping Well Events are designed for people to stay well and healthy for longer and to support people in self-managing conditions and improving their quality of life at home and in the community. The Hub have also attended a number of other wellbeing events at various partners venues around the County. Once again the Hub organized and supported the Community Zone at Pembrokeshire County Show where 22 local organisations/community groups showcased their services to over 3000 visitors. The Hub and Community Connectors also support other c ommunity events such as the Llanrhian Winter Warmers lunch.

The Hub has also arranged for the installation of 11 digital information touch screens across Pembrokeshire, including 9 in GP surgeries. The information on these screens is managed centrally by Hub staff from PAVS. There have been over 2500 touch screen exposures/clicks. The Pembrokeshire Community Hub acted as the single point of contact again for Keep Warm, Keep Well support initiatives, which this year included the SPF funded Live Well for Less project. Work has continued this year to explore the Hub's role in working with the Local Authority Contact Centre and Adult Social Care to ensure callers access the most appropriate service first time. The Hub continued to support the Ukrainian refugee community in partnership with the Pembrokeshire County Council Resettlement team.

The Hub also supported statutory partners and community groups in response to Storm Darragh in December. This included providing a signposting service to people seeking hot meals, directing people to foodbanks as well as delivering food parcels and warm packs and visiting vulnerable people identified by their friends and family. The Hub and Community Connectors continued work to ensure that potential Local Authority Day Opportunities clients are provided with the full range of community options available to them to better inform their decision-making process.

The Pembrokeshire Community Hub worked with Emergency Planning colleagues from across the region on a simulated train crash response. We lent the exercise our Starlink system, ensuring a consistent internet signal for emergency workers from many different agencies. The Pembrokeshire Community Hub continues to build its digital offer via the Pembrokeshire Community Hub website, in partnership with Made Open, which now has nearly 20,000 active users of the online platform.

PAVS successfully secured funding for the next 3 years for Elemental, the referral management system used by the Community Connectors and the Hub to record and manage social prescribing referrals for the Community Connector service. During this period, over 1500 enquiries were added to the system.

The **Community Connector service** is a preventative, community-based, citizen-centred approach to improving health and wellbeing in Pembrokeshire, beginning with a What Matters conversation and often involving social prescribing linked to the 5 Ways to Wellbeing and working closely in a place-based way as part of multi-disciplinary teams around GP surgeries. The Connectors often provide signposting support to individuals to maintain their independence at home and within their communities for as long as possible. The Community Connector comprises of eight practitioners working in six integrated community health areas across Pembrokeshire. This includes a Community Connector for Children, Young People and Fami lies to ensure that we provide a service to everyone in the community.

During the last year, over 1350 referrals were received from across health, social care, voluntary sector and self referrals. The Community Connectors worked with individuals and their families to co-create a strengths-based wellbeing plan leading to over 2600 introductions being made to appropriate community activities, groups and services. People were supported to access other services such as befriending, income maximization, energy advice etc. 91% of people reported achieving their personal outcome as a result of working with a Community Connector. The Connectors have supported 154 people to become digitally included. The Community Connector Speed Network was relaunched in March to coincide with National Social Prescribing Day involving over 40 practitioners.

**Community Connectors - Opening Doors**

'You have transformed my life! I was desperate for help, but just didn't know where to look and when I was referred to you, you were everything I was looking for. You opened doors for me, I felt life was not possible and you made me realise that there were options that would make life easier. You have been there to answer questions and have no end of information. You have helped me to access practical solutions to manage my living situation and have transformed both mine and my son's life!'

I'm awake! "Mrs M who is 78 and lives alone. She is disabled and can't leave the house without support. She has direct payments and used to have a PA but she left and she has been trying really hard to find someone else with no luck. After my visit - I put an enquiry into the Microenterprise Carers website, also referred her to the community OT. She had 3 responses and one who worked out, also a quick response from the OT. She said "I can't believe how fast and brilliant you have been - you're like a bullet! Life is looking up, I've got my confidence back and I'm awake now". She has been trying to find a PA but had no luck - she now has a new person started and she can get out of the house for the first time in months." Community Connector, on behalf of Mrs M

**Digital Inclusion**

As part of the Pembrokeshire Digital Connections programme, in partnership with the Local Authority, the Connect IT digital tablet loan scheme continues to be an integral part of the Strengthening Communities programme in Pembrokeshire, facilitated by the Community Connectors and the 'Digi Coach'. This includes tablets for unpaid Carers. RIF Funding has helped during this reporting period to add 35 tablets to our stock. We try to support people who need specialist help: for example if they are visually or hearing impaired, or have another disability which means they have heightened barriers to accessing the loan scheme, or working essential basic technology in their homes such as televisions and telephones. One team member has signed up to begin a 'Digital Learning Practitioner' Apprenticeship Level 3, to train to teach individuals and groups how to use technology. Community Connectors and the Digi Coach delivered a week- long programme of events as part of 'Get Online Week' in October in community venues to give digital advice and sign people up to the loan scheme where needed.

**Business Services**

The PAVS Business Services team provide financial, HR, health and safety, IT, governance, premises and administrative support, with specialist HR and IT support being commissioned from external providers.

PAVS has an office base on the High Street in Haverfordwest. The fully accessible ground floor houses the Pembrokeshire Community Hub, offices and meeting rooms used by Citizens Advice Pembrokeshire, together with flexible hot desk space, a reception area, and a meeting room that can be used by third sector organisations. During the year, four third sector organisations were co-located with PAVS - Citizens Advice Pembrokeshire, Advocacy West Wales, Volunteering Wales and The Wallich with others making regular use of the ground floor meeting room on a chargeable basis.

PAVS continues to work with partners around place-based models of working across six localities in Pembrokeshire. The lease on the PAVS building expires in August 2027 and there is interest in looking at the potential to create shared spaces across the County, as well as maintaining a presence in Haverfordwest, co-located with third sector counterparts and key statutory partners. A Premises Working Group was established in 2024, reporting regularly to the Board on options.

PAVS remains committed to working in an equitable and inclusive manner with all stakeholders, groups, and communities. Staff have been offered accessibility awareness and EDI training. Work is ongoing to update policies and enhance workforce development in this area. PAVS is a dementia friendly organisation and teams have achieved Investors in Carers awards for their work.

The PAVS Business Services team ensure that health and safety requirements are adhered to and that standards required under the Green Dragon Environmental Management Scheme are maintained. Systems are in place to support remote working, and during the year PAVS staff have continued to work on a hybrid basis, in the office, in the community, and at home. Monthly in-person staff development sessions took place during the year under review as a way of maintaining a whole team ethos and approach across the Association.

Funding for the Business Services team primarily comes from core funding provided by Welsh Government and Pembrokeshire County Council together with unrestricted income earned through project management, membership, and fundholder work. Regular emails and newsletters are sent to members and stakeholders to keep them updated of PAVS' work and opportunities.

**FINANCIAL REVIEW**

**Financial position**

Total funding received has increased by £254,040 or 13.8%. Expenditure during the year amounted to £1,975,739, an increase of £33,928 or 1.7% over the previous year.

The SOFA shows an increase of £94,764 on unrestricted reserves during the year after transfers. Unrestricted funds as at 31 March 2025 were £517,186.

## FINANCIAL REVIEW

### Reserves policy

The Reserves Policy was reviewed and agreed by the Board in June 2024. The policy provides a framework for a proactive and dynamic approach to building and utilising reserves in order to achieve the Association's strategic objectives, based on a robust analysis of opportunities, threats, assets and liabilities and an assessment of working capital requirements based on projected income and outgoing resources.

Given ongoing financial challenges presented by short-term funding, the Board continues to recognise the need to build adequate free reserves for the Association realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

The reserves target is set on the basis of the reserves policy and takes into account:

- redundancy payments for eligible staff
- pension strain liability payments for redundant staff aged over 55 years
- salary in lieu of notice
- three months' overheads/running costs
- potential deficit in resources for restricted projects
- core activity that may not be funded in future
- potential risk of funding being reclaimed
- repair or replacement of assets

When setting the required minimum level of reserves for 2024-2025, the Board takes into account the likelihood of the liabilities becoming due based on financial projections, cashflow forecasts, security of funding, and risk assessments. The Board also considers the need to build and/or designate reserves to:

- deliver the Association's strategic objectives
- provide sufficient working capital to manage retrospective payments
- expand service delivery to meet the needs of third sector organisations
- invest in new income generating opportunities
- achieve externally accredited quality and environmental standards

Taking these items into account on a managed risk basis, the Association's target level of free reserves in 2024-2025 is set at £281,000.

The Local Government Pension Scheme (LGPS) provider has confirmed that it will not seek to recover the liability shown on the balance sheet and that liabilities will be recovered through the contribution rate in future years, together with an annual lump sum payment for past service deficit. Trustees are aware that, following a valuation exercise in 2019, the Past Service Deficit (PSD) payment is no longer expressed as a monetary amount but as a percentage of pay, and the LGPS contribution rate for the period 1st April 2022-31st March 2025 is confirmed as being **24%**. This information has been used as the basis for financial forecasts and forward budgets. The Board closed the LGPS to new employee entrants and staff recruited to the Association during the year have been enrolled on the NEST (National Employment Savings Trust) pension scheme at an employer contribution rate of 5%. The Trustees are aware of the financial risks posed to the Association by the increasing costs of the LGPS pension fund, particularly in relation to up-front payments for redundant staff aged over 55 years. The Trustees recognise their obligations under the pension auto-enrolment regulations and have complied with the requirements of the Pensions Regulator in this regard. Membership of the LGPS presents an ongoing risk to the Association because of pension strain liability payments that may become due in the event of redundancy. The matter is kept under close review.

Total reserves at year end were £994,879, of which £477,693 related to restricted funds which are earmarked for specific projects (see note 18). This leaves £517,186 in unrestricted funds and as free reserves.

**FINANCIAL REVIEW**

This exceeds the target of free reserves of £281,000 by £236,186. The trustees consider that in the prevailing climate of economic and political uncertainty which has triggered the current cost of living crisis, it is appropriate to hold reserves in excess of the target at this time. The Trustees will also consider releasing free reserves to help the Association achieve its strategic objectives.

The LGPS fund is currently in surplus. Whilst a Defined Pension Scheme deficit is usually recognised in full, a surplus can be recognised as an asset on the balance sheet to the extent that an organisation is able to recover the surplus either through reduced contributions in the future or refunds from the scheme. In order not to distort the charity's overall financial position, the Board has made the decision not to reflect the surplus on the Balance Sheet and the financial position at 31 March 2025 excludes this amount. See Note 19 of the financial statements for further information.

## FINANCIAL REVIEW

### Going concern

The Trustees are of the view that the actions being implemented and those that are planned to be taken are sufficient to secure the future of the Association in the longer term. Many funders still remain unable or unwilling to commit to funding agreements of more than one year in duration and this makes it difficult to plan for the future.

However, it is pleasing to report that our relationship with Welsh Government through the Third Sector Support Wales partnership agreement remains strong and a new multi-year agreement came into place from 2025-2028, representing a 7% increase. Although public sector funding is under pressure, Welsh Government remains committed to the third sector and it is likely that core funding for Third Sector Support Wales will continue in the coming years. However, in view of the Senedd elections in 2026, the trustees are keeping this under review.

The Welsh Government Regional Integration Fund (RIF) offers funding on a multi-year basis - 2 years for new projects (under the Accelerated Fund) and 3 years for existing programmes (under the Embedded Fund). PAVS has secured RIF funding for a programme of work entitled Strengthening Communities, which includes a number of projects led by PAVS. For the period 2024-2025, the value of the programme increased by 4%. Work is being undertaken with the Regional Partnership Board to plan future funding for the successor programme to RIF.

The Shared Partnership Fund is being replaced by a Local Growth Fund and Pride in Place Fund. At the time of writing, there are only limited details available on the scope of these funds.

Over the years, PAVS has developed a positive and constructive working relationship with statutory partners. This relationship will stand the Association in good stead in terms of securing ongoing funding for elements of work funded from statutory grants. Funding for restricted projects has been confirmed for 2025-2026. PAVS has earned an excellent reputation for grant administration, managing funds, and taking the lead on third sector collaborative delivery partnerships. This provides a solid foundation for future income generation.

PAVS strategic plan includes a key objective around developing stronger relationships with the private sector with a view to earning unrestricted income through offering a range of chargeable services including grant administration, support for employer-supported volunteering, delivering corporate social responsibility, and community engagement. The regional entity owned by the CVCs in West Wales is available should regional contracts be secured.

The strategic plan also includes an objective around increasing membership and potentially creating a range of chargeable services available to members at a discounted rate. Work has already been undertaken on a revised membership offer to increase membership 450 members over the five year period of the Strategy.

The Board receives financial updates at each of its meetings including quarterly management accounts, reports on progress towards achieving a balanced budget at year end, and plans for securing future funding. Actions taken include making funding bids; securing contracts; increasing income generation and controlling operating costs.

Risks are identified and raised in Board papers for discussion and agreement on appropriate mitigation or avoidance measures to be taken. The Association continues to work extremely closely with its funding partners, members and stakeholders at a local, regional and national level to sustain and, where possible, increase current funding levels.

PAVS has successfully managed the succession process for senior management posts in the organisation, including the appointment of a new Chief Executive Officer who took over from the previous Chief Officer in August 2024.

PAVS has prepared detailed financial projections for the 3-year period from 1st April 2025 - 31st March 2028. On this basis, the assessment of the Trustees is that the Charity remains a going concern.

**FUTURE PLANS**

PAVS remains committed to securing sufficient resources to continue to deliver the full range of volunteering, funding, development, representation, and engagement services to meet the needs of voluntary and community groups, social enterprises and volunteers in Pembrokeshire. The Association is also committed to embedding the Pembrokeshire Community Hub within the third sector and to the Community Connector service to improve individual and community wellbeing.

Specific plans for the future include:

- Delivering PAVS 5-year strategy with a particular focus on strengthening relationships with the private sector and enhancing PAVS membership base

- Building effective relationships with an increased number of private sector organisations, statutory partners and funders for the benefit of the Pembrokeshire third sector

- Continuing to work with partners to embed the Pembrokeshire Community Hub within the third sector, with a planned programme of outreach provision and a network of active Hub volunteers

- Encouraging and supporting more people to volunteer - both formally and informally

- Contributing to the development of social enterprises and third-sector led services that improve individual and community well-being

- Working with partners to measure social value and the outcomes and impact of community-led action, and build an evidence base for investment in preventative community action.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a registered charity, registered on 5 July 1997, and also a company limited by guarantee, incorporated on 1 April 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Recruitment and appointment of new trustees**

The Board of Trustees governs the Association. A Pembrokeshire County Council nominated representative sits as an adviser to the Board. The full Board meets at least quarterly with additional meetings scheduled as required.

The Trustees constitute Directors of the charity for the purposes of the Companies Act 2006 and Trustees of the charity for the purposes of the Charities Act 2011, and under the Company's Articles are known as members of the Board of Trustees. Trustees are elected at the Annual General Meeting of the Association or appointed soon after by the Board. The number of Trustees for the Association may not be less than three and shall not be more than ten. Seven Trustees are nominated and elected by the membership of the Association for a three year term - each member organisation having a named representative, allowing one vote per full member organisation. Three Trustees are appointed by the Board, also for a three year term, through an open and competitive recruitment process to the posts of Chair, Vice-Chair and Trustee with Special Responsibility (TSR) for Finance. Trustees can serve for a maximum of three terms.

One third of elected and appointed Trustees will retire from office at each Annual General Meeting, with retirement by rotation according to length of office. Where Trustees were elected at the same time, retirement may be determined amongst them, or by lot. If vacancies created by retiring Trustees cannot be filled, those Trustees may, if willing, be deemed to have been re-appointed, unless the meeting resolves not to fill the vacancy, or unless a resolution for the reappointment of the Trustee is put to the meeting and lost. Trustees also have the power to appoint further members to the Board of Trustees during the year provided that the total number of trustees does not exceed ten.

Dennis O'Connor was elected to the Board at the 2023 AGM but stood down in August 2024. In addition, during the year Ceri Crichton retired on 17 March 2025 and Lloyd Hamilton (who was appointed on 19 August 2024) on 14 November 2024. Two new trustees, Ashleigh Phelan and Helen McLeod-Baikie, were elected at the AGM. PAVS is extremely grateful to all Board members for their hard work and commitment to the Association during the year under review.

**Induction and training of new trustees**

New Trustees undergo an induction session to brief them on their legal obligations under charity and company law; the content of the Memorandum and Articles of Association; the Board and decision-making processes; the business plan and recent financial performance of the charity. During the induction process new Trustees meet key employees and other trustees. Trustees are encouraged to attend appropriate training events where these will facilitate their role.

**Appointment of key management personnel**

A Chief Officer is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Officer has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and contractual agreements with funders.

A Business Operations Manager is appointed by the Board and Chief Officer to provide senior management support to the Chief Officer and to act as Governance Officer to the Board.

In 2023-2024, the Board took the decision to move away from National Joint Committee (NJC) pay scales due to funding pressures and the need to maintain control of salary decisions. The Board decided to award a 3% increase to PAVS staff in the year 2024-2025. This increase has been built into the budget and, where necessary, agreements have been reached with funders to cover the increased salary costs on restricted projects. The Board continues to monitor NJC salary agreements and keep PAVS salary scales under review.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Related parties**

The Association has a close relationship with its members. This relationship is not exclusive, and non-member organisations of the voluntary sector are able to access PAVS' services.

In addition, there is a strong relationship with Pembrokeshire County Council (PCC) and Hywel Dda University Health Board (HDUHB), together with other statutory agencies, in order to further the interests of the third sector, and to ensure that opportunities for joint working and collaborative ventures are maximised.

The Welsh Government (WG); Third Sector Support Wales (Wales Council for Voluntary Action and County Voluntary Councils in Wales); West Wales Regional Partnership Board; PLANED (Pembrokeshire Local Action Network for Enterprise and Development); Public Health Wales; South Hook LNG; Bluestone Community Foundation and Building Communities Trust are also significant partners in PAVS' work, with increasing emphasis on a regional and collaborative approach to the provision of services to the sector.

PAVS has an established working relationship with the County Voluntary Councils (CVCs) in Ceredigion (CAVO) and Carmarthenshire (CAVS). CVC staff work collaboratively to ensure there is third sector representation on regional partnerships including health, social care and well-being; safeguarding; learning and skills; economic development and community safety.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The major risks to which the charity is exposed, as identified by the Trustees, are monitored closely by the Board who identify and agree mitigating actions.

PAVS risk register contains strategic risks which are monitored by the Board and operational risks which are monitored by the Senior Management Team. Categories of risk include governance, financial, external, compliance, and operational with likelihood and impact being used as the bases for assessing the severity of the risk. The register also includes mitigation actions and control measures together with an assessment of residual risk.

The main risks identified by the Board include public sector budget cuts potentially affecting funding for PAVS, premises management and location once the lease comes to an end in 3 years' time, public profile/reputational risk, and business contingency planning. Risk mitigation actions have been agreed in each case and these will be monitored by the Board.

PAVS continues to make every effort to secure additional funding, generate income and reduce overhead costs in order to provide enhanced volunteering support and maintain/expand delivery of funding, governance, organisational development, engagement, and connected communities services. Actions include making appropriate funding applications; bidding for contracts where these do not conflict with member interests; renting out meeting rooms and office space within the PAVS building; offering chargeable services; providing project management for third sector consortia; and continually reviewing contracts to ensure best value is achieved.

The Association has a comprehensive set of Financial Regulations which include the Finance Policy; Financial Management Controls and Procedures; Schedule of Delegated Financial Authority; Reserves Policy; Procurement Policy and Bribery and Fraud Policy.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Pembrokeshire Association of Voluntary Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Xeinadin Audit Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 13/11/2025 and signed on its behalf by:

J C Bickerton - Secretary

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

**Opinion**
We have audited the financial statements of Pembrokeshire Association of Voluntary Services (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**
In our opinion, based on the work undertaken in the course of the audit:
- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

**Matters on which we are required to report by exception**
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**Extent to which the audit was considered capable of detecting irregularities, including fraud**
We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to irregularities**
In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the Charity's remuneration policies and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities
- any matters we identified having obtained and reviewed the Charity's documentation of their policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in relation to revenue recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011 and Companies Act 2006.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or to avoid a material penalty. These included compliance with Health and Safety legislation, Employment legislation and Data protection laws (including General Data Protection Regulation (GDPR)).

**Audit response to risks identified**
As a result of performing the above, we identified revenue recognition as a key audit matter related to the potential risk of fraud.

Our procedures to respond to risks identified included the following:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- carrying out walkthrough, transaction testing or proof in total on all material income and expenditure streams;
- enquiring of management concerning actual and potential litigation and claims;

performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and the senior management team;
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws, regulations, and potential fraud risks to all engagement team members and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Xeinadin Audit Ltd

Mark Jones BSc FCA (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

Date: 13/11/2025

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.25 Total funds £ | 31.3.24 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | - | 1,100 | 1,100 | 5,132 |
| **Charitable activities** | 5 | | | | |
| Third Sector Support | | 253,909 | 293,303 | 547,212 | 376,853 |
| Connected Communities | | - | 561,100 | 561,100 | 529,354 |
| Policy & Engagement | | - | 287,557 | 287,557 | 252,683 |
| Grants for Distribution | | - | 582,614 | 582,614 | 624,090 |
| Other trading activities | 3 | 60,078 | 3,845 | 63,923 | 43,903 |
| Investment income | 4 | 46,235 | - | 46,235 | 3,686 |
| **Total** | | 360,222 | 1,729,519 | 2,089,741 | 1,835,701 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | 6 | | | | |
| Third Sector Support | | 268,091 | 223,198 | 491,289 | 365,229 |
| Connected Communities | | 118,845 | 507,119 | 625,964 | 559,379 |
| Policy & Engagement | | 60,977 | 281,285 | 342,262 | 315,690 |
| Grants for Distribution | | - | 516,224 | 516,224 | 701,513 |
| Core | | - | - | - | - |
| **Total** | | 447,913 | 1,527,826 | 1,975,739 | 1,941,811 |
| **NET INCOME/(EXPENDITURE)** | | (87,691) | 201,693 | 114,002 | (106,110) |
| **Transfers between funds** | 18 | 182,453 | (182,453) | - | - |
| **Net movement in funds** | | 94,762 | 19,240 | 114,002 | (106,110) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 422,422 | 458,455 | 880,877 | 986,987 |
| **TOTAL FUNDS CARRIED FORWARD** | | 517,184 | 477,695 | 994,879 | 880,877 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## BALANCE SHEET
## 31 MARCH 2025

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.25 Total funds £ | 31.3.24 Total funds £ |
|---|---|---|---|---|---|
| **CURRENT ASSETS** | | | | | |
| Stocks | 14 | 252 | - | 252 | 225 |
| Debtors | 15 | 18,966 | 243,521 | 262,487 | 340,928 |
| Cash at bank and in hand | | 576,795 | 241,964 | 818,759 | 795,258 |
| | | 596,013 | 485,485 | 1,081,498 | 1,136,411 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 16 | (78,827) | (7,792) | (86,619) | (255,534) |
| **NET CURRENT ASSETS** | | 517,186 | 477,693 | 994,879 | 880,877 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 517,186 | 477,693 | 994,879 | 880,877 |
| **NET ASSETS** | | 517,186 | 477,693 | 994,879 | 880,877 |
| **FUNDS** | 18 | | | | |
| Unrestricted funds | | | | 517,186 | 422,422 |
| Restricted funds | | | | 477,693 | 458,455 |
| **TOTAL FUNDS** | | | | 994,879 | 880,877 |

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ....13/11/25..... and were signed on its behalf by:

.....
C F Incledon - Trustee

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## CASH FLOW STATEMENT
## FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | 31.3.25<br>£ | 31.3.24<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 1 | (22,734) | (9,749) |
| Net cash used in operating activities | | (22,734) | (9,749) |
| **Cash flows from investing activities** | | | |
| Interest received | | 46,235 | 3,686 |
| Net cash provided by investing activities | | 46,235 | 3,686 |
| **Change in cash and cash equivalents in the reporting period** | | 23,501 | (6,063) |
| **Cash and cash equivalents at the beginning of the reporting period** | | 795,258 | 801,321 |
| **Cash and cash equivalents at the end of the reporting period** | | 818,759 | 795,258 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2025

### 1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| **Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)** | 114,002 | (106,110) |
| **Adjustments for:** | | |
| Depreciation charges | - | 2,884 |
| Interest received | (46,235) | (3,686) |
| Increase in stocks | (27) | (152) |
| Decrease in debtors | 78,441 | 129,793 |
| Decrease in creditors | (168,915) | (32,478) |
| **Net cash used in operations** | (22,734) | (9,749) |

### 2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.24 £ | Cash flow £ | At 31.3.25 £ |
|---|---|---|---|
| **Net cash** | | | |
| Cash at bank and in hand | 795,258 | 23,501 | 818,759 |
| | 795,258 | 23,501 | 818,759 |
| **Total** | 795,258 | 23,501 | 818,759 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Pembrokeshire Association of Voluntary Services meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

### INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation 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. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### ALLOCATION AND APPORTIONMENT OF COSTS

The Association used a flat-rate methodology to calculate apportionment of indirect costs to funds. At the start of each financial year, the Association agrees a fair rate for premises and overheads per full-time equivalent post (37 hours per week). This rate is then consistently applied across the activities delivered by the Association, with costs being calculated on a pro-rata basis for part-time employees.
All other support costs have been allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.

### TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Fixtures and fittings | - 15% on cost |
| Computer equipment | - 33.33% on cost and 25% on cost |

The classification of fixed asset is determined by the value of the purchase. Any item of equipment with a value greater than £1,500 is capitalised. Impairment reviews are carried out when necessary.

### STOCKS

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.


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1. ACCOUNTING POLICIES - continued

**TAXATION**
The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**
The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2022. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.

The pension cost for the year ended 31 March 2025 is based on the result of the actuarial valuation of the scheme as at 31 March 2022 using the assumptions as per note 19.

The charity has opened a defined contribution scheme for new employees. The assets of the scheme are held in a NEST independently managed scheme. Contributions payable to the NEST scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Donations | 1,100 | 5,132 |

3. OTHER TRADING ACTIVITIES

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Membership income | 15 | 3,725 |
| Service contracts and training | 22,593 | 11,049 |
| Premises room hire | 37,470 | 25,149 |
| County show income | 3,845 | 3,980 |
| | 63,923 | 43,903 |


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## 4. INVESTMENT INCOME

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 46,235 | 3,686 |

In the prior year, interest income from the deposit account was reported solely on a cash basis, reflecting only the interest amounts paid and returned to the holding account. For the current year, the reporting has been adjusted to include all interest associated with the deposit account, encompassing both interest received and interest accrued under the investment. This change ensures a more comprehensive and accurate representation of the charity's investment income.

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | | 31.3.25 | 31.3.24 |
|---|---|---|---|
| | Activity | £ | £ |
| Grants | Third Sector Support | 410,417 | 240,447 |
| SLA income | Third Sector Support | 110,461 | 88,790 |
| Carers online platform | Third Sector Support | 26,334 | 47,616 |
| Grants | Connected Communities | 28,299 | 180,893 |
| SLA income | Connected Communities | 532,801 | 348,461 |
| Grants | Policy & Engagement | 202,545 | 93,034 |
| SLA income | Policy & Engagement | 85,012 | 159,649 |
| Grants for distribution | Grants for Distribution | 582,614 | 624,090 |
| | | 1,978,483 | 1,782,980 |

Grants received, included in the above, are as follows:

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Core support (PCC) | 16,245 | 21,245 |
| Core Support (WCVA) | 237,664 | 202,852 |
| Community Connector - Housing (PCC) | 24,256 | 50 |
| Catalysts for Care (WWCP) | - | 17,600 |
| Various funders | - | 750 |
| SHLNG Sponsorship - Volunteering Events | 3,300 | 3,000 |
| UKSPF | 143,208 | - |
| Enhancing Pembrokeshire Grant (PCC) | - | 72,843 |
| National Lottery Community Fund | - | 38,175 |
| Keep Warm Keep Well (PCC) | 2,500 | 54,359 |
| RCP training grant (SCW) | - | 40,000 |
| Dementia Supportive Communities (PCC) | - | 500 |
| Ukrainian Refugees | 1,043 | - |
| Digicoach Healthier Pembs | 500 | - |
| IRCF Fishguard Engagement | 10,000 | - |
| | 438,716 | 451,374 |



continued...

## 5. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants/funds for distribution:

| | 2025 £ | 2024 £ |
|---|---|---|
| PIVOT Service (WG RIF) | 110,752 | 320,128 |
| PIVOT Care & Repair Adaptations (WG DCP capital) | - | 54,937 |
| PIVOT Home From Hospital (HDUHB) | - | 20,000 |
| GwirVol Youth Led Grants (WCVA) | 11,650 | 6,650 |
| LD Innovation Fund (WG RIF) | - | - |
| Loneliness and Social Isolation Grant (WG/PCC) | - | 22,727 |
| Hubberston & Hakin Invest Local (National Lottery/BCT) | 24,230 | 68,986 |
| SCAF Grant Funding (WG RIF) | 71,000 | 25,000 |
| SCAF Grants (PCC) | 56,587 | |
| SCAF Carers (PCC) | 17,500 | |
| Port of Milford Haven Community Fund | 63,875 | - |
| SPF ACE Doing the Small Things (WG) | 71,828 | - |
| Small Grants for Carer Support Groups (PCC) | - | 17,500 |
| Outdoor Connections Capital Grant (WG DCP capital) | 61,246 | 50,831 |
| Community Fund (Bluestone Foundation) | 46,446 | 6,180 |
| Time out for Carers | 47,500 | 31,151 |
| | 582,614 | 624,090 |

Key:

| | |
|---|---|
| BCT | Building Communities Trust |
| HDUHB | Hywel Dda University Health Board |
| ICF | Integrated Care Fund |
| LD | Learning Disabilities |
| PCC | Pembrokeshire County Council |
| RIF | Regional Integration Fund |
| WG | Welsh Government |
| WWCP | West Wales Care Partnership |



continued...

## 6. CHARITABLE ACTIVITIES COSTS

| | Direct Costs | Grant funding of activities (see note 7) | Support costs (see note 8) | Totals |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Third Sector Support | 347,378 | 33,569 | 110,342 | 491,289 |
| Connected Communities | 472,812 | 22,748 | 130,404 | 625,964 |
| Policy & Engagement | 175,854 | 112,402 | 54,006 | 342,262 |
| Grants for Distribution | 13,624 | 502,600 | - | 516,224 |
| | 1,009,668 | 671,319 | 294,752 | 1,975,739 |

## 7. GRANTS PAYABLE

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Third Sector Support | 33,569 | 46,679 |
| Connected Communities | 22,748 | 22,241 |
| Policy & Engagement | 112,402 | 63,767 |
| Grants for Distribution | 502,600 | 701,513 |
| | 671,319 | 834,200 |

Please see note 22 for full details of the grants awarded in the year.

## 8. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Third Sector Support | 91,278 | 19,064 | 110,342 |
| Connected Communities | 100,689 | 29,715 | 130,404 |
| Policy & Engagement | 42,378 | 11,628 | 54,006 |
| | 234,345 | 60,407 | 294,752 |

Support costs have been allocated to activities firstly in line with the flat-rate calculation agreed with funders. Any remaining support costs are allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.


continued...

## 9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Auditors' remuneration | 11,845 | 10,835 |
| Depreciation - owned assets | - | 2,884 |

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

### TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

## 11. STAFF COSTS

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 758,672 | 651,763 |
| Social security costs | 69,334 | 59,158 |
| Other pension costs | 74,400 | 68,571 |
| | 902,406 | 779,492 |

The total key management personnel remuneration benefits paid during the year were £76,949, this includes gross salaries, employers national insurance and employer pension contributions.

The average monthly number of employees during the year was as follows:

| | 31.3.25 | 31.3.24 |
|---|---|---|
| Third Sector Support | 8 | 7 |
| Policy & Engagement | 3 | 4 |
| Connected Communities | 12 | 11 |
| Business Services | 5 | 5 |
| | 28 | 27 |

No employees received emoluments in excess of £60,000.

A number of staff work on a part-time basis, the full-time equivalent is 24.2 i.e. Third Sector Support 5.4, Policy & Engagement 2.8, Connected Communities 11.6 and Business Services 4.4 (2024: 22.4 i.e. Third Sector Support 5.4, Policy & Engagement 4.0, Connected Communities 10.0 and Business Services 4.4)


continued...

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 71 | 5,061 | 5,132 |
| **Charitable activities** | | | |
| Third Sector Support | 219,097 | 157,756 | 376,853 |
| Connected Communities | - | 529,354 | 529,354 |
| Policy & Engagement | - | 252,683 | 252,683 |
| Grants for Distribution | - | 624,090 | 624,090 |
| Other trading activities | 39,408 | 4,495 | 43,903 |
| Investment income | 3,686 | - | 3,686 |
| **Total** | 262,262 | 1,573,439 | 1,835,701 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Third Sector Support | 212,322 | 152,907 | 365,229 |
| Connected Communities | 88,728 | 470,651 | 559,379 |
| Policy & Engagement | 79,623 | 236,067 | 315,690 |
| Grants for Distribution | - | 701,513 | 701,513 |
| Core | - | - | - |
| **Total** | 380,673 | 1,561,138 | 1,941,811 |
| **NET INCOME/(EXPENDITURE)** | (118,411) | 12,301 | (106,110) |
| **Transfers between funds** | 131,754 | (131,754) | - |
| **Net movement in funds** | 13,343 | (119,453) | (106,110) |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | | | |
| As previously reported | 795,080 | 577,907 | 1,372,987 |
| Prior year adjustment | (386,000) | - | (386,000) |
| **As restated** | 409,080 | 577,907 | 986,987 |
| **TOTAL FUNDS CARRIED FORWARD** | 422,423 | 458,454 | 880,877 |



continued...

## 13. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2024 and 31 March 2025 | 28,074 | 42,046 | 70,120 |
| **DEPRECIATION** | | | |
| At 1 April 2024 and 31 March 2025 | 28,074 | 42,046 | 70,120 |
| **NET BOOK VALUE** | | | |
| At 31 March 2025 | - | - | - |
| At 31 March 2024 | - | - | - |

## 14. STOCKS

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| Stocks | 252 | 225 |

## 15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| Trade debtors | 6,768 | 5,752 |
| Grant debtors | 248,413 | 325,458 |
| Prepayments | 7,306 | 9,718 |
| | 262,487 | 340,928 |

## 16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| Trade creditors | 11,146 | 58,948 |
| Other creditors | 1,315 | 1,315 |
| Deferred income | - | 4,250 |
| Accrued expenses | 74,158 | 191,021 |
| | 86,619 | 255,534 |



continued...

## 17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Within one year | 34,828 | 35,413 |
| Between one and five years | 45,347 | 80,174 |
| | 80,175 | 115,587 |

£79,347 of the above commitment relate to a property lease.

## 18. MOVEMENT IN FUNDS

| | At 1.4.24 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.25 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 422,422 | (87,689) | 182,453 | 517,186 |
| **Restricted funds** | | | | |
| Other Project Funds | 15,078 | 1,550 | (58) | 16,570 |
| Catalysts for Care | 12,632 | 309 | (310) | 12,631 |
| Community Connectors | 45,326 | 71,570 | (25,215) | 91,681 |
| Health and Well-being Facilitator | 2,267 | 5,589 | (5,589) | 2,267 |
| Connect Pembrokeshire | 37,409 | 4,598 | (4,598) | 37,409 |
| Children & Families Connector | 2,406 | 4,938 | (4,938) | 2,406 |
| Invest Local Hubberston & Hakin | 101,571 | (217) | (20,179) | 81,175 |
| Community Connector Housing | - | 3,043 | (3,043) | - |
| Dementia Supportive Communities | 35,454 | 4 | (4) | 35,454 |
| PIVOT/preventions | 84,434 | 3,334 | (3,334) | 84,434 |
| GwirVol Youth Led Grant | - | 560 | (560) | - |
| RIF Slippage | - | 504 | (504) | - |
| BFCF Events | 1,295 | 3,915 | - | 5,210 |
| Hubberston & Hakin Development Officer | - | (17,259) | 17,259 | - |
| Regional LD Innovation Fund | 6,318 | - | - | 6,318 |
| Carers Online Portal | 13,355 | (479) | (2,633) | 10,243 |
| Digicoach (Healthier Pembrokeshire) | 6,673 | (5,099) | - | 1,574 |
| Connect IT | 762 | - | - | 762 |
| Supporting Community Action Fund | - | 32,758 | (14,509) | 18,249 |
| Investors in Carers promotion | 2,804 | - | - | 2,804 |
| Caring Communities Capital Funds | 17,249 | (1,035) | (69) | 16,145 |
| Volunteering for Pembrokeshire | 20,248 | - | - | 20,248 |
| Community Hub | 28,099 | 8,395 | (11,830) | 24,664 |
| Outdoor Connections Fund | - | 8,433 | (8,433) | - |
| National Lottery Fund - Preseli Cares | (30) | 1,196 | (1,166) | - |
| Active Citizenship & Engagement - UK SPF | (145) | 58,654 | (58,509) | - |
| Resourceful Communities Partnership - Social Care Wales | 25,250 | (21,010) | - | 4,240 |
| Timeout for Carers | - | 4,750 | (4,750) | - |
| Live Well for Less - UK SPF | - | 20,530 | (20,530) | - |
| Community Hub Officer | - | (4,440) | 4,440 | - |
| Community Hub Marketing | - | 431 | (431) | - |
| Port of Milford Haven Community Fund | - | 6,663 | (6,133) | 530 |
| UKSPF ACE DTST Grants | - | 6,195 | (6,195) | - |
| Ukraine | - | (1,966) | 3,330 | 1,364 |
| IRCF Fishguard Engagement | - | 100 | (100) | - |
| CVDO | - | 5,177 | (5,177) | - |
| Saundersfoot CC - Skate Park | - | - | 1,315 | 1,315 |
| | 458,455 | 201,691 | (182,453) | 477,693 |
| **TOTAL FUNDS** | 880,877 | 114,002 | - | 994,879 |



continued...

## 18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 360,222 | (447,911) | (87,689) |
| **Restricted funds** | | | |
| Other Project Funds | 9,645 | (8,095) | 1,550 |
| Catalysts for Care | 71,973 | (71,664) | 309 |
| Community Connectors | 340,491 | (268,921) | 71,570 |
| Health and Well-being Facilitator | 39,991 | (34,402) | 5,589 |
| Connect Pembrokeshire | 41,812 | (37,214) | 4,598 |
| Children & Families Connector | 40,888 | (35,950) | 4,938 |
| Invest Local Hubberston & Hakin | 24,230 | (24,447) | (217) |
| Community Connector Housing | 24,256 | (21,213) | 3,043 |
| Dementia Supportive Communities | 37,960 | (37,956) | 4 |
| PIVOT/preventions | 110,752 | (107,418) | 3,334 |
| GwirVol Youth Led Grant | 11,650 | (11,090) | 560 |
| RIF Slippage | 7,200 | (6,696) | 504 |
| BFCF Events | 17,539 | (13,624) | 3,915 |
| Hubberston & Hakin Development Officer | (2) | (17,257) | (17,259) |
| Carers Online Portal | 26,333 | (26,812) | (479) |
| Digicoach (Healthier Pembrokeshire) | 500 | (5,599) | (5,099) |
| Supporting Community Action Fund | 145,087 | (112,329) | 32,758 |
| Caring Communities Capital Funds | - | (1,035) | (1,035) |
| Community Hub | 90,333 | (81,938) | 8,395 |
| Outdoor Connections Fund | 61,246 | (52,813) | 8,433 |
| National Lottery Fund - Preseli Cares | 7,163 | (5,967) | 1,196 |
| Active Citizenship & Engagement - UK SPF | 143,208 | (84,554) | 58,654 |
| Resourceful Communities Partnership - Social Care Wales | - | (21,010) | (21,010) |
| Timeout for Carers | 47,500 | (42,750) | 4,750 |
| Live Well for Less - UK SPF | 161,658 | (141,128) | 20,530 |
| Community Hub Officer | 36,966 | (41,406) | (4,440) |
| Community Hub Marketing | 16,000 | (15,569) | 431 |
| BFCF - Grants | 28,907 | (28,907) | - |
| Port of Milford Haven Community Fund | 63,875 | (57,212) | 6,663 |
| UKSPF ACE DTST Grants | 71,828 | (65,633) | 6,195 |
| Ukraine | 1,043 | (3,009) | (1,966) |
| IRCF Fishguard Engagement | 10,000 | (9,900) | 100 |
| CVDO | 39,487 | (34,310) | 5,177 |
| | 1,729,519 | (1,527,828) | 201,691 |
| **TOTAL FUNDS** | 2,089,741 | (1,975,739) | 114,002 |



continued...

## 18. MOVEMENT IN FUNDS - continued

**Comparatives for movement in funds**

| | At 1.4.23 £ | Prior year adjustment £ | Net movement in funds £ | Transfers between funds £ | At 31.3.24 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General fund | 386,895 | - | (118,412) | 153,939 | 422,422 |
| Designated fund - Regional Entity fund | 16,685 | - | - | (16,685) | - |
| Designated fund - Children & Families fund | 5,500 | - | - | (5,500) | - |
| Defined benefit pension | 386,000 | (386,000) | - | - | - |
| | 795,080 | (386,000) | (118,412) | 131,754 | 422,422 |
| **Restricted funds** | | | | | |
| Other Project Funds | 20,973 | - | (3,895) | (2,000) | 15,078 |
| Catalysts for Care | 13,788 | - | 5,907 | (7,063) | 12,632 |
| Community Connectors | 45,326 | - | 27,003 | (27,003) | 45,326 |
| Health and Well-being Facilitator | 5,346 | - | 1,397 | (4,476) | 2,267 |
| Connect Pembrokeshire | 37,409 | - | 5,933 | (5,933) | 37,409 |
| Children & Families Connector | 3,691 | - | 3,378 | (4,663) | 2,406 |
| Invest Local Hubberston & Hakin | 89,795 | - | 32,363 | (20,587) | 101,571 |
| Dementia Supportive Communities | 35,704 | - | 2,749 | (2,999) | 35,454 |
| PIVOT/preventions | 94,160 | - | (1,726) | (8,000) | 84,434 |
| Regional Carers Support Innovation Fund | 54,418 | - | (48,976) | (5,442) | - |
| GwirVol Youth Led Grant | - | - | 310 | (310) | - |
| BFCF Events | 1,216 | - | 195 | (116) | 1,295 |
| Hubberston & Hakin Development Officer | - | - | (16,882) | 16,882 | - |
| Regional LD Innovation Fund | 6,318 | - | - | - | 6,318 |
| Carers Online Portal | - | - | 16,355 | (3,000) | 13,355 |
| Digicoach (Healthier Pembrokeshire) | 6,673 | - | - | - | 6,673 |
| Connect IT | 712 | - | 50 | - | 762 |
| Supporting Community Action Fund | 91,563 | - | (68,040) | (23,523) | - |
| Investors in Carers promotion | 3,778 | - | (974) | - | 2,804 |
| Caring Communities Capital Funds | 17,249 | - | - | - | 17,249 |
| Volunteering for Pembrokeshire | 20,248 | - | - | - | 20,248 |
| Capital expenditure | 2,174 | - | (2,174) | - | - |
| Community Hub | 26,237 | - | 477 | 1,385 | 28,099 |



continued...

18. **MOVEMENT IN FUNDS - continued**

| | | | | | |
|---|---|---|---|---|---|
| Outdoor Connections Fund | 1,500 | - | 3,500 | (5,000) | - |
| National Lottery Fund - Preseli Cares | (371) | - | 5,004 | (4,663) | (30) |
| Keep Warm Keep Well | - | - | 99 | (99) | - |
| Active Citizenship & Engagement - UK SPF | - | - | 7,774 | (7,919) | (145) |
| Resourceful Communities Partnership - Social Care Wales | - | - | 29,250 | (4,000) | 25,250 |
| Timeout for Carers | - | - | 4,950 | (4,950) | - |
| Live Well for Less - UK SPF | - | - | 3,857 | (3,857) | - |
| Community Hub Officer | - | - | 4,418 | (4,418) | - |
| | 577,907 | - | 12,302 | (131,754) | 458,455 |
| **TOTAL FUNDS** | 1,372,987 | (386,000) | (106,110) | - | 880,877 |



continued...

## 18. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 262,262 | (380,674) | (118,412) |
| **Restricted funds** | | | |
| Other Project Funds | 30,880 | (34,775) | (3,895) |
| Catalysts for Care | 89,065 | (83,158) | 5,907 |
| Community Connectors | 291,973 | (264,970) | 27,003 |
| Health and Well-being Facilitator | 44,773 | (43,376) | 1,397 |
| Connect Pembrokeshire | 41,501 | (35,568) | 5,933 |
| Children & Families Connector | 38,001 | (34,623) | 3,378 |
| Invest Local Hubberston & Hakin | 68,986 | (36,623) | 32,363 |
| Dementia Supportive Communities | 35,375 | (32,626) | 2,749 |
| PIVOT/preventions | 395,065 | (396,791) | (1,726) |
| Regional Carers Support Innovation Fund | - | (48,976) | (48,976) |
| GwirVol Youth Led Grant | 6,650 | (6,340) | 310 |
| BFCF Events | 6,180 | (5,985) | 195 |
| Hubberston & Hakin Development Officer | - | (16,882) | (16,882) |
| Carers Online Portal | 47,566 | (31,211) | 16,355 |
| Connect IT | 50 | - | 50 |
| Supporting Community Action Fund | 65,227 | (133,267) | (68,040) |
| Investors in Carers promotion | - | (974) | (974) |
| Capital expenditure | - | (2,174) | (2,174) |
| Community Hub | 153,040 | (152,563) | 477 |
| Outdoor Connections Fund | 50,831 | (47,331) | 3,500 |
| National Lottery Fund - Preseli Cares | 38,175 | (33,171) | 5,004 |
| Keep Warm Keep Well | 54,359 | (54,260) | 99 |
| Active Citizenship & Engagement - UK SPF | 8,047 | (273) | 7,774 |
| Resourceful Communities Partnership - Social Care Wales | 40,000 | (10,750) | 29,250 |
| Timeout for Carers | 31,151 | (26,201) | 4,950 |
| Live Well for Less - UK SPF | 3,945 | (88) | 3,857 |
| Community Hub Officer | 32,599 | (28,181) | 4,418 |
| | 1,573,439 | (1,561,137) | 12,302 |
| **TOTAL FUNDS** | 1,835,701 | (1,941,811) | (106,110) |



continued...

## 18. MOVEMENT IN FUNDS - continued

| RESERVES | 2024 | Movement | 2025 |
|---|---|---|---|
| Restricted funds | 458,455 | 19,238 | 477,693 |
| General fund | 422,422 | 94,764 | 517,186 |
| Total reserves | 880,877 | 114,002 | 994,879 |

**Material funds**

Community Connectors / Connect Pembrokeshire - this funding will be carried forward and used to further develop and strengthen the social prescribing and information/support service delivered by the PAVS Community Connector team.

Invest Local - Hubberston & Hakin - this funding is held on behalf of the Hubberston & Hakin Invest Local Community Forum. The original spend profile has not been achieved, primarily due to a delay in securing an asset transfer of Gelliswick Bay. The funds will be carried forward and spent in accordance with the current Driving Change Plan, which is due to be completed in March 2028.

PIVOT/Preventions - this funding has accrued over successive years and will be released to support future third sector-led preventative and intermediate care activity, as agreed with funders and strategic planning partners.

Dementia Supportive Communities - this funding will be carried forward and used to provide information, advice and practical support to people living with dementia and their unpaid carers through the work of the Supportive Communities Development Officer

**TRANSFERS BETWEEN FUNDS**

During the year ended 31 March 2025 the following transfers were made from restricted funds to the general fund as a contribution towards overhead costs:

| | £ |
|---|---|
| Other Project Funds | 58 |
| Catalysts for Care | 310 |
| Community Connectors | 25,215 |
| Health and Well-being Facilitator | 5,589 |
| Connect Pembrokeshire | 4,598 |
| Children & Families Connector | 4,938 |
| Invest Local Hubberston & Hakin | 20,179 |
| Community Connector Housing | 3,043 |
| Dementia Supportive Communities | 4 |
| PIVOT/preventions | 3,334 |
| GwirVol Youth Led Grant | 560 |
| RIF Slippage | 504 |
| Hubberston & Hakin Development Officer | -17,259 |
| Caring Communities Capital Funds | 69 |
| Supporting Community Action Fund | 14,509 |
| Community Hub | 11,830 |
| Outdoor Connections | 8,433 |
| National Lottery Community Fund - Preseli Cares | 1,166 |


continued...

## 18. MOVEMENT IN FUNDS - continued

### TRANSFERS BETWEEN FUNDS - continued

| | |
|---|---|
| Timeout for Carers | 4,750 |
| Active Citizenship & Engagement | 58,509 |
| Live Well for Less | 20,530 |
| Carers Online Platform | 2,633 |
| Community Hub Officer | -4,440 |
| Community Hub Marketing | 431 |
| Port of Milford Haven Community Fund | 6,133 |
| UKSPF ACE DTST Grants | 6,195 |
| Ukraine | -3,330 |
| IRCF Fishguard Engagement | 100 |
| CVDO | 5,177 |
| Saundersfoot CC - Skate Park | -1,315 |
| Total | 182,453 |

## 19. EMPLOYEE BENEFIT OBLIGATIONS

**Defined benefit scheme**

Whilst a Defined Pension Scheme deficit is usually recognised in full, a surplus can be recognised as an asset on the balance sheet to the extent that an organisation is able to recover the surplus either through reduced contributions in the future or refunds from the scheme.

As Pembrokeshire Association of Volunteers does not receive any benefit from the Pension surplus a decision was taken by the Board to not include this in the Financial Statements as it was not a statutory requirement and therefore the financial position was shown excluding this amount and the surplus did not distort the organisations overall financial position.

The Association contributes to the Dyfed Local Government Pension Fund at the rates set by the scheme Actuary and advised to the Scheme Administrator. The scheme is multi-employer defined benefit pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The most recent completed triennial actuarial valuation was performed by an independent actuary for the trustees of the scheme and was carried out on 31 March 2022.

The main assumptions used in the actuarial valuations are as follows:

| | 2025 | 2024 |
|---|---|---|
| Rate of CPI inflation | 2.60% | 2.70% |
| Rate of increase in salaries | 4.10% | 4.20% |
| Rate of increase in pensions | 2.70% | 2.80% |
| Discount rate | 5.80% | 4.90% |


continued...

## 19. EMPLOYEE BENEFIT OBLIGATIONS - continued

The major categories of scheme assets are as follows:

| | 2025 £ | 2025 % | 2024 £ | 2024 % |
|---|---|---|---|---|
| Equities | 2,650,000 | 72.5% | 2,684,000 | 72.8% |
| Government bonds | - | 0% | - | 0% |
| Other bonds | 336,000 | 9.2% | 346,000 | 9.4% |
| Property | 380,000 | 10.4% | 453,000 | 12.3% |
| Cash/liquidity | 33,000 | 0.9% | 18,000 | 0.5% |
| Other | 256,000 | 7.0% | 184,000 | 5.0% |
| | 3,655,000 | | 3,685,000 | |

The movement in surplus during the year is as follows:

| | 2025 £ | 2024 £ |
|---|---|---|
| Total present value of benefit obligations | 2,617,000 | 3,011,000 |
| Fair value of plan assets | (3,655,000) | (3,685,000) |
| (Surplus) | (1,038,000) | (674,000) |

A decision was taken by the Board to not include this in the Financial Statements as it was not a statutory requirement and therefore the financial position was shown excluding this amount and the surplus did not distort the organisations overall financial position.

The change in benefit obligation during period the year is as follows:

| | 2025 £ | 2024 £ |
|---|---|---|
| Benefit obligation at the beginning of the year | 3,011,000 | 2,958,000 |
| Current service costs | 46,000 | 51,000 |
| Interest on pension liabilities | 144,000 | 142,000 |
| Members contributions | 13,000 | 14,000 |
| Past service costs (gain) | - | - |
| Actuarial (gains)/losses on liabilities | (419,000) | (69,000) |
| Curtailments | - | - |
| Settlements | - | - |
| Benefits/transfers paid | (178,000) | (85,000) |
| Business combinations | - | - |
| Benefit obligation at end of period | 2,617,000 | 3,011,000 |



continued...

## 19. EMPLOYEE BENEFIT OBLIGATIONS - continued

The change in the plan assets during the year is as follows:

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Fair value of plan assets at the beginning of the year | 3,685,000 | 3,344,000 |
| Interest on plan assets | 178,000 | 160,000 |
| Actuarial gains/(losses) on assets | (91,000) | 203,000 |
| Administration expenses | (1,000) | (1,000) |
| Business combinations | - | - |
| Settlements | - | - |
| Employer contributions | 49,000 | 50,000 |
| Member contributions | 13,000 | 14,000 |
| Benefits/transfers paid | (178,000) | (85,000) |
| Fair value of plan assets at end of period | 3,655,000 | 3,685,000 |

Actual Return on plan assets = £87,000
Experience loss - pension increases = £0
Experience gain - Other = £0

Analysis of amounts recognised in the Statement of Financial Activities:

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Current service costs | 46,000 | 51,000 |
| Past service costs | - | - |
| Administration expenses | 1,000 | 1,000 |
| Net finance (interest)/costs | (34,000) | (18,000) |
| Interest on asset ceiling | 33,000 | - |
| Total costs recognised in SOFA | 46,000 | 34,000 |

Statement of actuarial gains and losses:

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Actuarial gains/(losses) on liabilities | 419,000 | 69,000 |
| Actuarial gains/(losses) on assets | -91,000 | 203,000 |
| Total actuarial gain/(losses) on defined benefit scheme | 328,000 | 272,000 |

At 31 March 2025 £nil (2024: £nil) was outstanding in respect of contributions relating to current service obligations.

**Defined contribution scheme**
The Charity also operate a defined contribution pension scheme for new employees. During the year ended 31 March 2025 £24,974 was paid into the scheme, at the year end there was a creditor of £nil (2024: £nil).


continued...

## 20. RELATED PARTY DISCLOSURES

During the year ended 31 March 2025 transactions took place with the following related parties:

Jayne Tucker is a trustee. Consultancy services totalling £nil (2024: £1,000) were purchased from this related party. At the year end 31 March 2025 a balance of £nil was owed to the related party (2024: £nil)

Citizens Advice Pembrokeshire (CAP) is a related party due to having a trustee in common. CAP rent office space from PAVS. During the period that it was a related party, rent of £15,500 (2024: £12,500) was charged to CAP. At 31 March 2025 a balance was not owed by the related party. CAP also paid PAVS a contribution of £3,977 toward their HUB reception team.

PAVS is the local fund holder for Hubberston & Hakin Invest Local Community Fund. During the year, £19,748 (2024: £19,316) was awarded to PAVS from the fund to fund a Community Development Officer post. The decision was made by the Hubberston & Hakin Community Forum. PAVS does not have a voting right on the forum.

## 21. MEMBERS' GUARANTEE

The charity is a private limited company by guarantee and consequently does not have any share capital. The liability of members in the event of liquidation is limited to £10 per member.

## 22. GRANT ADMINISTRATION

In the year end 31 March 2025, PAVS administered a number of grant schemes on behalf of a range of public and private sector funders, these are as follows:

Supporting Community Action Fund (SCAF) - a consolidated grant scheme bringing together funding from Pembrokeshire County Council (KWKW, Loneliness & Social Isolation, Small Grants for Carers Support Groups) and the Regional Integration Fund (RIF) to offer small grants to community groups under key themes of addressing poverty, isolation, unpaid carers, wellbeing, etc.

GwirVol Youth-led Grants - disbursed by Pembrokeshire Youth Bank and funded by Welsh Government via Wales Council for Voluntary Action

Time Out for Carers - funded by Pembrokeshire County Council to provide community-based and innovative respite options for unpaid carers

PIVOT - an intermediate care service delivered by third sector organisations, funded by RIF and Hywel Dda University Health Board

Invest Local programme - delivered by the Hubberston & Hakin Community Forum, funded by the National Lottery Community Fund via Building Communities Trust

Creating Connections Fund - funded by Welsh Government's Housing with Care Fund to support communities wishing to improve their indoor and outdoor spaces

Doing the Small Things Fund - funded by the UK Shared Prosperity Fund (SPF), part of the UK Government's Levelling Up agenda, to support the delivery of small-scale, voluntary and community-led actions getting people of all ages actively involved in their communities


continued...

**22. GRANT ADMINISTRATION - continued**

Port of Milford Haven Community Fund - funded by the Port of Milford Haven to support projects meeting the theme/s of Sustainable environment, Safe, inclusive & enjoyable Milford Haven Waterway and Vibrant & prosperous community

Bluestone Foundation Community Fund - funded by Bluestone Foundation to support environmental projects and social projects with an emphasis on youth

South Hook LNG Community Fund - funded by South Hook LNG to support groups with projects meeting the theme/s of Safety, Environment, Education and Wellbeing

Fund management and grant administration represents a significant element of PAVS' annual budget, and for this reason, it has been agreed to show Grant/Funds distributed as a discrete element of the accounts.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Donations | 1,100 | 5,132 |
| **Other trading activities** | | |
| Membership income | 15 | 3,725 |
| Service contracts and training | 22,593 | 11,049 |
| Premises room hire | 37,470 | 25,149 |
| County show income | 3,845 | 3,980 |
| | 63,923 | 43,903 |
| **Investment income** | | |
| Deposit account interest | 46,235 | 3,686 |
| **Charitable activities** | | |
| Grants | 641,261 | 514,374 |
| SLA income | 728,274 | 596,900 |
| Grants for distribution | 582,614 | 624,090 |
| Carers online platform | 26,334 | 47,616 |
| | 1,978,483 | 1,782,980 |
| **Total incoming resources** | 2,089,741 | 1,835,701 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | 641,658 | 562,537 |
| Social security | 53,761 | 46,415 |
| Pensions | 53,010 | 46,916 |
| Telephone | 7,531 | 14,199 |
| Postage and stationery | 2,746 | 1,187 |
| Advertising | 44,213 | 80,250 |
| Staff travel and subsistence | 7,231 | 7,200 |
| Volunteer/beneficiary expenses | - | 108 |
| Other project expenses | 65,472 | 67,389 |
| Subscriptions | - | 120 |
| Computers and software | 18,354 | 25,412 |
| Professional fees | 102,622 | 18,031 |
| Training | 3,788 | 3,738 |
| Trainers fees and sessional workers | 9,282 | 2,960 |
| Carried forward | 1,009,668 | 876,462 |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| **Charitable activities** | | |
| Brought forward | 1,009,668 | 876,462 |
| Depreciation of tangible fixed assets | - | 2,174 |
| Grants to institutions | 671,319 | 834,200 |
| | 1,680,987 | 1,712,836 |
| **Support costs** | | |
| **Management** | | |
| Wages | 68,984 | 63,765 |
| Social security | 15,573 | 12,743 |
| Pensions | 21,390 | 21,655 |
| Premises costs | 34,384 | 32,981 |
| Insurance | 7,958 | 7,185 |
| Light and heat | 11,815 | 5,981 |
| Telephone | 4,700 | - |
| Postage and stationery | 1,773 | 2,206 |
| Advertising | 1,783 | - |
| Sundries | 1,297 | 1,997 |
| Repairs and renewals | 15,258 | 3,261 |
| Cleaning and maintenance | 5,883 | 6,422 |
| Professional fees | 12,935 | 14,778 |
| Computer expenses | 22,212 | 13,319 |
| Travel and subsistence | 561 | 329 |
| Training | 2,811 | 1,545 |
| Subscriptions | 18 | 35 |
| Project costs | 5,010 | 2,260 |
| Depreciation of tangible and heritage assets | - | 710 |
| | 234,345 | 191,172 |
| **Governance costs** | | |
| Wages | 48,030 | 25,461 |
| Auditors' remuneration | 11,845 | 10,835 |
| Sundries | 532 | 1,507 |
| | 60,407 | 37,803 |
| Total resources expended | 1,975,739 | 1,941,811 |
| **Net income/(expenditure)** | 114,002 | (106,110) |

**PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES**

England & Wales - Charity number 1063289

# Accounts

REGISTERED COMPANY NUMBER: 03343059 (England and Wales)
REGISTERED CHARITY NUMBER: 1063289

# REPORT OF THE TRUSTEES AND

# FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2024

# FOR

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

Xeinadin Audit Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

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# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2024

| | |
|---|---|
| **TRUSTEES** | C Carter (resigned 24.10.23)<br>H D Murray<br>B A Priest (resigned 9.2.24)<br>S Whitbread (resigned 19.2.24)<br>C Crichton<br>A E Sangster<br>C F Incledon<br>J D M Tucker<br>N D O'Connor (appointed 24.10.23) (resigned 19.8.24)<br>L I Hamilton (appointed 19.8.24)<br>H V McLeod-Baikie (appointed 20.8.24) |
| **COMPANY SECRETARY** | J C Bickerton |
| **REGISTERED OFFICE** | 36-38 High Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 2DA |
| **REGISTERED COMPANY NUMBER** | 03343059 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1063289 |
| **AUDITORS** | Xeinadin Audit Limited<br>Statutory Auditors and Chartered Accountants<br>24 Lammas Street<br>Carmarthen<br>Carmarthenshire<br>SA31 3AL |
| **BANKERS** | Unity Bank<br>Unity Trust Bank plc<br>Four Brindleyplace<br>Brimingham<br>B1 2JB |
| **SOLICITORS** | Hains & Lewis<br>Penffynnon<br>Hawthorn Rise<br>Haverfordwest<br>Pembrokeshire<br>SA61 2BQ |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES (REGISTERED NUMBER: 03343059)

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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 2019).

**What does PAVS do?**

Pembrokeshire Association of Voluntary Service has heart for the community in Pembrokeshire. We have a strong reputation for working with the vibrant community and voluntary sector across the County, delivering vital services and support to those in need. We encourage and support volunteers, we catalyse community action through grant funding, we engage on policies and initiatives with local and national government, the health board and businesses, and we help third sector organisations fulfil their potential. From our Haverfordwest office, we operate the Pembrokeshire Community Hub - a one-stop-shop for advice, information and support from the hundreds of community and voluntary organisations across Pembrokeshire. Our 6 Community Connectors, based across the County, provide an essential role in supporting people to access community-level services/activities that will help them maintain independent lives.

Our 27 staff bring a wealth of experience and expertise, passionate about our work, striving for excellence in everything we do. Our annual turnover is nearly £2m, largely derived from grant funding administered on behalf of public and private sector organisations. Notwithstanding the squeeze on the public purse and challenges facing the third sector, there is more we can do, especially with green investment coming to Pembrokeshire, to build and strengthen community organisations.

If you speak to individuals that have contacted the Pembrokeshire Community Hub, you will hear stories about how they have been helped to access a food parcel or a SIM card, or how a befriender is helping them feel less isolated and that someone is helping a 93 year old maintain their independence at home. Our Community Connectors are a bridge between people and community organisations - often providing social prescribing solutions on behalf of GPs; our local health board will tell you that this is vital prevention work. Feedback from the many voluntary groups that call on PAVS for support in setting up and running their organisations is typically glowing: "amazing training", "the best advice I have received". For the organisations that receive grant funding that is channelled via PAVS, you will hear about the professionalism and diligence in managing and administering sizeable sums of money. And of the many volunteers that we have placed into roles, they will tell you about how this is life enhancing and enriching to them and their community. For our local authority, PAVS advice, expertise and insight is highly regarded and we play an integral role in shaping policy and the delivery of public services. This is a mere snapshot of our work and there is much more we need to do to explain and promote the great things we do!

The main needs that PAVS is responding to from users of our services are: loneliness, debt, health and social care, transport, food issues and mental health. We host and facilitate various forums with community and voluntary organisations on both a geographic and thematic basis to ensure that they are responsive and continually learning/improving in how they deliver services to users. Feedback, consultation, collaboration and co-production are embedded in how PAVS works with individuals, voluntary/community organisations and stakeholders from public/statutory and private sector organisations.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES (REGISTERED NUMBER: 03343059)

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

## OBJECTIVES AND ACTIVITIES

### Strategic Aims and Objectives

The Association has been established as the County Voluntary Council for Pembrokeshire. It promotes any charitable purpose for the public benefit of the community, and particularly the advancement of education, the protection of health and the relief of poverty, distress and sickness. Its membership is made up of voluntary and community groups and social enterprises (collectively known as "the third sector") operating in Pembrokeshire. In its work the Association promotes and organises co-operation in the achievement of these aims and, to that end, brings together representatives of third sector organisations and statutory authorities within Pembrokeshire.

During the year, the Board has overseen delivery of the first year of the Association's 5-year strategic plan, which was formally adopted by the Board on 30th March 2023. Outputs, outcomes, and annual targets have been agreed for each of the strategic priorities, together with a delivery plan for 2023-24. Thematic working groups were established to steer key areas of work and quarterly progress reports have been presented at Board meetings.

The PAVS Strategic Plan 2023-2028 sets out the following vision, mission, strategic commitments, values, and strategic priorities. An overview of progress made during the year under review is shown for each strategic priority. We also set out key aspects of our work as part of our partnership with Third Sector Support Wales. Our Impact Report summarises key activities for the period.

These activities have contributed to PAVS' mission and strategic aims as determined by the Board of Trustees, delivered public benefit, and contributed to the national Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015 and overseen locally by the Pembrokeshire Public Services Board.

**PAVS Vision**: Sustainable voluntary groups and active volunteers, creating thriving, inclusive and connected communities across Pembrokeshire

**Mission:** To deliver excellent services that connect, enable, inspire and advocate for communities, groups, volunteers and individuals

In delivering its Vision and Mission, PAVS commits to:
- Working with other organisations - building relationships, collaborating, co-producing solutions to difficult issues
- Facilitating and enabling the third sector to do what they aspire to do
- Understanding and championing volunteering to enhance community life
- Developing a positive and constructive relationship with the private sector
- Broadening our membership base and strengthening the voice of the sector
- Using our regional entity to generate income from new sources
- Working in a sustainable way that protects the environment for future generations
- Being fair, inclusive, and accessible in all that we do.

We adhere to:

- Excellence: We will commit to ongoing professional development, ensure accountability and transparency, and do our very best at all times
- Inclusiveness: We will adhere to best practice equality, diversity, and inclusion standards, ensuring that our work is fully accessible and open to all
- Enthusiasm: We will actively encourage and enable the people and groups who come to us for support to achieve their ambitions, goals, and dreams
- Innovation: We will embrace new technology and initiatives, encourage out-of-the-box thinking, and proactively seek out ways to change and improve our practice
- Collaboration: We will work together as a staff team and with partners in the third, public, and private sectors to co-produce new ideas, influence policy and practice, and deliver high quality services
- Kindness: We will always be prepared to listen and will behave towards each other and everyone we work with in a way that is considerate, non-judgmental, compassionate, and caring.

**PAVS Strategic Priorities**

Strategic Priority 1: Engagement and Influencing

Our objectives are to:
- Be visible leaders in co-produced solutions to challenging issues - poverty, housing, care and support, climate change, etc
- Build a strong narrative based on community research, evidence drawn from our members, and learning from people with lived experience
- Be an advocate for the sector using our networks locally, regionally, and nationally to influence policy and practice
- Champion equality, diversity, inclusivity. and fairness to ensure everyone's voice is heard.

**Overview of progress 2023-24**

Engaging the third sector in strategic planning, public service design and delivery, policy issues and consultations remains a key element of PAVS' work. Over the year, PAVS staff have been active in representing and supporting the third sector, including:
- **Locally:** through the Pembrokeshire Public Services Board; Pembrokeshire Community Coordination Recovery Group; Healthier Pembrokeshire Strategic and Operational Boards
- **Regionally:** through Regional Partnerships for advocacy, unpaid carers, people living with dementia
- **Nationally:** involvement with Resourceful Communities Partnership and Community Movement Cymru as well as with Third Sector Support Wales and Wales Council for Voluntary Action which are vehicles for engaging with the Welsh Government
- **Sector and Thematic Issues** : collaboration on prevention and early intervention on homelessness, food poverty and cost of living crisis
- **Networks**: facilitating eight Health and Wellbeing Networks forging opportunities for the third sector to work with statutory partners to support people living with dementia, children and families, bereavement and unpaid carers.
- This work has involved catalysing third sector responses to consultations, engaging voluntary and community groups in co-designing services and facilitating third sector contribution to the development of local and regional plans/strategies.

**Transforming Day Opportunities**

As Chair of the Day Opportunities Provider Forum, PAVS facilitated discussions between Pembrokeshire County Council and existing/potential day opportunity providers. As a result, a number of third sector organisations are now registered as providers with the DO-IT team. This work also contributed to the Transport Forum linked to day opportunities.

**Poverty Strategy for Pembrokeshire**

PAVS led a research project 'Addressing Poverty' whereby people living in poverty in Pembrokeshire were invited to share their lived experience of facing financial hardship. This research was influential in the development of a Poverty Strategy for Pembrokeshire, which launched in February 2024.

Individuals involved in the research have continued to help shape the design and delivery of services.

Funding has been secured to build additional capacity within PAVS to support engagement and co-production. PAVS continues to work closely with Together for Change and other partners to build capacity in research on community development.

**Strategic Priority 2: Active Citizenship**

Our objectives are to:
- Encourage and enable more people of all ages to get involved in voluntary action and help out in their communities - formally and informally
- Raise the profile of volunteering as a contributor to personal development and individual wellbeing
- Expand our membership base as a network of people who want to keep in touch, support our work, and be a strong voice for the sector
- Improve our online and offline communications and ensure they are appropriate and accessible to all.

**Overview of Progress 2023-24**

PAVS continues to promote volunteering and encourage individuals to offer their time and talents through a comprehensive programme of volunteer recruitment and placement. Delivered by Volunteering Pembrokeshire, the team also provides best practice guidance and support to volunteer involving organisations.

During the period, 34 individuals were placed into formal volunteer roles, a further 47 were supported to volunteer in some way. On the Volunteering Wales website, 111 people registered their interest in volunteering in the Pembrokeshire area, enabling them to find volunteering opportunities for themselves. Regular volunteering outreach sessions were held in Haverfordwest and Fishguard in conjunction with Futureworks and JobCentrePlus.

Information was provided in response to volunteering queries from 40 organisations and five meetings of the Pembrokeshire Volunteer Organisers network were held, providing networking opportunities and guest speakers. Through the national Youth Led Grant, 88 young volunteers aged 14-25 were recruited through support for projects/groups. Recognising the importance of involving young people in volunteering, PAVS continues to work with Pembrokeshire Youth Bank.

**Volunteering Awards**

The annual Volunteering Awards are a highlight in the year. Sponsored by South Hook LNG with support from Pure West Radio, the awards span seven categories and celebrate the work of individuals and groups across the County. PAVS organised and hosted the ceremony - attended by over 100 people - to show appreciation for their contributions.

Through a number of workstreams, PAVS supports and enables the voluntary sector and community organisations to thrive. Many of these organisations are members of PAVS and work is underway to expand the membership beyond the 115 full and associate members that represent a broad range of sectors and communities across Pembrokeshire, with the potential to draw in a wider range of organisations and associated benefits.

Raising the profile of the third sector and communicating the transformative impact that volunteers and voluntary/community organisations make, helps to build and support the sector and encourage funding. PAVS staff regularly record 'most significant change' in their work to capture the impact, in a qualitative fashion. As part of its communications plan, PAVS has continued to develop its website, Padlets, social media platforms, newsletters and offline/media, linking with national, regional and local campaigns. There has been an average increase of 28% in followers and users across all media streams.

**Strategic Priority 3: Sustainable Funding**

Our objectives are to:
- Take advantage of our regional entity to enable us to explore new markets and develop new products for existing markets
- Build up a network of delivery partner organisations and associates who can be mobilised to deliver contracts/chargeable services
- Offer a range of chargeable services that will reduce operating costs for participating organisations
- Work with private and public sector partners to develop sustainable funding streams to invest in voluntary and community action

**Overview of Progress 2023 - 24**

Regrettably the regional trading entity established by the three West Wales County Voluntary Councils is currently dormant due to lack of resources across the partnership. PAVS' Board remains committed to the regional entity but is also focused on the potential for chargeable activities and fundraising within the County. PAVS continues to build up a strong local network of associates and delivery partners through its funded programmes, which could provide the basis for income generation.

Recognising the challenging fiscal outlook for the public sector, PAVS has focused on relationship building with various private sector entities. This builds on PAVS established track record in administering Community Funds on behalf of Bluestone National Park Resort, South Hook LNG and Port of Milford Haven. The Haven Energy Cluster offers some exciting opportunities and will be a key focus in 2024-25.

**Third Sector Infrastructure Partnership Agreement**

PAVS is a delivery partner within Third Sector Support Wales (TSSW), which comprises 19 County Voluntary Councils (CVCs) and Wales Council for Voluntary Action (WCVA). TSSW delivers the Third Sector Infrastructure Partnership Agreement on behalf of Welsh Government and assists the Welsh Government in the delivery of its long-term aim to build a Wales that is prosperous and secure; healthy and active; ambitious and learning, and united and connected. The Partnership Agreement for 2023-24 includes four pillars of activity: Volunteering, Sustainable Funding, Good Governance, and Engagement and Influencing.
Given some of these pillars mirror PAVS Strategic Objectives and progress has been reported above, the following sections provide information on: Third Sector Support; Connected Communities; Business Services.

In common with other CVCs, PAVS reports on a quarterly basis to TSSW with qualitative and quantitative data collected on a bespoke Customer Relationship Management System. In addition, regular monitoring meetings are held with the Welsh Government Third Sector Support Unit and PAVS provides monitoring and performance reports to project steering groups established to oversee delivery of specific funded programmes of work that contribute to the achievement of the outcomes set out in the Core Services Framework of the Partnership Agreement.

PAVS has performed well against the KPIs and made a strong contribution to the overall performance of the TSSW partnership in Wales during 2023-24 despite the ongoing challenges presented by the cost of living crisis and COVID-recovery.

**Third Sector Support**

**Sustainable Funding:** this area of work covered the distribution of grants and the delivery of information, training, development, and support services to help voluntary and community groups and social enterprises in Pembrokeshire secure the funding they need to achieve long-term sustainability. Over this reporting period, PAVS managed the award and distribution of £835,223 to local and regional voluntary and community groups, third sector organisations, and social enterprises b roken down as follows:

- **£262,784** in small grants to **95 applicants** (including grants awarded by Bluestone Community Foundation
- **£572,439** distributed to third sector delivery partners through PAVS managed funds
- In addition to the funds reported above, PAVS supported the South Hook LNG Community Fund with the award of **31 grants** to local groups.
- It is worth noting the extent to which funding rounds were oversubscribed: during the year, **153 applications** were received for a total of £553,840. which demonstrates the need to secure additional funding to distribute to and invest in the voluntary and community sector in Pembrokeshire.
- In addition to grant and fund management, staff responded to **163 enquiries** relating to sustainable funding advice and support to groups. Staff have organised, facilitated and contributed to local and regional events including nformation sessions on specific grants, Funding Wales, and updates on a wide range of topics relating to

sustainable funding including making grant applications, fundraising, and developing chargeable services.

**Pembrokeshire Funding Fair**

The high point of the year was the annual Pembrokeshire Funding Fair which took place in November 2023. This was the first face-to-face Funding Fair in 4 years and it was wonderful to be back delivering this highly valued event in person. A total of 121 participants attended the event and there was excellent feedback both from participants and funders/exhibitors.

"It was extremely busy and great to get out and speak to guests face-to-face. For future events I think we probably would have two people on the desk" - Funder feedback

"A well organised and friendly event. Great to have so many PAVS team members there all keen to help as always" - Participant feedback

"Excellent speaker sessions. All funding professionals gave valuable advice to help us further our project" - Participant feedback

In addition to the stands at the Funding Fair, two workshops took place at the event - an update on current Lottery funding streams and a session facilitated by LocalGiving on creating a marketing and communication strategy, including digital fundraising opportunities.

**Good Governance:** this area of work covers capacity building and development support services provided to voluntary and community groups and social enterprises across the County to ensure that third sector personnel, volunteers, managers, and trustees have the knowledge and skills they need to operate sustainably, fairly, legally and safely. Highlights include:

- providing direct advice, information, and support to **159 organisations** covering a wide range of governance issues including legal structures, all stages of organisational development from set-up through to dissolution, trusteeship, health and safety, HR, finance property, asset transfer, Welsh Language, safeguarding, community buildings, etc
- delivering an open programme of **36 training and information sessions** attended by **235 participants**, mostly delivered online by PAVS staff members and partner organisations including safeguarding, roles and responsibilities of Trustees, business planning, introduction to social value, effective use of digital tools and social media, developing a fundraising strategy, etc
- providing support to 112 new, emerging and existing social enterprises with a focus on care, support and wellbeing services. Three new social enterprises have been incorporated with seven more in the pipeline.

**Preseli Cares**

This is a 2 year project funded by National Lottery that aims to co-produce solutions to social care issues at a community level - an exciting shift away from the traditional model of care. Support has been provided to a small family run care home to explore the potential to conversion to a Community Benefit Society - generating significant interest at national level.

**Dementia Supportive Communities**

Through funding for a specialist role, we have worked with local people, communities and organisations to develop dementia friendly activities and communities across the County. Over the year, 24 organisations have pledged to become dementia friendly and a network of 49 dementia supportive groups has been set up offering at least 6 activities each week. PAVS also helped to bring a new day service into Pembrokeshire focused on supporting people with Young Onset Dementia - co-produced with people living with dementia and their carers.

**Connected Communities**: Since its launch in 2022, PAVS has managed **The Pembrokeshire Community Hub** on behalf of a multi-purpose and cross-sector partnership. It has gone from strength to strength and has become an established place as a 'one stop shop' for information and support. Over the last year, the Hub has provided support to Ukrainian refugees and has enabled access to a wide range of services designed to help people facing financial hardship as a result of the cost of living crisis. The Hub has handled over 3000 enquiries spanning food/finance, community activities/social connections, benefits, debt advice, care and support as well as digital connect ivity.

Importantly, there are strong connections between the work of the Hub and the wider work of PAVS, be it through distributing grants, building capacity in funding and fundraising, recruiting volunteers, providing digital support, supporting community buildings, developing social enterprises, providing direct help for individuals and signposting to extra support and generally contributing to the development and delivery of COVID recovery and tackling poverty plans led by multi-agency and cross sector partnerships. There is potential for the Hub's role to extend to handling some adult social care enquiries on behalf of Pembrokeshire County Council over the next reporting period.

As part of the Pembrokeshire Preventions Strategy, the team of **6 Community Connectors** play a key role in delivering active, resourceful, connected, sustainable and kind communities. The Connector team each cover one of the six Integrated Community Network areas and link up with GP practices across the County to deliver social prescriptions. They are equipped and trained to work on a one-to-one basis with people referred to them via GPs, social workers or other agencies, having a "what matters' conversation and making onward connections to appropriate activities, groups and services within their community.

During the last year, over 1000 referrals were received, with more than 400 home visits made to help individuals create their wellbeing plan leading to 700+ connections made to appropriate community activities, groups and services. Nearly 500 people were supported to refer to other services to provide support with befriending, income maximization, energy advice etc. The Connector team have undertaken more than 750 outreach events to promote their work and to identify local activities, assets and volunteer opportunities. As part of the Connect IT programme that supports people to connect digitally, 87 individuals have been given assistance and 80 tablets have been loaned.

**Business Services**

The PAVS Business Services team provide financial, HR, health and safety, IT, governance, premises and administrative support, with specialist HR and IT support being commissioned from external providers.

During the year under review, PAVS has transitioned from Sage Line 50 accounts to the Xero cloud-based accounting system. The Trustee with Special Responsibility (TSR) for Finance assisted the Business Services team with the transition to the new system on 1st April 2024.

PAVS has an office base on the High Street in Haverfordwest. The fully accessible ground floor houses the Pembrokeshire Community Hub, offices and meeting rooms used by Citizens Advice Pembrokeshire, together with flexible hot desk space, a reception area, and a meeting room that can be used by third sector organisations. During the year, four third sector organisations were co-located with PAVS - Citizens Advice Pembrokeshire, Advocacy West Wales, Volunteering Matters, and The Wallich with others making regular use of the ground floor meeting room.
PAVS continues to work with partners around place-based models of working across six localities in Pembrokeshire. The lease on the PAVS building expires in just over 3 years' time and there is interest in looking at the potential to create shared spaces across the County, as well as maintaining a presence in the County town of Haverfordwest. The Board is fully aware of the situation and has identified the need to work with key stakeholders and partners to develop an accommodation strategy in 2024-25.

PAVS remains committed to working in an equitable and inclusive manner with all stakeholders, groups, and communities. Staff have been offered accessibility awareness and basic EDI training. Work is ongoing to update policies and enhance workforce development in this area. PAVS is a dementia friendly organisation and teams have achieved Investors in Carers awards for their work

The PAVS Business Services team ensure that health and safety requirements are adhered to and that standards required under the Green Dragon Environmental Management Scheme are maintained. Systems are in place to support remote working, and during the year PAVS staff have continued to work on a hybrid basis, in the office, in the community, and at home. Monthly in-person staff development sessions took place during the year under review as a way of maintaining a whole team ethos and approach across the Association.

Targeted mailings and e-bulletins have been sent out to special interest networks throughout the year. Social media platforms, such as Facebook and Twitter, Padlets and the Community Hub website (formerly the Connect Pembrokeshire platform) were also used to promote PAVS work, disseminate information, and maintain contact with groups, volunteers, partners, funders, etc.

Funding for the Business Services team primarily comes from core funding provided by Welsh Government and Pembrokeshire County Council together with unrestricted income earned through project management, membership, and fundholder work.

## FINANCIAL REVIEW

### Financial position

Total funding received has decreased by £338,220 or 15.5%. Resources expended during the year (prior to the inclusion of defined pension benefit costs) have decreased by £764,334 or 28.2%. Total resources expended during the year were £1,941,811 a decrease when compared to the previous year. There is no defined benefit pension scheme charge included this year, last year there was a cost of £68,000.

The SOFA shows a decrease of £13,343 on unrestricted reserves during the year after transfers. Unrestricted funds as at 31 March 2024 were £422,422.

## FINANCIAL REVIEW

### Reserves policy

The Reserves Policy was reviewed and agreed by the Board in March 2023. The policy provides a framework for a proactive and dynamic approach to building and utilising reserves in order to achieve the Association's strategic objectives, based on a robust analysis of opportunities, threats, assets and liabilities and an assessment of working capital requirements based on projected income and outgoing resources.

Despite ongoing financial challenges presented by short-term funding, the Board continues to recognise the need to build adequate free reserves for the Association realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

The reserves target is set on the basis of the reserves policy and takes into account:

- redundancy payments for eligible staff
- pension strain liability payments for redundant staff aged over 55 years
- salary in lieu of notice
- three months' overheads/running costs
- potential deficit in resources for restricted projects
- core activity that may not be funded in future
- potential risk of funding being reclaimed
- repair or replacement of assets

When setting the required minimum level of reserves for 2023-2024, the Board takes into account the likelihood of the liabilities becoming due based on financial projections, cashflow forecasts, security of funding, and risk assessments. The Board also considers the need to build and/or designate reserves to:

- deliver the Association's strategic objectives
- provide sufficient working capital to manage retrospective payments
- expand service delivery to meet the needs of third sector organisations
- invest in new income generating opportunities
- achieve externally accredited quality and environmental standards

Taking these items into account on a managed risk basis, the Association's target level of free reserves in 2023-2024 is set at £281,000.

The Local Government Pension Scheme (LGPS) provider has confirmed that it will not seek to recover the liability shown on the balance sheet and that liabilities will be recovered through the contribution rate in future years, together with an annual lump sum payment for past service deficit. Trustees are aware that, following a valuation exercise in 2019, the Past Service Deficit (PSD) payment is no longer expressed as a monetary amount but as a percentage of pay, and the LGPS contribution rate for the period 1st April 2021-31st March 2024 is confirmed as being **24%**. This information has been used as the basis for financial forecasts and forward budgets. The Board closed the LGPS to new employee entrants and staff recruited to the Association during the year have been enrolled on the NEST (National Employment Savings Trust) pension scheme at an employer contribution rate of 5%. The Trustees are aware of the financial risks posed to the Association by the increasing costs of the LGPS pension fund, particularly in relation to up-front payments for redundant staff aged over 55 years. The Trustees recognise their obligations under the pension auto-enrolment regulations and have complied with the requirements of the Pensions Regulator in this regard. Membership of the LGPS presents an ongoing risk to Association because of pension strain liability payments that may become due in the event of redundancy. The matter is kept under close review.

Total reserves at year end were £880,877, of which £458,455 related to restricted funds which are earmarked for specific projects (see note 20). This leaves £422,422 in unrestricted funds and as free reserves.

**FINANCIAL REVIEW**

This exceeds the target of free reserves of £281,000 by £141,422. The trustees consider that in the prevailing climate of economic and political uncertainty which has triggered the current cost of living crisis, it is appropriate to hold reserves in excess of the target at this time. The Trustees will also consider releasing free reserves to help the Association achieve its strategic objectives.

The LGPS fund is currently in surplus. Whilst a Defined Pension Scheme deficit is usually recognised in full, a surplus can be recognised as an asset on the balance sheet to the extent that an organisation is able to recover the surplus either through reduced contributions in the future or refunds from the scheme. In order not to distort the charity's overall financial position, the Board has made the decision not to reflect the surplus on the Balance Sheet and the financial position at 31 march 2024 excludes this amount, with the 2023 position re-stated by a prior year adjustment of £386,000. See Note 14 the financial statements for further information.

**FINANCIAL REVIEW**

**Going concern**

The Trustees are of the view that the actions being implemented and those that are planned to be taken are sufficient to secure the future of the Association in the longer term. Many funders still remain unable or unwilling to commit to funding agreements of more than one year in duration and this makes it difficult to plan for the future.

However, it is pleasing to report that our relationship with Welsh Government through the Third Sector Support Wales partnership agreement remains strong, as we move into negotiations for a new multi-year agreement from 2025-2028. Although public sector funding is under pressure, Welsh Government remains committed to the third sector and it is highly likely that core funding for Third Sector Support Wales will continue in the coming years.

The Welsh Government Regional Integration Fund (RIF) offers funding on a multi-year basis - 2 years for new projects (under the Accelerated Fund) and 3 years for existing programmes (under the Embedded Fund). PAVS has secured RIF funding for a programme of work entitled Strengthening Communities, which includes a number of projects led by PAVS. Work is being undertaken with the Regional Partnership Board to plan future funding over the next 3 years. Current projections suggest an annual increase of 4% in RIF funding to cover rising costs.

Over the years, PAVS has developed a positive and constructive working relationship with statutory partners. This relationship will stand the Association in good stead in terms of securing ongoing funding for elements of work funded from statutory grants. Funding for restricted projects has been confirmed for 2024-2025. PAVS has earned an excellent reputation for grant administration, managing funds, and taking the lead on third sector collaborative delivery partnerships. This provides a solid foundation for future income generation.

PAVS strategic plan includes a key objective around developing stronger relationships with the private sector with a view to earning unrestricted income through offering a range of chargeable services including grant administration, support for employer-supported volunteering, delivering corporate social responsibility, and community engagement. The regional entity owned by the CVCs in West Wales is available should regional contracts be secured.

The strategic plan also includes an objective around increasing membership and potentially creating a range of chargeable services available to members at a discounted rate. Work has already been undertaken to produce an options paper, which is currently being considered by the Board to increase membership from 115 to 450 members over a five year period.

The Board receives financial updates at each of its meetings including quarterly management accounts, reports on progress towards achieving a balanced budget at year end, and plans for securing future funding. Actions taken include making funding bids; securing contracts; increasing income generation and controlling operating costs.

Risks are identified and raised in Board papers for discussion and agreement on appropriate mitigation or avoidance measures to be taken. The Association continues to work extremely closely with its funding partners, members and stakeholders at a local, regional and national level to sustain and, where possible, increase current funding levels.

PAVS has successfully managed the succession process for senior management posts in the organisation, including the appointment of a new Chief Executive Officer who took over from the current Chief Officer in August 2024.

PAVS has prepared detailed financial projections for the 3-year period from 1st April 2025 - 31st March 2028. On this basis, the assessment of the Trustees is that the Charity remains a going concern.

## FUTURE PLANS

PAVS remains committed to securing sufficient resources to continue to deliver the full range of volunteering, funding, development, representation, and engagement services to meet the needs of voluntary and community groups, social enterprises and volunteers in Pembrokeshire. The Association is also committed to embedding the Pembrokeshire Community Hub within the third sector and to the Community Connector service to improve individual and community wellbeing.

Specific plans for the future include:

- Delivering PAVS 5-year strategy with a particular focus on strengthening relationships with the private sector and enhancing PAVS membership base

- Building effective relationships with an increased number of private sector organisations, statutory partners and funders for the benefit of the Pembrokeshire third sector

- Continuing to work with partners to embed the Pembrokeshire Community Hub within the third sector, with a planned programme of outreach provision and a network of active Hub volunteers

- Encouraging and supporting more people to volunteer - both formally and informally

- Contributing to the development of social enterprises and third-sector led services that improve individual and community well-being

- Working with partners to measure social value and the outcomes and impact of community-led action, and build an evidence base for investment in preventative community action.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a registered charity, registered on 5 July 1997, and also a company limited by guarantee, incorporated on 1 April 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Recruitment and appointment of new trustees

The Board of Trustees, which can number up to 10 members in total, governs the Association. A Pembrokeshire County Council nominated representative sits as an adviser to the Board. The full Board meets every 6-8 weeks in accordance with a forward work programme published for the year.

The Trustees constitute Directors of the charity for the purposes of the Companies Act 2006 and Trustees of the charity for the purposes of the Charities Act 2011, and under the Company's Articles are known as members of the Board of Trustees. Trustees are elected at the Annual General Meeting of the Association or appointed soon after by the Board. The number of Trustees for the Association may not be less than three and shall not be more than ten. Seven Trustees are nominated and elected by the membership of the Association - each member organisation having a named representative, allowing one vote per full member organisation. Three Trustees are appointed by the Board through an open and competitive recruitment process to the posts of Chair, Vice-Chair and Trustee with Special Responsibility (TSR) for Finance.

One third of elected and appointed Trustees will retire from office at each Annual General Meeting, with retirement by rotation according to length of office. Where Trustees were elected at the same time, retirement may be determined amongst them, or by lot. If vacancies created by retiring Trustees cannot be filled, those Trustees may, if willing, be deemed to have been re-appointed, unless the meeting resolves not to fill the vacancy, or unless a resolution for the reappointment of the Trustee is put to the meeting and lost. Trustees also have the power to appoint further members to the Board of Trustees during the year provided that the total number of trustees does not exceed ten.

During the year, the PAVS Chair, Charles Carter, stepped down from the Board at the PAVS Annual General Meeting in October 2023 and PAVS Vice Chair, Claire Incledon, took on the role of Chair. Dennis O'Connor was elected to the Board at the AGM, but stood down in August 2024 due to external commitments. The Board is actively seeking to co-opt new Trustees to the Board. PAVS is extremely grateful to all Board members for their hard work and commitment to the Association during the year under review. The Board also wishes to extend their thanks to Barbara Priest for 8 years of dedicated service to the Board, and Sue Whitbread for 4 years - both trustees retired from the Board during the year.

### Induction and Training of New Trustees

New Trustees undergo an induction session to brief them on their legal obligations under charity and company law; the content of the Memorandum and Articles of Association; the Board and decision making processes; the business plan and recent financial performance of the charity. During the induction process new Trustees meet key employees and other trustees. Trustees are encouraged to attend appropriate training events where these will facilitate their role.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Appointment of key management personnel

A Chief Officer is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Officer has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and contractual agreements with funders.

A Business Operations Manager is appointed by the Board and Chief Officer to provide senior management support to the Chief Officer and to act as Governance Officer to the Board.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

In 2023-2024, the Board took the decision to move away from NJC pay scales due to funding pressures and the need to maintain control of salary decisions. The Board has decided to award a 4% increase to PAVS staff in the year 2024-2025. This increase has been built into the budget and, where necessary, agreements have been reached with funders to cover the increased salary costs on restricted projects. The Board continues to monitor NJC salary agreements and keep PAVS salary scales under review.

**Related parties**

The Association has a close relationship with its members. This relationship is not exclusive, and non-member organisations of the voluntary sector are able to access PAVS' services.

In addition, there is a strong relationship with Pembrokeshire County Council (PCC) and Hywel Dda University Health Board (HDUHB), together with other statutory agencies, in order to further the interests of the third sector, and to ensure that opportunities for joint working and collaborative ventures are maximised.

The Welsh Government (WG); Third Sector Support Wales (Wales Council for Voluntary Action and County Voluntary Councils in Wales); West Wales Regional Partnership Board; PLANED (Pembrokeshire Local Action Network for Enterprise and Development); Public Health Wales; South Hook LNG; Bluestone Community Foundation and Building Communities Trust are also significant partners in PAVS' work, with increasing emphasis on a regional and collaborative approach to the provision of services to the sector.

PAVS has an established working relationship with the County Voluntary Councils (CVCs) in Ceredigion (CAVO) and Carmarthenshire (CAVS). CVC staff work collaboratively to ensure there is third sector representation on regional partnerships including health, social care and well-being; safeguarding; learning and skills; economic development and community safety.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The major risks to which the charity is exposed, as identified by the Trustees, are monitored closely by the Board who identify and agree mitigating actions.

PAVS risk register contains strategic risks which are monitored by the Board and operational risks which are monitored by the Senior Management Team. Categories of risk include governance, financial, external, compliance, and operational with likelihood and impact being used as the bases for assessing the severity of the risk. The register also includes mitigation actions and control measures together with an assessment of residual risk.

The main risks identified by the Board include public sector budget cuts potentially affecting funding for PAVS, premises management and location once the lease comes to an end in 3 years' time, public profile/reputational risk, and business contingency planning. Risk mitigation actions have been agreed in each case and these will be monitored by the Board.

PAVS continues to make every effort to secure additional funding, generate income and reduce overhead costs in order to provide enhanced volunteering support and maintain/expand delivery of funding, governance, organisational development, engagement, and connected communities services. Actions include making appropriate funding applications; bidding for contracts where these do not conflict with member interests; renting out meeting rooms and office space within the PAVS building; offering chargeable services; providing project management for third sector consortia; and continually reviewing contracts to ensure best value is achieved.

The Association has a comprehensive set of Financial Regulations which include the Finance Policy; Financial Management Controls and Procedures; Schedule of Delegated Financial Authority; Reserves Policy; Procurement Policy and Bribery and Fraud Policy.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Pembrokeshire Association of Voluntary Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Xeinadin Audit Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 14/11/24 and signed on its behalf by:

.....

J C Bickerton - Secretary

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

**Opinion**
We have audited the financial statements of Pembrokeshire Association of Voluntary Services (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**
In our opinion, based on the work undertaken in the course of the audit:
- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**Extent to which the audit was considered capable of detecting irregularities, including fraud**
We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to irregularities**
In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the Charity's remuneration policies and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities
- any matters we identified having obtained and reviewed the Charity's documentation of their policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in relation to revenue recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011 and Companies Act 2006.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or to avoid a material penalty. These included compliance with Health and Safety legislation, Employment legislation and Data protection laws (including General Data Protection Regulation (GDPR)).

**Audit response to risks identified**
As a result of performing the above, we identified revenue recognition as a key audit matter related to the potential risk of fraud.

Our procedures to respond to risks identified included the following:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- carrying out walkthrough, transaction testing or proof in total on all material income and expenditure streams;
- enquiring of management concerning actual and potential litigation and claims;

performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and the senior management team;
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws, regulations, and potential fraud risks to all engagement team members and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Xeinadin Audit Ltd

Mark Jones BSc FCA (Senior Statutory Auditor)
for and on behalf of Xeinadin Audit Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

Date: 14/11/2024

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.24 Total funds £ | 31.3.23 Total funds as restated £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 71 | 5,061 | 5,132 | 1,491 |
| **Charitable activities** | 5 | | | | |
| Third Sector Support | | 219,097 | 157,756 | 376,853 | 324,852 |
| Connected Communities | | - | 529,354 | 529,354 | 498,680 |
| Policy & Engagement | | - | 252,683 | 252,683 | 364,811 |
| Grants for Distribution | | - | 624,090 | 624,090 | 936,074 |
| Other trading activities | 3 | 39,408 | 4,495 | 43,903 | 45,751 |
| Investment income | 4 | 3,686 | - | 3,686 | 2,262 |
| **Total** | | 262,262 | 1,573,439 | 1,835,701 | 2,173,921 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 6 | - | - | - | (505) |
| **Charitable activities** | 7 | | | | |
| Third Sector Support | | 212,322 | 152,907 | 365,229 | 298,104 |
| Connected Communities | | 88,728 | 470,651 | 559,379 | 612,352 |
| Policy & Engagement | | 79,623 | 236,067 | 315,690 | 472,270 |
| Grants for Distribution | | - | 701,513 | 701,513 | 1,255,924 |
| Core | | - | - | - | - |
| Other | | - | - | - | 68,000 |
| **Total** | | 380,673 | 1,561,138 | 1,941,811 | 2,706,145 |
| **NET INCOME/(EXPENDITURE)** | | (118,411) | 12,301 | (106,110) | (532,224) |
| **Transfers between funds** | 20 | 131,754 | (131,754) | - | - |
| **Other recognised gains/(losses)** | | | | | |
| Actuarial gains on defined benefit schemes | | - | - | - | 965,000 |
| **Net movement in funds** | | 13,343 | (119,453) | (106,110) | 432,776 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | | | | |
| As previously reported | | 795,080 | 577,907 | 1,372,987 | 554,211 |
| Prior year adjustment | 14 | (386,000) | - | (386,000) | - |
| **As restated** | | 409,080 | 577,907 | 986,987 | 554,211 |
| **TOTAL FUNDS CARRIED FORWARD** | | 422,423 | 458,454 | 880,877 | 986,987 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES (REGISTERED NUMBER: 03343059)

## BALANCE SHEET
## 31 MARCH 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.24 Total funds £ | 31.3.23 Total funds as restated £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 15 | - | - | - | 2,884 |
| **CURRENT ASSETS** | | | | | |
| Stocks | 16 | 225 | - | 225 | 73 |
| Debtors | 17 | 19,731 | 321,197 | 340,928 | 470,721 |
| Cash at bank and in hand | | 658,000 | 137,258 | 795,258 | 801,321 |
| | | 677,956 | 458,455 | 1,136,411 | 1,272,115 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 18 | (255,534) | - | (255,534) | (288,012) |
| **NET CURRENT ASSETS** | | 422,422 | 458,455 | 880,877 | 984,103 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 422,422 | 458,455 | 880,877 | 986,987 |
| **NET ASSETS** | | 422,422 | 458,455 | 880,877 | 986,987 |
| **FUNDS** | 20 | | | | |
| Unrestricted funds | | | | 422,422 | 409,080 |
| Restricted funds | | | | 458,455 | 577,907 |
| **TOTAL FUNDS** | | | | 880,877 | 986,987 |

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14/11/24 and were signed on its behalf by:

C F Incledon - Trustee

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## CASH FLOW STATEMENT
## FOR THE YEAR ENDED 31 MARCH 2024

| | Notes | 31.3.24<br>£ | 31.3.23<br>as restated<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 1 | (9,749) | (361,307) |
| Net cash used in operating activities | | (9,749) | (361,307) |
| **Cash flows from investing activities** | | | |
| Interest received | | 3,686 | 2,263 |
| Net cash provided by investing activities | | 3,686 | 2,263 |
| **Change in cash and cash equivalents in the reporting period** | | (6,063) | (359,044) |
| **Cash and cash equivalents at the beginning of the reporting period** | | 801,321 | 1,160,365 |
| **Cash and cash equivalents at the end of the reporting period** | | 795,258 | 801,321 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2024

### 1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| **Net expenditure for the reporting period (as per the Statement of Financial Activities)** | (106,110) | (532,224) |
| **Adjustments for:** | | |
| Depreciation charges | 2,884 | 12,834 |
| Interest received | (3,686) | (2,263) |
| Increase in stocks | (152) | (66) |
| Decrease in debtors | 129,793 | 949 |
| (Decrease)/increase in creditors | (32,478) | 91,463 |
| Difference between pension charge and cash contributions | - | 68,000 |
| **Net cash used in operations** | (9,749) | (361,307) |

### 2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.23 | Cash flow | At 31.3.24 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank and in hand | 801,321 | (6,063) | 795,258 |
| | 801,321 | (6,063) | 795,258 |
| **Total** | 801,321 | (6,063) | 795,258 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Pembrokeshire Association of Voluntary Services meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

### INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation 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. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### ALLOCATION AND APPORTIONMENT OF COSTS

The Association used a flat-rate methodology to calculate apportionment of indirect costs to funds. At the start of each financial year, the Association agrees a fair rate for premises and overheads per full-time equivalent post (37 hours per week). This rate is then consistently applied across the activities delivered by the Association, with costs being calculated on a pro-rata basis for part-time employees.
All other support costs have been allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.

### TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Fixtures and fittings | - 15% on cost |
| Computer equipment | - 33.33% on cost and 25% on cost |

The classification of fixed asset is determined by the value of the purchase. Any item of equipment with a value greater than £1,500 is capitalised. Impairment reviews are carried out when necessary.

### STOCKS

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.


continued...

1. ACCOUNTING POLICIES - continued

**TAXATION**
The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**
The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2022. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.

The pension cost for the year ended 31 March 2024 is based on the result of the actuarial valuation of the scheme as at 31 March 2022 using the assumptions as per note 18.

The charity has opened a defined contribution scheme for new employees. The assets of the scheme are held in a NEST independently managed scheme. Contributions payable to the NEST scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Donations | 5,132 | 1,491 |

3. OTHER TRADING ACTIVITIES

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Membership income | 3,725 | 3,480 |
| Service contracts and training | 11,049 | 9,640 |
| Premises room hire | 25,149 | 21,503 |
| Salary related payments | - | 5,483 |
| County show income | 3,980 | 5,645 |
| | 43,903 | 45,751 |


continued...

## 4. INVESTMENT INCOME

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Deposit account interest | 3,686 | 2,262 |

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.24 | 31.3.23 as restated |
|---|---|---|---|
| | | £ | £ |
| Grants | Third Sector Support | 240,447 | 201,526 |
| SLA income | Third Sector Support | 88,790 | 80,192 |
| Carers online platform | Third Sector Support | 47,616 | 43,134 |
| Grants | Connected Communities | 180,893 | 172,909 |
| SLA income | Connected Communities | 348,461 | 325,771 |
| Grants | Policy & Engagement | 93,034 | 174,513 |
| SLA income | Policy & Engagement | 159,649 | 190,298 |
| Grants for distribution | Grants for Distribution | 624,090 | 936,074 |
| | | 1,782,980 | 2,124,417 |

Grants received, included in the above, are as follows:

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Core support (PCC) | 21,245 | 16,244 |
| Core Support (WCVA) | 202,852 | 194,046 |
| Community Connectors (PCC) | 50 | 63,000 |
| Catalysts for Care (WWCP) | 17,600 | - |
| Various funders | 750 | 150 |
| Volunteering Awards (South Hook LNG) | 3,000 | 2,350 |
| UK Community Renewal Fund (UK Government) | - | (23,909) |
| Enhancing Pembrokeshire Grant (PCC) | 72,843 | 19,759 |
| National Lottery Community Fund | 38,175 | 32,163 |
| Keep Warm Keep Well (PCC) | 54,359 | 167,350 |
| Community Hubs/Spokes (PCC) | - | 58,000 |
| Ukraine Community Events (PCC) | - | 5,000 |
| Kickstart Scheme (PCC) | - | 7,196 |
| RCP training grant (SCW) | 40,000 | 3,599 |
| Dementia Supportive Communities (PCC) | 500 | 2,000 |
| Together 4 Change Evaluation (HDUHB) | - | 2,000 |
| | 451,374 | 548,948 |

Grants/funds for distribution:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| PIVOT Service (WG RIF) | 320,128 | 326,392 |
| PIVOT Care & Repair Adaptations (WG DCP capital) | 54,937 | 19,396 |



continued...

## 5. INCOME FROM CHARITABLE ACTIVITIES - continued

| | | |
|---|---|---|
| PIVOT Home From Hospital (HDUHB) | 20,000 | 20,000 |
| GwirVol Youth Led Grants (WCVA) | 6,650 | 6,650 |
| LD Innovation Fund (WG RIF) | - | 50,000 |
| Loneliness and Social Isolation Grant (WG/PCC) | 22,727 | 22,727 |
| Hubberston & Hakin Invest Local (National Lottery/BCT) | 68,986 | 144,884 |
| SCAF Grant Funding (WG RIF) | 25,000 | 25,000 |
| Keep Warm Keep Well Grant Funding (PCC) | | 150,000 |
| Food Poverty Grant Funding (PCC) | - | 5,973 |
| Ukraine Community Support Grant (PCC) | - | 10,000 |
| Living Well and Community Spaces (PCC) | - | 80,000 |
| Small Grants for Carer Support Groups (PCC) | 17,500 | 17,500 |
| Outdoor Connections Capital Grant (WG DCP capital) | 50,831 | 57,552 |
| Community Fund (Bluestone Foundation) | 6,180 | |
| Time out for Carers | 31,151 | |
| | 624,090 | 936,074 |

Key:

| | |
|---|---|
| BCT | Building Communities Trust |
| HDUHB | Hywel Dda University Health Board |
| ICF | Integrated Care Fund |
| LD | Learning Disabilities |
| PCC | Pembrokeshire County Council |
| RIF | Regional Integration Fund |
| WG | Welsh Government |
| WWCP | West Wales Care Partnership |

## 6. RAISING FUNDS

### OTHER TRADING ACTIVITIES

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Bad debts | - | (505) |

## 7. CHARITABLE ACTIVITIES COSTS

| | Direct Costs | Grant funding of activities (see note 8) | Support costs (see note 9) | Totals |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Third Sector Support | 251,623 | 46,679 | 66,927 | 365,229 |
| Connected Communities | 436,795 | 22,241 | 100,343 | 559,379 |
| Policy & Engagement | 190,218 | 63,767 | 61,705 | 315,690 |
| Grants for Distribution | - | 701,513 | - | 701,513 |
| | 878,636 | 834,200 | 228,975 | 1,941,811 |

## 8. GRANTS PAYABLE

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Third Sector Support | 46,679 | 21,367 |
| Connected Communities | 22,241 | 22,089 |
| Policy & Engagement | 63,767 | 140,350 |
| Grants for Distribution | 701,513 | 1,196,043 |
| | 834,200 | 1,379,849 |

Please see note 24 for full details of the grants awarded in the year.

## 9. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Third Sector Support | 57,383 | 9,544 | 66,927 |
| Connected Communities | 84,650 | 15,693 | 100,343 |
| Policy & Engagement | 52,163 | 9,542 | 61,705 |
| | 191,172 | 37,803 | 228,975 |



continued...

## 9. SUPPORT COSTS - continued

Support costs have been allocated to activities firstly in line with the flat-rate calculation agreed with funders. Any remaining support costs are allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.

## 10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Auditors' remuneration | 10,835 | 9,600 |
| Depreciation - owned assets | 2,884 | 12,834 |

## 11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

### TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

## 12. STAFF COSTS

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Wages and salaries | 651,763 | 674,158 |
| Social security costs | 59,158 | 64,913 |
| Other pension costs | 68,571 | 67,333 |
| | 779,492 | 806,404 |

The total key management personnel remuneration benefits paid during the year were £61,291, this includes gross salaries, employers national insurance and employer pension contributions.

The average monthly number of employees during the year was as follows:

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| Third Sector Support | 7 | 7 |
| Policy & Engagement | 4 | 5 |
| Connected Communities | 11 | 10 |
| Business Services | 5 | 4 |
| | 27 | 26 |

No employees received emoluments in excess of £60,000.



continued...

12. STAFF COSTS - continued

A number of staff work on a part-time basis, the full-time equivalent is 22.4 i.e. Third Sector Support 5.4, Policy & Engagement 4.0, Connected Communities 10.0 and Business Services 4.4 (2023: 22.4 i.e. Third Sector Support 4.8, Policy & Engagement 4.9, Connected Communities 9.1 and Business Services 3.6)

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds | Restricted funds | Total funds as restated |
|---|---|---|---|
| | £ | £ | £ |
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 700 | 791 | 1,491 |
| **Charitable activities** | | | |
| Third Sector Support | 227,585 | 97,267 | 324,852 |
| Connected Communities | - | 498,680 | 498,680 |
| Policy & Engagement | - | 364,811 | 364,811 |
| Grants for Distribution | - | 936,074 | 936,074 |
| Other trading activities | 40,106 | 5,645 | 45,751 |
| Investment income | 2,262 | - | 2,262 |
| **Total** | 270,653 | 1,903,268 | 2,173,921 |
| **EXPENDITURE ON** | | | |
| Raising funds | (505) | - | (505) |
| **Charitable activities** | | | |
| Third Sector Support | 193,598 | 104,506 | 298,104 |
| Connected Communities | 88,728 | 523,624 | 612,352 |
| Policy & Engagement | 81,030 | 391,240 | 472,270 |
| Grants for Distribution | - | 1,255,924 | 1,255,924 |
| Core | - | - | - |
| Other | 68,000 | - | 68,000 |
| **Total** | 430,851 | 2,275,294 | 2,706,145 |
| **NET INCOME/(EXPENDITURE)** | (160,198) | (372,026) | (532,224) |
| **Transfers between funds** | 128,809 | (128,809) | - |
| **Other recognised gains/(losses)** | | | |
| Actuarial gains on defined benefit schemes | 965,000 | - | 965,000 |
| **Net movement in funds** | 933,611 | (500,835) | 432,776 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | (524,531) | 1,078,742 | 554,211 |



continued...

## 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds | Restricted funds | Total funds as restated |
|---|---|---|---|
| | £ | £ | £ |
| **TOTAL FUNDS CARRIED FORWARD** | 409,080 | 577,907 | 986,987 |

## 14. PRIOR YEAR ADJUSTMENT

Pension Surplus

Whilst a Defined Pension Scheme deficit is usually recognised in full, a surplus can be recognised as an asset on the balance sheet to the extent that an organisation is able to recover the surplus either through reduced contributions in the future or refunds from the scheme.

As Pembrokeshire Association of Volunteers does not receive any benefit from the Pension surplus a decision was taken by the Board to not include this in the Financial Statements as it was not a statutory requirement and therefore the financial position was shown excluding this amount and the surplus did not distort the organisations overall financial position.

## 15. TANGIBLE FIXED ASSETS

| | Fixtures and fittings | Computer equipment | Totals |
|---|---|---|---|
| | £ | £ | £ |
| **COST** | | | |
| At 1 April 2023 and 31 March 2024 | 28,074 | 42,046 | 70,120 |
| **DEPRECIATION** | | | |
| At 1 April 2023 | 28,074 | 39,162 | 67,236 |
| Charge for year | - | 2,884 | 2,884 |
| At 31 March 2024 | 28,074 | 42,046 | 70,120 |
| **NET BOOK VALUE** | | | |
| At 31 March 2024 | - | - | - |
| At 31 March 2023 | - | 2,884 | 2,884 |


continued...

## 16. STOCKS

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Stocks | 225 | 73 |

## 17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Trade debtors | 5,752 | 4,550 |
| Grant debtor | 325,458 | 457,375 |
| Prepayments | 9,718 | 8,796 |
| | 340,928 | 470,721 |

## 18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Trade creditors | 58,948 | 144,544 |
| Other creditors | 1,315 | 1,315 |
| Deferred income | 4,250 | 12,566 |
| Accrued expenses | 191,021 | 129,587 |
| | 255,534 | 288,012 |

## 19. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 31.3.24 | 31.3.23 as restated |
|---|---|---|
| | £ | £ |
| Within one year | 35,413 | 35,413 |
| Between one and five years | 80,174 | 115,587 |
| | 115,587 | 151,000 |

£113,367 of the above commitment relate to a property lease.



continued...

## 20. MOVEMENT IN FUNDS

| | At 1.4.23 £ | Prior year adjustment £ | Net movement in funds £ | Transfers between funds £ | At 31.3.24 £ |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General fund | 386,895 | - | (118,412) | 153,939 | 422,422 |
| Designated fund - Regional Entity fund | 16,685 | - | - | (16,685) | - |
| Designated fund - Children & Families fund | 5,500 | - | - | (5,500) | - |
| Defined benefit pension | 386,000 | (386,000) | - | - | - |
| | 795,080 | (386,000) | (118,412) | 131,754 | 422,422 |
| **Restricted funds** | | | | | |
| Other Project Funds | 20,973 | - | (3,895) | (2,000) | 15,078 |
| Catalysts for Care | 13,788 | - | 5,907 | (7,063) | 12,632 |
| Community Connectors | 45,326 | - | 27,003 | (27,003) | 45,326 |
| Health and Well-being Facilitator | 5,346 | - | 1,397 | (4,476) | 2,267 |
| Connect Pembrokeshire | 37,409 | - | 5,933 | (5,933) | 37,409 |
| Children & Families Connector | 3,691 | - | 3,378 | (4,663) | 2,406 |
| Invest Local Hubberston & Hakin | 89,795 | - | 32,363 | (20,587) | 101,571 |
| Dementia Supportive Communities | 35,704 | - | 2,749 | (2,999) | 35,454 |
| PIVOT/preventions | 94,160 | - | (1,726) | (8,000) | 84,434 |
| Regional Carers Support Innovation Fund | 54,418 | - | (48,976) | (5,442) | - |
| GwirVol Youth Led Grant | - | - | 310 | (310) | - |
| Bluestone Foundation Community Fund | 1,216 | - | 195 | (116) | 1,295 |
| Hubberston & Hakin Development Officer | - | - | (16,882) | 16,882 | - |
| Regional LD Innovation Fund | 6,318 | - | - | - | 6,318 |
| Carers Online Portal | - | - | 16,355 | (3,000) | 13,355 |
| Digicoach (Healthier Pembrokeshire) | 6,673 | - | - | - | 6,673 |
| Connect IT | 712 | - | 50 | - | 762 |
| Supporting Community Action Fund | 91,563 | - | (68,040) | (23,523) | - |
| Investors in Carers promotion | 3,778 | - | (974) | - | 2,804 |
| Community Connectors - Digital Connections | 17,249 | - | - | - | 17,249 |
| Volunteering for Pembrokeshire | 20,248 | - | - | - | 20,248 |
| Capital expenditure | 2,174 | - | (2,174) | - | - |
| Community Hub | 26,237 | - | 477 | 1,385 | 28,099 |
| Outdoor Connections Fund | 1,500 | - | 3,500 | (5,000) | - |



continued...

| | | | | | |
|---|---|---|---|---|---|
| National Lottery Community Fund - Preseli Cares | (371) | - | 5,004 | (4,663) | (30) |
| Keep Warm Keep Well | - | - | 99 | (99) | - |
| Active Citizenship & Engagement - UK Shared Prosperity Fund | - | - | 7,774 | (7,919) | (145) |
| Resourceful Communities Partnership - Social Care Wales | - | - | 29,250 | (4,000) | 25,250 |
| Timeout for Carers | - | - | 4,950 | (4,950) | - |
| Live Well for Less - UK Sharedl Prosperity Fund | - | - | 3,857 | (3,857) | - |
| Community Hub Officer | - | - | 4,418 | (4,418) | - |
| | 577,907 | - | 12,302 | (131,754) | 458,455 |
| **TOTAL FUNDS** | 1,372,987 | (386,000) | (106,110) | - | 880,877 |



continued...

## 20. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 262,262 | (380,674) | (118,412) |
| **Restricted funds** | | | |
| Other Project Funds | 30,880 | (34,775) | (3,895) |
| Catalysts for Care | 89,065 | (83,158) | 5,907 |
| Community Connectors | 291,973 | (264,970) | 27,003 |
| Health and Well-being Facilitator | 44,773 | (43,376) | 1,397 |
| Connect Pembrokeshire | 41,501 | (35,568) | 5,933 |
| Children & Families Connector | 38,001 | (34,623) | 3,378 |
| Invest Local Hubberston & Hakin | 68,986 | (36,623) | 32,363 |
| Dementia Supportive Communities | 35,375 | (32,626) | 2,749 |
| PIVOT/preventions | 395,065 | (396,791) | (1,726) |
| Regional Carers Support Innovation Fund | - | (48,976) | (48,976) |
| GwirVol Youth Led Grant | 6,650 | (6,340) | 310 |
| Bluestone Foundation Community Fund | 6,180 | (5,985) | 195 |
| Hubberston & Hakin Development Officer | - | (16,882) | (16,882) |
| Carers Online Portal | 47,566 | (31,211) | 16,355 |
| Connect IT | 50 | - | 50 |
| Supporting Community Action Fund | 65,227 | (133,267) | (68,040) |
| Investors in Carers promotion | - | (974) | (974) |
| Capital expenditure | - | (2,174) | (2,174) |
| Community Hub | 153,040 | (152,563) | 477 |
| Outdoor Connections Fund | 50,831 | (47,331) | 3,500 |
| National Lottery Communty Fund - Preseli Cares | 38,175 | (33,171) | 5,004 |
| Keep Warm Keep Well | 54,359 | (54,260) | 99 |
| Active Citizenship & Engagement - UK Shared Prosperity Fund | 8,047 | (273) | 7,774 |
| Resourceful Communities Partnership - Social Care Wales | 40,000 | (10,750) | 29,250 |
| Timeout for Carers | 31,151 | (26,201) | 4,950 |
| Live Well for Less - UK Sharedl Prosperity Fund | 3,945 | (88) | 3,857 |
| Community Hub Officer | 32,599 | (28,181) | 4,418 |
| | 1,573,439 | (1,561,137) | 12,302 |
| **TOTAL FUNDS** | 1,835,701 | (1,941,811) | (106,110) |



continued...

## 20. MOVEMENT IN FUNDS - continued

**Comparatives for movement in funds**

| | At 1.4.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 349,714 | (91,628) | 128,809 | 386,895 |
| Designated fund - Regional Entity fund | 17,255 | (570) | - | 16,685 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (897,000) | 897,000 | - | - |
| | (524,531) | 804,802 | 128,809 | 409,080 |
| **Restricted funds** | | | | |
| Other Project Funds | 8,634 | (6,647) | 18,986 | 20,973 |
| Catalysts for Care | 13,291 | (11,967) | 12,464 | 13,788 |
| Community Connectors | 42,896 | 20,696 | (18,266) | 45,326 |
| Health and Well-being Facilitator | 4,360 | 6,530 | (5,544) | 5,346 |
| Connect Pembrokeshire | 37,409 | 4,874 | (4,874) | 37,409 |
| Children & Families Connector | 6,485 | 2,078 | (4,872) | 3,691 |
| Invest Local Hubberston & Hakin | 84,118 | 32,934 | (27,257) | 89,795 |
| Connector+ | 3,052 | - | (3,052) | - |
| Dementia Supportive Communities | 35,704 | 4,872 | (4,872) | 35,704 |
| PIVOT/preventions | 92,874 | 13,967 | (12,681) | 94,160 |
| Regional Carers Support Innovation Fund | 54,418 | 3,650 | (3,650) | 54,418 |
| GwirVol Youth Led Grant | - | 310 | (310) | - |
| Local Action Hubs | 1,890 | - | (1,890) | - |
| Bluestone Foundation Community Fund | 1,216 | - | - | 1,216 |
| Hubberston & Hakin Development Officer | - | (18,902) | 18,902 | - |
| Regional LD Innovation Fund | 140,910 | (119,042) | (15,550) | 6,318 |
| Carers Online Portal | - | 3,000 | (3,000) | - |
| Digicoach (Healthier Pembrokeshire) | 13,459 | (6,786) | - | 6,673 |
| Connect IT | 2,461 | (1,749) | - | 712 |
| Supporting Community Action Fund | 12,437 | (70,097) | 149,223 | 91,563 |
| Investors in Carers promotion | 6,534 | (2,756) | - | 3,778 |
| Community Connectors - Digital Connections | 18,929 | (1,680) | - | 17,249 |
| Volunteering for Pembrokeshire | 22,488 | (2,240) | - | 20,248 |
| Capital expenditure | 13,237 | (11,063) | - | 2,174 |
| Employee Volunteering Development Officer | - | (2,717) | 2,717 | - |
| Community Hub | 23,996 | (39,650) | 41,891 | 26,237 |
| UK Community Renewal Fund | 437,944 | (362,236) | (75,708) | - |
| Outdoor Connections Fund | - | 6,000 | (4,500) | 1,500 |
| National Lottery Communty Fund - Preseli Cares | - | 3,622 | (3,993) | (371) |
| Keep Warm Keep Well | - | 182,973 | (182,973) | - |
| | 1,078,742 | (372,026) | (128,809) | 577,907 |



continued...

20. MOVEMENT IN FUNDS - continued

| | | | | |
|---|---|---|---|---|
| **TOTAL FUNDS** | 554,211 | 432,776 | - | 986,987 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 270,653 | (362,281) | - | (91,628) |
| Designated fund - Regional Entity fund | - | (570) | - | (570) |
| Defined benefit pension | - | (68,000) | 965,000 | 897,000 |
| | 270,653 | (430,851) | 965,000 | 804,802 |
| **Restricted funds** | | | | |
| Other Project Funds | 77,996 | (84,643) | - | (6,647) |
| Catalysts for Care | 65,357 | (77,324) | - | (11,967) |
| Community Connectors | 280,358 | (259,662) | - | 20,696 |
| Health and Well-being Facilitator | 61,955 | (55,425) | - | 6,530 |
| Connect Pembrokeshire | 35,799 | (30,925) | - | 4,874 |
| Children & Families Connector | 38,001 | (35,923) | - | 2,078 |
| Invest Local Hubberston & Hakin | 144,884 | (111,950) | - | 32,934 |
| Dementia Supportive Communities | 46,543 | (41,671) | - | 4,872 |
| PIVOT/preventions | 365,788 | (351,821) | - | 13,967 |
| Regional Carers Support Innovation Fund | - | 3,650 | - | 3,650 |
| GwirVol Youth Led Grant | 6,650 | (6,340) | - | 310 |
| Hubberston & Hakin Development Officer | - | (18,902) | - | (18,902) |
| Regional LD Innovation Fund | 50,000 | (169,042) | - | (119,042) |
| Carers Online Portal | 43,134 | (40,134) | - | 3,000 |
| Digicoach (Healthier Pembrokeshire) | - | (6,786) | - | (6,786) |
| Connect IT | 71 | (1,820) | - | (1,749) |
| Supporting Community Action Fund | 155,227 | (225,324) | - | (70,097) |
| Investors in Carers promotion | - | (2,756) | - | (2,756) |
| Community Connectors - Digital Connections | - | (1,680) | - | (1,680) |
| Volunteering for Pembrokeshire | - | (2,240) | - | (2,240) |
| Capital expenditure | - | (11,063) | - | (11,063) |
| Employee Volunteering Development Officer | 8,335 | (11,052) | - | (2,717) |
| Community Hub | 134,042 | (173,692) | - | (39,650) |
| UK Community Renewal Fund | (23,910) | (338,326) | - | (362,236) |
| Outdoor Connections Fund | 57,552 | (51,552) | - | 6,000 |
| National Lottery Communty Fund - Preseli Cares | 32,163 | (28,541) | - | 3,622 |
| Keep Warm Keep Well | 323,323 | (140,350) | - | 182,973 |
| | 1,903,268 | (2,275,294) | - | (372,026) |
| **TOTAL FUNDS** | 2,173,921 | (2,706,145) | 965,000 | 432,776 |



continued...

## 20. MOVEMENT IN FUNDS - continued

| RESERVES | 2023 | Movement | 2024 |
|---|---|---|---|
| Restricted funds | 577,907 | (121,556) | 456,351 |
| General fund | 772,895 | (348,520) | 424,375 |
| Designated funds (Regional Entity and Children & Families) | 22,185 | (22,185) | - |
| Total reserves before pension deficit | 1,372,987 | (492,261) | 880,726 |
| Prior year adjustment | (386,000) | 386,000 | - |
| Total reserves | 986,987 | (106,261) | 880,726 |

The pension scheme can significantly fluctuate year on year due to actuarial valuations and the assumptions used. At 31 March 2023 the pension scheme was in surplus by £386,000, compared with a deficit of £897,000 in the prior year. A surplus of £674,000 was reported at 31 March 2024. It is not a statutory requirement to include the pension surplus in the financial statements as the organisation is not actually entitled to the surplus funds.The PAVS Board has taken the decision not to include the pension surplus in the financial statements and, as such, the 2023 accounts have been restated to remove the surplus.

**Material funds**

Community Connectors / Connect Pembrokeshire - this funding will be carried forward and used to further develop and strengthen the social prescribing and information/support service delivered by the PAVS Community Connector team.

Invest Local - Hubberston & Hakin - this funding is held on behalf of the Hubberston & Hakin Invest Local Community Forum. The original spend profile has not been achieved, primarily due to a delay in securing an asset transfer of Gelliswick Bay. The funds will be carried forward and spent in accordance with the current Driving Change Plan, which is due to be completed in March 2028.

PIVOT/Preventions - this funding has accrued over successive years and will be released to support future third sector-led preventative and intermediate care activity, as agreed with funders and strategic planning partners.

Dementia Supportive Communities - this funding will be carried forward and used to provide information, advice and practical support to people living with dementia and their unpaid carers through the work of the Supportive Communities Development Officer

**TRANSFERS BETWEEN FUNDS**

During the year ended 31 March 2024 the following transfers were made from restricted funds to the general fund as a contribution towards overhead costs:

| | £ |
|---|---|
| Catalyst for Care | 7,063 |
| Community Connectors | 27,003 |
| Health and Well-being Facilitator | 4,579 |
| Connect Pembrokeshire | 5,933 |
| Children & Families Connector | 4,663 |


continued...

## 20. MOVEMENT IN FUNDS - continued

### TRANSFERS BETWEEN FUNDS - continued

| | |
|---|---|
| Invest Local Hubberston & Hakin | 1,271 |
| Dementia Supportive Communities | 2,999 |
| PIVOT/preventions | 8,000 |
| Regional Carers Support | 5442 |
| GwriVol Youth Led Grant | 310 |
| Hubberston & Hakin Development Officer | 2,434 |
| Supporting Community Action Fund | 23,523 |
| Community Hub | -1,385 |
| Resourceful Communities Partnership | 4,000 |
| Outdoor Connections | 5,000 |
| Keep Warm, Keep Well | 99 |
| National Lottery Community Fund - Preseli Cares | 4,663 |
| Bluestone Foundation | 116 |
| Timeout for Carers | 4,950 |
| Active Citizenship & Engagement | 7,919 |
| Live Well for Less | 3,857 |
| Regional Carers Development | 4,418 |
| Carers Online Platform | 3,000 |
| Other Project Funds | 2,000 |
| Total | 131,857 |

A transfer of £19,316 has been made from the Invest Local Hubberston & Hakin fund to the Hubberston & Hakin Development Officer fund in respect of a grant made from the fund to PAVS towards the cost of a Community Development worker.

## 21. EMPLOYEE BENEFIT OBLIGATIONS

**Defined benefit scheme**
The Association contributes to the Dyfed Local Government Pension Fund at the rates set by the scheme Actuary and advised to the Scheme Administrator. The scheme is multi-employer defined benefit pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The most recent completed triennial actuarial valuation was performed by an independent actuary for the trustees of the scheme and was carried out on 31 March 2022.

The main assumptions used in the actuarial valuations are as follows:

| | 2024 | 2023 |
|---|---|---|
| Rate of CPI inflation | 2.70% | 2.70% |
| Rate of increase in salaries | 4.20% | 4.20% |
| Rate of increase in pensions | 2.80% | 2.80% |
| Discount rate | 4.80% | 4.80% |


continued...

## 21. EMPLOYEE BENEFIT OBLIGATIONS - continued

The major categories of scheme assets are as follows:

| | 2024 £ | 2024 % | 2023 £ | 2023 % |
|---|---|---|---|---|
| Equities | 2,684,000 | 72.8% | 2,489,000 | 74.4% |
| Government bonds | - | 0% | 17,000 | 0.5% |
| Other bonds | 346,000 | 9.4% | 237,000 | 7.1% |
| Property | 453,000 | 12.3% | 451,000 | 13.5% |
| Cash/liquidity | 18,000 | 0.5% | 23,000 | 0.7% |
| Other | 184,000 | 5.0% | 127,000 | 3.8% |
| | 3,685,000 | | 3,344,000 | |

The movement in surplus during the year is as follows:

| | 2024 £ | 2023 £ |
|---|---|---|
| Total present value of benefit obligations | 3,011,000 | 2,958,000 |
| Fair value of plan assets | (3,685,000) | (3,344,000) |
| (Surplus) | (674,000) | (386,000) |

A decision was taken by the Board to not include this in the Financial Statements as it was not a statutory requirement and therefore the financial position was shown excluding this amount and the surplus did not distort the organisations overall financial position.

The change in benefit obligation during period the year is as follows:

| | 2024 £ | 2023 £ |
|---|---|---|
| Benefit obligation at the beginning of the year | 2,958,000 | 4,335,000 |
| Current service costs | 51,000 | 93,000 |
| Interest on pension liabilities | 142,000 | 121,000 |
| Members contributions | 14,000 | 14,000 |
| Past service costs (gain) | - | - |
| Actuarial (gains)/losses on liabilities | (69,000) | (1,541,000) |
| Curtailments | - | - |
| Settlements | - | - |
| Benefits/transfers paid | (85,000) | (64,000) |
| Business combinations | - | - |
| Benefit obligation at end of period | 3,011,000 | 2,958,000 |



continued...

## 21. EMPLOYEE BENEFIT OBLIGATIONS - continued

The change in the plan assets during the year is as follows:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Fair value of plan assets at the beginning of the year | 3,344,000 | 3,438,000 |
| Interest on plan assets | 160,000 | 96,000 |
| Actuarial gains/(losses) on assets | 203,000 | (190,000) |
| Administration expenses | (1,000) | (1,000) |
| Business combinations | - | - |
| Settlements | - | - |
| Employer contributions | 50,000 | 51,000 |
| Member contributions | 14,000 | 14,000 |
| Benefits/transfers paid | (85,000) | (64,000) |
| Fair value of plan assets at end of period | 3,685,000 | 3,344,000 |

Actual Return on plan assets = £363,000
Experience loss - pension increases = £18,000
Experience gain - Other = £0

Analysis of amounts recognised in the Statement of Financial Activities:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Current service costs | 51,000 | 93,000 |
| Past service costs | - | - |
| Administration expenses | 1,000 | 1,000 |
| Net finance (interest)/costs | (18,000) | 25,000 |
| Total costs recognised in SOFA | 34,000 | 119,000 |

Statement of actuarial gains and losses:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Actuarial gains/(losses) on liabilities | 69,000 | 1,541,000 |
| Actuarial gains/(losses) on assets | 203,000 | (190,000) |
| Total actuarial gain/(losses) on defined benefit scheme | 272,000 | 1,351,000 |

At 31 March 2024 £nil (2023: £nil) was outstanding in respect of contributions relating to current service obligations.

**Defined contribution scheme**
The Charity also operate a defined contribution pension scheme for new employees. During the year ended 31 March 2024 £18,684 was paid into the scheme, at the year end there was a creditor of £nil (2023: £nil).


continued...

## 22. RELATED PARTY DISCLOSURES

During the year ended 31 March 2024 transactions took place with the following related parties:

Helen Murray is a trustee. Consultancy services totalling £nil (2023: £570) were purchased from this related party. At the year end 31 March 2024 a balance of £nil was owed to the related party (2023: £nil)

Jayne Tucker is a trustee. Consultancy services totalling £1,000 (2023: £nil) were purchased from this related party. At the year end 31 March 2024 a balance of £nil was owed to the related party (2023: £nil)

Citizens Advice Pembrokeshire (CAP) is a related party due to having a trustee in common. CAP rent office space from PAVS. During the period that it was a related party, rent of £12,500 (2023: £12,500) was charged to CAP. At 31 March 2024 a balance was not owed by the related party.

PAVS is the local fund holder for Hubberston & Hakin Invest Local Community Fund. During the year, £19,316 (2023: £21,659) was awarded to PAVS from the fund to fund a Community Development Officer post. The decision was made by the Hubberston & Hakin Community Forum. PAVS does not have a voting right on the forum.

## 23. MEMBERS' GUARANTEE

The charity is a private limited company by guarantee and consequently does not have any share capital. The liability of members in the event of liquidation is limited to £10 per member.

## 24. GRANT ADMINISTRATION

In the year end 31 March 2024, PAVS administered a number of grant schemes on behalf of a range of public and private sector funders, these are as follows:

Supporting Community Action Fund (SCAF) - a consolidated grant scheme bringing together funding from Pembrokeshire County Council (KWKW, Loneliness & Social Isolation, Small Grants for Carers Support Groups) and the Regional Integration Fund (RIF) to offer small grants to community groups under key themes of addressing poverty, isolation, unpaid carers, wellbeing, etc.

GwirVol Youth-led Grants - disbursed by Pembrokeshire Youth Bank and funded by Welsh Government via Wales Council for Voluntary Action

Outdoor Connections - a capital small grants scheme funded by the RIF discretionary capital programme to create outdoor meeting spaces

Time Out for Carers - funded by Pembrokeshire County Council to provide community-based and innovative respite options for unpaid carers

Carers Support Innovation Fund - funded by RIF to provide support to unpaid carers
Community funds - administered on behalf of South Hook LNG and Bluestone Community Foundation to support community projects

PIVOT - an intermediate care service delivered by third sector organisations, funded by RIF and Hywel Dda University Health Board

Invest Local programme - delivered by the Hubberston & Hakin Community Forum, funded by the National Lottery Community Fund via Building Communities Trust


continued...

## 24. GRANT ADMINISTRATION - continued

Fund management and grant administration represents a significant element of PAVS' annual budget, and for this reason, it has been agreed to show Grant/Funds distributed as a discrete element of the accounts.

**PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES**

England & Wales - Charity number 1063289

# Accounts

REGISTERED COMPANY NUMBER: 03343059 (England and Wales)
REGISTERED CHARITY NUMBER: 1063289

# REPORT OF THE TRUSTEES AND

# FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2023

# FOR

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

Clay Shaw Butler Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

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# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2023

| | |
|---|---|
| **TRUSTEES** | C Carter<br>H D Murray<br>B A Priest<br>S Whitbread<br>C Crichton<br>A E Sangster<br>C F Incledon (appointed 26.5.22)<br>J D M Tucker (appointed 26.5.22) |
| **COMPANY SECRETARY** | S J Leonard |
| **REGISTERED OFFICE** | 36-38 High Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 2DA |
| **REGISTERED COMPANY NUMBER** | 03343059 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1063289 |
| **AUDITORS** | Clay Shaw Butler Limited<br>Statutory Auditors and Chartered Accountants<br>24 Lammas Street<br>Carmarthen<br>Carmarthenshire<br>SA31 3AL |
| **BANKERS** | Unity Bank<br>Unity Trust Bank plc<br>Four Brindleyplace<br>Brimingham<br>B1 2JB |
| **SOLICITORS** | Hains & Lewis<br>Penffynnon<br>Hawthorn Rise<br>Haverfordwest<br>Pembrokeshire<br>SA61 2BQ |

| | |
|---|---|
| **OTHERS** | Adviser to the Board -<br>To 19.10.22 Cllr Michelle Bateman (nominated by Pembrokeshire County Council)<br>From 19.10.22 Cllr Delme Harries (nominated by Pembrokeshire County Council)<br><br>Chief Officer - S J Leonard |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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 2019).

## OBJECTIVES AND ACTIVITIES

### Strategic Aims and Objectives

The Association has been established as the County Voluntary Council for Pembrokeshire. It promotes any charitable purpose for the public benefit of the community and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness. Its membership is made up of voluntary and community groups and social enterprises (collectively known as "the third sector") operating in Pembrokeshire. In its work the Association promotes and organises co-operation in the achievement of these aims and, to that end, brings together representatives of third sector organisations and statutory authorities within Pembrokeshire.

During the year, the Board has overseen the development of a new 5-year strategic plan for the Association. An early draft was shared with members and other stakeholders at the PAVS Annual General Meeting (AGM) in January 2023. Their feedback and input from PAVS staff helped to shape the final version of the plan, which was formally adopted by the Board on 30th March 2023.

The PAVS Strategic Plan 2023-2028 sets out the following vision, mission, strategic commitments, strategic priorities, and values.

**Vision**

Sustainable voluntary groups and active volunteers, creating thriving, inclusive and connected communities across Pembrokeshire

**Mission**

To deliver excellent services that connect, enable, inspire and advocate for communities, groups, volunteers and individuals

**Strategic Commitments - PAVS commits to:**

1. Working with other organisations - building relationships, collaborating, co-producing solutions to difficult issues
2. Facilitating and enabling the third sector to do what they aspire to do
3. Understanding and championing volunteering to enhance community life
4. Developing a positive and constructive relationship with the private sector
5. Broadening our membership base and strengthening the voice of the sector
6. Using our regional entity to generate income from new sources
7. Working in a sustainable way that protects the environment for future generations
8. Being fair, inclusive, and accessible in all that we do

**Strategic Priorities**

**Engagement & Influencing**

- Be visible leaders in co-produced solutions to challenging issues - poverty, housing, care & support, climate change, etc
- Build a strong narrative based on community research, evidence drawn from our members, and learning from people with lived experience
- Be an advocate for the sector using our networks locally, regionally, and nationally to influence policy & practice
- Champion equality, diversity, inclusivity. and fairness to ensure everyone's voice is heard

**Active Citizenship**
- Encourage and enable more people of all ages to get involved in voluntary action and help out in their communities - formally and informally
- Raise the profile of volunteering as a contributor to personal development and individual wellbeing
- Expand our membership base as a network of people who want to keep in touch, support our work, and be a strong voice for the sector
- Improve our online and offline communications and ensure they are appropriate and accessible to all

**Sustainable Funding**
- Take advantage of our regional entity to enable us to explore new markets and develop new products for existing markets
- Build up a network of delivery partner organisations and associates who can be mobilised to deliver contracts/chargeable services
- Offer a range of chargeable services that will reduce operating costs for participating organisations
- Work with private and public sector partners to develop sustainable funding streams to invest in voluntary and community action

**Values**
**Excellence**: We will commit to ongoing professional development, ensure accountability & transparency, and do our very best at all times
**Inclusiveness**: We will adhere to best practice equality, diversity, and inclusion standards, ensuring that our work is fully accessible and open to all
**Enthusiasm**: We will actively encourage and enable the people and groups who come to us for support to achieve their ambitions, goals, and dreams
**Innovation:** We will embrace new technology and initiatives, encourage out-of-the-box thinking, and proactively seek out ways to change and improve our practice
**Collaboration:** We will work together as a staff team and with partners in the third, public, and private sectors to co-produce new ideas, influence policy & practice, and deliver high quality services
**Kindness:** We will always be prepared to listen and will behave towards each other and everyone we work with in a way that is considerate, non-judgmental, compassionate, and caring

The Strategic Plan also includes a commitment to review our service delivery model ensuring that it is inclusive and sustainable; visible and accessible; flexible and responsive; collaborative and creative.

The Board has agreed outputs, outcomes, and annual targets for each of the strategic priorities. An annual delivery plan has been developed for 2023-2024 and thematic working groups have been established to progress key areas of work. Progress reports are presented at each Board meeting and an annual update on progress will be made at the AGM.

**Public Benefit**
The trustees have a duty to report on 'public benefit' by explaining the significant activities undertaken in order to carry out the aims for the public benefit, and achievements measured against those aims. Regular reports are presented to funders and stakeholders. An overview of activities is presented to members at the AGM. In addition, the trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

**Sustainable Development**
The Well-Being of Future Generations (Wales) Act 2015 is the first legislation to embed sustainable development as the central organising principle for the provision of statutory services. PAVS is committed to engaging with the statutory sector based on sustainable development approaches and principles. This means that everything we do is considered in terms of integration, collaboration, involvement, prevention and the long term to ensure that we deliver what we need to today without compromising the ability of future generations to meet their own needs.

In line with this commitment, PAVS has contributed to the work of the Public Services Board (PSB) in the development of a new 5-year Wellbeing Plan for Pembrokeshire which includes Tackling Climate Change & the Nature Emergency as a key priority. PAVS is committed to involving the voluntary and community sector in the delivery of this priority through three projects - Biodiversity & the Nature Emergency; Climate Adaptation; and Decarbonisation & Net Zero.

During the year, the positive working relationship with Grwp Resilience and other grassroots community groups has enabled PAVS to deliver on our stated commitments associated with sustainable management of natural resources and community-led action, creating inclusive opportunities for people to get involved in nature-based activities. PAVS has secured funding to support community projects around decarbonisation, net zero, biodiversity, local growing, etc. The Association has also adopted the Green Dragon environmental management standards.

## ACHIEVEMENTS AND PERFORMANCE

### Activities

PAVS is a delivery partner within Third Sector Support Wales (TSSW), which comprises 19 County Voluntary Councils (CVCs) and Wales Council for Voluntary Action (WCVA). TSSW delivers the Third Sector Infrastructure Partnership Agreement on behalf of Welsh Government and assists the Welsh Government in the delivery of its long-term aim to build a Wales that is prosperous and secure; healthy and active; ambitious and learning, and united and connected.

During the year, a new 5-year TSSW strategy and delivery plan has been published. The shared vision for TSSW is an equal, inclusive and greener Wales with thriving communities and a culture that nurtures wellbeing. Our shared mission is creating the conditions for the voluntary sector and volunteers across Wales to contribute fully to individual and community well-being, now and for the future.

Three external-facing goals have been identified for TSSW, namely to achieve:

- A thriving voluntary, community, and wider third sector
- More resourceful, resilient, and empowered communities
- Increased co-production and participation in public policy, service design, and delivery

These goals are reflected in PAVS Strategic Plan for 2023-2028 and confirm our ongoing commitment to the TSSW partnership.

The Partnership Agreement for 2022-2023 includes four pillars of activity, namely:

- Volunteering
- Sustainable Funding
- Good Governance
- Engagement & Influencing

TSSW has developed a suite of digital platforms to support face-to-face delivery and to ensure consistent access to information, resources and training no matter where a group is located. These platforms are Volunteering Wales, Funding Wales, TSSW Knowledge Hub, and **info**engine (an online directory of third sector services). Work has been undertaken during the year to enhance TSSW digital resources, specifically to update the Volunteering Wales platform and increase the number of resources available on the Knowledge Hub.

The terms of the Agreement are subject to a national Core Services Framework, which describes the full range of activities to be delivered at a national level by WCVA and at a local/regional level by CVCs. Performance is monitored in a consistent manner across TSSW through an Impact & Reporting Framework. This includes 4 "pillar specific" Key Performance Indicators (KPIs) for volunteering and sustainable funding and 6 cross-cutting KPIs, including 2 for digital delivery. A bespoke Customer Relationship Management (CRM) system assists with reporting against the 6 cross-cutting KPIs. Volunteering KPIs are collated through the on-line Volunteering Wales platform, with the on-line Funding portal providing evidence for the sustainable funding KPIs.

In addition to the quantitative data collated via the CRM, the Framework sets out a methodology for collecting qualitative information through an on-line impact survey and case studies. These methods are used to demonstrate the collective impact of TSSW service delivery. TSSW remains committed to developing further tools to measure the impact of work carried out under the Engagement & Influencing pillar.

Quarterly reports are generated from the CRM with data being available at a national, regional and local level and a TSSW Impact Report is produced annually. Regular monitoring meetings are held with the Welsh Government Third Sector Support Unit. In addition, PAVS provides monitoring and performance reports to project steering groups established to oversee delivery of specific funded programmes of work that contribute to the achievement of the outcomes set out in the Core Services Framework.

PAVS has performed well against the KPIs and made a strong contribution to the overall performance of the TSSW partnership in Wales during 2022-23 despite the ongoing challenges presented by COVID recovery and the cost of living crisis.

During the year, PAVS staff continued to deliver services in a hybrid manner, working remotely from home using Microsoft Teams, coming into the office, and working out in communities, as required. Weekly online staff meetings took place during the early part of the year, gradually being replaced by monthly in-person staff development sessions, as a way of maintaining a team ethos and approach across the Association.

PAVS launched the Pembrokeshire Community Hub in June 2022 as a permanent element of community infrastructure. During the year, this has enabled us to respond quickly and effectively to support Ukrainian refugees living in the County and to provide access to a wide range of services designed to help people facing financial hardship as a result of the cost of living crisis. The wider PAVS team has also mobilised to help organisations and individuals throughout the year by distributing grants, building capacity in funding and fundraising, recruiting volunteers, providing digital support, supporting community buildings, developing social enterprises, providing direct help for individuals & signposting to extra support, and generally contributing to the development and delivery of COVID recovery and tackling poverty plans led by multi-agency and cross-sector partnerships. The efforts of the whole staff team throughout a year that continued to present both personal and professional challenges are to be applauded.

The following sections provide an overview of the activities undertaken by PAVS during the year 2022-23, aligned to each of the pillars within the Third Sector Infrastructure Partnership Agreement and grouped together under the following broad headings: Third Sector Support; Policy & Engagement; Connected Communities; Business Services.

These activities have contributed to PAVS' mission and strategic aims as determined by the Board of Trustees, delivered public benefit, and contributed to the national Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015 and overseen locally by the Pembrokeshire PSB.

## THIRD SECTOR SUPPORT

This section of the report focuses on the work delivered by the Association related to volunteering, sustainable funding, and good governance, as defined in the TSSW Core Services Framework.

### Volunteering

This area of work covers the services delivered by Volunteering Pembrokeshire (PAVS volunteer centre) in terms of encouraging people to volunteer through a comprehensive programme of volunteer recruitment and placement, as well as providing best practice guidance and support to volunteer-involving organisations.

During the period, **88 individuals** were placed into formal volunteering roles, with a further **46 individuals** being supported with volunteering in some way. **95 individuals** registered their interest in volunteering on the Pembrokeshire area of the Volunteering Wales website and were able to use the platform to search and find volunteering opportunities for themselves.

**69 organisations** were supported with direct information and guidance with regards to volunteering, with information ranging from sample policies & template forms to best practice in recruiting, managing and supporting volunteers.

**3 meetings** of the Pembrokeshire Volunteer Organisers Network (PVON) were held online with guest speakers, updates and a chance to network. In addition, a one-off West Wales event was held in January 2023 with a nationally-recognised guest speaker looking at the future of volunteering and the challenge facing volunteer recruitment post-COVID. Around 50 people attended the event, including colleagues from Volunteer Centres across Wales.

During the year, a part-time Volunteering Development Officer was employed, part-funded by Pembrokeshire County Council (PCC) with a view to both re-establishing the PCC Employer Supported Volunteering (ESV) programme and encouraging other PSB partners to follow suit.

The work carried out on the PCC ESV programme delivered significant benefits for the Local Authority in terms of employee wellbeing and an improved understanding of the work of voluntary groups and the lived experience of the people they support. It also delivered positive outcomes for voluntary & community groups who benefited from the practical support provided by the employee volunteers.

Part-way through the year, the ESV Development Officer left PAVS to take up alternative employment with another Charity. PCC and PAVS have continued to support the ESV volunteering agenda as much as possible within the available resources, for example, by promoting volunteering opportunities in the staff newsletter and through the PCC intranet. Both organisations remain committed to securing the funding needed to re-establish this role within PAVS.

During the period, the Volunteer Centre hosted an employee on the **Kickstart** scheme which provided funding to employers to create jobs for 16 - 24 year olds on Universal Credit. This national initiative was designed to give people a chance to secure a paid job in a workplace, giving them valuable skills and a reference for future employment opportunities.

The person recruited under this scheme was with PAVS for 6 months and helped with creating social media content, filing, maintaining spreadsheets, making videos, attending community events and carrying out other office-based tasks. He took part in team volunteering days, shadowed a number of colleagues from other departments, and undertook training delivered by WCVA. It is pleasing to note that the individual has since gone on to secure paid employment in the hospitality sector.

The **Volunteering for Pembrokeshire Certificate** scheme (providing certificates for hours contributed by volunteers) has been adopted by 4 volunteer-involving organisations during this period. As at 31 March 2023, **46 volunteers** were registered, and the following certificates awarded:

28 x 10 hour certificates
12 x 50 hour certificates
4 x 100 hour certificates
1 x 200 hour certificates

The **Volunteering for Pembrokeshire** bursary scheme (free training for volunteers on Learning Pembrokeshire courses) was accessed by **12 volunteers** who attended a number of courses that were useful to their volunteering role including Local History, Emergency First Aid at Work, and Willow Weaving.

Bespoke **Volunteer Management** training was delivered (face-to-face) to a team of managers from a PAVS member organisation whose jobs included volunteer management but was not their only role. The course materials were designed specifically around the policies and procedures of the organisation. 90% of those who completed the evaluation form said they felt more confident in supporting volunteers as part of their role within the organisation.

The national Youth Led Grant programme provides a focus on supporting youth volunteering, with funding being made available for voluntary activities organised by young people. During the period, PAVS transferred **£6,340** of Youth Led Grant funding to Pembrokeshire Youth Bank for distribution. The funding was used to support a number of volunteering projects/groups who collectively achieved the following:

- 85 new volunteering opportunities created
- 85 volunteers aged 14 - 25 years
- 861 people benefitting from the contribution of young volunteers

PAVS recognises the importance of involving young people in volunteering and will continue to work with Pembrokeshire Youth Bank to promote and support youth volunteering in the County.

Following the easing of COVID restrictions, the usual annual programme of events to celebrate and promote volunteering returned to being delivered face-to-face, although Volunteers' Week celebrations and promotion remained online.

The **Community Zone** at the 2-day Pembrokeshire County Show was reinstated. PAVS was joined in the marquee by 20+ other organisations (most of whom were PAVS members) and footfall was at a record high with an estimated **3,400+ visitors** over 2 days (similar to pre-COVID visitor numbers over 3 days).

In July 2022 an event was held, supported by South Hook LNG, to bring together the winners of the 2020 and 2021 **Volunteering Awards** at a celebratory tea party at Wolfscastle Hotel. Live music was provided as well as a cream tea, with a number of fantastic prizes being donated by local businesses. Unpaid carers were also invited as they had been unable to come together to celebrate Carers Week for a number of years. Over 60 people attended the event and a great time was had by all.

During the period, PAVS has led on and supported two award programmes recognising the achievements of local voluntary and community groups and individuals:

- **Volunteer of the Year Awards 2022** - the Awards ceremony is designed to recognise and celebrate the outstanding efforts of volunteers of all ages. Following the removal of COVID restrictions, a face-to-face Awards ceremony sponsored by South Hook LNG took place in Letterston Hall in November 2022. Around 100 people attended, enjoying a 2-course buffet dinner followed by entertainment provided by the Paul Sartori Choir. The Awards (crafted by a local blacksmith) were presented to winners in 7 categories, with certificates of achievement presented to Highly Commended finalists, and certificates of 'nomination' presented to all nominees.
- **Pride in Pembrokeshire** during the year, PAVS worked with PSB partners to promote the Pride in Pembrokeshire award scheme to recognise the contribution that groups make to individual and community wellbeing. Nominations are invited on a rolling programme with each award being sponsored by a PSB partner and includes £200 for the group, a certificate and publicity for their work. **3 groups** received a **Pride in Pembrokeshire** award in this year.

**Sustainable Funding**
This area of work covers the distribution of grants and the delivery of information, training, development, and support services to help voluntary and community groups and social enterprises in Pembrokeshire secure the funding they need to achieve long-term sustainability.

As part of its grant management work in 2022/23 PAVS continued to deliver the **Supporting Community Action Fund** (SCAF), established in the previous year to bring together different funding streams in an integrated funding mechanism. SCAF provides mainly revenue grants, with a small capital element, through two funding programmes - Micro Grants and Main Grants.

SCAF is open to informal and formal voluntary and community groups, social enterprises, and town & community councils. It was originally set up to help communities mitigate the impact of the COVID-19 crisis and then to re-start activities and support for people in the recovery and revival phase. In the 2022/23 reporting period the fund evolved to address loneliness & social isolation, living well in winter and some of the impacts of the cost of living increase.

The Main Grants programme offered larger grants to formally constituted groups under different themes of **Living Well this Winter** and **Warm Welcome Community Spaces**. Two rounds of the SCAF Main Grants programme took place during the year, awarding **91 grants totalling £227,737**. The SCAF programme was funded by Pembrokeshire County Council (Small Grants for Carers Support Groups, Warm Rooms, & Food Poverty funding), West Wales Care Partnership (Regional Integration Fund), and Welsh Government (Loneliness & Social Isolation Funding).

The SCAF Micro Grants programme offered small grants of up to £500 to constituted and non-constituted community groups. During this period the focus was on support for Ukrainian families, with a simple application process and decisions within 5 days of receipt of the application. 1 micro grant was awarded totalling £500. It should be noted that a programme of support for Ukrainian refugees was delivered and funded through the Pembrokeshire Community Hub during this period.

In addition to overseeing the SCAF, PAVS also:

- Managed the delivery of local community funding/grant schemes on behalf of external funders including **South Hook LNG** and **Bluestone Foundation Community Fund**
- Managed the second round of the regional **Learning Disabilities Innovation Fund**, awarding **11 grants totalling £150,837**. This grant scheme was co-produced and evaluated by the Dream Team whose members are people with learning disabilities. In addition, an online Toolkit was developed to share how the grant scheme was co-produced and managed
- Managed the delivery of the **Making It Happen** fund, with funding from UK Community Renewal Fund (UKCRF), awarding **12 grants totalling £95,000** for project delivery between 1st August and 31st November 2022
- Acted as fundholder and programme lead for the UKCRF programme Resourceful Communities: Towards a Wellbeing Economy providing **£189,376** funding to delivery partners - PLANED, Grwp Resilience, Together for Change (Solva Care), Clynfyw CIC, and Pembrokeshire County Council
- Acted as fundholder for the Invest Local Hubberston & Hakin Community Forum funded by the National Community Lottery via Building Communities Trust . During the year, **£133,610** was invested in the delivery of projects under the terms of a Driving Change Plan developed by the community
- Acted as fundholder and lead partner for three 3rd sector consortium projects - Catalysts for Care, PIVOT (Pembrokeshire Integrated Voluntary Organisations Team), and Pembrokeshire Community Hub - providing **£415,111** funding to delivery partners PLANED, British Red Cross, West Wales Care & Repair, Volunteering Matters, PACTO (Pembrokeshire Association of Community Transport Organisations)
- Managed a second year of the **Outdoor Connections** grant scheme providing small capital grants to Pembrokeshire groups and town & community councils to create outdoor meeting/conversation spaces. This scheme continued to be extremely popular, distributing **£53,052 to 39 groups** through two grant rounds
- Completed end-of-project reports for two regional funds which PAVS led on in the previous financial year, namely the **Carers Support Innovation Fund** and **Connecting People: Improving Wellbeing** (COVID-19 Recovery Grants for Care Homes)

Overall during the year, PAVS directly managed the award and distribution of **£1,413,745** in funds and grants to third sector delivery partners and voluntary & community groups in Pembrokeshire.

In addition to grant management, officers responded to **163 enquiries** relating to sustainable funding advice and support to groups. The majority of these responses were delivered online due to the efficiency and popularity of this approach for participating organisations and the opportunity to access speakers from a wide range of geographic locations.

For the third year running, the annual Funding Fair was held in November with a Monday - Thursday programme of **4 online sessions** where PAVS hosted conversations and updates from local and national funders. Groups benefited from access to front-line fund representatives with top tips for making funding applications, opportunities for information sharing, Q&A, and networking. One session was an exploration of funding and fundraising with Cwmpas to mark Social Enterprise Day 2022. Post-event materials and resources were made available following each session via the event Padlet so that groups could easily share the learning within their own organisations and more widely. In early spring 2023 PAVS hosted a session with the online fundraising platform **Givey**. The session provided an overview of the features of the platform and the benefits of digital fundraising.

Work continued during the year to develop and promote **Funding Wales**, the TSSW on-line platform detailing local and national funders that can be searched according to a range of criteria, enabling a tailored response for specific funding needs. PAVS contributed to the national Project Management Board for this platform, feeding into improvements ahead of a soft relaunch and data refresh. PAVS supports with ongoing updating and quality assurance work on this site.

The **Funding Advice Service Padlet** continued to be developed and shared widely during the year, further consolidating this online resource as the go-to place for up-to-date information about funding opportunities.

Primary funders for this area of work include Welsh Government TSSW core funding, West Wales Care Partnership (Regional Integration Fund), UK Community Renewal Fund, Pembrokeshire County Council (Enhancing Pembrokeshire/Carers funding), Building Communities Trust (Invest Local), South Hook LNG, and Bluestone.

**Good Governance**
This area of work covers all the capacity building and development support services provided to voluntary & community groups and social enterprises across the County to ensure that third sector personnel, volunteers, managers, and trustees have the knowledge and skills they need to operate sustainably, fairly, legally and safely.

Work during the year has included:

- providing information on governance issues via the **Pembrokeshire Trustee Network** and other social media platforms with a focus on the recovery from the pandemic and the implications on third sector organisations of the cost-of-living crisis.
- providing direct advice, information, and support to **87 organisations** to set up appropriate legal structures, strengthen governance arrangements, deal with issues relating to health & safety, HR, property, etc as well as keeping the sector up-to-date with all changes made by Regulators, and helping groups to safely reestablish their activities and services following COVID-19 restrictions, etc
- delivering online training sessions/workshops for voluntary and community groups covering issues that affect them
- organising workshops and supporting groups to upload information about their services and activities on **info**engine, the TSSW on-line searchable directory of third sector services
- encouraging organisations to register on the TSSW Knowledge Hub and make use of the resources - information sheets, online training courses, and shared learning spaces

During the period, PAVS worked in partnership with the County Voluntary Councils in Carmarthenshire (CAVS) and Ceredigion (CAVO) to deliver the annual West Wales Governance Conference. The Conference took place online with daily sessions covering TSSW Digital Platforms, Safeguarding & DBS for Trustees, Cyber Security, Board Diversity & Trustee Recruitment, rounding off with a regional third sector update.

A key element of the work during the year has been supporting the **Pembrokeshire Community Buildings Forum**, in association with PLANED. During the year, there were **2 Forum meetings** (one online and one face-to-face) attended by a total of **62 participants** from halls across the County.

In addition to the Forum meetings, PAVS officers have directly provided support and guidance to halls on a range of topics including the pandemic recovery, ownership matters, policy development, funding, governance, facilitated energy audits and Charity Commission matters etc. Development Officers provided support to the **73 halls** who delivered projects funded by the **Living Well this Winter** and **Warm Welcome Community Spaces** grant schemes managed by PAVS.

PAVS has developed the **Pembrokeshire Community Buildings Forum Padlet** which is updated regularly with news of interest to the Forum.

During the year, PAVS worked with PLANED and Cwm Arian Renewable Energy (CARE) to submit a first stage application to the National Lottery People & Places programme for a package of enhanced support for community buildings and the people who run them, based on the successful **Helping Halls** pilot run by Cwm Arian Cymdeithas. The first stage application was successful and a full second stage bid has since been submitted. PAVS officers have supported the development of this bid, including a survey of halls to determine the need and opportunities for the project.

PAVS continued to manage the Catalysts for Care project, now funded by the Regional Integration Fund and delivered by an FTE Social Enterprise Catalyst based in PAVS and a Micro Enterprise Catalyst based in PLANED. The aim of the programme is to support the setting-up and organisational development of micro-enterprises (PLANED) and social enterprises (PAVS) offering care, support and wellbeing services that enable people to live independently for longer in their own homes and communities. Despite capacity being temporarily reduced during the year due to staff changes, PAVS officers supported **33 new, emerging and existing social enterprises**; worked closely with the Day Opportunities Forum, and organised a well-attended Social Enterprise Day. PAVS has also developed a **Social Enterprise Padlet** to share information of interest to social enterprises.

During the year, PAVS continued to employ a part-time Community Development Officer (CDO) on behalf of the Hubberston & Hakin Invest Local Community Forum to support the delivery of the Driving Change Plan. The CDO is based in the Hubberston & Hakin community and is jointly line managed by PAVS and a Forum sub-group, which sets the work programme, monitors progress, and provides day-to-day operational support. The main focus of the work during the year has been the development of the Forum's third and final Driving Change Plan, community engagement/activities, and support for the community asset transfer application submitted by the Forum for the Gelliswick Bay area. PAVS provides all HR and payroll support for the Officer, as well as acting as Fundholder for the Forum.

Funding for this area of work has primarily been provided by Welsh Government TSSW core funding, Regional Integration Fund, and Invest Local funding (National Lottery funding managed by Building Communities Trust).

**OBJECTIVES AND ACTIVITIES**
**POLICY & ENGAGEMENT**

Engaging the third sector in strategic planning, public service design and delivery, policy issues and consultations remains a key element of the Association's work. Outcomes of this work demonstrate that PAVS is involved in the full range of local, regional, and national strategic and operational planning partnerships and that there are appropriate mechanisms in place to engage the sector in the work of those partnerships.

Key pieces of work during the year included:

- leading **Keep Warm Keep Well** (KWKW) in Pembrokeshire - a programme of support established in October 2022 for residents of Pembrokeshire during the cost of living crisis
- representing the third sector on key local and regional partnerships including the Pembrokeshire Public Services Board; Pembrokeshire Community Co-ordination Recovery Group; Healthier Pembrokeshire Strategic & Operational Boards; Regional Partnerships for advocacy, unpaid carers, people living with dementia; Pembrokeshire Partnerships for children & communities, economy, food poverty, age friendly communities, etc
- being actively involved in two national partnerships focused on promoting and supporting community-led action - Resourceful Communities Partnership (Social Care Wales) and Community Movement Cymru (facilitated by Coalfields Regeneration Trust)
- providing third sector responses to consultations, engaging voluntary and community groups and their members in co-designing services, and facilitating the third sector contribution to the development of local and regional plans and strategies including the Pembrokeshire Wellbeing Plan 2023-2028.
- supporting a range of third sector special interest networks and representing the sector on service planning groups at a local and regional level
- disseminating policy & engagement information through e-bulletins, social media, presentations, networks, and online partnership and network events during the year
- working with partners on the collaborative development and delivery of third sector-led preventative and early intervention services to address key issues such as homelessness and food poverty
- using narrative-based approaches to capture people's lived experience and using this quantitative evidence alongside qualitative KPIs to measure outcomes and the impact on individual and community wellbeing

The PAVS Policy & Engagement team continues to facilitate **8 Health & Wellbeing Networks** with a total of around **400 members** across key themes of work including older people, people living with dementia, children & families, bereavement, and unpaid carers. During the period under review, these networks have met regularly online and provided opportunities for third sector organisations to work alongside statutory partners to consider how national strategies can be implemented in a local and regional context, and what role the third sector can play. A full list of these Networks can be found on the PAVS website.

Through these networks, PAVS is able to facilitate collaborative approaches to areas of service innovation and strategy. Examples of this during the year included the HomeShare pilot, managed by Pembrokeshire Care Society; Circles of Support; the launch of Preseli Cares in north-east Pembrokeshire; ongoing work to develop a new model for day opportunities involving third sector providers, the development of an Advocacy Strategy for West Wales, designing a regional online carers information portal, and developing a programme of support to help people through the cost of living crisis.

**Keep Warm Keep Well (KWKW) in Pembrokeshire** was a programme of support established in October 2022 for residents of Pembrokeshire during the cost of living crisis. The programme was delivered through a multi-agency and cross-sector partnership led by PAVS 3rd Sector Health & Wellbeing Facilitator, with a single point of access provided by Pembrokeshire Community Hub. KWKW connected people to local information, support, and services to help them throughout the coldest months of the year. PAVS also arranged for funding to be provided to key delivery partners and administered a grant scheme to develop a network of Warm Welcome Community Spaces. Across Pembrokeshire we saw communities and organisations responding to the crisis offering a range of local solutions including Warm Welcome Community Spaces, hot meals, community activities, plus energy, money, and debt advice.

Key deliverables achieved by the KWKW programme included:

- **Warm Welcome Community Spaces** - 107 warm welcome community spaces established, delivering 1,455 community sessions benefitting 14,989 people, serving 12,772 hot meals, involving 581 volunteers/14,655 volunteer hours
- **Energy & Fuel** - 521 people provided with fuel poverty advice/support, 734 energy vouchers issued, 594 Warm Packs delivered, 260 air fryers distributed - an estimated £12,000 in reduced bills or funding accessed for clients
- **Money Management** - 242 families and 72 individuals in crisis provided with holistic financial support including Debt Relief Orders, income maximisation, budget management, etc
- **Essential Items** - 184 people supported by PAVS Data Bank; 141 families and 160 babies/children supported by the Baby Bank, with 355 items/clothing distributed; 337 pet food donations made, supporting 282 families, and providing 24,471 meals for pets
- **Communication & Information** - 2,072 calls received by the Pembrokeshire Community Hub; 6,259 views of the KWKW webpage; 3,063 views of the Warm Welcome Community Spaces interactive map; 140,692 leaflets delivered to households; 6,188 interactions generated by 33 KWKW campaign posts/ads on social media; 7 Pembrokeshire Community Support Network meetings hosted by PAVS

PAVS coordinated and hosted visits from Rebecca Evans MS, Minister for Finance and Local Government, and Eluned Morgan MS, Minister for Health & Social Services, both keen to hear more about the collaborative approach taken in Pembrokeshire to support people through the cost of living crisis.

During the year, PAVS was awarded UKCRF funding to commission a narrative-based research project to capture people's lived experiences of financial hardship/poverty and their ideas for making things better in future. The findings of the research are being used as the basis for a co-produced plan for tackling poverty in Pembrokeshire, contributing to the development of a **Tackling Poverty Strategy** for the County.

PAVS was awarded funding through the West Wales Carers Development Group to develop a bilingual regional carers online platform. The website supports the provision and accessibility of consistent information, assistance and advice for unpaid carers. PAVS 3rd Sector Health & Wellbeing Facilitator leads this project working closely with two consultants and a Steering Group. Launched in November 2022, the website, Carers Support West Wales, is a one stop shop for carer specific information and has been co-produced with unpaid carers in the region. In addition, PAVS officers have provided significant support for unpaid carers as referenced in the annual report of the West Wales Carers Development Group available on the PAVS website.

PAVS receives funding for three specialist roles within the Policy & Engagement team, namely a Dementia Supportive Communities Development Officer, Community Connector for Children & Families and Preseli Cares Development Officer.

The **Dementia Supportive Communities Development Officer** works with local people, communities, and organisations to develop dementia friendly activities and communities across the County, so that people living with dementia, their families and carers can enjoy the best quality of life possible. The focus of the year under review has been to continue to help people living with dementia and their families/carers to engage with community activities, to involve people living with dementia and their carers in the co-production of services such as the new Young Onset Dementia service, and to launch Dementia Friendly Pembrokeshire, a scheme that local businesses and organisations can sign up to and make a pledge to become dementia friendly. During the period, **24 organisations** (including PAVS) signed up to the scheme.

Key achievements during the year include:

- winning a prestigious national Social Care Accolade award in the category **Supporting People who live with Dementia** - PAVS officers and members of the Living with Dementia Forum attended the award ceremony in Cardiff

- establishing a network of **49 dementia supportive groups** across the County offering at least 4 activities every weekday and 2 every Saturday. A weekly activity list was distributed to a mailing list of over 300 people and all activities uploaded onto **info**engine, Dewis Cymru, and Connect Pembrokeshire
- distributing information about services and activities via the Dementia Supportive Communities Network using e-mail, social media, websites, Padlet, post, and at events, with people being signposted to appropriate support agencies and community groups. Key events in the calendar included Dementia Action Week, which included a series of interviews on Pure West Radio in which people shared their lived experiences of dementia (these have been viewed online thousands of times), Carers Week, and Carers Rights Day
- playing a key role in the implementation of the National Dementia Standards in West Wales with PAVS 3rd Sector Health & Wellbeing Facilitator leading Workstream 1: Community Engagement. A **Listening Campaign** in Pembrokeshire heard the views of **91 people** living with dementia or caring for someone with dementia and their feedback has directly influenced the development of the strategy
- facilitating or attending **106 meetings** involving people living with dementia with a total of **437 attendees** - it is this activity that ensures PAVS can continue to provide opportunities for people living with dementia to have a voice

During the period, PAVS has also helped to bring a new day service into Pembrokeshire focused on supporting people with **Young Onset Dementia**. This service was co-produced with people living with dementia and their Carers. This gap was identified by the **Living with Dementia Forum**, facilitated by PAVS.

The **Community Connector for Children & Families** works closely with the Team Around the Family (TAF) based in the Pembrokeshire County Council Children's Services directorate. The main role of the Connector is to work with young people and families referred to the TAF service, helping them to connect with local community-based activities, support groups and third sector services. The Connector also works with TAF colleagues to deliver school holiday activity programmes and other activities.

This year, referrals have increased, possibly due to the impact of the cost of living crisis, referrals coming via the Pembrokeshire Community Hub, and the launch of the Pembrokeshire Family Support Network (PFSN). PFSN is a Local Authority facilitated multi-agency group that aims to provide families with the right support at the right time, provide a quick response to those who need help to access specialist support services and give families the confidence to continue making positive changes independently. The Connector is a key member of this group.

Key achievements during the year include:
- dealing with **207 referrals** (compared to 162 in the previous year) plus 84 Period Poverty referrals - the increase in referrals has presented a significant challenge for the post-holder, who covers the whole of Pembrokeshire
- carrying out home visits to families or leading "walk & talks" which have proved to be a popular way of talking to people about difficult issues
- working with Victim Support to reduce hate crime, raising awareness of the importance of equality & diversity, promoting/developing services to support emotional health & wellbeing, and dealing with the impact of poverty on the lives of young people and their families.
- facilitating quarterly meetings of the **Children & Families Network**, which now has **227 members**
- attending 101 community engagement events across Pembrokeshire and online to promote the support PAVS can offer to families and young people through the Connector role - this has included supporting Warm Welcome Community Spaces over the winter months
- running engagement sessions with local groups as part of the consultation on the Child Poverty Strategy for Wales, submitting feedback to WCVA as part of a national response to Welsh Government

PAVS has representation on the Children & Communities Grant Steering Group to ensure that the third sector continue to be recognised as a key partner in this area of work, particularly in response to the Notice of Motion on child poverty passed by Pembrokeshire County Council. PAVS was invited to join the new multi-agency Poverty Officer Working Group facilitated by PCC, contributing to the development of a Poverty Strategy for Pembrokeshire. This group reports to the Pembrokeshire Public Services Board, and is the group that the 3rd Sector Health & Wellbeing Facilitator at PAVS reports to on the work PAVS took the lead on through the cost of living crisis.

The **Preseli Cares Development Officer** started in post in July 2022. Preseli Cares is a project that aims to co-produce solutions to social care issues at a community level, which includes local people, community groups, town and community councils, statutory partners, and private sector businesses.

The 2-year programme is funded by the National Lottery and managed by Cwmpas with two delivery partners - PAVS and Action for Caerau & Ely (ACE). By building activities and services identified by the local communities themselves in north-east Pembrokeshire, Preseli Cares represents an exciting shift away from the traditional model of care.

In the year under review, much has been achieved including:

- Organising an official online launch event followed by two community coffee mornings and marketplace events showcasing local groups and services in Crymych and Newport
- Establishing two project development groups, drawing together local people, community groups and services to map existing services, identify skills & assets, and come up ideas for improving individual and community wellbeing
- Visiting community events and engaging communities in a **Start Something Good** workshop and showcase events, promoting community support and activities
- Creating an online survey which attracted 100 responses, providing a rich database of comments which helped the two project development groups to identify 6 key themes for the project
- Creating Preseli Cares Padlets so that all members of the Development Groups can share posters and information about local events, resources for each workstream, and papers for meetings

In the year under review, PAVS became a member of the **Co-production Network for Wales** and has nominated 5 x Co-production champions across the organisation who will be receiving training to equip them with the resources and skills to share co-production and support their colleagues' learning and practice.

PAVS continued to offer a part-time supported employment opportunity for a Learning Disabilities Champion (Community) until June 2022. The PAVS LD Champion is one of four posts employed through a programme managed by Pembrokeshire County Council to promote and support people with learning disabilities. PAVS LD Champion continued to use the Most Significant Change methodology to collect stories of lived experience from people with learning disabilities, and used his skills in making podcasts and films to create online spaces for people with learning disabilities to connect and share their experiences. The Champion also supported events organised by PAVS. In June 2022, the LD Champion moved on to be hosted by Pembrokeshire People First and to work on the **Assist My Life** project.

In October 2022, Newport Community Forum (the Forum) was successful in appointing a part-time Engagement & Resilience Officer (ERO). The ERO was employed by PAVS on behalf of the Forum and managed by a local steering group. The ERO worked with the Forum on a range of activities linked to the Keep Warm, Keep Well programme being run across the County, in addition to activities put forward by the Forum and local events designed to encourage more people to volunteer in the community. The post came to an end in March 2023.

Funding for this area of work has primarily been provided by the Welsh Government Regional Integration Fund (managed by the Regional Partnership Board); Enhancing Pembrokeshire; Children & Communities Grant (Pembrokeshire County Council); Public Health Wales, National Lottery Community Fund (managed by Cwmpas), Pembrokeshire County Council, and the UK Community Renewal Fund.

**CONNECTED COMMUNITIES**

**Pembrokeshire Community Hub**

As Pembrokeshire moved into COVID recovery, the Pembrokeshire Community Co-ordination Recovery Group (CCRG) reflected on what had worked well in COVID and should be continued. Following this review, it was agreed that the Pembrokeshire Community Hub should be continued as a key element of community infrastructure. It was

further agreed that PAVS should be the lead delivery partner, setting up and delivering the Hub on behalf of a multi-agency and cross-sector steering group, reporting to the CCRG and other local strategic partnerships. A detailed business plan was drawn up and funding was secured from various sources to set up and launch the Pembrokeshire Community Hub.

During the first quarter of the year under review, a significant amount of work took place to establish the new Hub in PAVS, including installing telephony and IT systems, appointing staff, setting up systems and processes, and preparing a marketing & communication plan. A multi-agency and cross-sector steering group has been established and has met fortnightly during the period under review to provide oversight and direction to the development of the Hub.

The Pembrokeshire Community Hub brings together different elements of existing work, including the Community Connectors, Connect Pembrokeshire, Pembrokeshire Digital Connections, and volunteering, with Volunteering Matters coming on board to support the recruitment of Hub volunteers.

The formal launch of the Pembrokeshire Community Hub (the Hub) took place on 6th June 2022 in the Green Shed at Scolton Manor, with 35 organisations in attendance and 120+ people visiting throughout the day, in addition to representatives from partner organisations.

Since the formal launch, the Hub has become an established single point of contact for people who want information on community support, events, activities, or volunteering opportunities in their local area, working on the basis of the following operating principles: **One Call, That's All** and **Solutions not Services**. It is a free service and is designed to be easy to access, friendly & approachable, open to all residents in Pembrokeshire (no eligibility criteria) and offers community solutions for all ages.

Based on learning from the pandemic, the Hub has been designed to flex up in any emergency situation that requires a community response. Since being launched, the Hub has acted as the single point of contact for collaborative campaigns including the community element of the support offered to Ukrainian refugees in Pembrokeshire, the cost of living crisis, and the Keep Warm, Keep Well programme. It also acts as the front door for the Community Connector service, offering practical help to people needing some assistance. As was seen during COVID, the Hub has significant potential to be the single point of access for collaborative, multi-agency emergency responses, campaigns, or services.

The Hub uses the Connect Pembrokeshire platform to share information about the role of the Hub, Pembrokeshire-wide campaigns, and community listings (local events and activities). The Connect platform also includes functionality around skills exchanges, community polls, and the design of simple web pages for communities.

Key outputs for the year under review include:

- **3,345 telephone calls and e-mails** received by the Hub - key themes include community activities/social connections, food/finance, benefits, debt advice, care & support options, and digital connectivity
- **1,366 people** registered on Connect Pembrokeshire with 50,827 page views
- **19 web pages** for local groups/communities completed or in development
- **2 leaflets** delivered to every household in Pembrokeshire as part of a co-ordinated marketing campaign including a range of online and offline methods of communication
- **34 community/Hub volunteers** recruited by Volunteering Matters (Hub delivery partner) - **1,325** volunteer hours delivered representing **£14,405** financial benefit

The Hub has proven itself to be an essential element of community infrastructure that has potential to be used as a single point of contact for other areas of work including community-based day opportunities, creative carer breaks, and the use of direct payments to pay for innovative community care solutions.

**Community Connectors**
The PAVS Community Connector team continues to play a central role in delivering the Pembrokeshire preventions strategy which sets out a vision to create active, resourceful, connected, sustainable and kind communities.

The Community Connector team of 7 Community Connectors cover each of the 6 Integrated Community Network (ICN) areas established under the Healthier Pembrokeshire Strategic Plan, and link up with GP practices across the County to deliver social prescriptions. One Connector works on a part-time basis within the Community Connector team alongside undertaking a 3-year funded PhD with Health & Care Research Wales to create a national workforce development framework for social prescribers. PAVS has contributed significantly to the development of the national social prescribing framework based on our experience of delivering social prescriptions.

During the period under review, a new social prescribing CRM system - **Elemental** - was installed to allow referrals to come straight through to the Hub via referral agents, including GP surgeries, social workers and health professionals. Work is ongoing through the Primary Care Clusters to link Elemental to GP information systems so that GPs can give people social prescriptions in the same way as pharmaceutical prescriptions.

Connectors work on an outreach basis in their "patches" and are equipped and trained to work remotely from community venues. Their main role is to work on a one-to-one basis with people referred to them via social workers, GPs, or other referral agencies, having a "what matters" conversation, and then connecting those individuals to appropriate community-based activities, groups, and services. The Community Connectors rebranded their leaflet at the end March 2023 to include the new PAVS logo and Community Hub contact details.

The PAVS **Connect IT** programme, launched by the Community Connector team during COVID, has continued to go from strength to strength. This programme supports people to connect digitally with family and friends, participate in online activities, and access services. Digital tablets are loaned out on a 2-month "try before you buy" basis, with a freelance DigiCoach providing wrap-around technical support, setting up the tablets with a mix of standard apps and more specialist apps based on a person's interests, engaging users in online activities, and keeping track of the loan-out tablets.

The Community Hub has registered as a Digital Databank through The Good Things Foundation to help people experiencing **data poverty** to access the internet. As a result, the Hub has been able to offer free data to people who are 18+ and from a low income household, and have no or insufficient access to the internet at home and/or have no insufficient access to the internet away from their home and/or cannot afford their monthly contract or top up. SIM cards were also made available to Ukrainian families through the Foundation's grant application process - these were distributed at local welcome events.

The PAVS **Connect IT** programme is a key element of **Pembrokeshire Digital Connections** - a wider programme of support offered by a range of third and statutory sector partners, including Pembrokeshire County Council and Digital Communities Wales. Feedback on the digital support received through this programme has been very positive, and digital connectivity will continue to be embedded in the Hub and the Community Connector service as a way of supporting independence and improving individual wellbeing. The PAVS Connected Communities Manager sits on the Digital Inclusion Alliance Wales Network and the Regional Digital Inclusion Steering Group facilitated by Hywel Dda Health Board.

The PAVS Connected Communities Manager oversees the operational delivery of the Community Connectors team and also works at a strategic level with statutory partners on developing new service models, including transforming day opportunities, identifying gaps in services, facilitating partnership meetings, such as the Pembrokeshire Hoarding Partnership, and facilitating speed networking events. These events are an effective and popular way of sharing information with third sector and statutory partners.

PAVS also supported the national **Connect Wales** conference held in February 2023 which is facilitated by PAVO (Powys Association of Voluntary Organisations) and PAVS for connectors, navigators, link workers, etc across Wales.

Key achievements during the year include:

- **954 referrals** supported by the Community Connectors
- **1,119 connections** made to community activities/groups/services
- **160 tablets** loaned out to individuals and supported by the DigiCoach
- **184 individuals** helped via the databank including 100 SIM cards for Ukrainian families
- **5 speed networking events** (one face-to-face) attended by around **98 participants**

Funding for the services described above primarily comes from Welsh Government Regional Integration Fund (managed by the Regional Partnership Board), PCC core funding (Directorate of Social Care & Housing), Hywel Dda University Health Board, Primary Care Cluster funds, Public Health Wales, Enhancing Pembrokeshire, and the UK Community Renewal Fund.

**BUSINESS SERVICES**
The PAVS Business Services team provide financial, HR, health & safety, IT, governance, premises and administrative support for the Association, with specialist HR and IT support being commissioned from external providers.

PAVS has an office base on the High Street in Haverfordwest. The fully accessible ground floor houses the Pembrokeshire Community Hub, offices and meeting rooms used by Citizens Advice Pembrokeshire, together with flexible hot desk space, a reception area, and a meeting room that can be used by third sector organisations. During the year, four third sector organisations were co-located with PAVS - Citizens Advice Pembrokeshire, Advocacy West Wales, Sign & Share, and Volunteering Matters.

The premises continue to be well managed by the PAVS Business Services team who ensure that health & safety requirements are adhered to and that standards required under the Green Dragon Environmental Management Scheme are maintained. Systems are in place to support remote working, and during the year PAVS staff have continued to work on a hybrid basis, in the office, in the community, and at home.

During the year under review, PAVS launched a new logo, brand, and website which have been positively received. Specialist mailings and e-bulletins have been sent out to special interest networks throughout the year. Social media platforms, such as Facebook and Twitter, Padlets and the Connect Pembrokeshire platform are also used to promote PAVS work, disseminate information, and maintain contact with groups, volunteers, partners, funders, etc.

## FINANCIAL REVIEW

### Financial Position

Total funding received has decreased by £225,597 or 11.6%.

Resources expended during the year (prior to the inclusion of defined pension benefit costs) have increased by £1,034,252 or 64.5%.

The inclusion of defined benefit pension costs of £68,000 (an increase of 1.5% when compared to the previous year) increases total resources expended during the year to £2,706,145 a increase of 62.0% when compared to the previous year. This has resulted in a total net deficit of (£532,224).

The SOFA shows a decrease of £31,389 on unrestricted reserves during the year after transfers and before the actuarial loss on the pension. Excluding the defined benefit pension and designated funds there was an increase in general funds of £37,181.

Unrestricted funds as at 31 March 2023 were £409,080 including designated reserves of £22,185, before recognition of the pension fund surplus of £386,000 under FRS102 accounting for Pension Scheme Assets and Liabilities.

### Reserves Policy

The Reserves Policy was reviewed and agreed by the Board in March 2023 and is in line with Charity Commission recommended practice. The policy provides a framework for a proactive and dynamic approach to building and utilising reserves in order to achieve the Association's strategic objectives, based on a robust analysis of opportunities, threats, assets and liabilities and an assessment of working capital requirements based on projected income and outgoing resources.

Despite ongoing financial challenges presented by short-term funding, the Board continues to recognise the need to build adequate free reserves for the Association realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

The reserves target is set on the basis of the reserves policy and takes into account:

- redundancy payments for eligible staff;
- pension strain liability payments for redundant staff aged over 55 years;
- salary in lieu of notice;
- three months' overheads/running costs;
- potential deficit in resources for restricted projects
- core activity that may not be funded in future
- potential risk of funding being reclaimed;
- repair or replacement of assets.

When setting the required minimum level of reserves for 2022-2023, the Board took into account the likelihood of the liabilities becoming due based on financial projections, cashflow forecasts, security of funding, and risk assessments.

The Board also considered the need to build and/or designate reserves to:

- deliver the Association's strategic objectives
- provide sufficient working capital to manage retrospective payments
- expand service delivery to meet the needs of third sector organisations
- invest in new income generating opportunities
- achieve externally accredited quality and environmental standards

Taking these items into account on a managed risk basis, the Association's target level of free reserves in 2022-2023 is set at £225,000.

The requirement of FRS102 to show the pension reserve surplus of £386,000 resulted in the total funds held by the Association being £1,372,987 (2022: £554,211).

The Trustees are aware of the financial risks posed to the Association by the pension fund, particularly in relation to up-front payments for redundant staff aged over 55 years. The Trustees recognise their obligations under the pension auto-enrolment regulations and have complied with the requirements of the Pensions Regulator in this regard. Membership of the LGPS presents an ongoing risk to Association because of pension strain liability payments that may become due in the event of redundancy. The matter is kept under close review.

Total reserves at year end were £1,372,987, of which £577,907 related to restricted funds which are earmarked for specific projects (see note 19) and £386,000 in respect of the pension deficit (see note 20). This leaves £409,080 in unrestricted funds, of which £22,185 relates to designated funds, £710 relates to fixed assets leaving £386,185 as free reserves. This exceeds the target of free reserves of £225,000 by £161,185. The trustees consider that in the prevailing climate of economic and political uncertainty which has triggered the current cost of living crisis, it is appropriate to hold reserves in excess of the target at this time. The Trustees will also consider releasing free reserves to help the Association achieve its strategic objectives.

**Going Concern**

The Trustees are of the view that the actions being implemented and those that are planned to be taken are sufficient to secure the future of the Association in the longer term. Many funders still remain unable or unwilling to commit to funding agreements of more than one year in duration and this makes it difficult to plan for the future.

However, it is pleasing to report that our relationship with Welsh Government through the Third Sector Support Wales partnership agreement remains strong, resulting in a 3-year funding agreement from 2022-2025, albeit with flat-lined funding.

The Welsh Government Regional Integration Fund (RIF) offers funding on a multi-year basis - 2 years for new projects (under the Accelerated Fund) and 3 years for existing programmes (under the Embedded Fund). PAVS has secured RIF funding for a programme of work entitled Connecting with Strong Communities, which includes a number of projects led by PAVS. Work is being undertaken with the Regional Partnership Board to plan future funding over the next 4 years.

Over the years, PAVS has developed a positive and constructive working relationship with statutory partners. This relationship will stand the Association in good stead in terms of securing ongoing funding for elements of work funded from statutory grants. Funding for restricted projects has been confirmed for 2023-2024 and PAVS has a good reputation for grant administration, managing funds, and taking the lead on third sector collaborative delivery partnerships. This provides a solid foundation for future income generation.

During the year, PAVS has continued to work with CAVS (Carmarthenshire Association of Voluntary Services) and CAVO (Ceredigion Association of Voluntary Organisations) to establish a social enterprise trading arm, jointly owned by the three CVCs. Galluogi 3 Cyf/Enable 3 Ltd was registered as a company limited by guarantee on 2nd November 2022. A Board has been established and work is ongoing to set up the company as a trading arm and develop a business plan. The purpose of the regional entity is to generate unrestricted income for the three member CVCs.

PAVS strategic plan includes a key objective around developing stronger relationships with the private sector with a view to earning unrestricted income through offering a range of chargeable services including grant administration, support for employer-supported volunteering, delivering corporate social responsibility, and community engagement.

The Board receives financial updates at each of its meetings including quarterly management accounts, reports on progress towards achieving a balanced budget at year end, and plans for securing future funding. Actions taken include making funding bids; securing contracts; increasing income generation and controlling operating costs.

Risks are identified and raised in Board papers for discussion and agreement on appropriate mitigation or avoidance measures to be taken. The Association continues to work extremely closely with its funding partners, members and stakeholders at a local, regional and national level to sustain and, where possible, increase current funding levels.

On this basis, the assessment of the Trustees is that the Charity remains a going concern.

**FUTURE PLANS**

PAVS remains committed to securing sufficient resources to continue to deliver the full range of volunteering, funding, development, representation, and engagement services to meet the needs of voluntary and community groups, social enterprises and volunteers in Pembrokeshire. The Association is also committed to embedding the Pembrokeshire Community Hub and continuing the Community Connector service to improve individual and community wellbeing.

Specific plans for the future include:

- Developing a delivery plan for PAVS 5-year strategy supported by a succession plan for key senior posts within the Association
- Establishing Galluogi3/Enable3 as a viable social enterprise, working with a network of associates to generate surpluses that can provide a level of unrestricted income for the West Wales CVCs
- Building effective relationships with an increased number of private sector organisations, statutory partners and funders for the benefit of the Pembrokeshire third sector
- Continuing to work with partners to embed the Pembrokeshire Community Hub within the third sector, with a planned programme of outreach provision and a network of active Hub volunteers
- Encouraging and supporting more people to volunteer - both formally and informally
- Contributing to the development of social enterprises and third-sector led services that improve individual and community well-being
- Working with partners to measure social value and the outcomes and impact of community-led action, and build an evidence base for investment in preventative community action

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a registered charity, registered on 5 July 1997, and also a company limited by guarantee, incorporated on 1 April 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Recruitment and appointment of new trustees

The Board of Trustees, which can number up to 10 members in total, governs the Association. A Pembrokeshire County Council nominated representative sits as an adviser to the Board. The full Board meets every 6-8 weeks in accordance with a forward work programme published for the year.

The Trustees constitute Directors of the charity for the purposes of the Companies Act 2006 and Trustees of the charity for the purposes of the Charities Act 2011, and under the Company's Articles are known as members of the Board of Trustees. Trustees are elected at the Annual General Meeting of the Association or appointed soon after by the Board. The number of Trustees for the Association may not be less than three and shall not be more than ten. Seven Trustees are nominated and elected by the membership of the Association - each member organisation having a named representative, allowing one vote per full member organisation. Three Trustees are appointed by the Board through an open and competitive recruitment process to the posts of Chair, Vice-Chair and Trustee with Special Responsibility (TSR) for Finance.

One third of elected and appointed Trustees will retire from office at each Annual General Meeting, with retirement by rotation according to length of office. Where Trustees were elected at the same time, retirement may be determined amongst them, or by lot. If vacancies created by retiring Trustees cannot be filled, those Trustees may, if willing, be deemed to have been re-appointed, unless the meeting resolves not to fill the vacancy, or unless a resolution for the reappointment of the Trustee is put to the meeting and lost. Trustees also have the power to appoint further members to the Board of Trustees during the year provided that the total number of trustees does not exceed ten.

During the year, the elected Board members appointed Claire Incledon as Vice Chair and Jayne Tucker as Trustee with Special Responsibility for Finance. The PAVS Chair, Charles Carter, has announced his intention to retire at the next AGM in October 2023 and a recruitment process has been started to find his successor. PAVS is extremely grateful to all Board members for their hard work and commitment to the Association during the year under review.

### Induction and Training of New Trustees

New Trustees undergo an induction session to brief them on their legal obligations under charity and company law; the content of the Memorandum and Articles of Association; the Board and decision making processes; the business plan and recent financial performance of the charity. During the induction process new Trustees meet key employees and other trustees. Trustees are encouraged to attend appropriate training events where these will facilitate their role.

### Appointment of key management personnel

A Chief Officer is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Officer has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and contractual agreements with funders.

A Business Operations Manager is appointed by the Board and Chief Officer to provide senior management support to the Chief Officer and to act as Governance Officer to the Board.

During the year under review, the National Joint Council (NJC) negotiated an uplift in payscales which the PAVS Board considered to be unaffordable and a risk to the long-term sustainability of the Association. As a result, the Board took the decision to move away from the NJC pay scales and make their own salary decisions, awarding a one-off payment to staff in the year under review and agreeing a 5% salary uplift in 2023-2024. Agreements have been reached with funders to cover the increased salary costs on restricted projects. The Board will continue to monitor NJC salary agreements and keep PAVS salary scales under review.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Related parties**

The Association has a close relationship with its members (from whom the majority of the Trustees are drawn). This relationship is not exclusive, and non-member organisations of the voluntary sector are able to access PAVS' services.

In addition, there is a strong relationship with Pembrokeshire County Council (PCC) and Hywel Dda University Health Board (HDUHB), together with other statutory agencies, in order to further the interests of the third sector, and to ensure that opportunities for joint working and collaborative ventures are maximised.

The Welsh Government (WG); Third Sector Support Wales (Wales Council for Voluntary Action and County Voluntary Councils in Wales); West Wales Regional Partnership Board; PLANED (Pembrokeshire Local Action Network for Enterprise & Development); Public Health Wales; South Hook LNG; Bluestone Community Foundation and Building Communities Trust are also significant partners in PAVS' work, with increasing emphasis on a regional and collaborative approach to the provision of services to the sector.

PAVS has an established working relationship with the County Voluntary Councils (CVCs) in Ceredigion (CAVO) and Carmarthenshire (CAVS). CVC officers work collaboratively to ensure there is third sector representation on regional partnerships including health, social care & well-being; safeguarding; learning & skills; economic development and community safety.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The major risks to which the charity is exposed, as identified by the Trustees, are monitored closely by the Board who identify and agree mitigating actions.

The Welsh Government commitment to a 3-year TSSW core funding agreement from 2022-2025 provides a degree of assurance for the future. The Board has noted the risk that this funding will be flat-lined for the period of the funding agreement and will not keep pace with rising salary costs and inflationary pressures.

The Regional Integration Fund (RIF) is a significant funder for PAVS. The fund requires increasing levels of match funding across the years of the programme, rising to a maximum of 50%. This presents a potential risk to a number of the restricted projects delivered by PAVS. To mitigate this risk, PAVS is continuing to work with partners to secure ongoing funding and match funding for work around community-led preventions, care and wellbeing.

PAVS continues to make every effort to secure additional funding, generate income and reduce overhead costs in order to provide enhanced volunteering support and maintain/expand delivery of funding, governance, organisational development, engagement, and connected communities services. Actions include making appropriate funding applications; bidding for contracts where these do not conflict with member interests; renting out meeting rooms and office space within the PAVS building; offering chargeable services; providing project management for third sector consortia; and continually reviewing contracts to ensure best value is achieved.

Other high areas of risk include losing experienced staff due to funding uncertainties/retirement; excessively high workloads for key staff; the cost of pension liabilities for staff aged over 55 years, and the financial and operational challenge of meeting the demands of legislative and best practice standards. The Board has started to consider issues of succession planning as the Chair is due to retire in October 2023 and the Chief Officer plans to retire in August 2024.

The Association has a comprehensive set of Financial Regulations which include the Finance Policy; Financial Management Controls & Procedures; Schedule of Delegated Financial Authority; Reserves Policy; Procurement Policy and Bribery & Fraud Policy.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Pembrokeshire Association of Voluntary Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### AUDITORS

The auditors, Clay Shaw Butler Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 22.9.2023 and signed on its behalf by:

Susan Leonard

S J Leonard - Secretary

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

**Opinion**
We have audited the financial statements of Pembrokeshire Association of Voluntary Services (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**
In our opinion, based on the work undertaken in the course of the audit:
- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**Extent to which the audit was considered capable of detecting irregularities, including fraud**
We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to irregularities**
In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the Charity's remuneration policies and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities
- any matters we identified having obtained and reviewed the Charity's documentation of their policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in relation to revenue recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011 and Companies Act 2006.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or to avoid a material penalty. These included compliance with Health and Safety legislation, Employment legislation and Data protection laws (including General Data Protection Regulation (GDPR)).

**Audit response to risks identified**
As a result of performing the above, we identified revenue recognition as a key audit matter related to the potential risk of fraud.

Our procedures to respond to risks identified included the following:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- carrying out walkthrough, transaction testing or proof in total on all material income and expenditure streams;
- enquiring of management concerning actual and potential litigation and claims;

performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and the senior management team;
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws, regulations, and potential fraud risks to all engagement team members and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Use of our report**
This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Jones BSc FCA (Senior Statutory Auditor)
for and on behalf of Clay Shaw Butler Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

Date: 13/10/2023

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.23 Total funds £ | 31.3.22 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 700 | 791 | 1,491 | 32 |
| **Charitable activities** | 5 | | | | |
| Third Sector Support | | 227,585 | 97,267 | 324,852 | 451,016 |
| Connected Communities | | - | 498,680 | 498,680 | 314,783 |
| Policy & Engagement | | - | 364,811 | 364,811 | 243,285 |
| Grants for Distribution | | - | 936,074 | 936,074 | 895,324 |
| Other trading activities | 3 | 40,106 | 5,645 | 45,751 | 43,884 |
| Investment income | 4 | 2,262 | - | 2,262 | - |
| **Total** | | 270,653 | 1,903,268 | 2,173,921 | 1,948,324 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 6 | (505) | - | (505) | - |
| **Charitable activities** | 7 | | | | |
| Third Sector Support | | 193,598 | 104,506 | 298,104 | 305,685 |
| Connected Communities | | 88,728 | 523,624 | 612,352 | 272,775 |
| Policy & Engagement | | 81,030 | 391,240 | 472,270 | 243,072 |
| Grants for Distribution | | - | 1,255,924 | 1,255,924 | 782,361 |
| Other | | 68,000 | - | 68,000 | 67,000 |
| **Total** | | 430,851 | 2,275,294 | 2,706,145 | 1,670,893 |
| **NET INCOME/(EXPENDITURE)** | | (160,198) | (372,026) | (532,224) | 277,431 |
| **Transfers between funds** | 19 | 128,809 | (128,809) | - | - |
| **Other recognised gains/(losses)** | | | | | |
| Actuarial gains on defined benefit schemes | | 1,351,000 | - | 1,351,000 | 268,000 |
| **Net movement in funds** | | 1,319,611 | (500,835) | 818,776 | 545,431 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | (524,531) | 1,078,742 | 554,211 | 8,780 |
| **TOTAL FUNDS CARRIED FORWARD** | | 795,080 | 577,907 | 1,372,987 | 554,211 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## BALANCE SHEET
## 31 MARCH 2023

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.23 Total funds £ | 31.3.22 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 14 | 710 | 2,174 | 2,884 | 15,718 |
| **CURRENT ASSETS** | | | | | |
| Stocks | 15 | 73 | - | 73 | 7 |
| Debtors | 16 | 16,779 | 453,942 | 470,721 | 471,670 |
| Cash at bank and in hand | | 440,270 | 361,051 | 801,321 | 1,160,365 |
| | | 457,122 | 814,993 | 1,272,115 | 1,632,042 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 17 | (48,752) | (239,260) | (288,012) | (196,549) |
| **NET CURRENT ASSETS** | | 408,370 | 575,733 | 984,103 | 1,435,493 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 409,080 | 577,907 | 986,987 | 1,451,211 |
| **PENSION ASSET/(LIABILITY)** | 20 | 386,000 | - | 386,000 | (897,000) |
| **NET ASSETS** | | 795,080 | 577,907 | 1,372,987 | 554,211 |
| **FUNDS** | 19 | | | | |
| Unrestricted funds | | | | 795,080 | (524,531) |
| Restricted funds | | | | 577,907 | 1,078,742 |
| **TOTAL FUNDS** | | | | 1,372,987 | 554,211 |

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 22 September 2023 and were signed on its behalf by:

C Carter - Trustee

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## CASH FLOW STATEMENT
## FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | 31.3.23<br>£ | 31.3.22<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 1 | (361,306) | 507,082 |
| Net cash (used in)/provided by operating activities | | (361,306) | 507,082 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | - | (8,653) |
| Interest received | | 2,262 | - |
| Net cash provided by/(used in) investing activities | | 2,262 | (8,653) |
| **Change in cash and cash equivalents in the reporting period** | | (359,044) | 498,429 |
| **Cash and cash equivalents at the beginning of the reporting period** | | 1,160,365 | 661,936 |
| **Cash and cash equivalents at the end of the reporting period** | | 801,321 | 1,160,365 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

### 1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| **Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)** | (532,224) | 277,431 |
| **Adjustments for:** | | |
| Depreciation charges | 12,834 | 12,834 |
| Interest received | (2,262) | - |
| (Increase)/decrease in stocks | (66) | 380 |
| Decrease in debtors | 949 | 206,854 |
| Increase/(decrease) in creditors | 91,463 | (57,417) |
| Difference between pension charge and cash contributions | 68,000 | 67,000 |
| **Net cash (used in)/provided by operations** | (361,306) | 507,082 |

### 2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.22 £ | Cash flow £ | At 31.3.23 £ |
|---|---|---|---|
| **Net cash** | | | |
| Cash at bank and in hand | 1,160,365 | (359,044) | 801,321 |
| | 1,160,365 | (359,044) | 801,321 |
| **Total** | 1,160,365 | (359,044) | 801,321 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Pembrokeshire Association of Voluntary Services meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

### INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation 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. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### ALLOCATION AND APPORTIONMENT OF COSTS

The Association used a flat-rate methodology to calculate apportionment of indirect costs to funds. At the start of each financial year, the Association agrees a fair rate for premises and overheads per full-time equivalent post (37 hours per week). This rate is then consistently applied across the activities delivered by the Association, with costs being calculated on a pro-rata basis for part-time employees.
All other support costs have been allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.

### TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Fixtures and fittings | - 15% on cost |
| Computer equipment | - 33.33% on cost and 25% on cost |

The classification of fixed asset is determined by the value of the purchase. Any item of equipment with a value greater than £1,000 is capitalised. Impairment reviews are carried out when necessary.

### STOCKS

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.



continued...

1. ACCOUNTING POLICIES - continued

**TAXATION**
The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**
The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2022. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.

The pension cost for the year ended 31 March 2023 is based on the result of the actuarial valuation of the scheme as at 31 March 2022 using the assumptions as per note 18.

The charity has opened a defined contribution scheme for new employees. The assets of the scheme are held in a NEST independently managed scheme. Contributions payable to the NEST scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Donations | 1,491 | 32 |

3. OTHER TRADING ACTIVITIES

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Membership income | 3,480 | 3,955 |
| Service contracts and training | 9,640 | 18,225 |
| Premises room hire | 21,503 | 18,985 |
| Salary related payments | 5,483 | 2,719 |
| County show income | 5,645 | - |
| | 45,751 | 43,884 |


continued...

## 4. INVESTMENT INCOME

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 2,262 | - |

## 5. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.23 | 31.3.22 |
|---|---|---|---|
| | | £ | £ |
| Grants | Third Sector Support | 201,526 | 366,844 |
| SLA income | Third Sector Support | 80,192 | 84,172 |
| Carers online platform | Third Sector Support | 43,134 | - |
| Grants | Connected Communities | 172,909 | 148,799 |
| SLA income | Connected Communities | 325,771 | 165,984 |
| Grants | Policy & Engagement | 174,513 | 31,479 |
| SLA income | Policy & Engagement | 190,298 | 211,806 |
| Grants | Grants for Distribution | - | 4,418 |
| Grants for distribution | Grants for Distribution | 936,074 | 890,906 |
| | | 2,124,417 | 1,904,408 |

Grants received, included in the above, are as follows:

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Core support (PCC) | 16,244 | 16,245 |
| Core Support (WCVA) | 194,046 | 169,854 |
| Catalysts for Care (LEADER) | - | 25,676 |
| Community Connectors (PCC) | 63,000 | 63,000 |
| Various funders | 150 | - |
| Community Connectors Digital Equipment (WWCP/PCC) | - | 8,500 |
| Volunteering Awards (South Hook LNG) | 2,350 | 2,653 |
| Winter Pressures (WCVA) | - | 29,500 |
| Community Volunteering Development Officer Funding (WG) | - | 11,500 |
| Social Care Worker Scheme (WG) | - | 6,256 |
| Connect Platform (PCC) | - | 11,729 |
| North Cluster Dementia Support (HDUHB) | - | 2,500 |
| Above and Beyond Awards (WWCP/PCC) | - | 6,000 |
| UK Community Renewal Fund (UK Government) | (23,909) | 166,062 |
| Enhancing Pembrokeshire Grant (PCC) | 19,759 | 32,065 |
| National Lottery Community Fund | 32,163 | - |
| Keep Warm Keep Well (PCC) | 167,350 | - |
| Community Hubs/Spokes (PCC) | 58,000 | - |
| Ukraine Community Events (PCC) | 5,000 | - |
| Kickstart Scheme (PCC) | 7,196 | - |
| RCP training grant (SCW) | 3,599 | - |
| Dementia Supportive Communities (PCC) | 2,000 | - |
| Together 4 Change Evaluation (HDUHB) | 2,000 | - |
| | 548,948 | 551,540 |



continued...

## 5. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants/funds for distribution:

| | 2023<br>£ | 2022<br>£ |
|---|---|---|
| PIVOT Service (WG RIF) | 326,392 | 194,180 |
| PIVOT Care & Repair Adaptations (WG DCP capital) | 19,396 | - |
| PIVOT Home From Hospital (HDUHB) | 20,000 | 20,000 |
| GwirVol Youth Led Grants (WCVA) | 6,650 | 6,650 |
| LD Innovation Fund (WG RIF) | 50,000 | - |
| Loneliness and Social Isolation Grant (WG/PCC) | 22,727 | 22,727 |
| Hubberston & Hakin Invest Local (National Lottery/BCT) | 144,884 | - |
| SCAF Grant Funding (WG RIF) | 25,000 | - |
| Keep Warm Keep Well Grant Funding (PCC) | 150,000 | - |
| Food Poverty Grant Funding (PCC) | 5,973 | - |
| Ukraine Community Support Grant (PCC) | 10,000 | |
| Living Well and Community Spaces (PCC) | 80,000 | - |
| Small Grants for Carer Support Groups (PCC) | 17,500 | 15,750 |
| Outdoor Connections Capital Grant (WG DCP capital) | 57,552 | 40,000 |
| Community Fund (Bluestone Foundation) | - | 1,216 |
| Regional Carers Support Innovation Fund (WWCP/PCC) | - | 77,868 |
| Caring Communities Innovation Grants (ICF) | | 25,000 |
| Regional LD Innovation Fund (WWCP/PCC) | - | 100,000 |
| Winter Pressure Grant Funding (WCVA) | - | 34,000 |
| UK Community Renewal Fund (UK Government) | - | 341,315 |
| Saundersfoot Participatory Budget (WG/Community Council/Spar) | - | 12,200 |
| | 926,074 | 890,906 |

Key:

| | |
|---|---|
| BCT | Building Communities Trust |
| HDUHB | Hywel Dda University Health Board |
| ICF | Integrated Care Fund |
| LD | Learning Disabilities |
| PCC | Pembrokeshire County Council |
| RIF | Regional Integration Fund |
| WG | Welsh Government |
| WWCP | West Wales Care Partnership |



continued...

## 6. RAISING FUNDS

### OTHER TRADING ACTIVITIES

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Bad debts | (505) | - |

## 7. CHARITABLE ACTIVITIES COSTS

| | Direct Costs | Grant funding of activities (see note 8) | Support costs (see note 9) | Totals |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Third Sector Support | 208,488 | 21,367 | 68,249 | 298,104 |
| Connected Communities | 490,527 | 22,089 | 99,736 | 612,352 |
| Policy & Engagement | 270,441 | 140,350 | 61,479 | 472,270 |
| Grants for Distribution | 59,881 | 1,196,043 | - | 1,255,924 |
| | 1,029,337 | 1,379,849 | 229,464 | 2,638,650 |

## 8. GRANTS PAYABLE

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Third Sector Support | 21,367 | 40,688 |
| Connected Communities | 22,089 | - |
| Policy & Engagement | 140,350 | - |
| Grants for Distribution | 1,196,043 | 692,905 |
| | 1,379,849 | 733,593 |

Please see note 23 for full details of the grants awarded in the year.



continued...

## 9. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Third Sector Support | 58,705 | 9,544 | 68,249 |
| Connected Communities | 84,043 | 15,693 | 99,736 |
| Policy & Engagement | 51,937 | 9,542 | 61,479 |
| | 194,685 | 34,779 | 229,464 |

Support costs have been allocated to activities firstly in line with the flat-rate calculation agreed with funders. Any remaining support costs are allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.

## 10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Auditors' remuneration | 9,600 | 9,601 |
| Depreciation - owned assets | 12,834 | 12,834 |

## 11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

### TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

## 12. STAFF COSTS

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 674,158 | 526,185 |
| Social security costs | 64,913 | 46,882 |
| Other pension costs | 67,333 | 62,904 |
| | 806,404 | 635,971 |

The total key management personnel remuneration benefits paid during the year were £92,082, this includes gross salaries, employers national insurance and employer pension contributions.



continued...

## 12. STAFF COSTS - continued

The average monthly number of employees during the year was as follows:

| | 31.3.23 | 31.3.22 |
|---|---|---|
| Third Sector Support | 7 | 8 |
| Policy & Engagement | 5 | 4 |
| Connected Communities | 10 | 6 |
| Business Services | 4 | 4 |
| | 26 | 22 |

No employees received emoluments in excess of £60,000.

A number of staff work on a part-time basis, the full-time equivalent is 22.4 i.e. Third Sector Support 4.8, Policy & Engagement 4.9, Connected Communities 9.1 and Business Services 3.6 (2021: 19.5 i.e. Third Sector Support 6.3, Policy & Engagement 3.7, Connected Communities 6.0 and Business Services 3.5)

## 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 27 | 5 | 32 |
| **Charitable activities** | | | |
| Third Sector Support | 214,515 | 236,501 | 451,016 |
| Connected Communities | - | 314,783 | 314,783 |
| Policy & Engagement | - | 243,285 | 243,285 |
| Grants for Distribution | - | 895,324 | 895,324 |
| Other trading activities | 43,884 | - | 43,884 |
| **Total** | 258,426 | 1,689,898 | 1,948,324 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Third Sector Support | 170,783 | 134,902 | 305,685 |
| Connected Communities | 45,249 | 227,526 | 272,775 |
| Policy & Engagement | 75,533 | 167,539 | 243,072 |
| Grants for Distribution | 56,303 | 726,058 | 782,361 |
| Core | - | - | - |
| Other | 67,000 | - | 67,000 |
| **Total** | 414,868 | 1,256,025 | 1,670,893 |
| **NET INCOME/(EXPENDITURE)** | (156,442) | 433,873 | 277,431 |
| **Transfers between funds** | 102,300 | (102,300) | - |
| **Other recognised gains/(losses)** | | | |



continued...

## 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| Actuarial gains on defined benefit schemes | 268,000 | - | 268,000 |
| **Net movement in funds** | 213,858 | 331,573 | 545,431 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | (738,393) | 747,173 | 8,780 |
| **TOTAL FUNDS CARRIED FORWARD** | (524,535) | 1,078,746 | 554,211 |

## 14. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2022 and 31 March 2023 | 28,074 | 42,046 | 70,120 |
| **DEPRECIATION** | | | |
| At 1 April 2022 | 28,074 | 26,328 | 54,402 |
| Charge for year | - | 12,834 | 12,834 |
| At 31 March 2023 | 28,074 | 39,162 | 67,236 |
| **NET BOOK VALUE** | | | |
| At 31 March 2023 | - | 2,884 | 2,884 |
| At 31 March 2022 | - | 15,718 | 15,718 |

## 15. STOCKS

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| Stocks | 73 | 7 |



continued...

## 16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Trade debtors | 4,550 | 134,735 |
| Grant debtor | 457,375 | 322,946 |
| Prepayments | 8,796 | 13,989 |
| | 470,721 | 471,670 |

## 17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Trade creditors | 144,544 | 18,026 |
| Other creditors | 1,315 | 1,689 |
| Deferred income | 12,566 | 55,700 |
| Accrued expenses | 129,587 | 121,134 |
| | 288,012 | 196,549 |

## 18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Within one year | 35,413 | 35,413 |
| Between one and five years | 115,587 | 139,079 |
| In more than five years | - | 11,337 |
| | 151,000 | 185,829 |

£147,377 of the above commitment relate to a property lease.



continued...

## 19. MOVEMENT IN FUNDS

| | At 1.4.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 349,714 | (91,628) | 128,809 | 386,895 |
| Designated fund - Regional Entity fund | 17,255 | (570) | - | 16,685 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (897,000) | 1,283,000 | - | 386,000 |
| | (524,531) | 1,190,802 | 128,809 | 795,080 |
| **Restricted funds** | | | | |
| Other Project Funds | 8,634 | (6,647) | 18,986 | 20,973 |
| Catalysts for Care | 13,291 | (11,967) | 12,464 | 13,788 |
| Community Connectors | 42,896 | 20,696 | (18,266) | 45,326 |
| Hea'th and Well-being Facilitator | 4,360 | 6,530 | (5,544) | 5,346 |
| Connect Pembrokeshire | 37,409 | 4,874 | (4,874) | 37,409 |
| Children & Families Connector | 6,485 | 2,078 | (4,872) | 3,691 |
| Invest Local Hubberston & Hakin | 84,118 | 32,934 | (27,257) | 89,795 |
| Connector+ | 3,052 | - | (3,052) | - |
| Dementia Supportive Communities | 35,704 | 4,872 | (4,872) | 35,704 |
| PIVOT/preventions | 92,874 | 13,967 | (12,681) | 94,160 |
| Regional Carers Support Innovation Fund | 54,418 | 3,650 | (3,650) | 54,418 |
| GwirVol Youth Led Grant | - | 310 | (310) | - |
| Local Action Hubs | 1,890 | - | (1,890) | - |
| Bluestone Foundation Community Fund | 1,216 | - | - | 1,216 |
| Hubberston & Hakin Development Officer | - | (18,902) | 18,902 | - |
| Regional LD Innovation Fund | 140,910 | (119,042) | (15,550) | 6,318 |
| Carers Online Portal | - | 3,000 | (3,000) | - |
| Digicoach (Healthier Pembrokeshire) | 13,459 | (6,786) | - | 6,673 |
| Connect IT | 2,461 | (1,749) | - | 712 |
| Supporting Community Action Fund | 12,437 | (70,097) | 149,223 | 91,563 |
| Investors in Carers promotion | 6,534 | (2,756) | - | 3,778 |
| Community Connectors - Digital Connections | 18,929 | (1,680) | - | 17,249 |
| Volunteering for Pembrokeshire | 22,488 | (2,240) | - | 20,248 |
| Capital expenditure | 13,237 | (11,063) | - | 2,174 |
| Employee Volunteering Development Officer | - | (2,717) | 2,717 | - |
| Enhancing Pembrokeshire Grant - Community Hub | 23,996 | (39,650) | 41,891 | 26,237 |
| UK Community Renewal Fund | 437,944 | (362,236) | (75,708) | - |
| Outdoor Connections Fund | - | 6,000 | (4,500) | 1,500 |
| National Lottery Communty Fund - Preseli Cares | - | 3,622 | (3,993) | (371) |
| Keep Warm Keep Well | - | 182,973 | (182,973) | - |
| | 1,078,742 | (372,026) | (128,809) | 577,907 |
| **TOTAL FUNDS** | 554,211 | 818,776 | - | 1,372,987 |



continued...

## 19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 270,653 | (362,281) | - | (91,628) |
| Designated fund - Regional Entity fund | - | (570) | - | (570) |
| Defined benefit pension | - | (68,000) | 1,351,000 | 1,283,000 |
| | 270,653 | (430,851) | 1,351,000 | 1,190,802 |
| **Restricted funds** | | | | |
| Other Project Funds | 77,996 | (84,643) | - | (6,647) |
| Catalysts for Care | 65,357 | (77,324) | - | (11,967) |
| Community Connectors | 280,358 | (259,662) | - | 20,696 |
| Health and Well-being Facilitator | 61,955 | (55,425) | - | 6,530 |
| Connect Pembrokeshire | 35,799 | (30,925) | - | 4,874 |
| Children & Families Connector | 38,001 | (35,923) | - | 2,078 |
| Invest Local Hubberston & Hakin | 144,884 | (111,950) | - | 32,934 |
| Dementia Supportive Communities | 46,543 | (41,671) | - | 4,872 |
| PIVOT/preventions | 365,788 | (351,821) | - | 13,967 |
| Regional Carers Support Innovation Fund | - | 3,650 | - | 3,650 |
| GwirVol Youth Led Grant | 6,650 | (6,340) | - | 310 |
| Hubberston & Hakin Development Officer | - | (18,902) | - | (18,902) |
| Regional LD Innovation Fund | 50,000 | (169,042) | - | (119,042) |
| Carers Online Portal | 43,134 | (40,134) | - | 3,000 |
| Digicoach (Healthier Pembrokeshire) | - | (6,786) | - | (6,786) |
| Connect IT | 71 | (1,820) | - | (1,749) |
| Supporting Community Action Fund | 155,227 | (225,324) | - | (70,097) |
| Investors in Carers promotion | - | (2,756) | - | (2,756) |
| Community Connectors - Digital Connections | - | (1,680) | - | (1,680) |
| Volunteering for Pembrokeshire | - | (2,240) | - | (2,240) |
| Capital expenditure | - | (11,063) | - | (11,063) |
| Employee Volunteering Development Officer | 8,335 | (11,052) | - | (2,717) |
| Enhancing Pembrokeshire Grant - Community Hub | 134,042 | (173,692) | - | (39,650) |
| UK Community Renewal Fund | (23,910) | (338,326) | - | (362,236) |
| Outdoor Connections Fund | 57,552 | (51,552) | - | 6,000 |
| National Lottery Communty Fund - Preseli Cares | 32,163 | (28,541) | - | 3,622 |
| Keep Warm Keep Well | 323,323 | (140,350) | - | 182,973 |
| | 1,903,268 | (2,275,294) | - | (372,026) |
| **TOTAL FUNDS** | 2,173,921 | (2,706,145) | 1,351,000 | 818,776 |



continued...

## 19. MOVEMENT IN FUNDS - continued

**Comparatives for movement in funds**

| | At 1.4.21 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 335,982 | (88,568) | 102,300 | 349,714 |
| Designated fund - Regional Entity fund | 18,125 | (870) | - | 17,255 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (1,098,000) | 201,000 | - | (897,000) |
| | (738,393) | 111,562 | 102,300 | (524,531) |
| **Restricted funds** | | | | |
| Other Project Funds | 6,875 | 1,759 | - | 8,634 |
| Catalysts for Care | 15,914 | 1,794 | (4,417) | 13,291 |
| Community Connectors | 8,524 | 53,200 | (18,828) | 42,896 |
| Health and Well-being Facilitator | 5,906 | 3,090 | (4,636) | 4,360 |
| Connect Pembrokeshire | 15,741 | 24,986 | (3,318) | 37,409 |
| Children & Families Connector | 8,107 | 4,235 | (5,857) | 6,485 |
| Invest Local Hubberston & Hakin | 167,454 | (64,003) | (19,333) | 84,118 |
| Community Volunteering Development Officer | 1,526 | 2,460 | (3,986) | - |
| Connector+ | 3,066 | 636 | (650) | 3,052 |
| Dementia Supportive Communities | 8,510 | 31,551 | (4,357) | 35,704 |
| PIVOT/preventions | 86,337 | 25,969 | (19,432) | 92,874 |
| Regional Carers Support Innovation Fund | 150,284 | (71,079) | (24,787) | 54,418 |
| GwirVol Youth Led Grant | - | 310 | (310) | - |
| Local Action Hubs | 4,843 | (2,828) | (125) | 1,890 |
| Bluestone Foundation Community Fund | - | 1,216 | - | 1,216 |
| Hubberston & Hakin Development Officer | - | (14,090) | 14,090 | - |
| Regional LD Innovation Fund | 145,000 | 10,410 | (14,500) | 140,910 |
| Digicoach (Healthier Pembrokeshire) | 10,921 | 2,538 | - | 13,459 |
| Connect IT | 5,557 | (3,096) | - | 2,461 |
| Supporting Community Action Fund | 31,120 | (16,542) | (2,141) | 12,437 |
| Investors in Carers promotion | 6,534 | - | - | 6,534 |
| Community Connectors - Digital Connections | 18,929 | - | - | 18,929 |
| Volunteering for Pembrokeshire | 28,248 | (5,760) | - | 22,488 |
| Capital expenditure | 17,777 | (11,063) | 6,523 | 13,237 |
| Employee Volunteering Development Officer | - | (1,045) | 1,045 | - |
| Enhancing Pembrokeshire Grant - Community Hub | - | 7,492 | 16,504 | 23,996 |
| UK Community Renewal Fund | - | 458,161 | (20,217) | 437,944 |
| Outdoor Connections Fund | - | (6,432) | 6,432 | - |
| | 747,173 | 433,869 | (102,300) | 1,078,742 |
| **TOTAL FUNDS** | 8,780 | 545,431 | - | 554,211 |



continued...

**MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 258,425 | (346,993) | - | (88,568) |
| Designated fund - Regional Entity fund | - | (870) | - | (870) |
| Defined benefit pension | - | (67,000) | 268,000 | 201,000 |
| | 258,425 | (414,863) | 268,000 | 111,562 |
| **Restricted funds** | | | | |
| Other Project Funds | 14,152 | (12,393) | - | 1,759 |
| Catalysts for Care | 70,102 | (68,308) | - | 1,794 |
| Community Connectors | 233,044 | (179,844) | - | 53,200 |
| Health and Well-being Facilitator | 37,000 | (33,910) | - | 3,090 |
| Connect Pembrokeshire | 76,274 | (51,288) | - | 24,986 |
| Children & Families Connector | 36,550 | (32,315) | - | 4,235 |
| Invest Local Hubberston & Hakin | 1 | (64,004) | - | (64,003) |
| Community Volunteering Development Officer | 25,768 | (23,308) | - | 2,460 |
| Connector+ | 2,914 | (2,278) | - | 636 |
| Dementia Supportive Communities | 67,500 | (35,949) | - | 31,551 |
| PIVOT/preventions | 214,180 | (188,211) | - | 25,969 |
| Regional Carers Support Innovation Fund | 77,868 | (148,947) | - | (71,079) |
| GwirVol Youth Led Grant | 6,650 | (6,340) | - | 310 |
| Local Action Hubs | - | (2,828) | - | (2,828) |
| Bluestone Foundation Community Fund | 1,216 | - | - | 1,216 |
| Hubberston & Hakin Development Officer | - | (14,090) | - | (14,090) |
| Regional LD Innovation Fund | 100,000 | (89,590) | - | 10,410 |
| Carers Online Portal | 1,800 | (1,800) | - | - |
| Digicoach (Healthier Pembrokeshire) | 8,500 | (5,962) | - | 2,538 |
| Connect IT | 940 | (4,036) | - | (3,096) |
| Supporting Community Action Fund | 97,477 | (114,019) | - | (16,542) |
| Volunteering for Pembrokeshire | - | (5,760) | - | (5,760) |
| Capital expenditure | - | (11,063) | - | (11,063) |
| Employee Volunteering Development Officer | 10,001 | (11,046) | - | (1,045) |
| Enhancing Pembrokeshire Grant - Community Hub | 38,385 | (30,893) | - | 7,492 |
| UK Community Renewal Fund | 507,377 | (49,216) | - | 458,161 |
| HomeShare UK pilot Fund | 10,000 | (10,000) | - | - |
| Outdoor Connections Fund | 40,000 | (46,432) | - | (6,432) |
| Saundersfoot Participatory budget | 12,200 | (12,200) | - | - |
| | 1,689,899 | (1,256,030) | - | 433,869 |
| **TOTAL FUNDS** | 1,948,324 | (1,670,893) | 268,000 | 545,431 |



continued...

## 19. MOVEMENT IN FUNDS - continued

| RESERVES | 2022 | Movement | 2022 |
|---|---|---|---|
| Restricted funds | 1,078,742 | (500,835) | 577,907 |
| General fund | 349.714 | 37,181 | 386,895 |
| Designated funds (Regional Entity and Children & Families) | 22,755 | (570) | 22,185 |
| Total reserves before pension deficit | 1,451,211 | (464,224) | 986,987 |
| Defined benefit pension fund | (897,000) | 1,283,000 | 386,000 |
| Total reserves | 554,211 | 818,776 | 1,372,987 |

The pension scheme can fluctuate significantly year on year due to actuarial valuations and the assumptions used. At 31 March 2023 the pension scheme was in surplus by £386,000, compared with a deficit of £897,000 in the prior year.

**Material funds**

Community Connectors - this funding will be carried forward and used to further develop and strengthen the social prescribing service delivered by the PAVS Community Connector team.

Invest Local Hubberston & Hakin - this funding is held on behalf of the Hubberston & Hakin Invest Local Community Forum. The original spend profile has not been achieved, primarily due to the impact of COVID. The funds will be carried forward and spent in accordance with the current Driving Change Plan, which has been extended to enable groups to deliver their projects.

PIVOT/preventions - this funding has accrued over successive years and will be released to support future third sector-led preventative and intermediate care activity, as agreed with funders and strategic planning partners.

Regional Carers Support Innovation Fund - this funding will be awarded through a regional competitive grants process to fund organisations to pilot innovative programmes designed to support to unpaid carers.

UK Community Renewal Fund - this funding was used to deliver and evaluate an integrated programme of work - Resourceful Communities: Towards a Wellbeing Economy within an extended delivery period to 31st December 2022.

Supporting Community Action Fund (SCAF) - this fund brings together different funding streams to provide mainly revenue grants to voluntary and community groups under two funding programmes - Main Grants and Micro Grants. Grant rounds are tailored to meet strategic priorities and funder requirements. Funds carried forward will be distributed in small grants to the sector.

Keep Warm, Keep Well (KWKW) - this funding was used to provide a wide range of interventions delivered by PAVS and partner organisations specifically designed to support people experiencing the impact of financial hardship over the winter months. The KWKW programme included a small grant scheme to develop a network of Warm Welcome Community Spaces, hot meals, community activities, energy top-ups, and debt advice.



continued...

## 19. MOVEMENT IN FUNDS - continued

### TRANSFERS BETWEEN FUNDS

During the year ended 31 March 2023 the following transfers were made from restricted funds to the general fund as a contribution towards overhead costs:

| | £ |
|---|---|
| Catalyst for Care | 7,582 |
| Community Connectors | 18,266 |
| Health and Well-being Facilitator | 5,544 |
| Timebanking | 4,874 |
| Children & Families Connector | 4,872 |
| Invest Local Hubberston & Hakin | 5,598 |
| Dementia Supportive Communities | 4,872 |
| PIVOT/preventions | 9,000 |
| GwriVol Youth Led Grant | 310 |
| Hubberston & Hakin Development Officer | 2,757 |
| Regional LD Innovation Fund | 15,550 |
| Supporting Community Action Fund | 19,023 |
| Employee Volunteering Development Officer | 1,487 |
| Enhancing Pembrokeshire Grant - Community Hub | 10,495 |
| UK Community Renewal Fund | 3,276 |
| Outdoor Connections | 4,500 |
| National Lottery Community Fund - Preseli Cares | 3,993 |
| Carers Online Platform | 3,000 |
| Other Project Funds | 8,014 |
| Total | 133,013 |

A transfer of £4,204 has been made from the General fund to the Employee Volunteering Development Officer Fund.

A transfer of £20,045 has been made from the UK Community Renewal Fund to the Catalyst for Care Fund.

A transfer of £52,387 has been made from the UK Community Renewal Fund to the Enhancing Pembrokeshire Grant - Community Hub Fund.

A transfer of £21,659 has been made from the Invest Local Hubberston & Hakin fund to the Hubberston & Hakin Development Officer fund in respect of a grant made from the fund to PAVS towards the cost of a Community Development worker.

A transfer of £27,000 has been made from the Keep Warm Keep Well Fund to the Other Project Funds.

The following transfers were made to the Supporting Community Action Fund:
- PIVOT Preventions £3,681
- Regional Carers Support Innovation Fund £3,650
- Local Action Hubs £1,890
- Keep Warm Keep Well £155,972
- Connector + £3,052


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## 20. EMPLOYEE BENEFIT OBLIGATIONS

**Defined benefit scheme**
The Association contributes to the Dyfed Local Government Pension Fund at the rates set by the scheme Actuary and advised to the Scheme Administrator. The scheme is multi-employer defined benefit pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The most recent completed triennial actuarial valuation was performed by an independent actuary for the trustees of the scheme and was carried out on 31 March 2022.

The main assumptions used in the actuarial valuations are as follows:

| | 2023 | 2022 |
|---|---|---|
| Rate of CPI inflation | 2.70% | 3.30% |
| Rate of increase in salaries | 4.20% | 4.80% |
| Rate of increase in pensions | 2.80% | 3.40% |
| Discount rate | 4.80% | 2.80% |

The major categories of scheme assets are as follows:

| | 2023 | 2023 | 2022 | 2022 |
|---|---|---|---|---|
| | £ | % | £ | % |
| Equities | 2,489,000 | 74.4% | 2,486,000 | 72.3% |
| Government bonds | 17,000 | 0.5% | 45,000 | 1.3% |
| Other bonds | 237,000 | 7.1% | 272,000 | 7.9% |
| Property | 451,000 | 13.5% | 450,000 | 13.1% |
| Cash/liquidity | 23,000 | 0.7% | 58,000 | 1.7% |
| Other | 127,000 | 3.8% | 127,000 | 3.7% |
| | 3,344,000 | | 3,438,000 | |

The movement in deficit during the year is as follows:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Total present value of benefit obligations | 2,958,000 | 4,335,000 |
| Fair value of plan assets | (3,344,000) | (3,438,000) |
| (Surplus)/Deficit | (386,000) | 897,000 |

The change in benefit obligation during period the year is as follows:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Benefit obligation at the beginning of the year | 4,335,000 | 4,327,000 |
| Current service costs | 93,000 | 93,000 |
| Interest on pension liabilities | 121,000 | 89,000 |
| Members contributions | 14,000 | 14,000 |
| Past service costs (gain) | - | - |
| Actuarial (gains)/losses on liabilities | (1,541,000) | (106,000) |
| Curtailments | - | - |
| Settlements | - | - |
| Benefits/transfers paid | (64,000) | (82,000) |
| Business combinations | - | - |
| Benefit obligation at end of period | 2,958,000 | 4,335,000 |


continued...

## 20. EMPLOYEE BENEFIT OBLIGATIONS - continued

| | | |
|---|---|---|
| Past service costs (gain) | - | - |
| Actuarial (gains)/losses on liabilities | (1,541,000) | (106,000) |
| Curtailments | - | - |
| Settlements | - | - |
| Benefits/transfers paid | (64,000) | (82,000) |
| Business combinations | - | - |
| Benefit obligation at end of period | 2,958,000 | 4,335,000 |

The change in the plan assets during the year is as follows:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Fair value of plan assets at the beginning of the year | 3,438,000 | 3,229,000 |
| Interest on plan assets | 96,000 | 68,000 |
| Actuarial gains/(losses) on assets | (190,000) | 162,000 |
| Administration expenses | (1,000) | (1,000) |
| Business combinations | - | - |
| Settlements | - | - |
| Employer contributions | 51,000 | 48,000 |
| Member contributions | 14,000 | 14,000 |
| Benefits/transfers paid | (64,000) | (82,000) |
| Fair value of plan assets at end of period | 3,344,000 | 3,438,000 |

Actual Return on plan assets = (£111,000).
Experience loss - pension increases = £246,000.
Experience loss - Post September known inflation = £75,000
Experience gain - Other = £15,000

Analysis of amounts recognised in the Statement of Financial Activities:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Current service costs | 93,000 | 93,000 |
| Past service costs | - | - |
| Administration expenses | 1,000 | 1,000 |
| Net finance (interest)/costs | 25,000 | 21,000 |
| Total costs recognised in SOFA | 119,000 | 115,000 |

Statement of actuarial gains and losses:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Actuarial gains/(losses) on liabilities | 1,541,000 | 106,000 |
| Actuarial gains/(losses) on assets | (190,000) | 162,000 |
| Total actuarial gain/(losses) on defined benefit scheme | 1,351,000 | 268,000 |


continued...

## 20. EMPLOYEE BENEFIT OBLIGATIONS - continued

At 31 March 2023 £nil (2022: £nil) was outstanding in respect of contributions relating to current service obligations.

**Defined contribution scheme**
The Charity also operate a defined contribution pension scheme for new employees. During the year ended 31 March 2023 £16,433 was paid into the scheme, at the year end there was a creditor of £nil (2022: £nil).

## 21. RELATED PARTY DISCLOSURES

During the year ended 31 March 2023 transactions took place with the following related parties:

Helen Murray is a trustee. Consultancy services totalling £570 (2022: £870 were purchased from this related party. At the year end 31 March 2023 a balance of £nil was owed to the related party (2022: £495)

Citizen Advice Bureau Pembrokeshire (CAP) is a related party due to having a trustee in common. CAP rent office space from PAVS. During the period that it was a related party, rent of £12,500 (2022: £4,521) was charged to CAP. At 31 March 2023 a balance was not owed by the related party.

PAVS is the local fund holder for Hubberston & Hakin Invest Local Community Fund. During the year, £21,659 (2022: £16,132) was awarded to PAVS from the fund to fund a Community Development Officer post. The decision was made by the Hubberston & Hakin Community Forum. PAVS does not have a voting right on the forum.

## 22. MEMBERS' GUARANTEE

The charity is a private limited company by guarantee and consequently does not have any share capital. The liability of members in the event of liquidation is limited to £10 per member.

## 23. GRANT ADMINISTRATION

In the year end 31 March 2023, PAVS administered a number of grant schemes on behalf of a range of public and private sector funders, these are as follows:

- Hubberston & Hakin Invest Local Community Forum (funded by the National Lottery Community Fund via Building Communities Trust
- SCAF (which combines Keep Warm Keep Well, Caring Communities Innovation Grants, Learning and Disabilities Innovation grants, , Dementia Grants, Local Action Hubs and Regional Integration Fund grants)
- PIVOT service
- GwirVol Youth-Led Grants (disbursed by Pembrokeshire Youth Bank)
- South Hook LNG
- Regional LD Innovation Fund
- Outdoor Connections
- UK Community Renewal Fund

Fund management and grant administration represents a significant element of PAVS' annual budget, and for this reason, it has been agreed to show Grant/Funds distributed as a discrete element of the accounts.

Full details of the grants awarded can be found in note 23.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | Catalysts | Enhancing Pembrokeshire | Keep Warm Keep Well | UK Community Renewal Fund | UKCRF Making It Happen | Hubberston & Hakin | Learning Disabilities Innovation Fund | Outdoor Connections | PIVOT | SCAF Grants | Youth Led Grants - Gwirvol Youth Bank | TOTAL |
| 2 | 2nd MH Scout Group | | | | | | £ 500.00 | | | | | | £ 500.00 |
| 3 | Abercych Village Association | | | | | | | | | | £ 2,940.00 | | £ 2,940.00 |
| 4 | ACTS West Wales | | | | | | | | £ 1,460.40 | | | | £ 1,460.40 |
| 5 | Adferiad | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 6 | Adlerian Society | | | | | | £ 10,000.00 | | | | | | £ 10,000.00 |
| 7 | Age Cymru | | | £ 23,115.00 | | | | | | | £ 3,790.00 | | £ 26,905.00 |
| 8 | Angle Village Hall | | | | | | | | £ 1,499.00 | | £ 3,500.00 | | £ 4,999.00 |
| 9 | Arts Care Gofal Celf | | | | | | | £ 30,000.00 | | | £ 3,500.00 | | £ 33,500.00 |
| 10 | Ascona Retail Warm Packs | | | | | | £ 923.44 | | | | | | £ 923.44 |
| 11 | Barod CIC | | | | | | | £ 26,896.74 | | | | | £ 26,896.74 |
| 12 | Bethesda Baptist Church | | | | | | | | | | £ 522.00 | | £ 522.00 |
| 13 | Blue Green Cymru CIC | | | | | £ 9,991.00 | | | | | | | £ 9,991.00 |
| 14 | Blue Horizons Adventures | | | | | | | £ 9,433.34 | | | | | £ 9,433.34 |
| 15 | Boncath Comm Field | | | | | | | | £ 1,215.60 | | | | £ 1,215.60 |
| 16 | British Red Cross | | | | | | | | | £ 216,545.58 | | | £ 216,545.58 |
| 17 | Burton Community Council | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 18 | Bwlchygroes Community Hall | | | | | | | | £ 1,472.00 | | £ 2,445.00 | | £ 3,917.00 |
| 19 | CADAMM | | | | | | | | £ 1,159.60 | | £ 2,500.00 | | £ 3,659.60 |
| 20 | Caeriad CIC | | | | | £ 10,000.00 | | | | | | | £ 10,000.00 |
| 21 | Canolfan Clydau | | | | | | | | £ 1,500.00 | | £ 6,590.00 | | £ 8,090.00 |
| 22 | Canolfan Llwynhirion Brynberian | | | | | | | | | | £ 5,870.00 | | £ 5,870.00 |
| 23 | Citizens Advice Pembrokeshire | | | £ 54,039.00 | | | | | | | | | £ 54,039.00 |
| 24 | Capel Seion | | | | | | | | | | £ 3,240.00 | | £ 3,240.00 |
| 25 | Carew WM Chapel | | | | | | | | | | £ 2,048.00 | | £ 2,048.00 |
| 26 | Cariad Pet Therapy | | | £ 5,000.00 | | | | | | | £ 2,500.00 | | £ 7,500.00 |
| 27 | Car-Y-Mor | | | | | £ 7,687.00 | | | | | | | £ 7,687.00 |
| 28 | Church of Holy Spirit | | | | | | £ 50.00 | | | | | | £ 50.00 |
| 29 | Cilgerran Community Council | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 30 | Clynfwy CIC | | | | £ 7,500.00 | | | £ 5,000.00 | | | | | £ 12,500.00 |
| 31 | Cosheston Village Hall | | | | | | | | | | £ 1,880.00 | | £ 1,880.00 |
| 32 | Cwm Arian Renewable Energy Ltd | | | | | £ 9,220.00 | | | £ 1,486.19 | | £ 5,895.00 | | £ 16,601.19 |
| 33 | Cwm Gwaun Community Council | | | | | | | | | | £ 3,376.00 | | £ 3,376.00 |
| 34 | Cymdeithas Cwm Arian | | | | | £ 6,501.00 | | | | | | | £ 6,501.00 |
| 35 | Cynnor Sir Ceredigion CC | | | | | | | £ 7,100.00 | | | | | £ 7,100.00 |
| 36 | Deer Park Baptist Church | | | | | | | | | | £ 964.00 | | £ 964.00 |
| 37 | Dezzas Cabin | | | | | £ 9,040.00 | | | | | | | £ 9,040.00 |
| 38 | Dinas Cross Community Council | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 39 | Eastgate Creative | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 40 | Eglwys St Clydau | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 41 | Eglwyswrw Community Association | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 42 | Fishguards Sports | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 43 | Frenni Mens Shed | | | | | | | | | | £ 1,000.00 | | £ 1,000.00 |
| 44 | Freystrop Community Council | | | | | | | | £ 2,950.00 | | £ 800.00 | | £ 3,750.00 |
| 45 | Gelliswick Community Choir | | | | | | £ 474.99 | | | | | | £ 474.99 |
| 46 | Gelliswick Primary School | | | | | | £ 500.00 | | | | | | £ 500.00 |
| 47 | Grwp Resilience | | | | £ 78,471.36 | £ 2,500.00 | | | £ 1,500.00 | | | | £ 82,471.36 |
| 48 | GTBAL | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | Catalysts | Enhancing Pembrokeshire | Keep Warm Keep Well | UK Community Renewal Fund | UKCRF Making It Happen | Hubberston & Hakin | Learning Disabilities Innovation Fund | Outdoor Connections | PIVOT | SCAF Grants | Youth Led Grants - Gwirvol Youth Bank | TOTAL |
| 49 | H&H Community Centre | | | | | | £ 81,678.74 | | | | £ 2,100.00 | | £ 83,778.74 |
| 50 | H&H Community Friendship Club | | | | | | | | | | £ 350.00 | | £ 350.00 |
| 51 | H&H Lunch Club-Coronation Day Lunch | | | | | | £ 250.00 | | | | | | £ 250.00 |
| 52 | Hanes Llandoch | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 53 | Haverhub CIC | | | | | | | | | | £ 2,413.00 | | £ 2,413.00 |
| 54 | Havershed | | | | | | | | | | £ 2,590.00 | | £ 2,590.00 |
| 55 | Helping Halls | | | | | | | | | | £ 2,429.38 | | £ 2,429.38 |
| 56 | Hook Community Council | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 57 | Hook Community Forum | | | | | | | | | | £ 1,940.00 | | £ 1,940.00 |
| 58 | J Davies Christmas Carol event | | | | | | £ 31.50 | | | | | | £ 31.50 |
| 59 | Keeston Residents Association | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 60 | Kilgetty & Begelly Arts & Crafts | | | | | | | | | | £ 1,667.00 | | £ 1,667.00 |
| 61 | Kilgetty & Begelly Community Centre | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 62 | Lambston Residents Association | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 63 | Lamphey Village Hall | | | | | | | | £ 354.00 | | | | £ 354.00 |
| 64 | Letterston Community Council | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 65 | Lions Disability Sports Club | | | | | | | £ 5,000.00 | | | | | £ 5,000.00 |
| 66 | Little Acorns Playgroup | | | | | | £ 5,682.56 | | | | | | £ 5,682.56 |
| 67 | Maenchlochog Community Centre | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 68 | Maenclochog Community Council | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 69 | MAMs CIC | | | | | £ 8,080.00 | | | | | | | £ 8,080.00 |
| 70 | Marloes & St Brides Village Hall | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 71 | Martletwy Community Council | | | | | | | | | | £ 1,355.00 | | £ 1,355.00 |
| 72 | Megans Starr Foundation | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 73 | Mencap Ceredigion | | | | | | | £ 5,000.00 | | | | | £ 5,000.00 |
| 74 | Menter Iaith | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 75 | Milford Haven Community Society | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 76 | Milford Haven Sea Scout Group | | | | | | £ 319.00 | | | | | | £ 319.00 |
| 77 | Mighty Ducks Disability Sport | | | | | | | £ 8,197.98 | | | | | £ 8,197.98 |
| 78 | Milford Haven Mens Shed | | | | | | £ 500.00 | | | | | | £ 500.00 |
| 79 | Milford Sea Cadets | | | | | | | | £ 1,500.00 | | £ 3,500.00 | | £ 5,000.00 |
| 80 | Milford Youth Matters | | | | | | £ 11,868.23 | | | | £ 5,323.13 | | £ 17,191.36 |
| 81 | Mind Pembrokeshire | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 82 | Nantucket CIO | | | | | | | | | | £ 6,000.00 | | £ 6,000.00 |
| 83 | NDCSA | | | | | | | | | | £ 2,475.00 | | £ 2,475.00 |
| 84 | New Hedges Village Hall | | | | | | | | | | £ 3,495.75 | | £ 3,495.75 |
| 85 | Newport Forum | | | | | | | | | | £ 1,750.00 | | £ 1,750.00 |
| 86 | Newport Memorial Hall | | | | | | | | | | £ 1,624.00 | | £ 1,624.00 |
| 87 | Neyland Community Council | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 88 | Norma Barlow Jubilee Lunch | | | | | | £ 320.00 | | | | | | £ 320.00 |
| 89 | Pembroke Dock Heritage Trust | | | | | | | | | | £ 2,112.00 | | £ 2,112.00 |
| 90 | PACTO | | | | | | | | | £ 35,238.17 | | | £ 35,238.17 |
| 91 | Pembroke 21C | | | | | | | | | | £ 2,791.20 | | £ 2,791.20 |
| 92 | Pembroke Cricket | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 93 | Pembroke Dock Heritage Trust | | | | | | | | £ 1,288.23 | | | | £ 1,288.23 |
| 94 | Pembrokeshire County Council | | | | £ 7,362.50 | | | £ 11,700.00 | | | | | £ 19,062.50 |
| 95 | Pembrokeshire People First | | | | | £ 9,446.00 | | | | | £ 6,000.00 | | £ 15,446.00 |

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | Catalysts | Enhancing Pembrokeshire | Keep Warm Keep Well | UK Community Renewal Fund | UKCRF Making it Happen | Hubberston & Hakin | Learning Disabilities Innovation Fund | Outdoor Connections | PIVOT | SCAF Grants | Youth Led Grants - Gwirvol Youth Bank | TOTAL |
| 96 | Pembrokeshire & WW Bouncy Castles | | | | | | £ 460.00 | | | | | | £ 460.00 |
| 97 | Pembrokeshire Baby Bank | | | £ 20,000.00 | | | | | | | | | £ 20,000.00 |
| 98 | Pembrokeshire Foodbank | | | | | | | | | | £ 2,585.00 | | £ 2,585.00 |
| 99 | Pembrokeshire FRAME | | | £ 5,000.00 | | £ 9,485.00 | | | | | £ 2,500.00 | | £ 16,985.00 |
| 100 | Pembrokeshire Yacht Club | | | | | | £ 467.00 | | | | | | £ 467.00 |
| 101 | Pembrokeshire Youthbank - Youth Led Grant 2022-23 | | | | | | | | | | | £ 6,340.00 | £ 6,340.00 |
| 102 | Phoenix Community Centre | | | | | | | | | | £ 3,450.00 | | £ 3,450.00 |
| 103 | Picton Castle Trust | | | | | | | | £ 1,319.96 | | £ 2,500.00 | | £ 3,819.96 |
| 104 | PLANED | £ 41,201.13 | | | £ 55,484.28 | | | | | | | | £ 96,685.41 |
| 105 | Plant Dewi | | | | | £ 6,000.00 | | | | | £ 2,202.75 | | £ 8,202.75 |
| 106 | Preseli Rural Transport | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 107 | Pure West Radio | | | | | | | | | | £ 2,990.00 | | £ 2,990.00 |
| 108 | Pwyllgor Lles Tegryn | | | | | | | | £ 1,487.20 | | | | £ 1,487.20 |
| 109 | Queens Hall Narberth | | | | | | | | | | £ 540.00 | | £ 540.00 |
| 110 | Regency Hall Saundersfoot- | | | | | | | | | | £ 5,225.00 | | £ 5,225.00 |
| 111 | Reynalton Residents Association | | | | | | | | £ 1,404.00 | | | | £ 1,404.00 |
| 112 | Rose Gray Carol event treat bags | | | | | | £ 168.34 | | | | | | £ 168.34 |
| 113 | Rosemarket Community Council | | | | | | | | £ 1,500.00 | | | | £ 1,500.00 |
| 114 | Rubaxton Community Association | | | | | | | | | | £ 800.00 | | £ 800.00 |
| 115 | Rudbaxton Community Council | | | | | | | | £ 3,000.00 | | | | £ 3,000.00 |
| 116 | Shalom House | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 117 | Silbers CIC | | | | | £ 7,050.00 | | | | | | | £ 7,050.00 |
| 118 | SJ Wheeler Wellington Road Coronation Lunch | | | | | | £ 350.00 | | | | | | £ 350.00 |
| 119 | Solva Community Centre | | | | | | | | | | £ 3,418.56 | | £ 3,418.56 |
| 120 | SolvaCare | | | | £ 40,557.50 | | | | | | | | £ 40,557.50 |
| 121 | Span Arts | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 122 | St Davids RFC | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 123 | St Dogmaels Memorial Hall | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 124 | St Johns Hall | | | | | | | | | | £ 2,000.00 | | £ 2,000.00 |
| 125 | St Mary's Begelly | | | | | | | | | | £ 1,000.00 | | £ 1,000.00 |
| 126 | St Marys Church | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 127 | St Patricks Community Hall | | | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 128 | St Peters Church Goodwick | | | | | | | | | | £ 916.00 | | £ 916.00 |
| 129 | St Thomas' Church | | | | | | | | | | £ 1,305.98 | | £ 1,305.98 |
| 130 | St Vincent de Paul | | | | | | | | | | £ 1,957.00 | | £ 1,957.00 |
| 131 | Strength Academy Wales | | | | | | | | | | £ 2,760.00 | | £ 2,760.00 |
| 132 | Stupid Tuesday | | | | | | £ 775.20 | | | | | | £ 775.20 |
| 133 | Support for Ukrainians Tenby and surrounding areas | | | | | | | | | | £ 500.00 | | £ 500.00 |
| 134 | Tabernacle United Reformed Church | | | | | | | | £ 1,190.00 | | | | £ 1,190.00 |
| 135 | Tanyard Youth Project | | | | | | | | | | £ 5,328.00 | | £ 5,328.00 |
| 136 | Templeton Community Council | | | | | | | | | | £ 2,457.00 | | £ 2,457.00 |
| 137 | Templeton United Reformed Church | | | | | | | | £ 957.00 | | | | £ 957.00 |
| 138 | Tenby Project CIC | | | | | | | £ 28,964.00 | | | | | £ 28,964.00 |
| 139 | Tenby Sea Cadets | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 140 | Tenby Town Council | | | | | | | | £ 2,925.92 | | £ 5,758.00 | | £ 8,683.92 |
| 141 | The Friday Venue | | | | | | | | | | £ 2,404.00 | | £ 2,404.00 |
| 142 | The VC Gallery | | | | | | | £ 13,545.00 | £ 380.00 | | £ 2,970.00 | | £ 16,895.00 |

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | Catalysts | Enhancing Pembrokeshire | Keep Warm Keep Well | UK Community Renewal Fund | UKCRF Making it Happen | Hubberston & Hakin | Learning Disabilities Innovation Fund | Outdoor Connections | PIVOT | SCAF Grants | Youth Led Grants - Gwirvol Youth Bank | TOTAL |
| 143 | Theatr Gwaun Community Trust | | | | | | | | | | | | |
| 144 | Thomas Carroll | | | | | | | | | | £ 3,184.00 | | £ 3,184.00 |
| 145 | Tir Coed | | | | | | £ 297.36 | | | | | | £ 297.36 |
| 146 | Volunteering Matters | | £ 22,089.30 | | | | | | | | £ 2,500.00 | | £ 2,500.00 |
| 147 | Walwyns Castle Village Hall | | | | | | | | | £ 40,712.00 | | | £ 62,801.30 |
| 148 | White Hart Community Inn | | | | | | | | | | £ 710.00 | | £ 710.00 |
| 149 | Windswept CIC | | | | | | | | | | £ 3,500.00 | | £ 3,500.00 |
| 150 | Wolfscastle CC | | | | | | | | £ 1,251.81 | | | | £ 1,251.81 |
| 151 | West Wales Care & Repair | | | £ 33,196.00 | | | | | £ 750.94 | | | | £ 750.94 |
| 152 | TOTAL | £ 41,201.13 | £ 22,089.30 | £ 140,350.00 | £ 189,375.64 | £ 95,000.00 | £ 115,616.36 | £ 150,837.06 | £ 51,551.85 | £ 351,820.89 | £ 227,736.75 | £ 6,340.00 | £ 92,521.14 |
| 153 | Returned | | | | -£ 2,340.51 | | -£ 3,666.00 | -£ 3,650.00 | | | -£ 2,413.00 | | -£ 12,069.51 |
| 154 | TOTAL | £ 41,201.13 | £ 22,089.30 | £ 140,350.00 | £ 187,035.13 | £ 95,000.00 | £ 111,950.36 | £ 147,187.06 | £ 51,551.85 | £ 351,820.89 | £ 225,323.75 | £ 6,340.00 | £ 1,379,849.47 |

**PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES**

England & Wales - Charity number 1063289

# Accounts

REGISTERED COMPANY NUMBER: 03343059 (England and Wales)
REGISTERED CHARITY NUMBER: 1063289

# REPORT OF THE TRUSTEES AND

# FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2022

# FOR

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

Clay Shaw Butler Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

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# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2022

| | |
|---|---|
| **TRUSTEES** | C Carter<br>J R Gossage (resigned 16.2.22)<br>E J Muir-Edwards (resigned 16.2.22)<br>H D Murray<br>B A Priest<br>M L Tierney (resigned 16.2.22)<br>S Whitbread<br>C Crichton (appointed 10.6.21)<br>A E Sangster (appointed 16.2.22)<br>C F Incledon (appointed 26.5.22)<br>J D M Tucker (appointed 26.5.22) |
| **COMPANY SECRETARY** | S J Leonard |
| **REGISTERED OFFICE** | 36-38 High Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 2DA |
| **REGISTERED COMPANY NUMBER** | 03343059 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1063289 |
| **AUDITORS** | Clay Shaw Butler Limited<br>Statutory Auditors and Chartered Accountants<br>24 Lammas Street<br>Carmarthen<br>Carmarthenshire<br>SA31 3AL |
| **BANKERS** | Unity Bank<br>Unity Trust Bank plc<br>4 Brindley Place<br>Brimingham<br>B1 2JB |
| **SOLICITORS** | Hains & Lewis<br>Penffynnon<br>Hawthorn Rise<br>Haverfordwest<br>Pembrokeshire<br>SA61 2BQ |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2022

| | |
|---|---|
| **OTHERS** | Adviser to the Board -<br>To 19.10.22 Cllr Michelle Bateman<br>(nominated by Pembrokeshire County Council)<br>From 19.10.22 Cllr Delme Harries<br>(nominated by Pembrokeshire County Council)<br><br>Chief Officer - S J Leonard |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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 2019).

## OBJECTIVES AND ACTIVITIES

### Strategic Aims and Objectives

The Association has been established as the County Voluntary Council for Pembrokeshire. It promotes any charitable purpose for the public benefit of the community and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness. Its membership is made up of voluntary and community groups and social enterprises (collectively known as "the third sector") operating in Pembrokeshire. In its work the Association promotes and organises co-operation in the achievement of these aims and, to that end, brings together representatives of third sector organisations and statutory authorities within Pembrokeshire.

During the year, progress continued to be made towards delivering three key strategic priorities identified by the Board in 2018, namely:

- Develop smart working practices
- Establish a regional "hub and spokes" approach
- Strengthen our supporter base

The period of this report covers the final year of the 10-year strategic plan approved by the Board in 2011 which identified the following strategic aims:

To encourage voluntary activity PAVS will:
- Build capacity within the third sector by offering information, advice, training, funding and development support, ICT support and consultancy
- Provide facilities and offer support services through the Pembrokeshire Centre for Voluntary Action
- Run a small grants scheme
- Promote volunteering in the community
- Expand its membership base

To support its full and associate members PAVS will:
- Accumulate an evidence base to contribute towards their policy development, funding applications and procurement bids
- Assist them in identifying, and where possible quantifying, their outcomes and impacts
- Offer discounts on training, ICT support and consultancy

To engage with the public and private sectors PAVS will:
- Represent local third sector views to statutory bodies
- Undertake partnership working with public and private sector organisations

To promote the vision of the third sector in Pembrokeshire PAVS will:
- Develop networks linking third sector organisations with similar objectives
- Discover opportunities by identifying market failures, policy failures and unmet needs

The Board has started on work on developing a new strategy that will set the long-term direction of the Association.

PAVS has agreed a set of values and approaches that guide the way that the Association will deliver its mission and strategic aims. The values that PAVS has adopted are:

- Enthusiasm

- Inclusiveness
- Collaboration
- Innovation
- Kindness

**Public Benefit**
The trustees have a duty to report on 'public benefit' by explaining the significant activities undertaken in order to carry out the aims for the public benefit, and achievements measured against those aims. Regular reports are presented to funders and stakeholders. An overview of activities is presented to members at the Annual General Meeting. In addition, the trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

**Sustainable Development**
The Well-Being of Future Generations (Wales) Act 2015 is the first legislation to embed sustainable development as the central organising principle for the provision of statutory services. PAVS Sustainable Development policy was first introduced in 2011 and has been kept under review in the years since. The Association has also adopted the Green Dragon environmental management standards.

PAVS is committed to engaging with the statutory sector based on sustainable development approaches and principles. In line with this commitment, PAVS has contributed to the work of the Public Services Board (PSB) under Priority 4 of the Wellbeing Plan for Pembrokeshire - Protecting Our Environment. This has involved active membership of the PSB Climate Change sub-group focusing on climate adaptation and carbon reduction to address the climate change emergency declared by Pembrokeshire County Council.

During the year, PAVS also invested resources secured from the UK Community Renewal Fund (UKCRF) in supporting Grwp Resilience to deliver a work programme entitled **Growing Greener Spaces**. This work supported community-led action to achieve a greener, more self-reliant, and low-carbon future including developing local food supply chains, improving biodiversity, and reducing carbon emissions. The positive working relationship with Grwp Resilience has enabled PAVS to deliver on our stated commitments associated with sustainable management of natural resources and community-led action, creating inclusive opportunities for people to get involved in nature-based activities.

## ACHIEVEMENTS AND PERFORMANCE

**Activities**
PAVS is a delivery partner within Third Sector Support Wales (TSSW), which comprises 19 County Voluntary Councils (CVCs) and Wales Council for Voluntary Action (WCVA). TSSW delivers the Third Sector Infrastructure Partnership Agreement on behalf of Welsh Government and assists the Welsh Government in the delivery of its long-term aim to build a Wales that is prosperous and secure; healthy and active; ambitious and learning, and united and connected.

During the year, work has been undertaken to develop a 5-year TSSW strategy and delivery plan. The shared vision for TSSW is an equal, inclusive and greener Wales with thriving communities and a culture that nurtures wellbeing. Our shared mission is creating the conditions for the voluntary sector and volunteers across Wales to contribute fully to individual and community well-being, now and for the future.

The Partnership Agreement for 2021-2022 includes four pillars of activity, namely:

- Volunteering
- Sustainable Funding
- Good Governance
- Engagement & Influencing

TSSW has developed a suite of digital platforms to support face-to-face delivery and to ensure consistent access to information, resources and training no matter where a group is located. These platforms are Volunteering Wales, Funding Wales, TSSW Knowledge Hub, and **info**engine (an online directory of third sector services). Work has been undertaken during the year to enhance TSSW digital resources.

The terms of the Agreement are subject to a national Core Services Framework, which describes the full range of activities to be delivered at a national level by WCVA and at a local/regional level by CVCs. Performance is monitored in a consistent manner across TSSW through an Impact & Reporting Framework. This includes 4 "pillar specific" Key Performance Indicators (KPIs) for volunteering and sustainable funding and 6 cross-cutting KPIs, including 2 for digital delivery. A bespoke Customer Relationship Management (CRM) system assists with reporting against the 6 cross-cutting KPIs. Volunteering KPIs are collated through the on-line Volunteering Wales platform, with the on-line Funding portal providing evidence for the sustainable funding KPIs.

In addition to the quantitative data collated via the CRM, the Framework sets out a methodology for collecting qualitative information through an on-line impact survey and case studies. These methods are used to demonstrate the collective impact of TSSW service delivery. TSSW remains committed to developing further tools to measure the impact of work carried out under the Engagement & Influencing pillar.

Quarterly reports are generated from the CRM with data being available at a national, regional and local level and a TSSW Impact Report is produced annually. Regular monitoring meetings are held with the Welsh Government Third Sector Support Unit. In addition, PAVS provides monitoring and performance reports to project steering groups established to oversee delivery of specific funded programmes of work that contribute to the achievement of the outcomes set out in the Core Services Framework.

PAVS has performed well against the KPIs and made a strong contribution to the overall performance of the TSSW partnership in Wales during 2021-22 despite the many challenges faced during the year as a result of the ongoing impact of COVID-19.

It is important to recognise that service delivery in this year continued to be impacted by COVID-19 restrictions even as the county moved into a recovery phase. During the year, PAVS staff delivered services in a hybrid manner, working remotely from home using Microsoft Teams, coming into the office, and working out in communities as restrictions eased.

From the outset of the pandemic and for the whole of the year under review, PAVS worked closely with statutory partners to deliver an integrated community-led COVID response and recovery. This included working on establishing the Pembrokeshire Community Hub as a permanent element of community infrastructure, distributing grants, supporting the deployment of volunteers, providing digital support for individuals, supporting community buildings, and generally contributing to the delivery of a COVID-19 recovery plan led by the multi-agency and cross-sector Community Co-ordination Recovery Group (CCRG). The efforts of the whole staff team throughout a year that continued to present both personal and professional challenges are to be applauded.

The following sections provide an overview of the activities undertaken by PAVS during the year 2021-22, aligned to each of the pillars within the Third Sector Infrastructure Partnership Agreement and grouped together under the following broad headings: Third Sector Support; Policy & Engagement; Connected Communities; Business Services.

These activities have contributed to PAVS' mission and strategic aims as determined by the Board of Trustees, delivered public benefit, and contributed to the national Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015 and overseen locally by the Pembrokeshire PSB.

**THIRD SECTOR SUPPORT**

This section of the report focuses on the work delivered by the Association related to volunteering, sustainable funding, and good governance, as defined in the TSSW Core Services Framework.

**Volunteering**

This area of work covers the services delivered by Volunteering Pembrokeshire (PAVS volunteer centre) in terms of encouraging people to volunteer through a comprehensive programme of volunteer recruitment and placement, as well as providing best practice guidance and support to volunteer-involving organisations.

During the period, **44 individuals** were placed into formal volunteering roles, with **56 individuals** being supported with volunteering in some way. In addition, a significant number of people were encouraged and supported to engage in helping their neighbours as informal volunteers through the Pembrokeshire Community Support Network and the efforts of PAVS Community Volunteering Development Officer. We remain grateful to everyone who came forward to help in response to COVID-19 and subsequently during the recovery period.

PAVS received funding from Pembrokeshire County Council (PCC) to employ a part-time Volunteering Development Officer to reinvigorate the Authority's Employer Supported Volunteering programme and to promote and support employee volunteering within PSB member organisations. This work proved to be extremely successful as demonstrated by a quote from PCC Chief Executive, Will Bramble:

"It is brilliant to see so many PCC staff using the Employee Volunteering Scheme to volunteer for worthy causes around Pembrokeshire. Volunteering is an integral part of any healthy community, and we are proud to be able to offer this initiative to our staff. We hope to see many more PCC teams and individuals volunteering in the future."

The work carried out on the employer-support volunteering programme delivered significant benefits both for PCC in terms of employee wellbeing and an improved understanding of the work of voluntary groups and the lived experience of people they support, and also for voluntary & community groups who benefited from the practical support provided by the employee volunteers.

The national GwirVol programme provides a focus on supporting youth volunteering, with funding being made available for distribution to voluntary activities organised by young people. During the period, PAVS transferred £6,340 of GwirVol funding to Pembrokeshire Youth Bank for distribution.

The Youth Bank distributed a total of **£6,331** to 10 youth volunteering projects/groups who collectively achieved the following:

- 35 new volunteering opportunities created
- 81 volunteers aged 14 - 25 years
- 79 volunteers aged under 14 years
- 37 volunteers using Welsh in their volunteering role
- 620 people benefiting from the contribution of young volunteers

PAVS recognises the importance of involving young people in volunteering and will continue to work with Pembrokeshire Youth Bank to promote and support youth volunteering in the County.

The usual annual programme of events to celebrate and promote volunteering had to be adjusted for the second year running due to ongoing concerns re COVID with key events in the volunteering calendar remaining online. The 3-day Pembrokeshire County Show was cancelled, which meant that once again PAVS did not get the chance to promote the voluntary sector and volunteering in the Community Zone marquee. PAVS supported a "virtual reality" version of the Show giving people online access to the event.

During the period, PAVS has led on and supported three award programmes recognising the achievements of local voluntary and community groups and individuals:

- **Volunteer of the Year Awards 2021** - an online ceremony sponsored by South Hook LNG took place at the start of December. Around 100 people signed in to recognise and celebrate the outstanding efforts of volunteers of all ages, with awards (crafted by a local blacksmith) being presented to winners in 7 categories, with certificates of achievement presented to Highly Commended finalists.

- **Above & Beyond Awards** - this award scheme was developed by the West Wales Care Partnership (with funding from the Welsh Government Transformation Fund) to recognise and reward voluntary groups who had gone the extra mile during COVID. Individuals were invited to nominate groups for the award and voting was managed via the Connect Pembrokeshire community platform. Following the voting process, four groups in Pembrokeshire received £500 under this award scheme.
- **Pride in Pembrokeshire** - during the year, PAVS worked with PSB partners to review and re-launch the new Pride in Pembrokeshire award scheme to recognise the contribution that groups make to individual and community wellbeing. Nominations are invited on a rolling programme, with awards being made on a bi-monthly basis. Each award is sponsored by a PSB partner and includes £200 for the group, a certificate and publicity for their work. Three groups received a Pride in Pembrokeshire award in this year.

During the year, one of the volunteer centre officers was seconded on a part-time basis to the Workways+ programme managed by Pembrokeshire County Council to support volunteering as a route to employment or further training. This demonstrates the important role that volunteering can play in terms of developing skills for work and strengthening an individual's personal statement.

Funding for this area of work has primarily come from the Welsh Government TSSW/GwirVol core funding, Transformation funds (managed by the West Wales Care Partnership), and Pembrokeshire County Council (for the Workways+ secondment). PAVS remains grateful to South Hook LNG for their ongoing financial support for volunteering in the County and to PSB partners for their sponsorship of the Pride in Pembrokeshire award scheme.

**Sustainable Funding**
This area of work covers the distribution of grants and the delivery of information, training, development, and support services to help voluntary and community groups and social enterprises in Pembrokeshire secure the funding they need to achieve long-term sustainability.

PAVS continued to deliver the Supporting Community Action Fund (SCAF) which was established in the previous year by bringing together different funding streams to provide an integrated funding programme. SCAF is open to informal and formal voluntary and community groups, social enterprises, and town & community councils to help them and their members survive the COVID-19 crisis and move into recovery.

During the year, SCAF provided revenue and capital grants under two funding programmes - Micro Grants and Main Grants. The Micro Grants programme offered small grants of up to £500 to constituted and non-constituted community support groups, with a simple application process and decisions within 5 days of receipt of the application. In the period under review, **9 micro grants** were awarded totalling **£3,876**.

The Main Grants programme offered larger grants to formally constituted groups under different themes including Recovery & Revival and Winter Pressures. Two rounds of the SCAF Main Grants programme took place during the year, awarding **40 grants totalling £98,948**. Funding for SCAF came from the Welsh Government Winter Pressures funding (via WCVA), Pembrokeshire County Council, and the West Wales Care Partnership.

In addition to overseeing the SCAF, PAVS also:

- Managed the delivery of local and regional community funding/grant schemes on behalf of external funders including South Hook LNG and West Wales Care Partnership (Learning Disabilities and Carers Support Innovation Funds)
- Acted as fundholder for the Invest Local Hubberston & Hakin Community Forum funded by the National Community Lottery via Building Communities Trust
- Led three sector consortium projects - Catalysts for Care, PIVOT, Pembrokeshire Community Hub - providing funding to delivery partners PLANED, British Red Cross, West Wales Care & Repair, Volunteering Matters, PACTO/Royal Voluntary Service
- Took the regional lead on a major capital grant scheme for Care Homes across Pembrokeshire, Carmarthenshire, and Ceredigion to facilitate digital connections and provide safe visiting arrangements for family members during the COVID-19 crisis (rounds 3 and 4)

- Managed the Outdoor Connections grant scheme which provided small capital grants to Pembrokeshire groups and town & community councils to create outdoor meeting/conversation spaces - this scheme proved to be extremely popular, distributing £46,432 to 43 groups
- Facilitated two Participatory Budgeting pilots in Saundersfoot and Letterston, bringing people together to make decisions about how funding should be invested in their own communities. In total, £14,200 was awarded to 19 groups through the participatory budgeting process

In May 2021, PAVS successfully applied to the UK Community Renewal Fund for **£507,377** to deliver a third sector-led consortium programme - **Resourceful Communities: Towards a Wellbeing Economy**. This programme is focused on building an economy based on natural & cultural assets, local food production, co-operative care opportunities and ideas to address poverty, business growth and unemployment, as well as creating an infrastructure for the future planning and funding of communities. PAVS is the fundholder and programme manager, as well as delivering specific elements of the programme including a £100,000 grant scheme for the benefit of the wider third sector. Programme delivery partners are PLANED, Grwp Resilience, Clynfyw Care Farm, Together for Change (Solva Care) and Pembrokeshire County Council, with freelance associates being commissioned to bring additional capacity into the delivery partnership. The UK Community Renewal programme received final approval from the UK Government in November 2021 - the programme end date has been extended to 31st December 2022 and delivery is ongoing.

During the year, PAVS directly managed the award and distribution of £733,593 in funds and grants to third sector organisations in Pembrokeshire and facilitated grant panels for the distribution of £142,315 grants to local and regional care homes for improved visitor access and digital connectivity.

The majority of service delivery remained online due to ongoing COVID restrictions, and included webinars, training courses and events. For the second year running, the annual Funding Fair took the form of a week-long programme of 5 online sessions delivered by a range of local and national funders, providing an opportunity for information sharing, Q&A, and networking. Information and resources were made available online following each session.

Work continued during the year to develop and promote **Funding Wales**, the TSSW on-line platform giving access to a directory of local and national funders that can be searched according to a range of criteria, providing a response that is tailored to meet specific funding needs. A funding Padlet was also created and shared widely, providing up-to-date information about funding opportunities.

Primary funders for this area of work include Welsh Government TSSW core funding, West Wales Care Partnership (ICF and Transformation funds), Pembrokeshire County Council, Invest Local (Building Communities Trust), and South Hook LNG.

**Good Governance**
This area of work covers all the capacity building and development support services provided to voluntary & community groups and social enterprises across the County to ensure that third sector personnel, volunteers, managers, and trustees have the knowledge and skills they need to operate sustainably, fairly, legally and safely.

Work during the year has included:

- providing information on governance issues via the Pembrokeshire Trustee Network with a focus on issues arising as a result of COVID-19 restrictions
- providing direct advice and information to 252 groups to set up appropriate legal structures, strengthen governance arrangements, deal with risk assessments, manage HR issues, understand changes to Charity Commission rules, operate safely in line with COVID-19 restrictions, etc
- delivering online training sessions/workshops for voluntary and community groups
- supporting groups to upload information about their services and activities on **info**engine, the TSSSW on-line searchable directory of third sector services

A key element of the work during the year has been supporting the **Pembrokeshire Community Buildings Forum**, in association with PLANED. The relaxation of COVID-19 restrictions over the course of the year presented significant challenges to community buildings as they worked through a plethora of health & safety regulations and processes to enable the safe re-opening of their premises. During the year, there were **4 meetings** of the Pembrokeshire Community Buildings Forum attended by a total of **127 participants** from halls across the County.

PAVS continued to manage the Catalysts for Care project, delivered by an FTE Social Enterprise Catalyst based in PAVS and a Micro Enterprise Catalyst based in PLANED, with support from Community Catalysts, a social enterprise with experience of delivering similar programmes elsewhere in the UK. The aim of the programme is to support the setting-up and organisational development of micro-enterprises and social enterprises offering care, support and wellbeing services that enable people to live independently for longer in their own homes and communities. The majority of activity during the year has been delivered online.

During the year, PAVS continued to employ a part-time Community Development Officer on behalf of the Hubberston & Hakin Invest Local Community Forum. The officer is based in the Hubberston & Hakin community and is jointly line managed by PAVS and a Forum sub-group, which sets the work programme, monitors progress, and provides day-to-day operational support. PAVS provides all HR and payroll support for the Officer.

Funding for this area of work has primarily been provided by Welsh Government TSSW core funding; LEADER (managed by PLANED), West Wales Care Partnership (Integrated Care Fund), Welsh Government Winter Pressures funding, and Invest Local funding (National Lottery funding managed by Building Communities Trust).

**POLICY & ENGAGEMENT**

Engaging the third sector in strategic planning, public service design and delivery, policy issues and consultations remains a key element of the Association's work. Outcomes of this work demonstrate that PAVS is involved in the full range of local, regional, and national strategic and operational planning partnerships and that there are appropriate mechanisms in place to engage the sector in the work of those partnerships.

Key pieces of work during the year included:

- representing the third sector on key local and regional partnerships including the Pembrokeshire Public Services Board; Arwain Sir Benfro (Pembrokeshire Local Action Group); Pembrokeshire Community Co-ordination Recovery Group); Healthier Pembrokeshire Strategic & Operational Boards, and various workstreams established by the West Wales Care Partnership
- being actively involved in two national partnerships focused on promoting and supporting community-led action - Resourceful Communities Partnership (Social Care Wales) and Community Movement Cymru (facilitated by Coalfields Regeneration Trust)
- providing third sector responses to consultations, engaging voluntary and community groups and their members in co-designing services, and facilitating the third sector contribution to the development of local and regional plans and strategies
- supporting a range of third sector special interest networks and representing the sector on service planning groups at a local and regional level
- disseminating policy & engagement information through e-bulletins, social media, presentations, networks, and online partnership and network events during the year
- working with partners on the collaborative development and delivery of third sector-led preventative and early intervention services to address key issues such as homelessness and food poverty
- using narrative-based approaches to capture people's lived experience and using this qualitative evidence alongside qualitative KPIs to measure outcomes and the impact on individual and community wellbeing

PAVS has established **8 Health & Wellbeing Networks** with a total of around **400 members** across key themes of work including older people, people living with dementia, children & families, bereavement, befriending, and unpaid carers. During the period under review, these networks have met regularly online and provided opportunities for third sector organisations to work alongside statutory partners to consider how national strategies can be implemented in a local and regional context, and what role the third sector can play.

Through these networks, PAVS is able to facilitate collaborative approaches to areas of service innovation and strategy. Examples of this during the year included HomeShare, managed by Pembrokeshire Care Society; Circles of Support; the development of a first stage Lottery bid led by Cwmpas (formerly Wales Co-operative Centre) to set up a community-led model of social care in north-east Pembrokeshire; ongoing work to develop a new model for day opportunities involving community venues and third sector providers, and designing a regional online portal for carers' information.

PAVS receives funding for two specialist roles within the Policy & Engagement team, namely a Dementia Supportive Communities Development Officer and a Children & Families Connector.

The Dementia Supportive Communities Development Officer works with local people, communities, and organisations to develop dementia friendly activities and communities across the County, so that people living with dementia, their families and carers can enjoy the best quality of life possible. The focus of the year under review has been to help people living with dementia and their families/carers to re-engage with community life following COVID.

By the end of the year, there was an established network of 47 dementia supportive groups across the County offering activities on a weekly or fortnightly basis with an average of 18 people attending each one. Each month 936 people took part in 32 dementia supportive face-to-face community groups. In addition, people continued to enjoy taking part in online activities that had been established during COVID. People without digital access were helped to engage in online activities by the Digital Connections programme delivered by the Community Connectors (loan of laptops, free data, DigiCoach training). A weekly activity list was distributed to around 200 people living with dementia, their families/carers, and professionals working with people with dementia and all activities are uploaded onto infoengine, Dewis Cymru, and Connect Pembrokeshire.

Information about services and activities was distributed via the Dementia Supportive Communities Network using e-mail, social media, websites, Padlet, post, and at events, with people being signposted to appropriate support agencies and community groups. Key events in the calendar included Dementia Action Week, which included a series of interviews on Pure West Radio in which people shared their lived experiences of dementia (these have been viewed online thousands of times), Carers Week, and Carers Rights Day.

PAVS worked with Carers Trust, Co-production Network Wales, people living with dementia and their carers to co-produce a Carer Aware Card, designed by carers for carers. This card is now widely distributed and has been re-printed several times to meet demand. PAVS has also helped to bring a new service into Pembrokeshire focused on supporting people with Young Onset Dementia - delivered by Ty Hapus at the Haverfordwest Football Club. The Officer has also provided support to Tenby and Haverfordwest in their ambition to become dementia friendly towns - this work is ongoing and other towns have already expressed an interest in getting involved.

The work of the PAVS Dementia Supportive Communities Officer achieved national recognition during the year with the award of a prestigious social care Accolade, Winner in the category "Supporting People who live with Dementia".

The Children & Families Connector works closely with the Team Around the Family (TAF) based in the Pembrokeshire County Council Children's Services directorate. The main role of the Connector is to work with young people and families referred to the TAF service, helping them to connect with local community-based activities, support groups and third sector services. The Connector also works with TAF colleagues to deliver school holiday activity programmes and other activities.

In addition to dealing with **162 referrals**, work during the year has included working with Victim Support to reduce hate crime, raising awareness of the importance of equality & diversity, promoting/developing services to support emotional health & wellbeing, and dealing with the impact of poverty on the lives of young people and their families. These issues have been central to the work of the Children & Families Network, facilitated by the Connector.

PAVS has representation on the Children & Communities Grant Steering Group to ensure that the third sector continued to be recognised as a key partner in this area of work, particularly in response to the Notice of Motion on child poverty passed by Pembrokeshire County Council.

PAVS continued to offer a part-time supported employment opportunity for a Learning Disabilities Champion (Community). The PAVS LD Champion is one of four posts employed through a programme managed by Pembrokeshire County Council to promote and support people with learning disabilities.

During the year, our LD Champion continued to use the Most Significant Change methodology to collect stories of lived experience from people with learning disabilities, and used his skills in making podcasts and films to create online spaces for people with learning disabilities to connect and share their experiences. The Champion also supported events organised by PAVS, including the online Volunteer of the Year Awards and Speed Network meetings, and has made an important contribution to the work of PAVS during the year.

For the early part of the year, PAVS continued to employ a part-time Engagement & Support Officer (ESO) on behalf of the Wellbeing Newport project, run under the auspices of Newport Community Forum. Following the resignation of the ESO early on in the year, PAVS has continued to support Newport Community Forum and local community partners to agree a role description and work programme for a new officer to progress the work started by the ESO.

Funding for this area of work has primarily been provided by the Welsh Government Transformation & ICF Funds (managed by West Wales Care Partnership); Enhancing Pembrokeshire; Children & Communities Grant (Pembrokeshire County Council); Public Health Wales, and the Welsh Government TSSW Core Funding/Winter Pressures Fund.

**CONNECTED COMMUNITIES**

As Pembrokeshire moved into COVID recovery, the Pembrokeshire Community Co-ordination Recovery Group (CCRG) reflected on what had worked well in COVID and should be continued. Following this review, it was agreed that the Pembrokeshire Community Hub should be continued as a key element of community infrastructure. It was further agreed that PAVS should be the lead delivery partner, setting up and delivering the Hub on behalf of a multi-agency and cross-sector steering group, reporting to the CCRG and other local strategic partnerships. A detailed business plan was drawn up and funding was secured from various sources to set up and launch the Pembrokeshire Community Hub.

PAVS appointed a Community Hub Manager in November 2021 and, since then, much work has been done to establish the new Hub in PAVS, including installing telephony and IT systems, appointing staff, setting up systems and processes, and preparing a marketing & communication plan. The steering group has been established and meets fortnightly to provide oversight and direction to the new Hub.

The Community Hub brings together different elements of existing work, including the Community Connectors, Connect Pembrokeshire, Pembrokeshire Digital Connections, and volunteering, with Volunteering Matters coming on board to support the recruitment of Hub volunteers. The Hub is designed to be a single point of contact for information about community activities, services, support and collaborative programmes, and can flex up to respond to an emergency situation (such as COVID). It is a free service, open to all residents in Pembrokeshire, and offers community solutions for all ages.

The PAVS Community Connector team is well-established and continues to play a central role in delivering the Pembrokeshire preventions strategy which sets out a vision to create active, resourceful, connected, sustainable and kind communities. In the period under review, one of the PAVS Community Connectors reduced her hours within PAVS to undertake a 3-year funded PhD with Health & Care Research Wales to create a workforce development framework for social prescribers. It is pleasing to see that the experience of working as a Community Connector in Pembrokeshire is now shaping national policy and practice.

During the year, it was agreed to increase the size of the Community Connector team to 6 in order to (a) cover each of the 6 Integrated Community Network (ICN) areas being established under the Healthier Pembrokeshire Plan, and (b) link up with GP practices across the County to deliver social prescriptions. Three new appointments to the team were made during the year and the Connector "patches" have been adjusted to align with the ICN areas. The new Connectors have all settled in well and are making a great contribution to the work of the team.

Connectors work on an outreach basis in their "patches" and are equipped and trained to work remotely from community venues. Their main role is to work on a one-to-one basis with people referred to them via social workers, GPs, or other referral agencies, having a "what matters" conversation, and then connecting those individuals to appropriate community-based activities, groups, and services. During the year under review, Community Connectors handled **902 referrals** for support.

The **Connect IT** programme, launched by the Community Connector team during COVID, has continued to go from strength to strength. This programme supports people to connect digitally with family and friends, participate in online activities, and access services. Digital tablets are loaned out on a 2-month "try before you buy" basis, with a freelance DigiCoach providing wrap-around technical support, setting up the tablets with a mix of standard apps and more specialist apps based on a person's interests, engaging users in online activities, and keeping track of the loan-out tablets. A successful application to Vodafone provided 100 free sim cards each loaded with 20Gb data plus unlimited calls and texts for 6 months to help tackle digital exclusion .

The PAVS Connect IT programme is a key element of **Pembrokeshire Digital Connections** - a wider programme of support offered by a range of third and statutory sector partners, including Pembrokeshire County Council and Digital Communities Wales. Feedback on the digital support received through this programme has been very positive, and digital connectivity will continue to be embedded in the Community Hub and the Community Connector service as a way of supporting independence and improving individual wellbeing. In September, the Pembrokeshire Digital Connections service was nominated as a finalist in the national MJ Awards in recognition of the excellent work of the multi-sector partnership.

The Community Connectors team manager oversees operational delivery and also works at a strategic level with statutory partners on developing new service models, including transforming day opportunities and reviewing services for people with learning disabilities. During the year, **5 speed networking events** were held attended by around **170 participants**. These events are an effective and popular way of sharing information with third sector and statutory partners. PAVS also supported the national **Connect Wales** conference held in September 2021 which is facilitated by PAVO (Powys Association of Voluntary Organisations) for community connectors/navigators/link workers, etc.

Funding for the services described above primarily comes from Welsh Government ICF and Transformation funds (WWCP), PCC core funding (Directorate of Social Care & Housing), Hywel Dda University Health Board, Primary Care Cluster funds, Public Health Wales, Enhancing Pembrokeshire, and the UK Community Renewal Fund.

**BUSINESS SERVICES**

**General information, guidance and support**

PAVS has an office base on the High Street in Haverfordwest. The fully accessible ground floor houses the Pembrokeshire Community Hub, offices and meeting rooms used by Citizens Advice Pembrokeshire, together with flexible hot desk space, a reception area, and a meeting room that can be used by third sector organisations. During the year, four third sector organisations were co-located with PAVS - Citizens Advice Pembrokeshire, Advocacy West Wales, Sign & Share, and Volunteering Matters.

The premises continue to be well managed by the PAVS Business Services team who ensure that health & safety requirements are adhered to and that standards required under the Green Dragon Environmental Management Scheme are maintained. The Association also holds the Level 1 Trusted Charity (formerly PQASSO) quality kitemark. Systems are in place to support remote working, and during the year PAVS staff have continued to work on a hybrid basis, in the office, in the community, and at home.

In addition to managing the premises, the Business Services team provide financial, HR, health & safety, IT, governance, and administrative support for the Association, with specialist HR and IT support being commissioned from external providers.

PAVS has a website (currently under re-development) and specialist mailings and e-bulletins have been sent out to special interest networks throughout the year. Social media platforms, such as Facebook and Twitter, Padlets and the Connect Pembrokeshire platform are also used to promote PAVS work, disseminate information, and maintain contact with groups, volunteers, partners, funders, etc.

**FINANCIAL REVIEW**

**Financial Position**

Total funding received has decreased by £241,420 or 11.0%.

Resources expended during the year (prior to the inclusion of defined pension benefit costs) have decreased by £42,384 or 2.6%.

The inclusion of defined benefit pension costs of £67,000 (an increase of 15.5% when compared to the previous year) decreases total resources expended during the year to £1,670,893 a decrease of 2.0% when compared to the previous year. This has resulted in a total net surplus of £277,431.

The SOFA shows a decrease of £54,142 on unrestricted reserves during the year after transfers and before the actuarial loss on the pension. Excluding the defined benefit pension and designated funds there was an increase in general funds of £13,728.

Unrestricted funds as at 31 March 2022 were £372,469 including designated reserves of £22,755, before recognition of the pension fund deficit of (£897,000) under FRS102 accounting for Pension Scheme Liabilities.

**Reserves Policy**

The Reserves Policy was reviewed and agreed by the Board in August 2019 and is in line with Charity Commission recommended practice. The policy provides a framework for a proactive and dynamic approach to building and utilising reserves in order to achieve the Association's strategic objectives, based on a robust analysis of opportunities, threats, assets and liabilities and an assessment of working capital requirements based on projected income and outgoing resources.

Despite ongoing financial challenges presented by short-term funding, the Board continues to recognise the need to build adequate free reserves for the Association realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

The reserves policy for the Association takes into account:

- redundancy payments for eligible staff;
- pension strain liability payments for redundant staff aged over 55 years;
- salary in lieu of notice;
- three months' overheads/running costs;
- sufficient funds to cover any deficit in resources for restricted projects, or
- for core activity that may not be funded in future, and
- to provide for the potential risk of funding being reclaimed;
- repair or replacement of assets.

The reserves target is set on the basis on the reserves policy. Taking these items into account on a managed risk basis, the Association's target level of free reserves in 2021-2022 remains at the same level as in the previous year, namely **£170,000.**

The requirement of FRS102 to show the pension reserve deficit of (£897,000) resulted in the total funds held by the Association being £554,571. The Local Government Pension Scheme (LGPS) provider has confirmed that it will not seek to recover the liability shown on the balance sheet and that liabilities will be recovered through the contribution rate in future years, together with an annual lump sum payment for past service deficit. Trustees are aware that, following a valuation exercise in 2019, the Past Service Deficit (PSD) payment is no longer expressed as a monetary amount but as a percentage of pay, and the LGPS contribution rate for the period 1st April 2021-31st March 2024 is confirmed as being 22.7%. This information has been used as the basis for financial forecasts and forward budgets. The Board has taken the decision to close the LGPS to new employee entrants and staff recruited to the Association during the year have been enrolled on the NEST (National Employment Savings Trust) pension scheme at an employer contribution rate of 5%.

The Trustees are aware of the financial risks posed to the Association by the increasing costs of the pension fund, particularly in relation to up-front payments for redundant staff aged over 55 years. The Trustees recognise their obligations under the pension auto-enrolment regulations and have complied with the requirements of the Pensions Regulator in this regard. Membership of the LGPS presents an ongoing risk to Association because of pension strain liability payments that may become due in the event of redundancy. The matter is kept under close review.

Total reserves at year end were £554,211, of which £1,078,742 related to restricted funds which are earmarked for specific projects (see note 17) and (£897,000) in respect of the pension deficit (see note 18). This leaves £373,339 in unrestricted funds, of which £22,755 relates to designated funds, £2,481 relates to fixed assets, leaving £347,233 as free reserves. This exceeds the target of free reserves of £170,000 by £165,607. The trustees consider that in the prevailing climate of economic and political uncertainty which has triggered the current cost of living crisis, it is appropriate to hold reserves in excess of the target at this time, and will undertake a detailed review to update the target level of free reserves in 2023.

**Going Concern**
The Trustees are of the view that the actions being implemented and those that are planned to be taken are sufficient to secure the future of the Association in the longer term. Many funders still remain unable or unwilling to commit to funding agreements of more than one year in duration and this makes it difficult to plan for the future.

However, it is pleasing to report that our relationship with Welsh Government through the refreshed Third Sector Support Wales partnership agreement remains strong, resulting in a 10% uplift in core funding in 2021-2022 and an agreement to issue a 3-year funding agreement from 2022-2025.

The Welsh Government Regional Integration Fund (RIF) offers funding on a multi-year basis - 2 years for new projects (under the Accelerated Fund) and 3 years for existing programmes (under the Embedded Fund). Provisional approval has been received for a programme of work entitled **Connecting with Strong Communities**, which includes a number of projects led by PAVS. If funding is secured, this will provide a degree of security for PAVS over the next 2-3 years.

Over the years, PAVS has developed a positive and constructive working relationship with statutory partners. This relationship will stand the Association in good stead in terms of securing ongoing funding for elements of work funded from statutory grants. Funding for restricted projects has been confirmed for 2022-2023. PAVS has a good reputation for grant administration, managing funds, and taking the lead on third sector collaborative delivery partnerships. This provides a solid foundation for future income generation.

During the year, PAVS has continued to work with CAVS (Carmarthenshire Association of Voluntary Services) and CAVO (Ceredigion Association of Voluntary Organisations) to establish a social enterprise trading arm, jointly owned by the three CVCs. Support has been provided by Cwmpas (formerly Wales Co-operative Centre) and the new regional entity - Enable3/Galluogi3 - is close to being incorporated. Once established, the new organisation provides a vehicle for income generation, with any surpluses generated being reinvested in the three CVC member organisations. The work is overseen by a Regional Steering Group made up of CVC Chief Officers and nominated representatives from each of the CVC Boards.

The Board receives financial updates at each of its meetings including quarterly management accounts, reports on progress towards achieving a balanced budget at year end, and plans for securing future funding. Actions taken include making funding bids; securing contracts; increasing income generation and controlling operating costs.

Risks are identified and raised in Board papers for discussion and agreement on appropriate mitigation or avoidance measures to be taken. The Association continues to work extremely closely with its funding partners, members and stakeholders at a local, regional and national level to sustain and, where possible, increase current funding levels.

On this basis, the assessment of the Trustees is that the Charity remains a going concern.

**FUTURE PLANS**

PAVS remains committed to securing sufficient resources to continue to deliver the full range of volunteering, funding, development, representation, and engagement services to meet the needs of voluntary and community groups, social enterprises and volunteers in Pembrokeshire. The Association is also committed to embedding the Pembrokeshire Community Hub and continuing the Community Connector service to improve individual and community wellbeing.

Specific plans for the future include:

- Establishing Galluogi3/Enable3 as a viable social enterprise, generating surpluses that can provide a level of unrestricted income for the West Wales CVCs
- Continuing to work with partners to embed the Pembrokeshire Community Hub within the third sector, with a planned programme of outreach provision and a network of active Hub volunteers
- Developing a 5-year strategy for PAVS supported by a delivery plan and a succession plan for key senior posts within the Association
- Encouraging and supporting more people to volunteer - both formally and informally
- Building effective relationships with an increased number of private sector organisations, statutory partners and funders for the benefit of the Pembrokeshire third sector
- Contributing to the development and delivery of a range of third-sector led services that improve individual and community well-being
- Working with **Together for Change** partners to measure social value and the outcomes and impact of community-led action, and build an evidence base for investment in long term preventative action

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a registered charity, registered on 5 July 1997, and also a company limited by guarantee, incorporated on 1 April 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Recruitment and appointment of new trustees

The Board of Trustees, which can number up to 10 members in total, governs the Association. A Pembrokeshire County Council nominated representative sits as an adviser to the Board. The full Board meets every 6-8 weeks in accordance with a forward work programme published for the year.

The Trustees constitute Directors of the charity for the purposes of the Companies Act 2006 and Trustees of the charity for the purposes of the Charities Act 2011, and under the Company's Articles are known as members of the Board of Trustees. Trustees are elected at the Annual General Meeting of the Association or appointed soon after by the Board. The number of Trustees for the Association may not be less than three and shall not be more than ten. Seven Trustees are nominated and elected by the membership of the Association - each member organisation having a named representative, allowing one vote per full member organisation. Three Trustees are appointed by the Board through an open and competitive recruitment process to the posts of Chair, Vice-Chair and Trustee with Special Responsibility (TSR) for Finance.

One third of elected and appointed Trustees will retire from office at each Annual General Meeting, with retirement by rotation according to length of office. Where Trustees were elected at the same time, retirement may be determined amongst them, or by lot. If vacancies created by retiring Trustees cannot be filled, those Trustees may, if willing, be deemed to have been re-appointed, unless the meeting resolves not to fill the vacancy, or unless a resolution for the reappointment of the Trustee is put to the meeting and lost. Trustees also have the power to appoint further members to the Board of Trustees during the year provided that the total number of trustees does not exceed ten.

During the year, PAVS Chair (John Gossage) stepped down from the Board for personal reasons. The Board appointed Vice Chair (Charles Carter) to the role of Chair and began a recruitment process for the posts of Vice Chair and Trustee with Special Responsibility for Finance. PAVS remains extremely grateful to John Gossage for his hard work and commitment to the Association over many years.

### Induction and Training of New Trustees

New Trustees undergo an induction session to brief them on their legal obligations under charity and company law; the content of the Memorandum and Articles of Association; the Board and decision making processes; the business plan and recent financial performance of the charity. During the induction process new Trustees meet key employees and other trustees. Trustees are encouraged to attend appropriate training events where these will facilitate their role.

### Appointment of key management personnel

A Chief Officer is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Officer has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and contractual agreements with funders.

A Business Services Manager is appointed by the Board and Chief Officer to provide senior management support to the Chief Officer and to act as Governance Officer to the Board.

PAVS follows NJC pay scales and applies banding for posts within the Association in line with the framework published by the Wales Council for Voluntary Action when the Third Sector Partnership Agreement with Welsh Government was initially developed. The decision to continue to use NJC pay scales rests with the Board.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Related parties

The Association has a close relationship with its members (from whom the majority of the Trustees are drawn). This relationship is not exclusive, and non-member organisations of the voluntary sector are able to access PAVS' services.

In addition, there is a strong relationship with Pembrokeshire County Council (PCC) and Hywel Dda University Health Board (HDUHB), together with other statutory agencies, in order to further the interests of the third sector, and to ensure that opportunities for joint working and collaborative ventures are maximised.

The Welsh Government (WG); Third Sector Support Wales (Wales Council for Voluntary Action and County Voluntary Councils in Wales); Arwain Sir Benfro (Pembrokeshire Local Action Group); West Wales Care Partnership; PLANED (Pembrokeshire Local Action Network for Enterprise & Development); Public Health Wales; South Hook LNG; Bluestone Community Foundation and Building Communities Trust are also significant partners in PAVS' work, with increasing emphasis on a regional and collaborative approach to the provision of services to the sector.

PAVS has an established working relationship with the County Voluntary Councils (CVCs) in Ceredigion (CAVO) and Carmarthenshire (CAVS). CVC officers work collaboratively to ensure there is third sector representation on regional partnerships including health, social care & well-being; safeguarding; learning & skills; economic development and community safety.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The major risks to which the charity is exposed, as identified by the Trustees, are monitored closely by the Board who identify and agree mitigating actions.

The Welsh Government commitment to a 3-year TSSW core funding agreement from 2022-2025 provides a degree of assurance for the future. The Board has noted the risk that this funding will be flat-lined for the period of the funding agreement and will not keep pace with rising salary costs and inflationary pressures.

The successor funding programme to the Welsh Government ICF and Transformation Funds will provide a similar level of funding for investment in care, support, and wellbeing services across the region, but a level of match funding will be required. This presents a potential risk to a number of the restricted projects delivered by PAVS. To mitigate this risk, PAVS is continuing to work with partners to secure ongoing funding and match funding for work around community-led preventions, care and wellbeing.

PAVS continues to make every effort to secure additional funding, generate income and reduce overhead costs in order to provide enhanced volunteering support and maintain/expand delivery of funding, governance, organisational development, engagement, and connected communities services. Actions include making appropriate funding applications; bidding for contracts where these do not conflict with member interests; renting out meeting rooms and office space within the PAVS building; offering chargeable services; providing project management for third sector consortia; and continually reviewing contracts to ensure best value is achieved.

Other high areas of risk include losing experienced staff due to funding uncertainties/retirement; excessively high workloads for key staff; the cost of pension liabilities for staff aged over 55 years, and the financial and operational challenge of meeting the demands of legislative and best practice standards. The Board has started to consider issues of succession planning as key postholders (including the Chief Officer and the Business Services Manager) and the Chair of the Board are due to retire in the next 1-2 years.

The Association has a comprehensive set of Financial Regulations which include the Finance Policy; Financial Management Controls & Procedures; Schedule of Delegated Financial Authority; Reserves Policy; Procurement Policy and Bribery & Fraud Policy.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Pembrokeshire Association of Voluntary Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Clay Shaw Butler Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on .....15/12/2022..... and signed on its behalf by:

Susan Leonard

S J Leonard - Secretary

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

**Opinion**
We have audited the financial statements of Pembrokeshire Association of Voluntary Services (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In forming our opinion on the financial statements, which is not qualified, we have considered the adequacy of the disclosure made in note 1 to the financial statements concerning the charitable company's ability to achieve its operating budget and continue as a going concern. The financial statements do not include the adjustments that would result if the charitable company were unable to continue as a going concern.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**
In our opinion, based on the work undertaken in the course of the audit:
- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**Extent to which the audit was considered capable of detecting irregularities, including fraud**
We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to irregularities**
In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the Charity's remuneration policies and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities
- any matters we identified having obtained and reviewed the Charity's documentation of their policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in relation to revenue recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011 and Companies Act 2006.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or to avoid a material penalty. These included compliance with Health and Safety legislation, Employment legislation and Data protection laws (including General Data Protection Regulation (GDPR)).

**Audit response to risks identified**
As a result of performing the above, we identified revenue recognition as a key audit matter related to the potential risk of fraud.

Our procedures to respond to risks identified included the following:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- carrying out walkthrough, transaction testing or proof in total on all material income and expenditure streams;
- enquiring of management concerning actual and potential litigation and claims;
  performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and the senior management team;
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws, regulations, and potential fraud risks to all engagement team members and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Jones BSc FCA (Senior Statutory Auditor)
for and on behalf of Clay Shaw Butler Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

Date: 16/12/2022

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.22 Total funds £ | 31.3.21 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 32 | - | 32 | 80 |
| **Charitable activities** | | | | | |
| Third Sector Support | | 214,515 | 236,501 | 451,016 | 684,875 |
| Connected Communities | | - | 314,783 | 314,783 | 244,791 |
| Policy & Engagement | | - | 243,285 | 243,285 | 244,926 |
| Grants for Distribution | | - | 895,324 | 895,324 | 902,863 |
| Other trading activities | 3 | 43,884 | - | 43,884 | 112,209 |
| **Total** | | 258,431 | 1,689,893 | 1,948,324 | 2,189,744 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | 5 | | | | |
| Third Sector Support | | 170,784 | 134,901 | 305,685 | 584,627 |
| Connected Communities | | 45,249 | 227,526 | 272,775 | 237,217 |
| Policy & Engagement | | 75,533 | 167,539 | 243,072 | 347,195 |
| Grants for Distribution | | 56,303 | 726,058 | 782,361 | 477,238 |
| Other | | 67,000 | - | 67,000 | 58,000 |
| **Total** | | 414,869 | 1,256,024 | 1,670,893 | 1,704,277 |
| **NET INCOME/(EXPENDITURE)** | | (156,428) | 433,869 | 277,431 | 485,467 |
| **Transfers between funds** | 17 | 102,300 | (102,300) | - | - |
| **Other recognised gains/(losses)** | | | | | |
| Actuarial gains/(losses) on defined benefit schemes | | 268,000 | - | 268,000 | (1,000) |
| **Net movement in funds** | | 213,862 | 331,569 | 545,431 | 484,467 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | (738,393) | 747,173 | 8,780 | (475,687) |
| **TOTAL FUNDS CARRIED FORWARD** | | (524,531) | 1,078,742 | 554,211 | 8,780 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## BALANCE SHEET
## 31 MARCH 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.22 Total funds £ | 31.3.21 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 12 | 2,481 | 13,237 | 15,718 | 19,899 |
| **CURRENT ASSETS** | | | | | |
| Stocks | 13 | 7 | - | 7 | 387 |
| Debtors | 14 | 14,167 | 457,503 | 471,670 | 678,524 |
| Cash at bank and in hand | | 430,864 | 729,501 | 1,160,365 | 661,936 |
| | | 445,038 | 1,187,004 | 1,632,042 | 1,340,847 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | (75,050) | (121,499) | (196,549) | (253,966) |
| **NET CURRENT ASSETS** | | 369,988 | 1,065,505 | 1,435,493 | 1,086,881 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 372,469 | 1,078,742 | 1,451,211 | 1,106,780 |
| **PENSION LIABILITY** | 18 | (897,000) | - | (897,000) | (1,098,000) |
| **NET ASSETS/(LIABILITIES)** | | (524,531) | 1,078,742 | 554,211 | 8,780 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | (524,531) | (738,393) |
| Restricted funds | | | | 1,078,742 | 747,173 |
| **TOTAL FUNDS** | | | | 554,211 | 8,780 |

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 15/12/2022 and were signed on its behalf by:

C Carter Trustee

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## CASH FLOW STATEMENT
## FOR THE YEAR ENDED 31 MARCH 2022

| | Notes | 31.3.22<br>£ | 31.3.21<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 1 | 507,082 | 242,378 |
| Net cash provided by operating activities | | 507,082 | 242,378 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (8,653) | (29,849) |
| Net cash used in investing activities | | (8,653) | (29,849) |
| **Change in cash and cash equivalents in the reporting period** | | 498,429 | 212,529 |
| **Cash and cash equivalents at the beginning of the reporting period** | | 661,936 | 449,407 |
| **Cash and cash equivalents at the end of the reporting period** | | 1,160,365 | 661,936 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

### 1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 277,431 | 485,467 |
| **Adjustments for:** | | |
| Depreciation charges | 12,834 | 9,950 |
| Decrease/(increase) in stocks | 380 | (146) |
| Decrease/(increase) in debtors | 206,854 | (488,161) |
| (Decrease)/increase in creditors | (57,417) | 177,268 |
| Difference between pension charge and cash contributions | 67,000 | 58,000 |
| **Net cash provided by operations** | 507,082 | 242,378 |

### 2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.21 £ | Cash flow £ | At 31.3.22 £ |
|---|---|---|---|
| **Net cash** | | | |
| Cash at bank and in hand | 661,936 | 498,429 | 1,160,365 |
| | 661,936 | 498,429 | 1,160,365 |
| **Total** | 661,936 | 498,429 | 1,160,365 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Pembrokeshire Association of Voluntary Services meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

At 31 March 2022 Pembrokeshire Association of Voluntary Services (PAVS) has a deficit on unrestricted funds of £524,531, however this is due to a defined benefit pension liability of £897,000, without this liability the charity would have unrestricted funds of £372,469.

Contributions made to the pension fund include an element of deficit recovery, as long as PAVS remains within the pension fund the deficit will be recovered via these contributions. If PAVS were to leave the pension fund then a closing valuation would be undertaken and any surplus or deficit would need to be settled. PAVS have no intention of leaving the pension fund at this time.

Forecasts have been prepared which show a surplus on general funds (excluding the pension liability) after the year end and indicate that the charity will be able to meet its debts as they fall due.

The situation continues to be closely monitored by management and trustees. Accordingly, the trustees consider the going concern basis adopted for the preparation of the financial statements to be appropriate.

### INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation 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. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### ALLOCATION AND APPORTIONMENT OF COSTS

The Association used a flat-rate methodology to calculate apportionment of indirect costs to funds. At the start of each financial year, the Association agrees a fair rate for premises and overheads per full-time equivalent post (37 hours per week). This rate is then consistently applied across the activities delivered by the Association, with costs being calculated on a pro-rata basis for part-time employees.
All other support costs have been allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.


continued...

1. ACCOUNTING POLICIES - continued

**TANGIBLE FIXED ASSETS**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Fixtures and fittings | - 15% on cost |
| Computer equipment | - 33.33% on cost and 25% on cost |

The classification of fixed asset is determined by the value of the purchase. Any item of equipment with a value greater than £1,000 is capitalised. Impairment reviews are carried out when necessary.

**STOCKS**
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**TAXATION**
The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**
The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2019. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.

The pension cost for the year ended 31 March 2022 is based on the result of the actuarial valuation of the scheme as at 31 March 2019 using the assumptions as per note 17.

The charity has opened a defined contribution scheme for new employees. The assets of the scheme are held in a NEST independently managed scheme. Contributions payable to the NEST scheme are charged to the Statement of Financial Activities in the period to which they relate.

The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2019. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.


continued...

## 2. DONATIONS AND LEGACIES

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Donations | 32 | 80 |

## 3. OTHER TRADING ACTIVITIES

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Membership income | 3,955 | 4,065 |
| Service contracts and training | 18,225 | 86,954 |
| Premises room hire | 18,985 | 9,691 |
| Salary related payments | 2,719 | 11,499 |
| | 43,884 | 112,209 |

## 4. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.22 | 31.3.21 |
|---|---|---|---|
| | | £ | £ |
| Grants | Third Sector Support | 366,844 | 626,819 |
| SLA income | Third Sector Support | 84,172 | 58,056 |
| Grants | Connected Communities | 148,799 | 87,005 |
| SLA income | Connected Communities | 165,984 | 157,786 |
| Grants | Policy & Engagement | 31,479 | - |
| SLA income | Policy & Engagement | 211,806 | 244,926 |
| Grants | Grants for Distribution | 4,418 | - |
| Grants for distribution | Grants for Distribution | 890,906 | 902,863 |
| | | 1,904,408 | 2,077,455 |

Grants received, included in the above, are as follows:

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Core support (PCC) | 16,245 | 16,244 |
| Core Support (WCVA) | 169,854 | 292,599 |
| Catalysts for Care (LEADER) | 25,676 | 70,607 |
| Community Connectors (PCC/HDUHB) | 63,000 | 63,000 |
| Volunteering for Pembrokeshire (WG) | - | 242,020 |
| Natural Resources Wales | - | 4,349 |
| Community Connectors Digital Equipment (WWCP/PCC) | 8,500 | 24,005 |
| Volunteering Awards (South Hook LNG) | 2,653 | 1,000 |
| Winter Pressures (WCVA) | 29,500 | - |
| Community Volunteering Development Officer Funding (WG) | 11,500 | - |
| Social Care Worker Scheme (WG) | 6,256 | - |
| Connect Platform (PCC) | 11,729 | - |
| North Cluster Dementia Support (HDUHB) | 2,500 | - |
| Above and Beyond Awards (WWCP/PCC) | 6,000 | - |
| UK Community Renewal Fund (UK Government) | 166,062 | - |
| Carried forward | 519,475 | 713,824 |



continued...

## 4. INCOME FROM CHARITABLE ACTIVITIES - continued

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Brought forward | 519,475 | 713,824 |
| Enhancing Pembrokeshire Grant (PCC) | 32,065 | - |
| | 551,540 | 713,824 |

Grants/funds for distribution:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Caring Communities Innovation Grants (ICF) | 25,000 | 45,000 |
| Small Grants for Carer Support Groups (PCC) | 15,750 | 15,750 |
| Community Fund (Bluestone Foundation) | 1,216 | 9,000 |
| Regional Carers Support Innovation Fund (WWCP/PCC) | 77,868 | 145,000 |
| PIVOT Service (ICF) | 194,180 | 234,825 |
| PIVOT Home From Hospital (HDUHB) | 20,000 | 20,000 |
| GwirVol Youth Led Grants (WCVA) | 6,650 | 6,650 |
| Regional LD Innovation Fund (WWCP/PCC) | 100,000 | 145,000 |
| Outdoor Connections Capital Grant (PCC) | 40,000 | - |
| Loneliness and Isolation Grant (WG) | 22,727 | - |
| Winter Pressures Grant Funding (WCVA) | 34,000 | - |
| UK Community Renewal Fund (UK Government) | 341,315 | - |
| Saundersfoot Participatory Budget (WG/Community Council/Spar) | 12,200 | - |
| Dementia Grants (ICF) | - | 9,000 |
| Local Action Hubs (WWCP) | - | 20,000 |
| Comic Relief | - | 26,591 |
| VSEF Grant Funding (WCVA) | - | 48,420 |
| Little Green Grant (PCNPA) | - | 4,500 |
| Hubberston & Hakin Invest Local (National Lottery/BCT) | - | 173,127 |
| | 890,906 | 902,863 |

Key:

| | |
|---|---|
| BCT | Building Communities Trust |
| HDUHB | Hywel Dda University Health Board |
| ICF | Integrated Care Fund |
| LD | Learning Disabilities |
| PCC | Pembrokeshire County Council |
| PCNPA | Pembrokeshire Coast National Park Authority |
| VSEF | Voluntary Services Emergency Fund |
| WCVA | Wales Council for Voluntary Action |
| WG | Welsh Government |
| WWCP | West Wales Care Partnership |



continued...

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs | Grant funding of activities (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Third Sector Support | 208,081 | 40,688 | 56,916 | 305,685 |
| Connected Communities | 220,026 | - | 52,749 | 272,775 |
| Policy & Engagement | 189,857 | - | 53,215 | 243,072 |
| Grants for Distribution | 30,326 | 692,905 | 59,130 | 782,361 |
| | 648,290 | 733,593 | 222,010 | 1,603,893 |

## 6. GRANTS PAYABLE

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Third Sector Support | 40,688 | 106,521 |
| Grants for Distribution | 692,905 | 476,741 |
| | 733,593 | 583,262 |

Please see note 21 for full details of the grants awarded in the year.

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Third Sector Support | 46,765 | 10,151 | 56,916 |
| Connected Communities | 42,874 | 9,875 | 52,749 |
| Policy & Engagement | 45,025 | 8,190 | 53,215 |
| Grants for Distribution | 59,130 | - | 59,130 |
| | 193,793 | 28,217 | 222,010 |

Support costs have been allocated to activities firstly in line with the flat-rate calculation agreed with funders. Any remaining support costs are allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.



continued...

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Auditors' remuneration | 9,601 | 9,600 |
| Depreciation - owned assets | 12,834 | 9,950 |

## 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

### TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

## 10. STAFF COSTS

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 526,185 | 567,837 |
| Social security costs | 46,882 | 47,560 |
| Other pension costs | 62,904 | 61,206 |
| | 635,971 | 676,603 |

The total key management personnel remuneration benefits paid during the year were £84,563, this includes gross salaries, employer's national insurance and employer pension contributions.

The average monthly number of employees during the year was as follows:

| | 31.3.22 | 31.3.21 |
|---|---|---|
| Third Sector Support | 8 | 7 |
| Policy & Engagement | 4 | 7 |
| Connected Communities | 6 | 5 |
| Business Services | 4 | 5 |
| | 22 | 24 |

No employees received emoluments in excess of £60,000.

A number of staff work on a part-time basis, the full-time equivalent is 19.5 i.e. Third Sector Support 6.3, Policy & Engagement 3.7, Connected Communities 6.0 and Business Services 3.5 (2021: 20.4 i.e. Third Sector Support 5.3, Policy & Engagement 6.1, Connected Communities 5.0 and Business Services 4.0)



continued...

## 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 80 | - | 80 |
| **Charitable activities** | | | |
| Third Sector Support | 326,379 | 358,496 | 684,875 |
| Connected Communities | - | 244,791 | 244,791 |
| Policy & Engagement | - | 244,926 | 244,926 |
| Grants for Distribution | - | 902,863 | 902,863 |
| Other trading activities | 112,209 | - | 112,209 |
| **Total** | 438,668 | 1,751,076 | 2,189,744 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Third Sector Support | 217,301 | 367,326 | 584,627 |
| Connected Communities | 35,345 | 201,872 | 237,217 |
| Policy & Engagement | 81,132 | 266,063 | 347,195 |
| Grants for Distribution | - | 477,238 | 477,238 |
| Other | 58,000 | - | 58,000 |
| **Total** | 391,778 | 1,312,499 | 1,704,277 |
| **NET INCOME** | 46,890 | 438,577 | 485,467 |
| **Transfers between funds** | 19,988 | (19,988) | - |
| **Other recognised gains/(losses)** | | | |
| Actuarial gains/(losses) on defined benefit schemes | (1,000) | - | (1,000) |
| **Net movement in funds** | 65,878 | 418,589 | 484,467 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | (804,271) | 328,584 | (475,687) |
| **TOTAL FUNDS CARRIED FORWARD** | (738,393) | 747,173 | 8,780 |



continued...

## 12. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2021 | 28,074 | 33,393 | 61,467 |
| Additions | - | 8,653 | 8,653 |
| At 31 March 2022 | 28,074 | 42,046 | 70,120 |
| **DEPRECIATION** | | | |
| At 1 April 2021 | 28,074 | 13,494 | 41,568 |
| Charge for year | - | 12,834 | 12,834 |
| At 31 March 2022 | 28,074 | 26,328 | 54,402 |
| **NET BOOK VALUE** | | | |
| At 31 March 2022 | - | 15,718 | 15,718 |
| At 31 March 2021 | - | 19,899 | 19,899 |

## 13. STOCKS

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| Stocks | 7 | 387 |

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| Trade debtors | 134,735 | 155,905 |
| Grant debtor | 322,946 | 514,612 |
| Accrued income | - | 1,181 |
| Prepayments | 13,989 | 6,826 |
| | 471,670 | 678,524 |



continued...

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Trade creditors | 18,026 | 135,832 |
| Other creditors | 1,689 | - |
| Deferred income | 55,700 | 37,500 |
| Accrued expenses | 121,134 | 80,634 |
| | 196,549 | 253,966 |

## 16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Within one year | 35,413 | 35,413 |
| Between one and five years | 139,079 | 140,949 |
| In more than five years | 11,337 | 45,347 |
| | 185,829 | 221,709 |

£181,387 of the above commitment relate to a property lease.



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.4.21 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 335,982 | (88,568) | 102,300 | 349,714 |
| Designated fund - Regional Entity fund | 18,125 | (870) | - | 17,255 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (1,098,000) | 201,000 | - | (897,000) |
| | (738,393) | 111,562 | 102,300 | (524,531) |
| **Restricted funds** | | | | |
| Other Project Funds | 6,875 | 1,759 | - | 8,634 |
| Catalysts for Care | 15,914 | 1,794 | (4,417) | 13,291 |
| Community Connectors | 8,524 | 53,200 | (18,828) | 42,896 |
| Health and Well-being Facilitator | 5,906 | 3,090 | (4,636) | 4,360 |
| Timebanking | 15,741 | 24,986 | (3,318) | 37,409 |
| Children & Families Connector | 8,107 | 4,235 | (5,857) | 6,485 |
| Invest Local Hubberston & Hakin | 167,454 | (64,003) | (19,333) | 84,118 |
| Community Volunteering Development Officer | 1,526 | 2,460 | (3,986) | - |
| Connector+ | 3,066 | 636 | (650) | 3,052 |
| Dementia Supportive Communities | 8,510 | 31,551 | (4,357) | 35,704 |
| PIVOT Preventions | 86,337 | 25,969 | (19,432) | 92,874 |
| Regional Carers Support Innovation Fund | 150,284 | (71,079) | (24,787) | 54,418 |
| GwirVol Youth Led Grant | - | 310 | (310) | - |
| Local Action Hubs | 4,843 | (2,828) | (125) | 1,890 |
| Bluestone Foundation Community Fund | - | 1,216 | - | 1,216 |
| Hubberston & Hakin Development Officer | - | (14,090) | 14,090 | - |
| Regional LD Innovation Fund | 145,000 | 10,410 | (14,500) | 140,910 |
| Digicoach (Healthier Pembrokeshire) | 10,921 | 2,538 | - | 13,459 |
| Connect IT | 5,557 | (3,096) | - | 2,461 |
| Supporting Community Action Fund | 31,120 | (16,542) | (2,141) | 12,437 |
| Investors in Carers promotion | 6,534 | - | - | 6,534 |
| Community Connectors - Digital Connections | 18,929 | - | - | 18,929 |
| Volunteering for Pembrokeshire | 28,248 | (5,760) | - | 22,488 |
| Capital expenditure | 17,777 | (11,063) | 6,523 | 13,237 |
| Employee Volunteering Development Officer | - | (1,045) | 1,045 | - |
| Enhancing Pembrokeshire Grant - Community Hub | - | 7,492 | 16,504 | 23,996 |
| UK Community Renewal Fund | - | 458,161 | (20,217) | 437,944 |
| Outdoor Connections Fund | - | (6,432) | 6,432 | - |
| | 747,173 | 433,869 | (102,300) | 1,078,742 |
| **TOTAL FUNDS** | 8,780 | 545,431 | - | 554,211 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 258,425 | (346,993) | - | (88,568) |
| Designated fund - Regional Entity fund | - | (870) | - | (870) |
| Defined benefit pension | - | (67,000) | 268,000 | 201,000 |
| | 258,425 | (414,863) | 268,000 | 111,562 |
| **Restricted funds** | | | | |
| Other Project Funds | 14,152 | (12,393) | - | 1,759 |
| Catalysts for Care | 70,102 | (68,308) | - | 1,794 |
| Community Connectors | 233,044 | (179,844) | - | 53,200 |
| Health and Well-being Facilitator | 37,000 | (33,910) | - | 3,090 |
| Timebanking | 76,274 | (51,288) | - | 24,986 |
| Children & Families Connector | 36,550 | (32,315) | - | 4,235 |
| Invest Local Hubberston & Hakin | 1 | (64,004) | - | (64,003) |
| Community Volunteering Development Officer | 25,768 | (23,308) | - | 2,460 |
| Connector+ | 2,914 | (2,278) | - | 636 |
| Dementia Supportive Communities | 67,500 | (35,949) | - | 31,551 |
| PIVOT Preventions | 214,180 | (188,211) | - | 25,969 |
| Regional Carers Support Innovation Fund | 77,868 | (148,947) | - | (71,079) |
| GwirVol Youth Led Grant | 6,650 | (6,340) | - | 310 |
| Local Action Hubs | - | (2,828) | - | (2,828) |
| Bluestone Foundation Community Fund | 1,216 | - | - | 1,216 |
| Hubberston & Hakin Development Officer | - | (14,090) | - | (14,090) |
| Regional LD Innovation Fund | 100,000 | (89,590) | - | 10,410 |
| Carers Online Portal | 1,800 | (1,800) | - | - |
| Digicoach (Healthier Pembrokeshire) | 8,500 | (5,962) | - | 2,538 |
| Connect IT | 940 | (4,036) | - | (3,096) |
| Supporting Community Action Fund | 97,477 | (114,019) | - | (16,542) |
| Volunteering for Pembrokeshire | - | (5,760) | - | (5,760) |
| Capital expenditure | - | (11,063) | - | (11,063) |
| Employee Volunteering Development Officer | 10,001 | (11,046) | - | (1,045) |
| Enhancing Pembrokeshire Grant - Community Hub | 38,385 | (30,893) | - | 7,492 |
| UK Community Renewal Fund | 507,377 | (49,216) | - | 458,161 |
| HomeShare UK pilot Fund | 10,000 | (10,000) | - | - |
| Outdoor Connections Fund | 40,000 | (46,432) | - | (6,432) |
| Saundersfoot Participatory budget | 12,200 | (12,200) | - | - |
| | 1,689,899 | (1,256,030) | - | 433,869 |
| **TOTAL FUNDS** | 1,948,324 | (1,670,893) | 268,000 | 545,431 |



continued...

## 17. MOVEMENT IN FUNDS - continued

**Comparatives for movement in funds**

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 209,229 | 106,765 | 19,988 | 335,982 |
| Designated fund - Regional Entity fund | 20,000 | (1,875) | - | 18,125 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (1,039,000) | (59,000) | - | (1,098,000) |
| | (804,271) | 45,890 | 19,988 | (738,393) |
| **Restricted funds** | | | | |
| Other Project Funds | 7,001 | (126) | - | 6,875 |
| Catalysts for Care | 28,715 | (17,186) | 4,385 | 15,914 |
| Community Connectors | 2,863 | 5,661 | - | 8,524 |
| Health and Well-being Facilitator | 7,531 | (1,625) | - | 5,906 |
| Timebanking | 34,853 | (18,052) | (1,060) | 15,741 |
| Children & Families Connector | 9,291 | (1,184) | - | 8,107 |
| Invest Local Hubberston & Hakin | 100,780 | 90,396 | (23,722) | 167,454 |
| Community Volunteering Development Officer | 1,680 | (154) | - | 1,526 |
| Connector+ | - | 3,066 | - | 3,066 |
| Dementia Supportive Communities | 11,852 | (3,342) | - | 8,510 |
| Caring Communities Innovation Grant | 2,124 | - | (2,124) | - |
| PIVOT Preventions | 49,689 | 45,648 | (9,000) | 86,337 |
| Dementia Grants | 6,443 | - | (6,443) | - |
| Regional Carers Support Innovation Fund | 50,000 | 102,784 | (2,500) | 150,284 |
| GwirVol Youth Led Grant | - | 310 | (310) | - |
| Local Action Hubs | 4,843 | - | - | 4,843 |
| Direct Payments | 4,385 | - | (4,385) | - |
| Investors in Carers | 6,534 | - | (6,534) | - |
| Hubberston & Hakin Development Officer | - | (19,610) | 19,610 | - |
| Little Green Grant (PCNPA) | - | 6 | (6) | - |
| Regional LD Innovation Fund | - | 145,000 | - | 145,000 |
| Welsh Government Volunteering Fund | - | 28,248 | (28,248) | - |
| Digicoach (Healthier Pembrokeshire) | - | 10,921 | - | 10,921 |
| Connect IT | - | 35,223 | (29,666) | 5,557 |
| Supporting Community Action Fund | - | 41,482 | (10,362) | 31,120 |
| Investors in Carers promotion | - | - | 6,534 | 6,534 |
| Community Connectors - Digital Connections | - | - | 18,929 | 18,929 |
| Volunteering for Pembrokeshire | - | - | 28,248 | 28,248 |
| Capital expenditure | - | (8,889) | 26,666 | 17,777 |
| | 328,584 | 438,577 | (19,988) | 747,173 |
| **TOTAL FUNDS** | (475,687) | 484,467 | - | 8,780 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 438,668 | (331,903) | - | 106,765 |
| Designated fund - Regional Entity fund | - | (1,875) | - | (1,875) |
| Defined benefit pension | - | (58,000) | (1,000) | (59,000) |
| | 438,668 | (391,778) | (1,000) | 45,890 |
| **Restricted funds** | | | | |
| Other Project Funds | 1,005 | (1,131) | - | (126) |
| Catalysts for Care | 82,881 | (100,067) | - | (17,186) |
| Community Connectors | 180,785 | (175,124) | - | 5,661 |
| Health and Well-being Facilitator | 36,999 | (38,624) | - | (1,625) |
| Timebanking | 49,489 | (67,541) | - | (18,052) |
| Children & Families Connector | 36,549 | (37,733) | - | (1,184) |
| Invest Local Hubberston & Hakin | 173,127 | (82,731) | - | 90,396 |
| Community Volunteering Development Officer | 32,594 | (32,748) | - | (154) |
| Connector+ | 22,627 | (19,561) | - | 3,066 |
| Dementia Supportive Communities | 35,001 | (38,343) | - | (3,342) |
| PIVOT Preventions | 254,825 | (209,177) | - | 45,648 |
| Regional Carers Support Innovation Fund | 145,000 | (42,216) | - | 102,784 |
| GwirVol Youth Led Grant | 6,650 | (6,340) | - | 310 |
| Direct Payments | 22,151 | (22,151) | - | - |
| Bluestone Foundation Community Fund | 9,000 | (9,000) | - | - |
| Hubberston & Hakin Development Officer | (1) | (19,609) | - | (19,610) |
| Little Green Grant (PCNPA) | 4,500 | (4,494) | - | 6 |
| Regional LD Innovation Fund | 145,000 | - | - | 145,000 |
| Welsh Government Volunteering Fund | 242,019 | (213,771) | - | 28,248 |
| Connect Pembrokeshire Promotion | 42,110 | (42,110) | - | - |
| Digicoach (Healthier Pembrokeshire) | 21,925 | (11,004) | - | 10,921 |
| Connect IT | 39,999 | (4,776) | - | 35,223 |
| Community Connectors Digital | 2,080 | (2,080) | - | - |
| Supporting Community Action Fund | 164,761 | (123,279) | - | 41,482 |
| Capital expenditure | - | (8,889) | - | (8,889) |
| | 1,751,076 | (1,312,499) | - | 438,577 |
| **TOTAL FUNDS** | 2,189,744 | (1,704,277) | (1,000) | 484,467 |



continued...

## 17. MOVEMENT IN FUNDS - continued

| RESERVES | 2021 | Movement | 2022 |
|---|---|---|---|
| Restricted funds | 747,173 | 331,569 | 1,078,742 |
| General fund | 335,982 | 13,732 | 349,714 |
| Designated funds (Regional Entity and Children & Families) | 23,625 | (870) | 22,755 |
| Total reserves before pension deficit | 1,106,780 | 344,431 | 1,451,211 |
| Defined benefit pension fund | (1,098,000) | 201,000 | (897,000) |
| Total reserves | 8,780 | 545,431 | 554,211 |

**Material funds**

Community Connectors - social prescribing funding was not fully expended during the year due to a delay in recruiting to new Community Connector posts. This funding will be carried forward and used to further develop and strengthen the social prescribing service delivered by the PAVS Community Connector team.

Timebanking - the Regional Timebanking Co-ordinator moved into a different role within during the year, resulting in a year-end underspend. This funding will be carried forward and used for the ongoing development and promotion of the Connect Pembrokeshire platform.

Invest Local Hubberston & Hakin - this funding is held on behalf of the Hubberston & Hakin Invest Local Community Forum. The original spend profile has not been achieved, primarily due to the impact of COVID. The funds will be carried forward and spent in accordance with the current Driving Change Plan, which has been extended to enable groups to deliver their projects.

Dementia Supportive Communities - additional funding was awarded during the year to provide an enhanced programme of activities and support for people living with dementia and their families. This was not possible to deliver due to ongoing concerns around COVID. The funding will be carried forward and form part of the delivery budget for the Dementia Supportive Communities Officer in future years.

PIVOT Preventions - this funding has accrued over successive years and will be released to support future third sector-led preventative and intermediate care activity, as agreed with funders and strategic planning partners.

Regional Carers Support Innovation Fund - this funding will be awarded through a regional competitive grants process to fund organisations to pilot innovative programmes designed to support to unpaid carers.

Regional Learning Disabilities Grant - this funding will be carried forward and awarded through a regional competitive grants programme with funding decisions taken by a panel of people with learning disabilities, supported by Pembrokeshire People First and PAVS.

UK Community Renewal Fund - this funding will be carried forward and used to deliver and evaluate an integrated programme of work - Resourceful Communities: Towards a Wellbeing Economy within an extended delivery period to 31st December 2022.


continued...

## 17. MOVEMENT IN FUNDS - continued

### TRANSFERS BETWEEN FUNDS

During the year ended 31 March 2022 the following transfers were made from restricted funds to the general fund as a contribution towards overhead costs:

| | £ |
|---|---|
| Catalyst for Care | 4,417 |
| Community Connectors | 12,305 |
| Health and Well-being Facilitator | 4,636 |
| Timebanking | 3,318 |
| Children & Families Connector | 5,857 |
| Invest Local Hubberston & Hakin | 3,200 |
| Community Volunteering Development Officer | 4,111 |
| Connector+ | 650 |
| Dementia Supportive Communities | 4,357 |
| PIVOT Preventions | 9,000 |
| Regional Carers Support Innovation Fund | 24,787 |
| GwriVol Youth Led Grant | 310 |
| Hubberston & Hakin Development Officer | 2,043 |
| Regional LD Innovation Fund | 14,500 |
| Supporting Community Action Fund | 2,141 |
| Employee Volunteering Development Officer | 1,662 |
| Enhancing Pembrokeshire Grant - Community Hub | 2,522 |
| UK Community Renewal Fund | 1,192 |
| Outdoor Connections | 4,000 |
| Total | 105,008 |

A transfer of £16,133 has been made from the Invest Local Hubberston & Hakin fund to the Hubberston & Hakin Development Officer fund in respect of a grant made from the fund to PAVS towards the cost of a Community Development worker.

A transfer of £6,523 has been made from the Community Connectors fund to the capital expenditure fund in respect of fixed assets purchased on which restrictions still exist.

A transfer of £19,025 was made from the UK Community Renewal fund to the Enhancing Pembrokeshire Grant - Community Hub fund.

A transfer of £10,432 was made from the PIVOT Preventions fund to the Outdoor Connections fund.

A transfer of £2,708 was made from the General fund to the Employee Volunteering Development Officer fund.



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## 18. EMPLOYEE BENEFIT OBLIGATIONS

**Defined benefit scheme**
The Association contributes to the Dyfed Local Government Pension Fund at the rates set by the scheme Actuary and advised to the Scheme Administrator. The scheme is multi-employer defined benefit pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The most recent completed triennial actuarial valuation was performed by an independent actuary for the trustees of the scheme and was carried out on 31 March 2019.

The main assumptions used in the actuarial valuations are as follows:

| | 2022 | 2021 |
|---|---|---|
| Rate of CPI inflation | 3.30% | 2.70% |
| Rate of increase in salaries | 4.80% | 4.20% |
| Rate of increase in pensions | 3.40% | 2.80% |
| Discount rate | 2.80% | 2.10% |

The major categories of scheme assets are as follows:

| | 2022 £ | 2022 % | 2021 £ | 2021 % |
|---|---|---|---|---|
| Equities | 2,486,000 | 72.3% | 2,389,000 | 74.0% |
| Government bonds | 45,000 | 1.3% | - | 0.0% |
| Other bonds | 272,000 | 7.9% | 375,000 | 11.6% |
| Property | 450,000 | 13.1% | 358,000 | 11.1% |
| Cash/liquidity | 58,000 | 1.7% | 39,000 | 1.2% |
| Other | 127,000 | 3.7% | 68,000 | 2.1% |
| | 3,438,000 | | 3,229,000 | |

The movement in deficit during the year is as follows:

| | 2022 £ | 2021 £ |
|---|---|---|
| Total present value of benefit obligations | 4,335,000 | 4,327,000 |
| Fair value of plan assets | (3,438,000) | (3,229,000) |
| Deficit | 897,000 | 1,098,000 |



continued...

## 18. EMPLOYEE BENEFIT OBLIGATIONS - continued

The change in benefit obligation during period the year is as follows:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Benefit obligation at the beginning of the year | 4,327,000 | 3,620,000 |
| Current service costs | 93,000 | 78,000 |
| Interest on pension liabilities | 89,000 | 86,000 |
| Members contributions | 14,000 | 13,000 |
| Past service costs (gain) | - | - |
| Actuarial (gains)/losses on liabilities | (106,000) | 624,000 |
| Curtailments | - | - |
| Settlements | - | - |
| Benefits/transfers paid | (82,000) | (94,000) |
| Business combinations | - | - |
| Benefit obligation at end of period | 4,335,000 | 4,327,000 |

The change in the plan assets during the year is as follows:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Fair value of plan assets at the beginning of the year | 3,229,000 | 2,581,000 |
| Interest on plan assets | 68,000 | 62,000 |
| Actuarial gains/(losses) on assets | 162,000 | 623,000 |
| Administration expenses | (1,000) | (1,000) |
| Business combinations | - | - |
| Settlements | - | - |
| Employer contributions | 48,000 | 45,000 |
| Member contributions | 14,000 | 13,000 |
| Benefits/transfers paid | (82,000) | (94,000) |
| Fair value of plan assets at end of period | 3,438,000 | 3,229,000 |

Actual Return on plan assets = £230,000.

Experience loss - pension increases = £12,000.

Analysis of amounts recognised in the Statement of Financial Activities:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Current service costs | 93,000 | 78,000 |
| Past service costs | - | - |
| Administration expenses | 1,000 | 1,000 |
| Net finance (interest)/costs | 21,000 | 24,000 |
| Total costs recognised in SOFA | 115,000 | 103,000 |



continued...

## 18. EMPLOYEE BENEFIT OBLIGATIONS - continued

Statement of actuarial gains and losses:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Actuarial gains/(losses) on liabilities | 106,000 | (624,000) |
| Actuarial gains/(losses) on assets | 162,000 | 623,000 |
| Total actuarial gain/(losses) on defined benefit scheme | 268,000 | (1,000) |

At 31 March 2022 £nil (2021: £nil) was outstanding in respect of contributions relating to current service obligations.

**Defined contribution scheme**
The Charity also operate a defined contribution pension scheme for new employees. During the year ended 31 March 2022 £14,469 was paid into the scheme, at the year end there was a creditor of £nil (2021: £nil).

## 19. RELATED PARTY DISCLOSURES

During the year ended 31 March 2022 transactions took place with the following related parties:

Helen Murray is a trustee. Consultancy services totalling £870 (2021: £6,555 were purchased from this related party. At the year end 31 March 2022 a balance of £495 was owed to the related party (2021: £1,605)

Citizens Advice Pembrokeshire (CAP) became a related party due to having a trustee in common on 16 February 2022. CAP rent office space from PAVS. During the period that it was a related party, rent of £4,521 was charged to CAP. At 31 March 2022 a balance was not owed by the related party.

Theatr Gwaun Community Trust has a Trustee in common with PAVS. Grants were not awarded to this entity during the year ended 31 March 2022, however in the prior year a grant of £2,188 was awarded to this related party.

Templeton Community Hall has a Trustee in common with PAVS. Grants were not awarded to this entity during the year ended 31 March 2022, however in the prior year a grant of £1,900 was awarded to this related party.

PAVS is the local fund holder for Hubberston & Hakin Invest Local Community Fund. During the year, £16,132 (2021: £19,609) was awarded to PAVS from the fund to fund a Community Development Officer post. The decision was made by the Hubberston & Hakin Community Forum. PAVS does not have a voting right on the forum.

## 20. MEMBERS' GUARANTEE

The charity is a private limited company by guarantee and consequently does not have any share capital. The liability of members in the event of liquidation is limited to £10 per member.


continued...

## 21. GRANT ADMINISTRATION

In the year end 31 March 2022, PAVS administered a number of grant schemes on behalf of a range of public and private sector funders, these are as follows:

- Bluestone Foundation
- Carers Support Innovation Fund
- Hubberston & Hakin Invest Local Community Forum (funded by the National Lottery Community Fund via Building Communities Trust
- Main SCAF (which combines Caring Communities Innovation Grants, Dementia Grants, Local Action Hubs and Comic Relief)
- Micro SCAF (which combines Caring Communities Innovation Grants, Dementia Grants, Local Action Hubs and Comic Relief
- PIVOT service (funded by ICF)
- GwirVol Youth-Led Grants (disbursed by Pembrokeshire Youth Bank)
- South Hook LNG
- Covid-19 Recovery Grants for Care Homes.
- Regional LD Innovation Fund
- Saundersfoot Participatory Budget
- Outdoor Connections
- Winter Pressures Fund
- UK Community Renewal Fund

Fund management and grant administration represents a significant element of PAVS' annual budget, and for this reason, it has been agreed to show Grant/Funds distributed as a discrete element of the accounts.

Full details of the grants awarded can be found in note 21.

| | A | B | C | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | HUBS | UKCRF | Carers Support Innovation Fund | H & H Invest Local | LDIF | MainSCAF | MicroSCAF | Outdoor Connections | PB-S/Foot | PIVOT | Youth Led Grants - Gwirvol Youth Bank | Catalysts | Community HUB | TOTAL |
| 2 | 1st Letterston Brownies | | | | | | | | | £ 500 | | | | | £500 |
| 3 | 2nd Milford Haven Sea Scouts | | | | £ 500 | | | | | | | | | | £500 |
| 4 | 3rd Tenby Brownies | | | | | | £ 600 | | | | | | | | £600 |
| 5 | Advocacy West Wales | | | £ 5,324 | | £ 9,988 | | | | | | | | | £15,312 |
| 6 | Arts Care Gofal Celf | | | | | £ 10,000 | | | | | | | | | £10,000 |
| 7 | Bert Edwards-Printing H&H Newsletter | | | | £ 685 | | | | | | | | | | £685 |
| 8 | Bespoke Individuals | | | | | | | £ 500 | | | | | | | £500 |
| 9 | British Red Cross | | | | | | | | | | £ 143,694 | | | | £143,694 |
| 10 | Brynberian Community Centre | | | | | | | | £ 1,500 | | | | | | £1,500 |
| 11 | Camrose Community Centre | | | | | | £ 3,000 | | £ 1,450 | | | | | | £4,450 |
| 12 | Camrose Sports Association | | | | | | | | £ 792 | | | | | | £792 |
| 13 | Carers Trust Crossroads West Wales | | | £ 28,637 | | | | | | | | | | | £28,637 |
| 14 | Carlad Pet Therapy | | | | | | £ 2,995 | | | | | | | | £2,995 |
| 15 | Carmarthenshire Carers Forum | | | £ 6,775 | | | | | | | | | | | £6,775 |
| 16 | Church St Mary The Virgin | | | | | | | | £ 1,465 | | | | | | £1,465 |
| 17 | Clynfwy CIC | | | | | £ 10,000 | £ 3,000 | | | | | | | | £13,000 |
| 18 | Comm Choice & Inclusion | | | | | | | | | | | | | | £0 |
| 19 | Community Choice & Inclusion | | | £ 8,100 | £ 3,006 | | £ 3,785 | £ 965 | | | | | | | £15,856 |
| 20 | Croft Court Social Fund | | | | | | | | £ 592 | | | | | | £592 |
| 21 | DeClare Court | | | | | | | | £ 1,500 | | | | | | £1,500 |
| 22 | East Williamston | | | | | | | | £ 910 | | | | | | £910 |
| 23 | Eastgate Creative Hwb | | | £ 7,711 | | | | | | | | | | | £7,711 |
| 24 | EcoDewi | | | | | | £ 2,240 | | £ 1,500 | | | | | | £3,740 |
| 25 | Eglwyswrw Group | | | | | | £ 3,000 | | | | | | | | £3,000 |
| 26 | Fishguard Sports AFC | | | | | | | | £ 1,000 | | | | | | £1,000 |
| 27 | Freystrop Village Hall | | | | | | | | £ 1,322 | | | | | | £1,322 |
| 28 | Friends of Ysgol Ger Y Llan | | | | | | | | | £ 500 | | | | | £500 |
| 29 | Friendship Club grant | | | | £ 350 | | | | | | | | | | £350 |
| 30 | Gelliswick Choir | | | | £ 420 | | | | | | | | | | £420 |
| 31 | Gelliswick Primary School | | | | £ 10,500 | | | | | | | | | | £10,500 |
| 32 | Get The Boys a Lift | | | | | | £ 3,000 | | | | | | | | £3,000 |
| 33 | Grwp Resilience | | £ 10,701 | | | | | | | | | | | | £10,701 |
| 34 | H&H Community Centre | | | | £ 18,450 | | | | | | | | | | £18,450 |
| 35 | H&H Gelliswick Bay PA | | | | £ 2,300 | | | | | | | | | | £2,300 |
| 36 | H&H Survey Monkey account | | | | £ 99 | | | | | | | | | | £99 |
| 37 | Hafal Adferiad Recovery | | | £ 8,650 | | | | | | | | | | | £8,650 |
| 38 | Happy Hedgehogs Hook | | | | | | | £ 450 | | | | | | | £450 |
| 39 | Hollstic Yoga Care Wales | | | £ 11,245 | | | | | | | | | | | £11,245 |
| 40 | Hywel Dda | | | | | £ 2,000 | | | | | | | | | £2,000 |
| 41 | Kilgetty & Begelly Art & Craft Group | | | | | | £ 1,196 | £ 500 | £ 1,198 | | | | | | £2,894 |
| 42 | Lambston Parish Residents Association | | | | | | | | £ 1,135 | | | | | | £1,135 |
| 43 | Lamphey Church | | | | | | | | £ 1,483 | | | | | | £1,483 |
| 44 | Letterston AFC | £ 500 | | | | | | | | | | | | | £500 |
| 45 | Letterston Covid Support Group | | | | | | | £ 226 | | | | | | | £226 |
| 46 | Letterston Memorial Hall | £ 400 | | | | | | | | | | | | | £400 |
| 47 | Letterston Mens Sheds | £ 300 | | | | | | | | | | | | | £300 |

| | A | B | C | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | HUBS | UKCRF | Carers Support Innovation Fund | H & H Invest Local | LDF | MainSCAF | MicroSCAF | Outdoor Connections | PB-S/Foot | PIVOT | Youth Led Grants - Gwirvol Youth Bank | Catalysts | Community HUB | TOTAL |
| 48 | Little Acorns | | | | £ 1,390 | | | | | | | | | | £1,390 |
| 49 | Llandewi Velfry Village Hall & Playing Fields | | | | | | £ 3,000 | | £ 1,500 | | | | | | £4,500 |
| 50 | Marloes & St Brides Village Hall | | | | | | | | £ 1,436 | | | | | | £1,436 |
| 51 | Marloes Recreational Area | | | | | | | | £ 1,420 | | | | | | £1,420 |
| 52 | Mencap Ceredigion | | | | | £ 2,350 | | | | | | | | | £2,350 |
| 53 | Milford Haven Rugby Club | | | | £ 175 | | | | | | | | | | £175 |
| 54 | Milford Hanoverians | | | | | | | | £ 753 | | | | | | £753 |
| 55 | Milford Haven Community Society | | | £ 6,500 | | | | | | | | | | | £6,500 |
| 56 | Milford Haven Sea Cadets | | | | £ 15,515 | | £ 3,000 | | | | | | | | £18,515 |
| 57 | Milford Youth Matters | | | | £ 9,550 | | | | | | | | | | £9,550 |
| 58 | Mind Carmarthenshire | | | £ 5,000 | | | | | | | | | | | £5,000 |
| 59 | Mothers Affection Matters | | | | | | £ 3,000 | | | | | | | | £3,000 |
| 60 | Narberth Cricket Club | | | | | | | | £ 1,000 | | | | | | £1,000 |
| 61 | NDCSA | | | | | | £ 5,978 | | | | | | | | £5,978 |
| 62 | Newport Community Forum | | | | | | £ 1,050 | | | | | | | | £1,050 |
| 63 | Newport Memorial Hall | | | | | | £ 2,245 | | £ 1,462 | | | | | | £3,706 |
| 64 | Neyland Bowls Association | | | | | | | | £ 360 | | | | | | £360 |
| 65 | Neyland Yacht Club | | | | | | | | £ 1,000 | | | | | | £1,000 |
| 66 | Our Voice Our Choice | | | | | £ 1,855 | | | | | | | | | £1,855 |
| 67 | PACTO | | | | | £ 4,970 | £ 3,000 | | | | £ 20,000 | | | | £27,970 |
| 68 | Parents Milford Haven Sea Cadets | | | | £ 500 | | | | | | | | | | £500 |
| 69 | PATCH | | | | £ 500 | | £ 3,000 | | | | | | | | £3,500 |
| 70 | Pater Hall | | | | | | £ 2,500 | | | | | | | | £2,500 |
| 71 | PCC (Scolton Manor) | | | | | £ 10,000 | | | | | | | | | £10,000 |
| 72 | Pembroke Cricket Club | | | | | | | | £ 1,100 | | | | | | £1,100 |
| 73 | Pembroke21C | | | | | | £ 800 | | | | | | | | £800 |
| 74 | Pembrokeshire Care Society | | | | | | £ 2,892 | | | | | | | | £2,892 |
| 75 | Pembrokeshire Federation of WIs | | | | | | | | £ 470 | | | | | | £470 |
| 76 | Pembrokeshire Frame | | | | | | £ 3,000 | | | | | | | | £3,000 |
| 77 | Pembrokeshire Mencap | | | | | £ 4,719 | £ 2,000 | | | | | | | | £6,719 |
| 78 | Pembrokeshire People First | | | | | | £ 5,975 | | | | | | | | £5,975 |
| 79 | Pembrokeshire Weightlifting | | | £ 7,040 | | £ 5,000 | £ 2,580 | | | | | | | | £14,620 |
| 80 | Pembs Care Share & Give | | | | | | | £ 500 | | | | | | | £500 |
| 81 | Pembs Yacht Club | | | | £ 500 | | | | £ 1,000 | | | | | | £1,500 |
| 82 | Pembs Youthbank | | | | | | | | | | | £ 6,340 | | | £6,340 |
| 83 | Penally History Group | | | | | | | | £ 810 | | | | | | £810 |
| 84 | Peninsula Community Pod | | | | | | | £ 500 | | | | | | | £500 |
| 85 | Penuel Baptist Church | | | | | | | | £ 1,500 | | | | | | £1,500 |
| 86 | Picton Castle Trust | | | | | | | | £ 750 | | | | | | £750 |
| 87 | Pisgah Baptist Chapel | | | | | | | | £ 1,000 | | | | | | £1,000 |
| 88 | PLANED | | | | | | | | | | | | £ 37,887 | | £37,887 |
| 89 | Powys (Ceredigion) Carers Service | | | £ 6,250 | | | | | | | | | | | £6,250 |
| 90 | Presell Rural Transport Association | | | | | | £ 3,000 | | | | | | | | £3,000 |
| 91 | Providence Training | | | | £ 264 | | | | | | | | | | £264 |
| 92 | RAY ceredigion | | | £ 8,050 | | | | | | | | | | | £8,050 |
| 93 | Regency Hall Parent & Toddlers | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 94 | Rory Rogers Memorial Park | | | | | | | | | £ 1,350 | | | | | £1,350 |

| | A | B | C | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | HUBS | UKCRF | Carers Support Innovation Fund | H & H Invest Local | LDIF | MainSCAF | MicroSCAF | Outdoor Connections | PB-S/Foot | PIVOT | Youth Led Grants - Gwirvol Youth Bank | Catalysts | Community HUB | TOTAL |
| 95 | Rose Gray H&H Xmas supplies & lights | | | | £ 300 | | | | | | | | | | £300 |
| 96 | Rudbaxton Community Association | | | | | | | | £ 1,500 | | | | | | £1,500 |
| 97 | Sardis Parks & Gardens | | | | | | | | | £ 700 | | | | | £700 |
| 98 | Saundersfoot & District History Society | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 99 | Saundersfoot Community Council (Wombles) | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 100 | Saundersfoot Connect | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 101 | Saundersfoot CP School | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 102 | Saundersfoot Footlights | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 103 | Saundersfoot Lonely Tree | | | | | | | | | £ 490 | | | | | £490 |
| 104 | Saundersfoot Walking Football | | | | | | | | | £ 510 | | | | | £510 |
| 105 | Saundersfoot Youth Club | | | | | | | | | £ 1,000 | | | | | £1,000 |
| 106 | Shalom House | | | £ 6,271 | | | £ 5,800 | | | | | | | | £12,071 |
| 107 | Silbers CIC | | | | | | | | £ 390 | | | | | | £390 |
| 108 | Small World Theatre | | | £ 18,810 | | | | | | | | | | | £18,810 |
| 109 | SNAP | | | | | | £ 3,000 | | | | | | | | £3,000 |
| 110 | Solva Care TfC | | £ 30,558 | | | | | | | | | | | | £30,558 |
| 111 | Solva Community Council | | | | | | | | £ 1,344 | | | | | | £1,344 |
| 112 | Span Arts | | | | | | £ 6,000 | | | | | | | | £6,000 |
| 113 | St Dogmaels Coach House/Hanes Llandoch | | | | | | £ 2,880 | | | | | | | | £2,880 |
| 114 | St Giles Church | £ 200 | | | | | | | | | | | | | £200 |
| 115 | St Ishmaels Playing Field Association | | | | | | | | £ 900 | | | | | | £900 |
| 116 | Sth Pembs Golf | | | | | | | | £ 1,000 | | | | | | £1,000 |
| 117 | Support for PB Events | £ 828 | | | | | | | | | | | | | £828 |
| 118 | SwimNarberth | | | | | | £ 3,000 | | £ 1,281 | | | | | | £4,281 |
| 119 | Tabernacle URC | | | | | | | | £ 1,355 | | | | | | £1,355 |
| 120 | Tanyard | | | | | | £ 1,686 | | | | | | | | £1,686 |
| 121 | Tegryn Welfare Committee | | | | | | | | £ 1,416 | | | | | | £1,416 |
| 122 | Templeton Community Council | | | | | | | | £ 1,500 | | | | | | £1,500 |
| 123 | Templeton Men's Drop In | | | | | | | £ 235 | | | | | | | £235 |
| 124 | Templeton YFC | | | | | | £ 757 | | | | | | | | £757 |
| 125 | Tenby Memory Cafe | | | | | | | | | £ 1,150 | | | | | £1,150 |
| 126 | Tenby RFC | | | | | | | | £ 1,000 | | | | | | £1,000 |
| 127 | Tenby Sea Cadets | | | | | | £ 2,990 | | | | | | | | £2,990 |
| 128 | The Friday Venue | £ 600 | | | | | | | | | | | | | £600 |
| 129 | The Tenby Project | | | | | £ 7,535 | | | | | | | | | £7,535 |
| 130 | Tros Gynnal Plant | | | £ 9,153 | | | £ 3,000 | | | | | | | | £12,153 |
| 131 | Ty Hapus CIO | | | £ 2,424 | | | | | | | | | | | £2,424 |
| 132 | Uzmaston Community Council | | | | | | | | £ 1,253 | | | | | | £1,253 |
| 133 | VC Gallery | | | £ 7,400 | | | | | | | | | | | £7,400 |
| 134 | Victoria Hall Association | | | | | | | | £ 1,294 | | | | | | £1,294 |
| 135 | Volunteering Matters | | | | | | | | | | | | | £ 4,272 | £4,272 |
| 136 | Williams Court Social Fund | | | | | | | | £ 792 | | | | | | £792 |
| 137 | WOW Wales Film Festival | | | | | £ 10,000 | | | | | | | | | £10,000 |
| 138 | WW Care & Repair | | | | | | | | | | £ 24,518 | | | | £24,518 |
| 139 | TOTAL | £ 2,828 | £ 41,258 | £ 153,340 | £ 65,004 | £ 78,417 | £ 98,948 | £ 3,876 | £ 46,432 | £ 12,200 | £ 188,211 | £ 6,340 | £ 37,887 | £ 4,272 | £739,012 |

**PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES**

England & Wales - Charity number 1063289

# Accounts

REGISTERED COMPANY NUMBER: 03343059 (England and Wales)
REGISTERED CHARITY NUMBER: 1063289

# REPORT OF THE TRUSTEES AND

# FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2021

# FOR

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

Clay Shaw Butler Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

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# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2021

| | |
|---|---|
| **TRUSTEES** | F G Atkins (deceased 19.1.21)<br>C Carter<br>J R Gossage<br>E J Muir-Edwards<br>H D Murray<br>B A Priest<br>M L Tierney<br>S Whitbread (appointed 21.5.20)<br>C Crichton (appointed 10.6.21) |
| **COMPANY SECRETARY** | S J Leonard |
| **REGISTERED OFFICE** | 36-38 High Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 2DA |
| **REGISTERED COMPANY NUMBER** | 03343059 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1063289 |
| **AUDITORS** | Clay Shaw Butler Limited<br>Statutory Auditors and Chartered Accountants<br>24 Lammas Street<br>Carmarthen<br>Carmarthenshire<br>SA31 3AL |
| **BANKERS** | Unity Bank<br>Unity Trust Bank plc<br>4 Brindley Place<br>Brimingham<br>B1 2JB |
| **SOLICITORS** | Hains & Lewis<br>Penffynnon<br>Hawthorn Rise<br>Haverfordwest<br>Pembrokeshire<br>SA61 2BQ |

| | |
|---|---|
| **OTHERS** | Adviser to the Board - Cllr Michelle Bateman (nominated by Pembrokeshire County Council) |
| | Chief Officer - S J Leonard |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 2019).

## OBJECTIVES AND ACTIVITES

### Strategic Aims and Objectives

The Association has been established as the County Voluntary Council for Pembrokeshire. It promotes any charitable purpose for the public benefit of the community and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness. Its membership is made up of voluntary and community groups and social enterprises (collectively known as "the third sector") operating in Pembrokeshire. In its work the Association promotes and organises co-operation in the achievement of these aims and, to that end, brings together representatives of third sector organisations and statutory authorities within Pembrokeshire.

The Mission Statement for the Association states that PAVS exists to:

- Encourage voluntary activity
- Support its members
- Engage with the public and private sector, and
- Promote the vision espoused by the third sector in Pembrokeshire

In the 10-year strategic plan approved by the Board in 2011, the following strategic aims are identified:

To encourage voluntary activity PAVS will:

- Build capacity within the third sector by offering information, advice, training, funding and development support, ICT support and consultancy,
- Provide facilities and offer support services through the Pembrokeshire Centre for Voluntary Action,
- Run a small grants scheme,
- Promote volunteering in the community, and;
- Expand its membership base.

To support its full and associate members PAVS will:

- Accumulate an evidence base to contribute towards their policy development, funding applications and procurement bids,
- Assist them in identifying, and where possible quantifying, their outcomes and impacts, and;
- Offer discounts on training, ICT support and consultancy.

To engage with the public and private sectors PAVS will:

- Represent local third sector views to statutory bodies, and;
- Undertake partnership working with public and private sector organisations.

To promote the vision of the third sector in Pembrokeshire PAVS will:

- Develop networks linking third sector organisations with similar objectives, and;
- Discover opportunities by identifying market failures, policy failures and unmet needs.

Following a strategic review in 2018, the Board identified three key strategic priorities:

- Develop smart working practices
- Establish a regional "hub and spokes" model
- Strengthen our supporter base

Progress has been made against each of these strategic priorities during the year under review and work is ongoing.

**Values and Approaches**
PAVS has agreed a set of values and approaches that guide the way that the Association will deliver its mission and strategic aims. The values that PAVS has adopted are:

- Enthusiasm
- Competence
- Inclusiveness
- Collaboration
- Innovation
- Sustainability

**Public Benefit**
The trustees have a duty to report on 'public benefit' by explaining the significant activities undertaken in order to carry out the aims for the public benefit, and achievements measured against those aims. Regular reports are presented to funders and stakeholders. An overview of activities is presented to members at the Annual General Meeting. In addition, the trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

**Sustainable Development**
PAVS Sustainable Development policy was first introduced in 2011 and has been kept under review in the years since. The Board has based its approach to sustainable development upon the stewardship of five capital stocks (human, social, cultural, natural and built). This is consistent with an eco-systems approach. The Association has also adopted the Green Dragon environmental management standards. The Well-Being of Future Generations (Wales) Act 2015 is the first legislation to embed sustainable development as the central organising principle for the provision of statutory services.

PAVS is committed to engaging with the statutory sector based on this approach and the underlying principles. In line with this commitment, PAVS has employed a part-time freelance officer during the year to provide ongoing support to the cross-sector multi-agency **Pembrokeshire Sustainable Natural Capital Forum** established by PAVS in the previous year. Funding for this work has been provided by Natural Resources Wales through the Pembrokeshire Public Services Board (PSB), and update reports have been presented as a standing item on the PSB agenda.

Forward work programmes have been scoped for three elements of work associated with green infrastructure, sustainable management of natural resources, and community-led action creating inclusive opportunities for people to get involved in nature-based activities. Funding opportunities to support this work have been identified. PAVS has also contributed to the work of the PSB on climate change.

**ACHIEVEMENTS AND PERFORMANCE**
**Activities**
PAVS is a delivery partner within Third Sector Support Wales (TSSW), which comprises 19 County Voluntary Councils (CVCs) and Wales Council for Voluntary Action (WCVA). TSSW delivers the Third Sector Infrastructure Partnership Agreement on behalf of Welsh Government and assists the Welsh Government in the delivery of its long-term aim to build a Wales that is prosperous and secure; healthy and active; ambitious and learning, and united and connected.

The Partnership Agreement for 2020-2021 includes four pillars of activity, namely:

- Volunteering
- Sustainable Funding
- Good Governance
- Engagement & Influencing

TSSW has developed a suite of digital platforms to support face-to-face delivery and to ensure consistent access to information, resources and training no matter where a group is located. These platforms are Volunteering Wales, Funding Wales, TSSW Knowledge Hub, and infoengine (an online directory of third sector services)

The terms of the Agreement are subject to a national Core Services Framework, which describes the full range of activities to be delivered at a national level by WCVA and at a local/regional level by CVCs. Performance is monitored in a consistent manner across TSSW through an Impact & Reporting Framework. This includes 4 "pillar specific" Key Performance Indicators (KPIs) for volunteering and sustainable funding and 6 cross-cutting KPIs, including 2 for digital delivery. A bespoke Customer Relationship Management (CRM) system assists with reporting against the 6 cross-cutting KPIs. Volunteering KPIs are collated through the on-line Volunteering Wales platform, with the on-line Funding portal providing evidence for the sustainable funding KPIs.

In addition to the quantitative data collated via the CRM, the Framework sets out a methodology for collecting qualitative information through an on-line impact survey and case studies. These methods are used to demonstrate the collective impact of TSSW service delivery. TSSW remains committed to developing further tools to measure the impact of work carried out under the Engagement & Influencing pillar.

Quarterly reports are generated from the CRM with data being available at a national, regional and local level and a TSSW Impact Report is produced annually. Regular monitoring meetings are held with the Welsh Government Third Sector Support Unit. In addition, PAVS provides monitoring and performance reports to project steering groups established to oversee delivery of specific funded programmes of work that contribute to the achievement of the outcomes set out in the Core Services Framework.

PAVS has performed well against the KPIs and made a strong contribution to the overall performance of the TSSW partnership in Wales during 2020-21 despite the many challenges faced during the year as a result of responding to COVID-19.

It is important to recognise that service delivery in this year was significantly impacted by COVID-19 restrictions. At the start of lockdown, all PAVS staff were enabled to work remotely in line with the requirement to work from home. None of the PAVS staff were furloughed and all services moved online.

From the outset of the pandemic and for the whole of the year under review, PAVS worked closely with statutory partners to deliver an integrated community-led COVID response. This included setting up the Pembrokeshire Community Hub, convening and facilitating the Pembrokeshire Community Support Network (PCSN), distributing grants to formal and informal voluntary and community groups through the Supporting Community Action Fund (SCAF), supporting the deployment of volunteers, providing digital support for individuals, supporting community buildings, and generally contributing to response planning and delivery, as required.

During the year, PAVS received additional funding from the Welsh Government Voluntary Services Emergency Fund (VSEF) for distribution to the sector and to help with core running costs as opportunities to income generate were significantly diminished.

The efforts of the whole staff team throughout a year that brought so many professional and personal challenges are to be applauded. Those efforts - and those of the wider voluntary and community sector - were recognised by the High Sheriff of Dyfed on 29th March 2021 with the award of a certificate of commendation to PAVS "in recognition of exceptional support to the community during the COVID-19 pandemic".

The following sections provide an overview of the activities undertaken by PAVS during the year 2020-21, aligned to each of the pillars within the Third Sector Infrastructure Partnership Agreement and grouped together under the following broad headings:

- Third Sector Support
- Policy & Engagement
- Connected Communities
- Business Services

These activities have contributed to PAVS' mission and strategic aims as determined by the Board of Trustees, delivered public benefit, and contributed to the national Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015 and overseen locally by the Pembrokeshire PSB.

**THIRD SECTOR SUPPORT**
This section of the report focuses on the work delivered by the Association related to volunteering, sustainable funding, and good governance, as defined in the TSSW Core Services Framework.

**Volunteering**
This area of work covers the services delivered by Volunteering Pembrokeshire (PAVS volunteer centre) in terms of encouraging people to volunteer through a comprehensive programme of volunteer recruitment and placement, as well as providing best practice guidance and support to volunteer-involving organisations.

Lockdown restrictions significantly impacted on PAVS volunteering support. Many volunteer-involving organisations shut down their normal services and - where possible - moved to online delivery. Volunteers were stood down from their volunteering activity and many volunteers found themselves on the shielding list, due to their age and/or medical history. This meant that people who were usually active volunteers supporting others in the community suddenly found themselves in the position of being identified as vulnerable and in need of support.

Paradoxically, at the same time as the sector shut down the vast majority of formal volunteering opportunities, there was an outpouring of offers of support from the general public, many of whom were furloughed. Over **600 people** registered an interest in volunteering on the PAVS Volunteering Pembrokeshire digital platform. All potential volunteers were encouraged to join informal local community support groups and provided with regular updates on volunteering opportunities. During the period, **44 individuals** were placed into volunteering roles, with **77 individuals** being supported with volunteering in some way. Despite the best efforts of the PAVS volunteering team, it proved impossible to find suitable volunteering opportunities for all those who offered help. We remain grateful to everyone who came forward to help in response to COVID-19, and hope that their interest in volunteering will sustain beyond the crisis when more volunteers than ever will undoubtedly be needed.

In the immediate aftermath of the announcement of COVID-19 lock-down restrictions, **95** informal volunteer-led community response groups came into being to provide help and support to their neighbours. PAVS Community Volunteering Development Officer contacted each of these groups and invited them to join the Pembrokeshire Community Support Network (PCSN), established for the purpose of supporting safe and effective volunteering through sharing information, weekly ZOOM meetings, an active Facebook group, micro grants, and one-to-one support. The PCSN groups provided contact details for an on-line directory that was held by the Community Hub and became important partners in the delivery of local volunteer-led support.

The national GwirVol programme provides a focus on supporting youth volunteering, with funding being made available for distribution to voluntary activities organised by young people. With school closures in place for much of the year under review, the usual programme of school-based events to raise awareness of volunteering could not take place.

During the period, PAVS transferred **£6,340** of GwirVol funding to Pembrokeshire Youth Bank for distribution. All grant administration processes were moved online, and 6 young people were recruited as new panel members, joining existing panel members who were happy to share their experience with the new recruits. The end-of-year report confirms that a total of **£5,890 was disbursed to 8 youth-led projects**, with the remainder being spent on recruitment and induction of new panel members, financial administration, evaluation, and reporting. The report also notes that building relationships between young people through the grant-making process had made a positive impact on their mental health & wellbeing.

The usual annual programme of events to celebrate and promote volunteering had to be reimagined in light of COVID-19. National **Volunteers Week** went online with a social media campaign sharing volunteer stories, a series of short "thank-you" videos from local partners, the launch of the annual Volunteer Awards, and a clap for volunteers. Sadly, the 3-day Pembrokeshire County Show was cancelled which meant that PAVS did not get the chance to bring voluntary and community groups and volunteers together in the well-established and popular Community Zone marquee, sponsored by South Hook LNG.

The next event in the annual volunteering programme was the **Volunteer of the Year Awards** and it is pleasing to report that this event moved online and achieved great success. In fact, the number of awards was increased to include two categories relating to the informal community support groups that had come into being to help people get through COVID lockdowns and two sessions were held, one in the afternoon and one in the evening. Sharron Lusher, High Sheriff of Dyfed, introduced each session and warmly welcomed the 150 volunteers and guests who signed in and enjoyed the online events. Trophies and Highly Commended certificates were presented to finalists in **9 categories of awards**, and a compilation video of performances organised by Span Arts provided half-time entertainment, which was enjoyed by all. Following the awards ceremony, arrangements were made to present the trophies safely when restrictions permitted. Thanks must go to South Hook LNG for their sponsorship of this event.

One of the volunteer centre officers is seconded on a part-time basis to the Workways+ programme managed by Pembrokeshire County Council to support volunteering as a route to employment or further training. This secondment continued until the final quarter of the year, when the PAVS Volunteering Officer returned full-time to PAVS to oversee the delivery of the **Volunteering for Pembrokeshire** programme, funded by the Welsh Government Coronavirus Recovery Grant for Volunteering 2020/21.

Welsh Government funding of **£242,042** was secured for the **Volunteering for Pembrokeshire programme** delivered between 22nd January - 31st March 2021 to support four programmes of work:

- Co-producing a Volunteering for Pembrokeshire strategy
- Strengthening voluntary action
- Developing collaborative approaches to volunteer recruitment
- Evaluating the impact of volunteering on people's lives

Despite the short timeframe for delivery, much was achieved including the development of a draft strategy for volunteering, a logo and brand for Volunteering for Pembrokeshire, ideas around volunteer reward and recognition programmes and a Volunteer Passport, resources to support the involvement of volunteers in inclusive play, bereavement support, and the inclusion of young, disabled people in sports, specialist volunteering toolkits, collaborative approaches to volunteer training (including online training), youth involvement in town & community councils, and social media resources for a volunteer recruitment campaign. The work was overseen by a multi-agency and cross-sector steering group and served to raise the profile of volunteering within the County.

Funding for this area of work has primarily come from the Welsh Government TSSW/GwirVol core funding, Transformation funds (managed by the West Wales Care Partnership), and Pembrokeshire County Council (for the Workways+ secondment). PAVS remains grateful to South Hook LNG for their ongoing financial support for volunteering in the County.

**Sustainable Funding**
This area of work covers the distribution of grants and the delivery of information, training, development, and support services to help voluntary and community groups and social enterprises in Pembrokeshire secure the funding they need to achieve long-term sustainability.

During the year under review, it was agreed to bring different funding streams together to provide an integrated funding programme open to informal and formal voluntary and community groups, social enterprises, and town & community councils to help them and their members survive the COVID-19 crisis and move into recovery.

The resulting **Supporting Community Action Fund** provided revenue and capital grants under two funding programmes - Micro Grants and Main Grants. The Micro Grants programme offered small grants of up to £500 to constituted and non-constituted community support groups, with a simple application process and decisions within 5 days of receipt of the application. During the year, **35 micro grants** were awarded totalling **£13,688**. The Main Grants programme offered larger grants of up to £2,500 to formally constituted groups under different themes including Meeting the Challenge, Keeping Going, Doing Things Differently, Recovery: Moving Forward. Two rounds of the SCAF Main Grants programme took place during the year, awarding **67 grants totalling £109,591**. Funding for SCAF came from Comic Relief, Welsh Government Voluntary Services Emergency Fund, Pembrokeshire County Council, and the West Wales Care Partnership.

In addition to overseeing the SCAF, PAVS also:

- Managed the delivery of community funding/grant schemes on behalf of external funders including South Hook LNG, Bluestone Community Foundation, Pembrokeshire Coast National Park Authority, and West Wales Care Partnership
- Acted as fundholder for PIVOT (a third sector consortium delivering intermediate care services) and for the Invest Local Hubberston & Hakin Community Forum
- Took the regional lead for the distribution of capital grants to Care Homes across Pembrokeshire, Carmarthenshire, and Ceredigion to facilitate digital connections and provide safe visiting arrangements for family members during the COVID-19 crisis

During the year, PAVS directly managed the award and distribution of **£583,262** in funds and grants to third sector organisations in Pembrokeshire and facilitated grant panels for the distribution of **£497,658** grants to local (Pembrokeshire) and regional care homes for improved visitor access and digital connectivity .

All service delivery moved online, including webinars, training courses and events. The annual one-day Funding Fair was transformed into a week-long programme of **8 online sessions** delivered by a range of local and national funders, providing an opportunity for information sharing, Q&A, and networking. Information and resources were made available online following each session.

Work continued during the year to develop and promote **Funding Wales**, the TSSW on-line platform giving access to a directory of local and national funders that can be searched according to a range of criteria, providing a response that is tailored to meet specific funding needs.

Primary funders for this area of work include Welsh Government TSSW core funding, West Wales Care Partnership (ICF and Transformation funds), Welsh Government Voluntary Services Emergency Fund, Pembrokeshire County Council, Comic Relief, Invest Local (Building Communities Trust), South Hook LNG and Bluestone Community Foundation.

**Good Governance**

This area of work covers all the capacity building and development support services provided to third sector organisations across the County to ensure that third sector personnel, volunteers, managers, and trustees have the knowledge and skills they need to operate sustainably, fairly, legally and safely.

Work during the year has included:

- providing information on governance issues via the **Pembrokeshire Trustee Network** with a focus on issues arising as a result of COVID-19 restrictions
- providing direct advice and information to **286 groups** to set up appropriate legal structures, strengthen governance arrangements, deal with risk assessments, manage HR issues, understand changes to Charity Commission rules, operate safely in line with COVID-1 9 restrictions, etc
- delivering online training sessions/workshops for voluntary and community groups

- supporting groups to upload information about their services and activities on infoengine, the TSSSW on-line searchable directory of third sector services

A key element of the work during the year has been supporting the **Pembrokeshire Community Buildings Forum,** in association with PLANED. COVID-19 has brought many challenges to community buildings, including loss of income during the lockdown, and managing a range of health & safety issues to enable safe re-opening of facilities. During the year, 4 **meetings** of the Pembrokeshire Community Buildings Forum took place online, attended by a total of **166 participants**.

The LEADER-funded Catalysts for Care project continued during the year under review with support from an FTE Social Enterprise Catalyst based in PAVS and a Micro Enterprise Catalyst based in PLANED. Support for the development of the micro-enterprise programme has been provided by Community Catalysts, a social enterprise with experience of delivering similar programmes elsewhere in the UK. The aim of the project is to support the setting-up and organisational development of micro-enterprises and social enterprises offering care, support and wellbeing services that enable people to live independently for longer in their own homes and communities. All training courses, workshops, and events throughout the year have been delivered online.

During the year, PAVS continued to employ a part-time Community Development Officer on behalf of the Hubberston & Hakin Invest Local Community Forum. The officer is based in the Hubberston & Hakin community and is jointly line managed by PAVS and a Forum sub-group, which sets the work programme, monitors progress, and provides day-to-day operational support. PAVS provides all HR and payroll support for the Officer.

The Hubberston & Hakin Development Officer was on extended sickness absence during the year which, coupled with the impact of COVID restrictions, resulted in significant challenges in terms of progressing the planned programme of work around community engagement and activities. However, good progress is now being made and an extension of the contract has been agreed.

Funding for this area of work has primarily been provided by Welsh Government/TSSW core funding; LEADER funding and match funding from the West Wales Care Partnership (for the Catalysts for Care project); and Invest Local funding (National Lottery funding managed by Building Communities Trust).

**POLICY & ENGAGEMENT**

Engaging the third sector in strategic planning, public service design and delivery, policy issues and consultations remains a key element of the Association's work. Outcomes of this work demonstrate that PAVS is involved in the full range of local, regional, and national strategic and operational planning partnerships and that there are appropriate mechanisms in place to engage the sector in the work of those partnerships.

Key pieces of work during the year included:

- representing the third sector on key local and regional partnerships including the Pembrokeshire Public Services Board; Arwain Sir Benfro (Pembrokeshire Local Action Group); Pembrokeshire Preventions Programme Board (now the Community Co-ordination Recovery Group); Healthier Pembrokeshire Strategic & Operational Boards, and various workstreams established by the West Wales Care Partnership
- providing third sector responses to consultations, engaging voluntary and community groups and their members in co-designing services, and facilitating the third sector contribution to the development of local and regional plans and strategies
- supporting a range of third sector special interest networks and representing the sector on service planning groups at a local and regional level
- disseminating policy & engagement information through e-bulletins, social media, presentations and online partnership and network events during the year
- working with partners on the collaborative development and delivery of third sector-led preventative and early intervention services to address key issues such as homelessness and food poverty

- using the Most Significant Change narrative-based methodology for capturing people's "stories" and using this qualitative evidence alongside qualitative KPIs to measure outcomes and the impact - positive or negative - on wellbeing

PAVS has established 8 **Health & Wellbeing Networks** across key themes of work including older people, people living with dementia, children & families, bereavement, befriending, and unpaid carers. During the period under review, these networks have met regularly online and provided opportunities for third sector organisations to work alongside statutory partners to consider how national strategies can be implemented in a local context, and what role the third sector can play.

Through these networks, PAVS has been able to facilitate collaborative approaches to areas of service innovation and strategy including transforming day opportunities, reshaping the direct payments service, developing new strategies for advocacy, end-of-life and dementia, and commissioning services.

PAVS receives funding for two specialist roles within the Policy & Engagement team, namely a Dementia Supportive Communities Development Officer and a Children & Families Connector.

The Dementia Supportive Communities Development Officer works with local people, communities, and organisations to develop dementia friendly activities and communities across the County, so that people living with dementia, their families and carers can enjoy the best quality of life possible. A Dementia Supportive Communities Network has been established, and information is shared via social media, e-mail, and at events, with people being signposted to appropriate support agencies and community groups. The service has achieved Investors in Carers at Bronze level, and work is ongoing to raise this to Silver. During COVID, group meetings were moved online and, when lockdown restrictions eased, outdoor meetings were offered, as well as socially distanced "Walk & Talk" groups. PAVS is grateful to Pembrokeshire Coast National Park Authority for providing walk leader training to enable walks to be conducted safely. PAVS represents the third sector on the Regional Dementia Strategy Group.

The Children & Families Connector works closely with the Team Around the Family (TAF) based in the Pembrokeshire County Council Children's Services directorate. The main role of the Connector is to work with young people and families referred to the TAF service, helping them to connect with local community-based activities, support groups and third sector services. The Connector also works with TAF colleagues to deliver school holiday activity programmes and other activities. In addition to dealing with referrals, work during the year under review has included participatory budgeting, equality & diversity, emotional health & wellbeing, and working with Victim Support to reduce hate/mate crime. PAVS has representation on the Children & Communities Grant Steering Group to ensure that the third sector is recognised as a key partner in this area of work.

For the first six months of the year under review, the Policy & Engagement team included a post focused on encouraging the take-up of direct payments and pooling those payments with others to create person-led care co-operatives. This work was very much linked to the Catalysts for Care work to create micro and social enterprises offering care, support, and wellbeing services (supply), as direct payments give people choice and control over the services they want to purchase (demand). Following the resignation of the post-holder in October 2020, Pembrokeshire County Council agreed to invest the funding in extending the Catalysts for Care programme, pending completion of the work to bring the direct payments service in-house.

PAVS continued to offer a part-time supported employment opportunity for a Learning Disabilities Champion (Community). The PAVS LD Champion is one of four posts employed through a European-funded programme managed by Pembrokeshire County Council to promote and support people with learning disabilities. During the year, our LD Champion used the Most Significant Change methodology to collect stories of lived experience from people with learning disabilities, researched online activities, published an online blog describing his experience of lockdown, created a Padlet for digital links and activities, undertook training in making podcasts and films, and made a significant contribution to the Digital Connections programme. He also volunteered for Span Arts, took part in an online performance of Under Milk Wood, and made hundreds of items of PPE for communities.

Throughout the period under review, PAVS stepped up its work around engagement and co-production, taking a regional lead on working with Made Open to further develop the **Connect platforms** across the West Wales region. The fully bilingual Connect platforms offer a range of features designed to support community connection, involvement, engagement, and action. These include community activity listings, campaigns/local news, tools for organising informal groups, ideas & polls, and skills exchanges (person-to-person timebanking). Communities can have their own access page, providing a tailored "front end" to the Connect platform that resonates with local residents.

Despite still being in development, the launch of the **Connect Pembrokeshire platform** was fast-tracked at the start of COVID to provide an online tool for the informal volunteer-led community support groups that made up the Pembrokeshire Community Support Network. Several groups took up the offer to use the platform to organise their informal groups and assign tasks to volunteers. Meanwhile, the PAVS regional lead officer continued to work with Made Open and colleagues in Carmarthenshire and Ceredigion to develop the platform as a robust and fully bilingual resource for communities. The **Connect Pembrokeshire platform** has been identified as a key element of the Pembrokeshire Community Hub infrastructure, and PAVS work with time banks has been refocused on person-to-person timebanking, managed through the skills exchange module on the Connect platform.

During the year, PAVS continued to support the regional **Connect to Kindness** campaign with the development of an online resource providing access to information about the science behind kindness, key messages, e-learning courses, case studies, personal stories, and downloadable resources designed to support kindness in communities and kindness in the workplace. Going forward, the **Connect to Kindness** message will be embedded within our work in communities, through the Community Hub and the Connect Pembrokeshire platform.

From the end of March 2020 and throughout the period under review, PAVS employed a part-time Engagement & Support Officer (ESO) on behalf of the Wellbeing Newport project, run under the auspices of Newport Community Forum. The officer was based in Newport and line managed jointly by PAVS and a local steering group, which set the work programme. In the event, it was not possible to carry out the planned programme of engagement due to COVID restrictions: however, the ESO helped with the community-led support effort, supported the rollout of the Connect Pembrokeshire platform, and facilitated a small network of PPE makers in the community.

All members of the Policy & Engagement team demonstrated a willingness to flex their work programmes to do whatever was necessary in response to the COVID-19 crisis. This included working closely with statutory partners to identify third sector staff and volunteers who were eligible for inclusion in Priority Group 2 for the COVID vaccine; updating third sector organisations on arrangements for accessing Lateral Flow Testing for their staff, volunteers, service users and carers; setting up the Community PPE Makers Network which made and distributed around 2,500 community-produced items of PPE, and designing and promoting the Window Wonderland campaign that lit up the darkness over the Christmas period.

Funding for this area of work has primarily been provided by the Welsh Government Transformation & ICF Funds (managed by West Wales Care Partnership); Enhancing Pembrokeshire and the Children & Communities Grant (Pembrokeshire County Council); Public Health Wales, and the Welsh Government TSSW Core Funding.

**CONNECTED COMMUNITIES**

The PAVS Community Connector team is now well-established and plays a central role in delivering the Pembrokeshire preventions strategy which sets out a vision to create active, resourceful, connected, sustainable and kind communities. The team consists of 4 patch-based Connectors and a team manager. In normal times, Connectors work on an outreach basis in their "patches" and are equipped and trained to work remotely from community venues. Their main role is to work on a one-to-one basis with people referred to them via social workers or other referral agencies, having a "what matters" conversation, and then connecting those individuals to appropriate community-based activities, groups, and services.

Throughout the year, PAVS Community Connectors have worked alongside officers from Delta Wellbeing to provide "solutions" for individuals contacting the Pembrokeshire Community Hub for help, and those on the shielding list, who received proactive care calls from Hub call handlers (redeployed staff from across the Local Authority). During the year, the Community Connectors handled **1,020 referrals**.

In response to the COVID crisis, Community Connectors launched the **Connect IT** programme to support people to connect digitally with family and friends, participate in online activities, and access services. Funding was secured from the Primary Care Clusters to purchase digital tablets (and data) which were loaned out on a 2-month "try before you buy" basis. A freelance DigiCoach provided wrap-around technical support for the loan-out scheme, setting up the tablets with a mix of standard apps and more specialist apps based on a person's interests, engaging users in online activities, and keeping track of the loan-out tablets. By the end of the financial year, just over **100 people had received a loan-out tablet**, with many choosing to buy the tablet (or similar) at the end of the loan period.

The PAVS Connect IT programme was a key element of **Pembrokeshire Digital Connections** - a wider programme of support offered by a range of third and statutory sector partners, including Pembrokeshire County Council and Digital Communities Wales. Feedback on the digital support received through this programme has been very positive, and digital connectivity will continue to be embedded in the Community Connector service as a way of supporting independence and improving individual wellbeing.

The Community Connectors team manager oversees operational delivery and also works at a strategic level with statutory partners on developing new service models, including transforming day opportunities and reviewing services for people with learning disabilities. During the year, **8 speed networking events** were held attended by **287 participants**. These events are an effective and popular way of sharing information with third sector and statutory partners.

Work is ongoing to secure core funding for an expanded Community Connector team, operating over 6 geographic patches and linking more consistently with GP surgeries to deliver social prescriptions.

Funding for the services described above primarily comes from Welsh Government ICF and Transformation funds (WWCP), PCC core funding (Directorate of Social Care & Housing), Continuing Healthcare Funds (Hywel Dda), and Primary Care Cluster funds.

**BUSINESS SERVICES**

General information, guidance and support

PAVS delivers a range of services to its members and the wider voluntary and community sector through the Pembrokeshire Centre for Voluntary Action, based on the ground floor of the PAVS offices on the High Street in Haverfordwest. Facilities available for use by third sector organisations include fully accessible meeting rooms; flexible "hot desks" and well-equipped training/meeting rooms, all with wireless broadband access.

Three organisations are now co-located with PAVS. The premises continue to be well managed by the PAVS Business Services team who ensure that health & safety requirements are adhered to and that standards required under the Green Dragon Environmental Management Scheme are maintained. The Association also holds the Level 1 Trusted Charity (formerly PQASSO) quality kitemark.

When COVID restrictions came into force, PAVS closed its offices in line with Welsh Government regulations and enabled all staff to work remotely from home. Tenants continued to pay their rent, despite not being able to access their offices for much of the year, but income generation from room lettings was significantly reduced. PAVS took advantage of having an empty building to redecorate the ground floor rooms, upgrade the accessible toilet facilities, and improve security.

PAVS has a website and specialist mailings and e-bulletins have been sent out to special interest networks throughout the year. Social media platforms, such as Facebook and Twitter, are also used to promote PAVS work, disseminate information, and maintain contact with groups, volunteers, partners, funders, etc.

## FINANCIAL REVIEW

### Financial Position

Total funding received has increased by £641,786 or 41.5%.

Resources expended during the year (prior to the inclusion of defined pension benefit costs) have increased by £289,872 or 21.4%.

The inclusion of defined benefit pension costs of £58,000 (a decrease of 39% when compared to the previous year) increases total resources expended during the year to £1,704,277, an increase of 17.4% when compared to the previous year. This has resulted in a total net surplus of £485,457.

The SOFA shows an increase of £66,878 on unrestricted reserves during the year after transfers and before the actuarial loss on the pension. Excluding the defined benefit pension and designated funds there was an increase in general funds of £126,753.

The general fund as at 31 March 2021 is £359,607 including designated reserves of £23,625, before recognition of the pension fund deficit of (£1,098,000) under FRS102 accounting for Pension Scheme Liabilities.

### Reserves Policy

The Reserves Policy was reviewed and agreed by the Board in August 2019 and is in line with Charity Commission recommended practice. The policy provides a framework for a proactive and dynamic approach to building and utilising reserves in order to achieve the Association's strategic objectives, based on a robust analysis of opportunities, threats, assets and liabilities and an assessment of working capital requirements based on projected income and outgoing resources.

Despite ongoing financial challenges presented by short-term funding, the Board continues to recognise the need to build adequate free reserves for the Association realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

The reserves policy for the Association takes into account:

- redundancy payments for eligible staff;
- pension strain liability payments for redundant staff aged over 55 years;
- salary in lieu of notice;
- three months' overheads/running costs;
- sufficient funds to cover any deficit in resources for restricted projects, or
- for core activity that may not be funded in future, and
- to provide for the potential risk of funding being reclaimed;
- repair or replacement of assets.

The reserves target is set on the basis on the reserves policy. Taking these items into account on a managed risk basis, the Association's target level of free reserves in 2020-2021 remains at the same level as in the previous year, namely £170,000.

The requirement of FRS102 to show the pension reserve deficit of (£1,098,000) resulted in the total funds held by the Association being £8,780. The Local Government Pension Scheme (LGPS) provider has confirmed that it will not seek to recover the liability shown on the balance sheet and that liabilities will be recovered through the contribution rate in future years, together with an annual lump sum payment for past service deficit. Trustees are aware that, following a valuation exercise in 2019, the Past Service Deficit (PSD) payment is no longer expressed as a monetary amount but as a percentage of pay, and the LGPS contribution rate for the period 1st April 2021-31st March 2024 is confirmed as being 22.7%. This information has been used as the basis for financial forecasts and forward budgets. The Board has taken the decision to close the LGPS to new employee entrants and staff recruited to the Association during the year have been enrolled on the NEST (National Employment Savings Trust) pension scheme at an employer contribution rate of 5%.

The Trustees are aware of the financial risks posed to the Association by the increasing costs of the pension fund, particularly in relation to up-front payments for redundant staff aged over 55 years. The Trustees recognise their obligations under the pension auto-enrolment regulations and have complied with the requirements of the Pensions Regulator in this regard. Membership of the LGPS presents an ongoing risk to Association because of pension strain liability payments that may become due in the event of redundancy. The matter is kept under close review.

**Going Concern**

The Trustees are of the view that the actions being implemented and those that are planned to be taken are sufficient to secure the future of the Association in the longer term. Many funders remain unable or unwilling to commit to funding agreements of more than one year in duration and this makes it difficult to plan for the future. However, it is pleasing to report that our relationship with Welsh Government through the refreshed Third Sector Support Wales partnership agreement remains strong. During the year under review, Welsh Government provided additional core funding to County Voluntary Councils to enable them to support the sector during the COVID crisis, and a commitment has been made to increase core funding by 10% in the following year. This provides a reasonable degree of confidence in the continuation and uplift of Welsh Government core funding in future years. Pembrokeshire County Council has also confirmed continuation of core funding for the following year and funders have confirmed ongoing financial support for the restricted projects. In addition, the Board recognises that the Association is in a strong cash position relative to current liabilities.

The Board receives financial updates at each of its meetings including quarterly management accounts, reports on progress towards achieving a balanced budget at year end and plans for securing future funding. Actions taken include making funding bids; securing contracts; increasing income generation and controlling operating costs.

Risks are identified and raised in Board papers for discussion and agreement on appropriate mitigation or avoidance measures to be taken. The Association continues to work extremely closely with its funding partners, members and stakeholders at a local, regional and national level to sustain and, where possible, increase current funding levels.

On this basis, the assessment of the Trustees is that the Charity remains a going concern.

**FUTURE PLANS**

PAVS remains committed to securing sufficient resources to continue to deliver the full range of volunteering, funding, development, representation, and engagement services to meet the needs of voluntary and community groups, social enterprises and volunteers in Pembrokeshire. The Association is also committed to continuing the Community Connector service and to developing an appropriate third sector-led infrastructure to support individuals in COVID recovery and beyond.

The Board has identified three key strategic priorities for the Association, namely:

- Develop smart working practices
- Establish a regional "hub and spokes" model
- Strengthen our supporter base

Specific plans for the future include:

- Implementing a programme of workforce development to ensure that PAVS staff can make best use of Microsoft Teams and other online platforms to support agile working, enable digital meetings and engagement events, and provide digital services
- Establishing a regional social enterprise that is jointly owned and managed by PAVS and the CVCs in Ceredigion and Carmarthenshire
- Working with partners to establish the Pembrokeshire Community Hub within the third sector, with a planned programme of outreach provision in localities across Pembrokeshire
- Developing a marketing and communication strategy to raise the profile of the Association, attract new members, involve volunteers and encourage investment from external funders, donors and sponsors
- Building effective relationships with an increased number of private sector organisations, statutory partners and funders for the benefit of the Pembrokeshire third sector
- Contributing to the development and delivery of a range of third-sector led services that improve individual and community well-being
- Facilitating the Pembrokeshire Sustainable Natural Capital Forum, building on the success of the planning meetings held during the year
- Developing an approach to measuring and articulating the social value and impact of activities delivered by third sector organisations in Pembrokeshire

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a registered charity, registered on 5 July 1997, and also a company limited by guarantee, incorporated on 1 April 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Recruitment and appointment of new trustees**

The Board of Trustees, which can number up to 10 members in total, governs the Association. A Pembrokeshire County Council nominated representative sits as an adviser to the Board. The full Board meets every 6-8 weeks in accordance with a forward work programme published for the year.

The Trustees constitute Directors of the charity for the purposes of the Companies Act 2006 and Trustees of the charity for the purposes of the Charities Act 2011, and under the Company's Articles are known as members of the Board of Trustees. Trustees are elected at the Annual General Meeting of the Association or appointed soon after by the Board. The number of Trustees for the Association may not be less than three and shall not be more than ten. Seven Trustees are nominated and elected by the membership of the Association - each member organisation having a named representative, allowing one vote per full member organisation. Three Trustees are appointed by the Board through an open and competitive recruitment process to the posts of Chair, Vice-Chair and Trustee with Special Responsibility (TSR) for Finance.

One third of elected and appointed Trustees will retire from office at each Annual General Meeting, with retirement by rotation according to length of office. Where Trustees were elected at the same time, retirement may be determined amongst them, or by lot. If vacancies created by retiring Trustees cannot be filled, those Trustees may, if willing, be deemed to have been re-appointed, unless the meeting resolves not to fill the vacancy, or unless a resolution for the reappointment of the Trustee is put to the meeting and lost. Trustees also have the power to appoint further members to the Board of Trustees during the year provided that the total number of trustees does not exceed ten.

**Induction and Training of New Trustees**

New Trustees undergo an induction session to brief them on their legal obligations under charity and company law; the content of the Memorandum and Articles of Association; the Board and decision making processes; the business plan and recent financial performance of the charity. During the induction process new Trustees meet key employees and other trustees. Trustees are encouraged to attend appropriate training events where these will facilitate their role.

**Appointment of key management personnel**

A Chief Officer is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Officer has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and contractual agreements with funders.

A Business Services Manager is appointed by the Board and Chief Officer to provide senior management support to the Chief Officer and to act as Governance Officer to the Board.

PAVS follows NJC pay scales and applies banding for posts within the Association in line with the framework published by the Wales Council for Voluntary Action when the Third Sector Partnership Agreement with Welsh Government was initially developed.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Related parties

The Association has a close relationship with its members (from whom Trustees are drawn). This relationship is not exclusive, and non-member organisations of the voluntary sector are able to access PAVS' services. In addition, there is a strong relationship with Pembrokeshire County Council (PCC) and Hywel Dda University Health Board (HDUHB), together with other statutory agencies, in order to further the interests of the third sector, and to ensure that opportunities for joint working and collaborative ventures are maximised. The Welsh Government (WG); Third Sector Support Wales (Wales Council for Voluntary Action and County Voluntary Councils in Wales); Arwain Sir Benfro (Pembrokeshire Local Action Group); West Wales Care Partnership; PLANED (Pembrokeshire Local Action Network for Enterprise & Development); Public Health Wales; South Hook LNG; Bluestone Community Foundation and Building Communities Trust are also significant partners in PAVS' work, with increasing emphasis on a regional and collaborative approach to the provision of services to the sector.

PAVS has an established working relationship with the County Voluntary Councils (CVCs) in Ceredigion (CAVO) and Carmarthenshire (CAVS). CVC officers work collaboratively to ensure third sector representation on regional partnerships including health, social care & well-being; safeguarding; learning & skills; economic development and community safety.

The CVCs in West Wales remain committed to establishing a jointly owned regional entity. During the year, work has been undertaken with external consultants to progress this strategic objective and further work will be undertaken in the next financial year to set up an appropriate legal entity. The work is overseen by a Regional Steering Group made up of CVC Chief Officers and nominated representatives from each of the CVC Boards.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The major risks to which the charity is exposed, as identified by the Trustees, are monitored closely by the Board who identify and agree mitigating actions.

Sustained funding for core service delivery remains a risk, although a renewed commitment from Welsh Government to the Third Sector Support Wales partnership provides a degree of assurance for the future. The Welsh Government funding programmes (ICF and Transformation Funds) are due to be withdrawn on 31st March 2022. It is understood that the successor programme will provide a similar level of funding for investment in care, support, and wellbeing services across the region, but a level of match funding will be required. This presents a potential risk to a number of the restricted projects delivered by PAVS. To mitigate this risk, PAVS will continue to work with partners to develop an integrated third sector-led preventions service, as set out in the Pembrokeshire Preventions Strategy, and secure ongoing funding for this important area of activity.

PAVS continues to make every effort to secure additional funding, generate income and reduce overhead costs in order to provide enhanced volunteering support and maintain/expand delivery of funding, governance, organisational development, engagement, and connected communities services. Actions include making appropriate funding applications; bidding for contracts where these do not conflict with member interests; renting out meeting rooms and office space within the PAVS building; offering chargeable services; providing project management for third sector consortia; and continually reviewing contracts to ensure best value is achieved.

Other high areas of risk include losing experienced staff due to funding uncertainties; excessively high workloads for key staff; the cost of pension liabilities for staff aged over 55 years, and the financial and operational challenge of meeting the demands of legislative and best practice standards. The Board has started to consider issues of succession planning as key postholders (including the Chief Officer and the Business Services Manager) and the Chair of the Board are due to retire in the next 2-3 years.

The Association has a comprehensive set of Financial Regulations which include the Finance Policy; Financial Management Controls & Procedures; Schedule of Delegated Financial Authority; Reserves Policy; Procurement Policy and Bribery & Fraud Policy.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Pembrokeshire Association of Voluntary Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### AUDITORS

The auditors, Clay Shaw Butler Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 16th December 2021 and signed on its behalf by:

Susan Leonard

S J Leonard - Secretary

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

**Opinion**
We have audited the financial statements of Pembrokeshire Association of Voluntary Services (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In forming our opinion on the financial statements, which is not qualified, we have considered the adequacy of the disclosure made in note 1 to the financial statements concerning the charitable company's ability to achieve its operating budget and continue as a going concern. The financial statements do not include the adjustments that would result if the charitable company were unable to continue as a going concern.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**
In our opinion, based on the work undertaken in the course of the audit:
- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**Extent to which the audit was considered capable of detecting irregularities, including fraud**
We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to irregularities**
In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the Charity's remuneration policies and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities
- any matters we identified having obtained and reviewed the Charity's documentation of their policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in relation to revenue recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011 and Companies Act 2006.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or to avoid a material penalty. These included compliance with Health and Safety legislation, Employment legislation and Data protection laws (including General Data Protection Regulation (GDPR)).

**Audit response to risks identified**
As a result of performing the above, we identified revenue recognition as a key audit matter related to the potential risk of fraud.

Our procedures to respond to risks identified included the following:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;

- carrying out walkthrough, transaction testing or proof in total on all material income and expenditure streams;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and the senior management team;
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws, regulations, and potential fraud risks to all engagement team members and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Jones BSc FCA (Senior Statutory Auditor)
for and on behalf of Clay Shaw Butler Limited
Statutory Auditors and Chartered Accountants
24 Lammas Street
Carmarthen
Carmarthenshire
SA31 3AL

Date: 17/11/2022

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.21 Total funds £ | 31.3.20 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 80 | - | 80 | 400 |
| **Charitable activities** | 4 | | | | |
| Third Sector Support | | 326,379 | 358,496 | 684,875 | 310,217 |
| Connected Communities | | - | 244,791 | 244,791 | 177,668 |
| Policy & Engagement | | - | 244,926 | 244,926 | 229,645 |
| Grants for Distribution | | - | 902,863 | 902,863 | 700,043 |
| Other trading activities | 3 | 112,209 | - | 112,209 | 129,985 |
| **Total** | | 438,668 | 1,751,076 | 2,189,744 | 1,547,958 |
| **EXPENDITURE ON** | | | | | |
| **Charitable activities** | 5 | | | | |
| Third Sector Support | | 217,301 | 367,326 | 584,627 | 266,775 |
| Connected Communities | | 35,345 | 201,872 | 237,217 | 174,945 |
| Policy & Engagement | | 81,132 | 266,063 | 347,195 | 175,751 |
| Grants for Distribution | | - | 477,238 | 477,238 | 557,138 |
| Core | | - | - | - | 181,796 |
| Other | | 58,000 | - | 58,000 | 95,000 |
| **Total** | | 391,778 | 1,312,499 | 1,704,277 | 1,451,405 |
| **NET INCOME** | | 46,890 | 438,577 | 485,467 | 96,553 |
| **Transfers between funds** | 17 | 19,988 | (19,988) | - | - |
| **Other recognised gains/(losses)** | | | | | |
| Actuarial gains/(losses) on defined benefit schemes | | (1,000) | - | (1,000) | (251,000) |
| **Net movement in funds** | | 65,878 | 418,589 | 484,467 | (154,447) |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | (804,271) | 328,584 | (475,687) | (321,240) |
| **TOTAL FUNDS CARRIED FORWARD** | | (738,393) | 747,173 | 8,780 | (475,687) |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## BALANCE SHEET
## 31 MARCH 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.21 Total funds £ | 31.3.20 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 12 | 2,122 | 17,777 | 19,899 | - |
| **CURRENT ASSETS** | | | | | |
| Stocks | 13 | 387 | - | 387 | 241 |
| Debtors | 14 | 95,294 | 583,230 | 678,524 | 190,363 |
| Cash at bank and in hand | | 433,115 | 228,821 | 661,936 | 449,407 |
| | | 528,796 | 812,051 | 1,340,847 | 640,011 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | (171,311) | (82,655) | (253,966) | (76,698) |
| **NET CURRENT ASSETS** | | 357,485 | 729,396 | 1,086,881 | 563,313 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 359,607 | 747,173 | 1,106,780 | 563,313 |
| **PENSION LIABILITY** | 18 | (1,098,000) | - | (1,098,000) | (1,039,000) |
| **NET ASSETS/(LIABILITIES)** | | (738,393) | 747,173 | 8,780 | (475,687) |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | (738,393) | (804,271) |
| Restricted funds | | | | 747,173 | 328,584 |
| **TOTAL FUNDS** | | | | 8,780 | (475,687) |

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 16/12/21 and were signed on its behalf by:

C Carter - Trustee

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## CASH FLOW STATEMENT
## FOR THE YEAR ENDED 31 MARCH 2021

| | Notes | 31.3.21 £ | 31.3.20 £ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 1 | 242,378 | 168,510 |
| Net cash provided by operating activities | | 242,378 | 168,510 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (29,849) | - |
| Net cash (used in)/provided by investing activities | | (29,849) | - |
| **Change in cash and cash equivalents in the reporting period** | | 212,529 | 168,510 |
| **Cash and cash equivalents at the beginning of the reporting period** | | 449,407 | 280,897 |
| **Cash and cash equivalents at the end of the reporting period** | | 661,936 | 449,407 |

The notes form part of these financial statements

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

### 1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 485,467 | 96,553 |
| **Adjustments for:** | | |
| Depreciation charges | 9,950 | - |
| Increase in stocks | (146) | (99) |
| Increase in debtors | (488,161) | (7,293) |
| Increase/(decrease) in creditors | 177,268 | (15,651) |
| Difference between pension charge and cash contributions | 58,000 | 95,000 |
| **Net cash provided by operations** | 242,378 | 168,510 |

### 2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.20 | Cash flow | At 31.3.21 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank and in hand | 449,407 | 212,529 | 661,936 |
| | 449,407 | 212,529 | 661,936 |
| **Total** | 449,407 | 212,529 | 661,936 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Pembrokeshire Association of Voluntary Services meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

At 31 March 2021 Pembrokeshire Association of Voluntary Services (PAVS) has a deficit on unrestricted funds of £738,393, however this is due to a defined benefit pension liability of £1,098,000, without this liability the charity would have unrestricted funds of £359,607.

Contributions made to the pension fund include an element of deficit recovery, as long as PAVS remains within the pension fund the deficit will be recovered via these contributions. If PAVS were to leave the pension fund then a closing valuation would be undertaken and any surplus or deficit would need to be settled. PAVS have no intention of leaving the pension fund at this time.

Forecasts have been prepared which show a surplus on general funds (excluding the pension liability) after the year end and indicate that the charity will be able to meet its debts as they fall due.

The situation continues to be closely monitored by management and trustees. Accordingly, the trustees consider the going concern basis adopted for the preparation of the financial statements to be appropriate.

**Income**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation 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. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Allocation and apportionment of costs**
The Association used a flat-rate methodology to calculate apportionment of indirect costs to funds. At the start of each financial year, the Association agrees a fair rate for premises and overheads per full-time equivalent post (37 hours per week). This rate is then consistently applied across the activities delivered by the Association, with costs being calculated on a pro-rata basis for part-time employees.
All other support costs have been allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.


continued...

1. ACCOUNTING POLICIES - continued

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Fixtures and fittings | - 15% on cost |
| Computer equipment | - 33.33% on cost and 25% on cost |

The classification of fixed asset is determined by the value of the purchase. Any item of equipment with a value greater than £1,000 is capitalised. Impairment reviews are carried out when necessary.

**Stocks**
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2019. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.

The pension cost for the year ended 31 March 2021 is based on the result of the actuarial valuation of the scheme as at 31 March 2019 using the assumptions as per note 17.

The charity has opened a defined contribution scheme for new employees. The assets of the scheme are held in a NEST independently managed scheme. Contributions payable to the NEST scheme are charged to the Statement of Financial Activities in the period to which they relate.

The charity operates a defined benefit scheme for its eligible employees as part of the Dyfed Local Authority Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent actuaries valuation of the scheme, which was last carried out on 31 March 2019. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from employee's services.


continued...

## 2. DONATIONS AND LEGACIES

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Donations | 80 | 400 |

## 3. OTHER TRADING ACTIVITIES

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Membership income | 4,065 | 3,950 |
| Office services | - | 12,937 |
| Management support | - | 52,576 |
| Service contracts and training | 86,954 | 27,713 |
| Premises room hire | 9,691 | 31,175 |
| Salary related payments | 11,499 | 1,634 |
| | 112,209 | 129,985 |

## 4. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.21 | 31.3.20 |
|---|---|---|---|
| | | £ | £ |
| Grants | Third Sector Support | 626,819 | 248,970 |
| SLA income | Third Sector Support | 58,056 | 61,247 |
| Grants | Connected Communities | 87,005 | 63,000 |
| SLA income | Connected Communities | 157,786 | 114,668 |
| SLA income | Policy & Engagement | 244,926 | 229,645 |
| Grants for distribution | Grants for Distribution | 902,863 | 700,043 |
| | | 2,077,455 | 1,417,573 |

Grants received, included in the above, are as follows:

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Core support (PCC) | 16,244 | 16,245 |
| Core Support (WCVA) | 292,599 | 151,400 |
| Catalysts for Care (LEADER) | 70,607 | 58,935 |
| Community Connectors (PCC Social Care) | 63,000 | 63,000 |
| Hubberston & Hakin Invest Local (National Lottery/BCT) | - | 5,966 |
| Catalysts for Care (WWCP) | - | 9,598 |
| Other Project Funds | - | 6,826 |
| Volunteering for Pembrokeshire (WG) | 242,020 | - |
| Natural Resources Wales | 4,349 | - |
| Community Connectors Digital Equipment (WWCP/PCC) | 24,005 | - |
| Volunteering Awards (South Hook LNG) | 1,000 | - |
| | 713,824 | 311,970 |



continued...

## 4. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants/funds for distribution:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Caring Communities Innovation Grants (ICF) | 45,000 | 24,200 |
| Dementia Grants (ICF) | 9,000 | 12,000 |
| Local Action Hubs (WWCP) | 20,000 | 15,000 |
| Comic Relief | 26,591 | 145,000 |
| VSEF Grant Funding (WCVA) | 48,420 | - |
| Small Grants for Carer Support Groups (PCC) | 15,750 | - |
| Community Fund (Bluestone Foundation) | 9,000 | 18,670 |
| Regional Carers Support Innovation Fund (WWCP/PCC) | 145,000 | 52,750 |
| Little Green Grant (PCNPA) | 4,500 | 4,443 |
| Hubberston & Hakin Invest Local (National Lottery/BCT) | 173,127 | 180,835 |
| PIVOT Service (ICF) | 234,825 | 210,712 |
| PIVOT Home From Hospital (HDUHB) | 20,000 | 20,004 |
| GwirVol Youth Led Grants (WCVA) | 6,650 | 11,650 |
| Regional LD Innovation Fund (WWCP/PCC) | 145,000 | - |
| Pitch-your-project Grant (ICF) | - | 15,065 |
| | 902,863 | 710,329 |

Key:

| | |
|---|---|
| BCT | Building Communities Trust |
| HDUHB | Hywel Dda University Health Board |
| ICF | Integrated Care Fund |
| LD | Learning Disabilities |
| PCC | Pembrokeshire County Council |
| PCNPA | Pembrokeshire Coast National Park Authority |
| VSEF | Voluntary Services Emergency Fund |
| WCVA | Wales Council for Voluntary Action |
| WG | Welsh Government |
| WWCP | West Wales Care Partnership |



continued...

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs | Grant funding of activities (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Third Sector Support | 391,849 | 106,521 | 86,257 | 584,627 |
| Connected Communities | 185,402 | - | 51,815 | 237,217 |
| Policy & Engagement | 254,174 | - | 93,021 | 347,195 |
| Grants for Distribution | 497 | 476,741 | - | 477,238 |
| | 831,922 | 583,262 | 231,093 | 1,646,277 |

## 6. GRANTS PAYABLE

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Third Sector Support | 106,521 | 23,363 |
| Grants for Distribution | 476,741 | 557,138 |
| | 583,262 | 580,501 |

Please see note 21 for full details of the grants awarded in the year.

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Third Sector Support | 76,710 | 9,547 | 86,257 |
| Connected Communities | 43,889 | 7,926 | 51,815 |
| Policy & Engagement | 82,207 | 10,814 | 93,021 |
| | 202,805 | 28,288 | 231,093 |

Support costs have been allocated to activities firstly in line with the flat-rate calculation agreed with funders. Any remaining support costs are allocated to activities in proportion to the direct gross salary costs incurred for staff working on those activities.



continued...

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Auditors' remuneration | 9,600 | 3,720 |
| Depreciation - owned assets | 9,950 | - |

## 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

## 10. STAFF COSTS

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 567,837 | 460,913 |
| Social security costs | 47,560 | 39,800 |
| Other pension costs | 61,206 | 59,064 |
| | 676,603 | 559,777 |

The total key management personnel remuneration benefits paid during the year were £79,578, this includes gross salaries, employers national insurance and employer pension contributions.

The average monthly number of employees during the year was as follows:

| | 31.3.21 | 31.3.20 |
|---|---|---|
| Third Sector Support | 7 | 8 |
| Policy & Engagement | 7 | 4 |
| Connected Communities | 5 | 5 |
| Business Services | 5 | 5 |
| | 24 | 22 |

No employees received emoluments in excess of £60,000.

A number of staff work on a part-time basis, the full-time equivalent is 20.4 i.e. Third Sector Support 5.3, Policy & Engagement 6.1, Connected Communities 5.0 and Business Services 4.0 (2020: 18.3 i.e. Third Sector Support 5.5, Policy & Engagement 4.0, Connected Communities 5.0 and Business Services 3.8)


continued...

## 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 400 | - | 400 |
| **Charitable activities** | | | |
| Third Sector Support | 177,243 | 132,974 | 310,217 |
| Connected Communities | - | 177,668 | 177,668 |
| Policy & Engagement | - | 229,645 | 229,645 |
| Grants for Distribution | - | 700,043 | 700,043 |
| Other trading activities | 128,752 | 1,233 | 129,985 |
| **Total** | 306,395 | 1,241,563 | 1,547,958 |
| **EXPENDITURE ON** | | | |
| **Charitable activities** | | | |
| Third Sector Support | 129,604 | 137,171 | 266,775 |
| Connected Communities | - | 174,945 | 174,945 |
| Policy & Engagement | - | 175,751 | 175,751 |
| Grants for Distribution | 14,719 | 542,419 | 557,138 |
| Core | 181,796 | - | 181,796 |
| Other | 95,000 | - | 95,000 |
| **Total** | 421,119 | 1,030,286 | 1,451,405 |
| **NET INCOME/(EXPENDITURE)** | (114,724) | 211,277 | 96,553 |
| **Transfers between funds** | 40,809 | (40,809) | - |
| **Other recognised gains/(losses)** | | | |
| Actuarial gains/(losses) on defined benefit schemes | (251,000) | - | (251,000) |
| **Net movement in funds** | (324,915) | 170,468 | (154,447) |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | (479,356) | 158,116 | (321,240) |
| **TOTAL FUNDS CARRIED FORWARD** | (804,271) | 328,584 | (475,687) |



continued...

## 12. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2020 | 28,074 | 3,544 | 31,618 |
| Additions | - | 29,849 | 29,849 |
| At 31 March 2021 | 28,074 | 33,393 | 61,467 |
| **DEPRECIATION** | | | |
| At 1 April 2020 | 28,074 | 3,544 | 31,618 |
| Charge for year | - | 9,950 | 9,950 |
| At 31 March 2021 | 28,074 | 13,494 | 41,568 |
| **NET BOOK VALUE** | | | |
| At 31 March 2021 | - | 19,899 | 19,899 |
| At 31 March 2020 | - | - | - |

## 13. STOCKS

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| Stocks | 387 | 241 |

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| Trade debtors | 155,905 | 3,674 |
| Grant debtor | 514,612 | 177,331 |
| Accrued income | 1,181 | 2,282 |
| Prepayments | 6,826 | 7,076 |
| | 678,524 | 190,363 |



continued...

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Trade creditors | 135,832 | 14,745 |
| Social security and other taxes | - | 1,715 |
| Deferred income | 37,500 | - |
| Accrued expenses | 80,634 | 60,238 |
| | 253,966 | 76,698 |

## 16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Within one year | 35,413 | 36,126 |
| Between one and five years | 140,949 | 136,040 |
| In more than five years | 45,347 | 79,357 |
| | 221,709 | 251,523 |

£215,397 of the above commitment relate to a property lease.



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 209,229 | 106,765 | 19,988 | 335,982 |
| Designated fund - Regional Entity fund | 20,000 | (1,875) | - | 18,125 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (1,039,000) | (59,000) | - | (1,098,000) |
| | (804,271) | 45,890 | 19,988 | (738,393) |
| **Restricted funds** | | | | |
| Other Project Funds | 7,001 | (126) | - | 6,875 |
| Catalysts for Care | 28,715 | (17,186) | 4,385 | 15,914 |
| Community Connectors | 2,863 | 5,661 | - | 8,524 |
| Health and Well-being Facilitator | 7,531 | (1,625) | - | 5,906 |
| Timebanking | 34,853 | (18,052) | (1,060) | 15,741 |
| Families First Link Officer/Connector | 9,291 | (1,184) | - | 8,107 |
| Invest Local Hubberston & Hakin | 100,780 | 90,396 | (23,722) | 167,454 |
| Community Volunteering | 1,680 | (154) | - | 1,526 |
| Connector+ | - | 3,066 | - | 3,066 |
| Dementia Support Communities | 11,852 | (3,342) | - | 8,510 |
| Caring Communities Innovation Grant | 2,124 | - | (2,124) | - |
| PIVOT Preventions | 49,689 | 45,648 | (9,000) | 86,337 |
| Dementia Grants | 6,443 | - | (6,443) | - |
| Regional Carers Support Innovation Fund | 50,000 | 102,784 | (2,500) | 150,284 |
| GwirVol Youth Led Grant | - | 310 | (310) | - |
| Local Action Hub | 4,843 | - | - | 4,843 |
| Direct Payments | 4,385 | - | (4,385) | - |
| Investors in Carers | 6,534 | - | (6,534) | - |
| Hubberston & Hakin | - | (19,610) | 19,610 | - |
| Little Green Grant (PCNPA) | - | 6 | (6) | - |
| Regional LD Innovation Fund | - | 145,000 | - | 145,000 |
| Welsh Government Volunteering Fund | - | 28,248 | (28,248) | - |
| Digicoach (Healthier Pembrokeshire) | - | 10,921 | - | 10,921 |
| Connect IT | - | 35,223 | (29,666) | 5,557 |
| Supporting Community Action Fund | - | 41,482 | (10,362) | 31,120 |
| Investors in Carers promotion | - | - | 6,534 | 6,534 |
| Community Connectors - Digital Connections | - | - | 18,929 | 18,929 |
| Volunteering for Pembrokeshire | - | - | 28,248 | 28,248 |
| Capital expenditure | - | (8,889) | 26,666 | 17,777 |
| | 328,584 | 438,577 | (19,988) | 747,173 |
| **TOTAL FUNDS** | (475,687) | 484,467 | - | 8,780 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 438,668 | (331,903) | - | 106,765 |
| Designated fund - Regional Entity fund | - | (1,875) | - | (1,875) |
| Defined benefit pension | - | (58,000) | (1,000) | (59,000) |
| | 438,668 | (391,778) | (1,000) | 45,890 |
| **Restricted funds** | | | | |
| Other Project Funds | 1,005 | (1,131) | - | (126) |
| Catalysts for Care | 82,881 | (100,067) | - | (17,186) |
| Community Connectors | 180,785 | (175,124) | - | 5,661 |
| Health and Well-being Facilitator | 36,999 | (38,624) | - | (1,625) |
| Timebanking | 49,489 | (67,541) | - | (18,052) |
| Families First Link Officer/Connector | 36,549 | (37,733) | - | (1,184) |
| Invest Local Hubberston & Hakin | 173,127 | (82,731) | - | 90,396 |
| Community Volunteering | 32,594 | (32,748) | - | (154) |
| Connector+ | 22,627 | (19,561) | - | 3,066 |
| Dementia Support Communities | 35,001 | (38,343) | - | (3,342) |
| PIVOT Preventions | 254,825 | (209,177) | - | 45,648 |
| Regional Carers Support Innovation Fund | 145,000 | (42,216) | - | 102,784 |
| GwirVol Youth Led Grant | 6,650 | (6,340) | - | 310 |
| Direct Payments | 22,151 | (22,151) | - | - |
| Bluestone Foundation Community Fund | 9,000 | (9,000) | - | - |
| Hubberston & Hakin | (1) | (19,609) | - | (19,610) |
| Little Green Grant (PCNPA) | 4,500 | (4,494) | - | 6 |
| Regional LD Innovation Fund | 145,000 | - | - | 145,000 |
| Welsh Government Volunteering Fund | 242,019 | (213,771) | - | 28,248 |
| Connect Pembrokeshire Promotion | 42,110 | (42,110) | - | - |
| Digicoach (Healthier Pembrokeshire) | 21,925 | (11,004) | - | 10,921 |
| Connect IT | 39,999 | (4,776) | - | 35,223 |
| Community Connectors Digital | 2,080 | (2,080) | - | - |
| Supporting Community Action Fund | 164,761 | (123,279) | - | 41,482 |
| Capital expenditure | - | (8,889) | - | (8,889) |
| | 1,751,076 | (1,312,499) | - | 438,577 |
| **TOTAL FUNDS** | 2,189,744 | (1,704,277) | (1,000) | 484,467 |



continued...

17. MOVEMENT IN FUNDS - continued

**Comparatives for movement in funds**

| | At 1.4.19 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.20 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 188,144 | (19,724) | 40,809 | 209,229 |
| Designated fund - Regional Entity fund | 20,000 | - | - | 20,000 |
| Designated fund - Children & Families fund | 5,500 | - | - | 5,500 |
| Defined benefit pension | (693,000) | (346,000) | - | (1,039,000) |
| | (479,356) | (365,724) | 40,809 | (804,271) |
| **Restricted funds** | | | | |
| Other Project Funds | 15,972 | (6,666) | (2,305) | 7,001 |
| Catalysts for Care | 63,209 | (34,494) | - | 28,715 |
| Community Connectors | - | 2,863 | - | 2,863 |
| Health and Well-being Facilitator | 2,035 | 3,715 | 1,781 | 7,531 |
| Timebanking | 3,565 | 30,764 | 524 | 34,853 |
| Families First Link Officer/Connector | 1,904 | 7,387 | - | 9,291 |
| Third Sector Support | - | 22,265 | (22,265) | - |
| Invest Local Hubberston & Hakin | 8,339 | 96,378 | (3,937) | 100,780 |
| Community Volunteering | - | 1,680 | - | 1,680 |
| Dementia Support Communities | 4,209 | 7,643 | - | 11,852 |
| Caring Communities Innovation Grant | 2,006 | 1,318 | (1,200) | 2,124 |
| PIVOT Preventions | 45,343 | 13,346 | (9,000) | 49,689 |
| Dementia Grants | 5,000 | 1,443 | - | 6,443 |
| Regional Carers Support Innovation Fund | - | 50,000 | - | 50,000 |
| GwirVol Youth Led Grant | - | 582 | (582) | - |
| Local Action Hub | - | 4,843 | - | 4,843 |
| Restricted Infrastructure | - | 3,825 | (3,825) | - |
| Direct Payments | - | 4,385 | - | 4,385 |
| Investors in Carers | 6,534 | - | - | 6,534 |
| | 158,116 | 211,277 | (40,809) | 328,584 |
| **TOTAL FUNDS** | (321,240) | (154,447) | - | (475,687) |



continued...

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Gains and losses £ | Movement in funds £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 306,395 | (326,119) | - | (19,724) |
| Defined benefit pension | - | (95,000) | (251,000) | (346,000) |
| | 306,395 | (421,119) | (251,000) | (365,724) |
| **Restricted funds** | | | | |
| Other Project Funds | 6,826 | (13,492) | - | (6,666) |
| Catalysts for Care | 58,935 | (93,429) | - | (34,494) |
| Community Connectors | 177,808 | (174,945) | - | 2,863 |
| Health and Well-being Facilitator | 40,000 | (36,285) | - | 3,715 |
| Timebanking | 78,704 | (47,940) | - | 30,764 |
| Families First Link Officer/Connector | 37,000 | (29,613) | - | 7,387 |
| Third Sector Support | 22,265 | - | - | 22,265 |
| Invest Local Hubberston & Hakin | 186,801 | (90,423) | - | 96,378 |
| Community Volunteering | 35,157 | (33,477) | - | 1,680 |
| Connector+ | 8,305 | (8,305) | - | - |
| Dementia Support Communities | 36,667 | (29,024) | - | 7,643 |
| Caring Communities Innovation Grant | 24,200 | (22,882) | - | 1,318 |
| PIVOT Preventions | 230,716 | (217,370) | - | 13,346 |
| Grants/funds for Distribution | 175,642 | (175,642) | - | - |
| Dementia Grants | 12,000 | (10,557) | - | 1,443 |
| Regional Carers Support Innovation Fund | 50,000 | - | - | 50,000 |
| GwirVol Youth Led Grant | 11,650 | (11,068) | - | 582 |
| Local Action Hub | 15,000 | (10,157) | - | 4,843 |
| Restricted Infrastructure | 3,825 | - | - | 3,825 |
| Direct Payments | 28,969 | (24,584) | - | 4,385 |
| Wellbeing Newport ESO | 1,093 | (1,093) | - | - |
| | 1,241,563 | (1,030,286) | - | 211,277 |
| **TOTAL FUNDS** | 1,547,958 | (1,451,405) | (251,000) | (154,447) |



continued...

17. MOVEMENT IN FUNDS - continued

| RESERVES | 2020 | Movement | 2021 |
|---|---|---|---|
| Restricted funds | 328,584 | 418,589 | 747,173 |
| General fund | 209,229 | 126,753 | 335,982 |
| Designated funds (Regional Entity and Children & Families) | 25,500 | (1,875) | 23,625 |
| Total reserves before pension deficit | 563,313 | 543,467 | 1,106,780 |
| Defined benefit pension fund | (1,039,000) | (59,000) | (1,098,000) |
| Total reserves | (475,687) | 484,467 | 8,780 |

**Material funds**

Invest Local Hubberston & Hakin - This funding is held on behalf of the Hubberston & Hakin Invest Local Community Forum. Funding has not been drawn down in line with the original spend profile due to COVID and this amount is the balance of funding that remains to be allocated under the current Driving Change Plan.

PIVOT Preventions - This funding has accrued over successive years and will be released to support future preventions activity, as agreed with partners on the Community Co-ordination Recovery Group.

Regional Carers Support Innovation Fund - This funding will be awarded through a regional competitive grants programme to fund organisations to pilot innovative programmes designed to support to unpaid carers.

Regional Learning Disabilities Grant -This funding will be awarded through a regional competitive grants programme using a "Pitch a Project" approach, with funding decisions taken by a panel of people with learning disabilities, supported by Pembrokeshire People First.

Supporting Community Action Fund - This funding will be carried forward to future rounds of the Supporting Community Action Fund to help voluntary and community groups with COVID recovery.

**Transfers between funds**

During the year ended 31 March 2021 the following transfers were made from restricted funds to the general fund as a contribution towards overhead costs:

| | £ |
|---|---|
| Invest Local Hubberston & Hakin | 4,112 |
| PIVOT Preventions | 9,000 |
| Regional Carers Support Innovation Fund | 2,500 |
| GwriVol Youth Led Grant | 310 |
| Connect IT | 3,000 |
| Total | 18,922 |


continued...

## 17. MOVEMENT IN FUNDS - continued

**Transfers between funds - continued**

A transfer of £19,610 has been made from the Invest Local Hubberston & Hakin fund to the Hubberston & Hakin fund in respect of a grant made from the fund to PAVS towards the cost of a Community Development worker.

A transfer of £26,666 has been made from the Connect IT fund to the capital fund in respect of fixed asssets purchased on which restrictions still exist.

Transfers were made from the following funds to the Supporting Community Action Fund as follows:

| | £ |
|---|---|
| Caring Communities Innovation Grant | 2,124 |
| Dementia Grants | 6,443 |
| | 8,657 |

A transfer of £1,060 has been made from the Timebanking fund to the general fund in respect of capital expenditure on which no further restriction exists.

A transfer of £4,385 was made from the Direct Payments fund to the Catalysts for Care fund.

A transfer of £6,534 was made from the Investors in Carers fund to the Investors in Carers promotion fund.

A transfer of £28,248 was made from the Welsh Government Volunteering Fund to the Volunteering for Pembrokeshire Fund.

A transfer of £18,929 was made from the Supporting Community Action Fund to the Community Connectors - Digital Connections Fund.

## 18. EMPLOYEE BENEFIT OBLIGATIONS

**Defined benefit scheme**

The Association contributes to the Dyfed Local Government Pension Fund at the rates set by the scheme Actuary and advised to the Scheme Administrator. The scheme is multi-employer defined benefit pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The most recent completed triennial actuarial valuation was performed by an independent actuary for the trustees of the scheme and was carried out on 31 March 2019.

The main assumptions used in the actuarial valuations are as follows:

| | 2021 | 2020 |
|---|---|---|
| Rate of CPI inflation | 2.70% | 2.10% |
| Rate of increase in salaries | 4.20% | 3.60% |
| Rate of increase in pensions | 2.80% | 2.20% |
| Discount rate | 2.10% | 2.40% |


continued...

## 18. EMPLOYEE BENEFIT OBLIGATIONS - continued

The major categories of scheme assets are as follows:

| | 2021 £ | 2021 % | 2020 £ | 2020 % |
|---|---|---|---|---|
| Equities | 2,389,000 | 74.0% | 1,889000 | 73.2% |
| Government bonds | - | 0.0% | 101,000 | 3.9% |
| Other bonds | 375,000 | 11.6% | 261,000 | 10.1% |
| Property | 358,000 | 11.1% | 317,000 | 12.3% |
| Cash/liquidity | 39,000 | 1.2% | 13,000 | 0.5% |
| Other | 68,000 | 2.1% | - | |
| | 3,229,000 | | 2,581,000 | |

The movement in deficit during the year is as follows:

| | 2021 £ | 2020 £ |
|---|---|---|
| Total present value of benefit obligations | 4,327,000 | 3,620,000 |
| Fair value of plan assets | (3,229,000) | (2,581,000) |
| Deficit | 1,098,000 | 1,039,000 |

The change in benefit obligation during period the year is as follows:

| | 2021 £ | 2020 £ |
|---|---|---|
| Benefit obligation at the beginning of the year | 3,620,000 | 3,389,000 |
| Current service costs | 78,000 | 86,000 |
| Interest on pension liabilities | 86,000 | 84,000 |
| Members contributions | 13,000 | 14,000 |
| Past service costs (gain) | - | 39,000 |
| Actuarial (gains)/losses on liabilities | 624,000 | 63,000 |
| Curtailments | - | - |
| Settlements | - | - |
| Benefits/transfers paid | (94,000) | (55,000) |
| Business combinations | - | - |
| Benefit obligation at end of period | 4,327,000 | 3,620,000 |

The change in the plan assets during the year is as follows:

| | 2021 £ | 2020 £ |
|---|---|---|
| Fair value of plan assets at the beginning of the year | 2,581,000 | 2,696,000 |
| Interest on plan assets | 62,000 | 67,000 |
| Actuarial gains/(losses) on assets | 623,000 | (188,000) |
| Administration expenses | (1,000) | (1,000) |
| Business combinations | - | - |
| Settlements | - | - |



continued...

18. EMPLOYEE BENEFIT OBLIGATIONS - continued

| | | |
|---|---|---|
| Employer contributions | 45,000 | 48,000 |
| Member contributions | 13,000 | 14,000 |
| Benefits/transfers paid | (94,000) | (55,000) |
| Fair value of plan assets at end of period | 3,229,000 | 2,581,000 |

Actual Return on plan assets = £684,000.

Analysis of amounts recognised in the Statement of Financial Activities:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Current service costs | 78,000 | 86,000 |
| Past service costs | - | 39,000 |
| Administration expenses | 1,000 | 1,000 |
| Net finance (interest)/costs | 24,000 | 17,000 |
| Total costs recognised in SOFA | 103,000 | 143,000 |

Statement of actuarial gains and losses:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Actuarial gains/(losses) on liabilities | (624,000) | (63,000) |
| Actuarial gains/(losses) on assets | 623,000 | (188,000) |
| Total actuarial gain/(losses) on defined benefit scheme | (1,000) | (251,000) |

At 31 March 2021 £nil (2020: £nil) was outstanding in respect of contributions relating to current service obligations.

**Defined contribution scheme**
The Charity also operate a defined contribution pension scheme for new employees. During the year ended 31 March 2021 £15,834 was paid into the scheme, at the year end there was a creditor of £nil (2020: £1,715).


continued...

## 19. RELATED PARTY DISCLOSURES

During the year ended 31 March 2021 transactions took place with the following related parties:

Helen Murray is a trustee. Consultancy services totalling £6,555 (2020: £nil) were purchased from this related party. At the year end 31 March 2021 a balance of £1,605 was owed to the related party (2020: £nil)

Theatr Gwaun Community Trust has a Trustee in common with PAVS. During the year ended 31 March 2021 a grant of £2,188 was awarded to this related party (2020: £nil).

Templeton Community Hall has a Trustee in common with PAVS. During the year ended 31 March 2021 a grant of £1,900 was awarded to this related party (2020: £nil).

PAVS is the local fund holder for Hubberston & Hakin Invest Local Community Fund. During the year, £19,609 (2020: £5,387) was awarded to PAVS from the fund to fund a Community Development Officer post. The decision was made by the Hubberston & Hakin Community Forum. PAVS does not have a voting right on the forum.

## 20. MEMBERS' GUARANTEE

The charity is a private limited company by guarantee and consequently does not have any share capital. The liability of members in the event of liquidation is limited to £10 per member.

## 21. GRANT ADMINISTRATION

In the year end 31 March 2021, PAVS administered a number of grant schemes on behalf of a range of public and private sector funders, these are as follows:

- Bluestone Foundation
- Volunteering for Pembrokeshire (via Welsh Government)
- Carers Support Innovation Fund
- Hubberston & Hakin Invest Local Community Forum (funded by the National Lottery Community Fund via Building Communities Trust
- Little Green Grant
- Main SCAF (which combines Caring Communities Innovation Grants, Dementia Grants, Local Action Hub and Comic Relief)
- Micro SCAF (which combines Caring Communities Innovation Grants, Dementia Grants, Local Action Hub and Comic Relief
- PIVOT service (funded by ICF)
- GwirVol Youth-Led Grants (disbursed by Pembrokeshire Youth Bank)
- South Hook LNG
- Covid-19 Recovery Grants for Care Homes.

Fund management and grant administration represents a significant element of PAVS' annual budget, and for this reason, it has been agreed to show Grant/Funds distributed as a discrete element of the accounts.

Full details of the grants awarded can be found in note 21.

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Donations | 80 | 400 |
| **Other trading activities** | | |
| Membership income | 4,065 | 3,950 |
| Office services | - | 12,937 |
| Management support | - | 52,576 |
| Service contracts and training | 86,954 | 27,713 |
| Premises room hire | 9,691 | 31,175 |
| Salary related payments | 11,499 | 1,634 |
| | 112,209 | 129,985 |
| **Charitable activities** | | |
| Grants | 713,824 | 311,970 |
| SLA income | 460,768 | 405,560 |
| Grants for distribution | 902,863 | 700,043 |
| | 2,077,455 | 1,417,573 |
| **Total incoming resources** | 2,189,744 | 1,547,958 |
| **EXPENDITURE** | | |
| **Charitable activities** | | |
| Wages | 466,076 | 443,346 |
| Social security | 37,687 | 39,800 |
| Pensions | 43,190 | 59,064 |
| Premises costs | - | 48,578 |
| Light and heat | - | 161 |
| Telephone | 5,619 | 8,517 |
| Postage and stationery | 312 | 11,510 |
| Advertising | 23,808 | - |
| Staff travel and subsistence | 91 | 12,204 |
| Recruitment/redundancy/ training | 969 | 6,203 |
| Volunteer/beneficiary expenses | 120 | 237 |
| Other project expenses | 61,296 | 12,510 |
| Subscriptions | 327 | 333 |
| Management and monitoring | - | 15,700 |
| Computers and software | 13,493 | 15,737 |
| Professional fees | 170,045 | 32,523 |
| Carried forward | 823,033 | 706,423 |

# PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| **Charitable activities** | | |
| Brought forward | 823,033 | 706,423 |
| Depreciation of tangible fixed assets | 8,889 | - |
| Grants to institutions | 583,262 | 580,501 |
| | 1,415,184 | 1,286,924 |
| **Other** | | |
| Defined benefit pension adjustment | 58,000 | 95,000 |
| **Support costs** | | |
| **Management** | | |
| Wages | 83,209 | - |
| Social security | 9,873 | - |
| Pensions | 18,016 | - |
| Premises costs | 34,602 | - |
| Insurance | 5,163 | - |
| Light and heat | 4,443 | - |
| Telephone | 5,252 | 5,033 |
| Postage and stationery | 1,997 | - |
| Sundries | 672 | 642 |
| Repairs and renewals | 12,013 | - |
| Cleaning and maintenance | 4,943 | - |
| Professional fees | 12,357 | 4,381 |
| Computer expenses | 8,316 | - |
| Travel and subsistence | 40 | - |
| Training | 510 | - |
| Subscriptions | 35 | 17 |
| Project costs | 303 | - |
| Management and admin | - | 36,876 |
| Depreciation of tangible and heritage assets | 1,061 | - |
| | 202,805 | 46,949 |
| **Governance costs** | | |
| Wages | 18,552 | 17,567 |
| Auditors' remuneration | 9,600 | 3,720 |
| Sundries | 136 | 1,245 |
| | 28,288 | 22,532 |
| Total resources expended | 1,704,277 | 1,451,405 |
| **Net income** | 485,467 | 96,553 |

## NOTE 21 - SCHEDULE OF GRANTS AWARDED 2020-21

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | HUBS | Vol4Pembs (WG) | BFCF | Carers Support Innovation Fund | H & H Invest Local | Little Green Grant | MainSCAF | MicroSCAF | PIVOT | Youth Led Grants - Gwirvol Youth Bank | Catalysts | TOTAL |
| 2 | Citizens Advice Pembrokeshire | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 3 | Fishguard & Goodwick Food Support Group | | | | | | | | £ 500.00 | | | | £500.00 |
| 4 | 1st Johnston Scout Grp | | | | | | | £ 1,997.33 | | | | | £1,997.33 |
| 5 | 3rd Pembroke Sea Scouts | | | | | | | £ 1,250.00 | | | | | £1,250.00 |
| 6 | Adlerian Training & counselling H&H | | | | | £ 3,360.00 | | | | | | | £3,360.00 |
| 7 | Age Cymru Dyfed | | | | £ 8,997.12 | | | | | | | | £8,997.12 |
| 8 | Amroth Good Neighbours | | | | | | | | £ 256.28 | | | | £256.28 |
| 9 | Arts Care Gofal Celf | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 10 | Bert Edwards- H&H Printing Invest Local News Booklet | | | | | £ 1,150.00 | | | | | | | £1,150.00 |
| 11 | Boncath YMCA | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 12 | Break the Stigma | | | | | | | | £ 500.00 | | | | £500.00 |
| 13 | British Red Cross | | | | | | | | | £ 162,261.00 | | | £162,261.00 |
| 14 | Bwlchygroes Community Hall | | | | | | | £ 1,500.00 | | | | | £1,500.00 |
| 15 | Camrose Village Hall | | | | | | | £ 1,021.98 | | | | | £1,021.98 |
| 16 | Canol'an Clydau | | | | | | | £ 3,470.00 | | | | | £3,470.00 |
| 17 | Canolfan Hermon | | | | | | | £ 1,195.00 | | | | | £1,195.00 |
| 18 | Chamomile Club | | | | £ 1,427.00 | | | | | | | | £1,427.00 |
| 19 | Clynfyw CIC | | | | | | | £ 2,497.00 | | | | | £2,497.00 |
| 20 | Coronation Hall Dale | | | | | | | £ 2,831.22 | | | | | £2,831.22 |
| 21 | Cosheston Village Hall | | | | | | | £ 1,200.00 | | | | | £1,200.00 |
| 22 | DAPS | | | | | | | £ 2,500.00 | | | | | £2,500.00 |
| 23 | Dockers ABC Boxing Club | | | £ 2,000.00 | | | | | | | | | £2,000.00 |
| 24 | Eco Dewi | | | | | | | | £ 964.41 | | | | £964.41 |
| 25 | Eg'wyswrw Yr Hen Ysgol | | | | | | | £ 1,500.00 | | | | | £1,500.00 |
| 26 | FESCA | | | | | | | | £ 290.00 | | | | £290.00 |
| 27 | Ffynnone Community Resilience | | | | | | | | £ 160.00 | | | | £160.00 |
| 28 | Fishguard & G'wick Food Support | | | | | | | | £ 500.00 | | | | £500.00 |
| 29 | Fishguard Sea Cadets | | | | | | | £ 1,877.90 | | | | | £1,877.90 |
| 30 | FRAME | | | | | | £ 1,494.00 | | | | | | £1,494.00 |
| 31 | Friends of Narberth Library | | | | | | | | £ 350.00 | | | | £350.00 |
| 32 | Friends Portfield School | | | £ 2,500.00 | | | | | | | | | £2,500.00 |
| 33 | Gelliswick VC School Relief fund agent H&H | | | | | £ 500.00 | | | | | | | £500.00 |
| 34 | Goodwick Brass Band | | | | | | | £ 2,500.00 | | | | | £2,500.00 |
| 35 | H&H Community Centre | | | £ 2,000.00 | | | | £ 1,500.00 | | | | | £3,500.00 |
| 36 | Haverfordwest Good Neighbours | | | | | | | | £ 143.88 | | | | £143.88 |
| 37 | Hafal | | | | £ 3,880.00 | | | | | | | | £3,880.00 |
| 38 | Hafan Cymru | | | | | | | £ 1,152.40 | | | | | £1,152.40 |

## NOTE 21 - SCHEDULE OF GRANTS AWARDED 2020-21

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | HUBS | Vol4Pembs (WG) | BFCF | Carers Support Innovation Fund | H & H Invest Local | Little Green Grant | MainSCAF | MicroSCAF | PIVOT | Youth Led Grants - Gwirvol Youth Bank | Catalysts | TOTAL |
| 39 | Hakin Utd FC | | | | | £ 56,000.00 | | | | | | | £56,000.00 |
| 40 | Hanes Llandoch | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 41 | Haverfordwest County AFC | | | | £ 4,235.00 | | | | | | | | £4,235.00 |
| 42 | Helping Halls Boncath | | | | | | | | £ 949.14 | | | | £949.14 |
| 43 | Helping Halls Bwych y Groes | | | | | | | | £ 979.14 | | | | £979.14 |
| 44 | Helping Halls Canolfan Hermon | | | | | | | | £ 739.14 | | | | £739.14 |
| 45 | Helping Halls Tegryn Clydau | | | | | | | | £ 499.14 | | | | £499.14 |
| 46 | Hubberston & Hakin Support Group | | | | | £ 1,000.00 | | | | | | | £1,000.00 |
| 47 | Kilgetty Friendship Club | | | | | | | £ 275.00 | | | | | £275.00 |
| 48 | Letterston Memorial Hall | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 49 | Little Acorns Playgroup | | | | | £ 7,000.00 | | | | | | | £7,000.00 |
| 50 | Llandewi Velfry Village Hall | | | | | | | £ 1,120.00 | | | | | £1,120.00 |
| 51 | Llangwm Community Centre | | | | | | | £ 1,200.00 | | | | | £1,200.00 |
| 52 | Llanrhian Community Hall | | | | | | | £ 1,800.00 | | | | | £1,800.00 |
| 53 | Llanrhian Connected Communities | | | | | | | | £ 247.56 | | | | £247.56 |
| 54 | Llanteg Village Hall | | | | | | | £ 1,956.59 | | | | | £1,956.59 |
| 55 | Ludchurch Village Hall | | | | | | | £ 1,850.00 | | | | | £1,850.00 |
| 56 | M Price, Sursum Tattoo-Logo & Poster design for PCSN | £ 100.00 | | | | | | | | | | | £100.00 |
| 57 | Man Made Meals | | | | | | | | £ 495.00 | | | | £495.00 |
| 58 | Manordeifi Community Council | | | | | | | | £ 254.49 | | | | £254.49 |
| 59 | Marloes & St Brides Village Hall | | | | | | | £ 1,447.78 | | | | | £1,447.78 |
| 60 | MH Rotary Club-H&H grant, refurbish laptops Gellswick School | | | | | £ 500.00 | | | | | | | £500.00 |
| 61 | Milford Haven Sea Cadets | | | | | £ 500.00 | | £ 3,745.00 | | | | | £4,245.00 |
| 62 | Mind Pembs Carers Group | | | | | | | £ 1,932.00 | | | | | £1,932.00 |
| 63 | Musical Memories | | | | | | | | £ 172.68 | | | | £172.68 |
| 64 | Milford Youth Matters | | | | | £ 9,648.71 | | | | | | | £9,648.71 |
| 65 | National Theatre of Wales | | | £ 2,500.00 | | | £ 1,000.00 | | | | | | £3,500.00 |
| 66 | NPCSA | | | | | | | £ 1,886.53 | | | | | £1,886.53 |
| 67 | Newport & District Community Forum | | | | £ 4,900.00 | | | | | | | | £4,900.00 |
| 68 | Newport Community Library | | | | | | | £ 320.00 | | | | | £320.00 |
| 69 | Newport Forum | | | | | | | | £ 102.00 | | | | £102.00 |
| 70 | Newport Forum-Wellbeing Newport | | | | | | | | £ 119.90 | | | | £119.90 |
| 71 | Newport Information Centre | | | | | | | £ 1,300.00 | | | | | £1,300.00 |
| 72 | Nowport Memorial Hall | | | | | | | £ 1,960.00 | | | | | £1,960.00 |
| 73 | Newport Trefdraeth | | | | | | | | £ 254.39 | | | | £254.39 |
| 74 | P&SA MH Sea Cadets H&H grant | | | | | £ 500.00 | | | | | | | £500.00 |
| 75 | PACTO | | | | | | | £ 2,496.00 | | £20,000.00 | | | £22,496.00 |
| 76 | Paul Sartori | | | | | | | £ 2,478.50 | | | | | £2,478.50 |
| 77 | Pembroke 21C | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 78 | Pembrokeshire Mencap Ltd | | | | | | | £ 2,000.00 | | | | | £2,000.00 |

## NOTE 21 - SCHEDULE OF GRANTS AWARDED 2020-21

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | HUBS | VoMPembs (WG) | BFCF | Carers Support Innovation Fund | H & H Invest Local | Little Green Grant | MainSCAF | MicroSCAF | PIVOT | Youth Led Grants - Gwarvol Youth Bank | Catnaysts | TOTAL |
| 79 | Pembrokeshire YFC | | | | | | | £ 623.00 | | | | | £623.00 |
| 80 | Pembrokeshire Youthbank | | | | | | | | | | £ 6,340.00 | | £6,340.00 |
| 81 | Pembs Care Share & Give | | | | | | | £ 1,500.00 | | | | | £1,500.00 |
| 82 | Pembs Federation of WIs | | | | | | | £ 229.70 | | | | | £229.70 |
| 83 | Pembs Nextdoor | | | | | | | | £ 500.00 | | | | £500.00 |
| 84 | Pembs Paniers | | | | | | | | £ 500.00 | | | | £500.00 |
| 85 | Penally Village Hall | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 86 | Pill Social Centre | | | | | | | £ 3,500.00 | | | | | £3,500.00 |
| 87 | PLANED | | | | | | | | | | | £36,805.05 | £36,805.05 |
| 88 | Plant Dewi | | | | | | | £ 2,248.00 | | | | | £2,248.00 |
| 89 | PPF | | | | | | | £ 2,412.00 | | | | | £2,412.00 |
| 90 | Providence Training-H&H Site Safety Passport | | | | | £ 186.00 | | | | | | | £186.00 |
| 91 | Pura West Comm & Youth Vol Group | | | | | | | £ 1,600.00 | | | | | £1,600.00 |
| 92 | Queens Hall | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 93 | R Gray-H&H Activity packs | | | | | £ 545.74 | | | | | | | £545.74 |
| 94 | Radio Aber Ltd | | | | £ 4,995.00 | | | | | | | | £4,995.00 |
| 95 | Regency Hall Saundersfoot | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 96 | RG Distribution-Water Bottles for H&H Comm Sub Grp | | | | | £ 1,344.00 | | | | | | | £1,344.00 |
| 97 | Rosemarket Village Hall | | | | | | | £ 1,500.00 | | | | | £1,500.00 |
| 98 | Rural Issues Llanrhian Group | | | | | | | | £ 1,000.00 | | | | £1,000.00 |
| 99 | Ruskin Mill Trust | | | | | | £ 1,000.00 | | | | | | £1,000.00 |
| 100 | Shalom House | | | | £ 4,832.00 | | | £ 1,600.00 | | | | | £6,432.00 |
| 101 | Small World Theatre | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 102 | Solva Neighbourhood Action & Knowledge | | | | | | | | £ 968.10 | | | | £968.10 |
| 103 | Span Arts Ltd | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 104 | SPPOT | | | | | | | £ 2,000.00 | | | | | £2,000.00 |
| 105 | St Davids Befrienders | | | | | | | £ 600.00 | £ 770.00 | | | | £1,370.00 |
| 106 | St Davids Food Pod | | | | | | | | £ 495.00 | | | | £495.00 |
| 107 | St Davids Penknife Club | | | | | | | | £ 500.00 | | | | £500.00 |
| 108 | St Dogmaels Community Hall | | | | | | | £ 1,074.17 | | | | | £1,074.17 |
| 109 | St Florence Community Support Group | | | | | | | | £ 478.00 | | | | £478.00 |
| 110 | St Patricks Community Hall | | | | | | | £ 948.00 | | | | | £948.00 |
| 111 | Steynton Community Group | £ 25.00 | | | | | | | | | | | £25.00 |
| 112 | Tanyard Youth Project | | | | | | | £ 1,996.00 | | | | | £1,996.00 |
| 113 | Templeton Community Hall Trust | | | | | | | £ 1,900.00 | | | | | £1,900.00 |
| 114 | Tenby Scout Hall | | | | | | | £ 1,500.00 | | | | | £1,500.00 |
| 115 | Tenby Sea Cadets | | | | | | | £ 2,700.00 | | | | | £2,700.00 |
| 116 | The VC Gallery | | | | £ 4,250.00 | | £ 1,000.00 | £ 1,000.00 | | | | | £6,250.00 |
| 117 | Theatr Gwaun | | | | | | | £ 2,128.77 | | | | | £2,128.77 |
| 118 | WW Care & Repair | | | | | | | | | £ 26,916.22 | | | £26,916.22 |

NOTE 21 - SCHEDULE OF GRANTS AWARDED 2020-21

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | HUBS | Vol4Pembs (WG) | BFCF | Carers Support Innovation Fund | H & H Invest Local | Little Green Grant | MainSCAF | MicroSCAF | PIVOT | Youth Led Grants - Gwirvol Youth Bank | Catalysts | TOTAL |
| 119 | Yoga Care Wales CIC | | | | £ 4,700.00 | | | | | | | | £4,700.00 |
| 120 | Yr Hen Ysgol Dinas | | | | | | | £ 770.94 | | | | | £770.94 |
| 121 | Shalom House | | £ 13,300.00 | | | | | | | | | | £13,300.00 |
| 122 | Merter faith Vol4Pembs Prog3WP4 | | £ 840.00 | | | | | | | | | | £840.00 |
| 123 | PACTO Vol4Pembs Prog3WP3 | | £ 13,790.00 | | | | | | | | | | £13,790.00 |
| 124 | PPF Vol4Pembs Prog3 | | £ 14,000.00 | | | | | | | | | | £14,000.00 |
| 125 | PLANED Vol4Pembs Prog3WP6 | | £ 8,122.44 | | | | | | | | | | £8,122.44 |
| 126 | Solva Care | | £ 19,540.00 | | | | | | | | | | £19,540.00 |
| 127 | TOTAL | £ 325.00 | £ 69,697.44 | £ 9,000.00 | £ 42,216.12 | £ 82,234.48 | £ 4,494.00 | £ 109,598.81 | £ 33,598.25 | £ 209,177.32 | £ 8,349.00 | £ 36,000.00 | £603,268.42 |