

CAERPHILLY PEOPLE FIRST

England & Wales · Charity number 1067252

Details

Status Registered

Legal form Other

Registered 1998-01-08

Register [View on the Charity Commission register](#)

Contact

Address Bargoed YMCA
Aeron Place
Bargoed
CF81 8JA

Phone 07970748277

Email CAERPHILLYPF@HOTMAIL.CO.UK

Website www.caerphillypeoplefirst.org.uk

Activities

Objects: 1-TO RELIEVE AND SUPPORT PEOPLE WITH LEARNING DISABILITIES LIVING OR WORKING IN CAERPHILLY COUNTY BOROUGH, THROUGH SERVICES WHICH ENABLE PEOPLE WITH LEARNING DISABILITIES TO OBTAIN THEIR FULL RIGHTS AND PRIVILEGES AS CITIZENS. 2-TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC ABOUT THE EDUCATIONAL, PHYSICAL, EMOTIONAL AND PHYSIOLOGICAL DISABILITIES.3-TO ADVANCE AND PROMOTE EDUCATION OF ALL PEOPLE WITH LEARNING DISABILITIES THROUGH TRAINING WORKSHOPS, GROUP WORK .

Activities: Caerphilly People First is a self advocacy organisation run by and for people with learning disabilities. We have over 100 members and hold regular meetings with them which gives them a chance to express their views and to get the message across that they can think for themselves and should be allowed to make their own decisions.

Classification

- **How:** Provides Human Resources, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Disability, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** People With Disabilities

Geography

- **Area of benefit:** CAERPHILLY
- Caerphilly

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£108,820	£93,429	-	-
2024-03-31	£89,253	£89,490	-	-
2023-03-31	£64,435	£75,138	-	-
2022-03-31	£116,542	£79,590	-	-
2021-03-31	£116,542	£79,950	-	-

Trustees

Name	Role	Appointed
Cheryl Smith		2024-07-01
Ffion Bethell		2017-08-03
Natalie Stapley		2023-12-01
Sophie Morgan		2023-04-03
Tracy Tregaskis		2022-05-09

CAERPHILLY PEOPLE FIRST

England & Wales - Charity number 1067252

Accounts

Caerphilly People First
Trustees' Annual Report 2024-2025

Caerphilly People First **Trustees' Annual Report 2024-2025**

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Caerphilly People First **Trustees' Annual Report 2024-2025**

The trustees present their report of the charity for the year ending 31 March 2025.

Registered charity name	Caerphilly People First
Charity registration number	1067252
Principle office	Bargoed YMCA, Aeron Place, Bargoed, CF81 8JA
The trustees	Ffion Bethell Cheyl Smith Sophie Morgan Natalie Stapley

AIMS AND OBJECTIVES

Caerphilly People First aims to support all people with learning disabilities in Caerphilly County Borough through training, information, and the promotion of self-advocacy. It is a user-led organisation aiming to support its members – and others – by raising awareness of the rights of people to make their own decisions, and to determine that services for people with learning disabilities are appropriately provided.

GOVERNANCE AND MANAGEMENT

The charity is governed by its constitution and is a charity registered with the Charity Commission.

Election of trustees: According to the constitution of Caerphilly People First, the charity in a general meeting shall elect the officers and the other trustees in line with the terms of the constitution.

The trustees may appoint a person who is willing to act as a trustee. They may also appoint trustees to act as officers. Each of the trustees shall retire with the effect from the conclusion of the annual general meeting next after his or her term of office but shall be eligible for re-election at that annual general meeting.

CHARITY STRUCTURE / OUR TEAM

Caerphilly People First employs a manager who works 31 hours per week, and an admin worker who works 25 hours per week. We also employ two people with a learning disability for 2 hours per week each, and these people are also on our payroll.

Caerphilly People First staff undergo regular supervision sessions. The management committee, which is equally made up of people with and without a learning disability, has held one management meeting during this year.

2024-2025 has been another busy year for Caerphilly People First. As a result of new activities, we have offered (as well as continuing popular existing activities), we have been able to reach out to many more people with learning disabilities and have recruited many new members.

HAVING A VOICE

Staff and members have attended the following meetings (some online):

- Nye's Community Champions meeting. 2 meetings.
- Day service update discussion with Caerphilly CBC Managers. 3 meetings.
- TRAC (Teaching Research Advisory Committee) at the University of South Wales. 7 meetings, including members doing role-plays to teach student nurses.
- SWAN (South Wales Advisors Network). 1 meeting.
- Gwent Citizens Panel meeting. 1 meeting.
- Voluntary Sector Representatives meeting.

- Care Inspectorate Wales meeting.
- Gwent Strategy meeting.
- Voluntary Sector Liaison Committee (4 meetings).
- Caerphilly Third Sector meeting.
- 'A Greener Gwent' meeting.
- Welsh Advocacy Sector Managers' meeting.
- TARAGGAN Committee (3 meetings).
- All Wales People First National Council. 2 meetings.

We have attended the following events over the past year:

- Launch of the Police Crime and Justice Plan in Blackwood. Members have been involved in putting together the easy-read version of the plan.
- All Wales People First Adfest conference, where member Ffion Poole won the MIRROR award for 'Outstanding Contribution to Members' Rights'.
- 'A Healthy Future for Gwent' co-production event.
- RecRock concert in Blackwood Miners' Institute.
- Caerphilly Parent Network Volunteer Awards, where our member Gethin Chamberlain won the Sunshine Award.
- GAVO V-Fest networking event.
- Caerphilly Parent Network Trunk or Treat event.
- Warm Space Bargoed, at Bargoed Community Centre.
- Snow Queen Pantomime (a joint project put together by Caerphilly People First and Caerphilly Parent Network).
- National Grid fuel poverty workshop.
- Alliance Commissioning workshop at the Grange Hospital.
- 3 Welsh Ambulance Conferences.
- Learning Disability Engagement event.
- VIVA Fest, a festival for people with learning disabilities.
- 'Blue Light' event.
- 2 'My Beautiful Life' hackathon events, run by Cwm Taff People First. Exploring what matters to us in health & social care, community and housing. Members were also involved in planning the event.

- Caerphilly Parent Network Pirate Party.
- Brodawel Garedens open day.
- Min-y-Mynydd Gardens open day.
- Caerphilly Parent Network Planet event.
- Platform volunteer event, where members received volunteering certificates.
- 3 visits to Ynys Hywel Farm.

MEMBERS AND ACTIVITIES

Staff have kept in constant contact with members via phone calls and zoom. At our office base we are once again at full capacity in terms of volunteers – we host 12 volunteers per week at our office, some for more than one day per week.

During the year we have run many projects. Every Tuesday during the summer and spring months, our members visited the TARAGGAN educational gardens project in Gilfach where we plant and grow vegetables. We hosted 24 sessions in this period.

Also on Tuesdays, the group took part in crafts sessions. We hosted 20 crafts sessions during this period, 10 of which were facilitated by Multiply.

On Wednesdays the group took part in sessions run by RecRock. These are music and wellbeing sessions. We hosted 32 music sessions in this period, and the activity became so popular (average attendance of 35+ people), we had to move it to a bigger venue. Also, beginning in March 2025, staff and volunteers from Caerphilly People First began to run the sessions ourselves.

On Fridays we welcomed 50+ people per session to our cookery course, where members old and new came together to learn new skills, and socialise. We hosted 27 cookery sessions during this period.

Members attended 7 Chair Yoga Sessions and 5 reflexology sessions at our office base.

ACHIEVEMENTS AND PERFORMANCE

Caerphilly People First won the Food Sustainability Award at the GAVO Volunteer Awards 2024, in recognition of our Friday cookery group.

TRAINING

Caerphilly People First has facilitated our own training courses and events. These include:

- Sex and Relationships course, delivered to Caerphilly People First members, and other organisations and People First groups. This was delivered on 5 occasions by Caerphilly People First member Ffion Poole, including for Our Voice Our Choice Ceredigion who paid Caerphilly People First £2,280 for training and accommodation fees.
- In partnership with the University of South Wales, members trained midwifery students and learning disability students via simulation sessions. Members are also paid for these sessions.
- Members Ffion and Amy delivered Safeguarding and abuse training to fellow members.
- Member Ffion delivered Hate Crime / Mate Crime training to members.

Staff and members have attended the following training courses/sessions:

- 2 members attended the 'Introduction to Strimmers' course.
- 2 members of staff attended a Level 2 Safeguarding course at Oxford House.
- We were visited by Sad Dog, a mental health organisation who talked to our members about mental health.

PARTNERSHIP WORK

We have met and worked with various individuals and organisations, including:

- TARAGGAN Project (community allotments)
- Caerphilly Parent Network
- Welsh Government
- Bargoed YMCA
- Mandy Jenkins, Welsh Ambulance Service.
- All Wales People First
- Libanus Lifestyle – Wales CIC
- Aneurin Bevan University Health Board
- Oxford House Community Adult Learning centre
- Caerphilly Person to Person
- Insight app
- RecRock
- Innovate Trust
- Rosie Cribb, from Social Firms Wales.
- Caroline Roberts, Contract Monitoring Officer, Caerphilly CBC.
- Aaron Oliver, Community Development Officer, Caerphilly CBC.
- Ceri Fox from GAVO
- Liz Sharma, Consultation and Public Engagement officer for Caerphilly CBC.
- Clare from Transport for Wales, who talked to members about the Orange Wallet scheme.

We have worked with other People First groups, including Blaenau Gwent, Newport, Cardiff, Monmouthshire, Cwm Taff, Rhondda Cynon Taff, and Merthyr People First. We worked particularly closely with Cwm Taff People First, in planning events, and were paid by them for running training sessions for their members.

We continue to have a very good relationship with Caerphilly County Borough Council and are in close contact with Directors, Managers and other people who work for the council. We meet with Social Services Management on a quarterly basis. We were awarded a new service level agreement in April 2023, which will last for 5 years, and we receive £9,101 core funding per quarter from them.

ADDITIONAL WORK AND ACTIVITIES

- Members filled in questionnaires giving their views on transport in Caerphilly.
- We met with Neil James from Swansea University 3 times, and continued writing an article about the experiences of people with learning disabilities during and after COVID.
- Members took part in a survey for Disability Can Do (and received vouchers).
- Rhian, Communication Officer for Gwent Police, enlisted the help of our members in producing an easy-read version of the Gwent Police Crime and Justice Plan (2 sessions).
- Members took part in planning and filming sessions (7 sessions in total) with the Primary Care Learning Disability team. Members talked about their experiences of health checks, which will be included in a film promoting the value and importance of health checks.
- Caerphilly People First attended the 'Homes Not Hospitals' protest organised by All Wales People First in Cardiff Bay. This is to campaign for the release of people with learning disabilities and autism from mental health hospitals in Wales.

INFORMATION SHARING

Caerphilly People First produces a quarterly newsletter which we send to 93 people online. We have a Facebook page which is followed by 1,400 people, an Instagram page which has 113 followers, and a TikTok account which is followed by 156 people.

FINANCIAL REVIEW / PROJECTS & INCOME

- Our core funding comes from Caerphilly County Borough Council. This has been guaranteed until April 2028. During the year we were provided £36,539 by CCBC.

Core Funding also came from:

- Postcode Lottery who provided £20,000.
- Local Giving who provided £309.

We were also funded by:

- The National Lottery, who provided £32,603, which went towards salaries and various project costs.
- Regional Integration Fund (administered by GAVO) who provided £8,340 for our weekly wellbeing sessions.
- Barchester Healthcare who provided £1,500 for weekly craft sessions.
- Moondance Foundation who provided £3,600 for weekly music sessions.

Throughout the financial year we kept and updated an income and expenditure forecast. The accounts reflect that funds are available to continue providing the charity's ongoing projects, however the dependence on continuing grant aid poses a potential risk. We are managing this risk through strengthening our financial management and developing our fundraising activities.

RESERVES POLICY

The board of management strives to maintain reserves to ensure that the charity can continue its work. To this end it aims to hold sufficient reserves to maintain its work for six months.

RESPONSIBILITIES OF TRUSTEES

The charity's trustees are responsible for preparing the trustees annual report and the financial statements in accordance with applicable laws and regulations.

The law applicable to charities in England and Wales requires the trustees

to prepare financial statements for each financial year. 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 charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for:

- Keeping adequate accounting records that are sufficient to show and explain the charity's transactions, and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity Statement of Recommended Practice (FRSSE) 2015.
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.
- The maintenance and integrity of the charity's information included on the charity's website.

The trustees' annual report was approved on ...16:06:25 and signed on behalf of the board of trustees by:

Ffion Bethell

Trustee



Caerphilly People First
Financial Statements
Year Ended 31 March 2025

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Caerphilly People First

Independent Examiner's report to the Trustees of Caerphilly People First

Year ended 31 March 2025

I report to the trustees on my examination of the financial statements of Caerphilly People First ('the charity') for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of the independent examination.

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



Mr Michael Fisher
Independent Examiner
14 Glas Fryn
Penpediarheol
HENGOED
CF82 7TN

22nd May 2025

Caerphilly People First

Statement of Financial Activities

Year Ended 31 March 2025

		2025		2024	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<i>Income and endowments</i>					
Charitable activities	2	58,884	49,936	108,820	89,253
Other trading activities	3	25,139	-	25,139	-
Total income		84,023	49,936	133,959	89,253
<i>Expenditure</i>					
Expenditure on charitable activities	4, 5	43,493	49,936	93,429	89,490
Total expenditure		43,493	49,936	93,429	89,490
Net income and net movement in funds		40,530	-	40,530	- 237
<i>Reconciliation of funds</i>					
Total funds brought forward		3,082	20,018	23,100	23,337
Total funds carried forward		43,612	20,018	63,630	23,100

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Caerphilly People First
Statement of Financial Position
Year Ended 31 March 2025

		2025		2024
	Note	£	£	£
Current assets				
Debtors	11	-		-
Cash at bank and in hand		63,630		23,100
Total income		63,630		23,100
Creditors: amounts falling due within one year	12	-		
Net Current assets			63,630	23,100
Total assets less current liabilities			63,630	23,100
Net Assets			63,630	23,100
Funds of the charity				
Restricted funds			20,018	20,018
Unrestricted funds			43,612	3,082
Total charity funds			63,630	23,100

These financial statements were approved by the board of trustees and authorised for issue on 16.06.25 and are signed on behalf of the board by:



Miss Ffion Bethall
Trustee

Caerphilly People First

Accounting Policies

Year Ended 31 March 2025

Basis of preparation

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102;

- (a) No cash flow statement has been presented.
- (b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2025

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift receipt is probable and the amount can be measured reliably.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably. In which case the value is derived from the cost to the donor. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an actual basis. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of all its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity, Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. No item costing less than £1,000 is capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 33% per annum straight line basis.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2025

Taxation

As a registered charity, the charity is exempt from income tax to the extent that its income and gains are applicable to charitable purposes only. Value added Tax is not recoverable by the charity and is therefore included in the relevant costs in the statement of financial activities.

Winding Up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remains any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objectives to the charity.

Caerphilly People First

Notes to the Financial Statements

Year Ended 31 March 2025

1 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Report Standard applicable in the UK and Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

2 Charitable activities

	2024		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	29,003	1,350	30,353
National Lottery	31,071	10,000	41,071
Other Income from charitable activities	815	-	815
National Grid	-	1,830	1,830
Innovative Trust	-	3,000	3,000
Caerphilly Parent Network	500	-	500
Garfield Weston	5,000	-	5,000
GAVO	-	5,440	5,440
Local Giving	879	-	879
University of South Wales	365	-	365
	67,633	21,620	89,253

	2025		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	36,539	-	36,539
RCT People First	-	1,613	1,613
Other Income from charitable activities	603	-	603
National Lottery	-	32,603	32,603
GAVO	-	8,340	8,340
Our Voice Our Choice	-	2,280	2,280
Barchester Healthcare	-	1,500	1,500
Moondance Foundation	-	3,600	3,600
Local Giving	309	-	309
University of South Wales	1,283	-	1,283
Innovate Trust	150	-	150
Postcode Lottery	20,000	-	20,000
	58,884	49,936	108,820

3 Other trading activities

	Unrestricted funds	Total funds 2025	Unrestricted funds	2024
Fundraising events (adjustment for reserve account into accounts)	26,958	26,958	0	0

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2025

4 Expenditure on charitable activities by fund type

	2024		
	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities	41,128	21,620	62,748
Support costs	26,742	-	26,742
	67,870	21,620	89,490
	2025		
	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities	16,535	49,936	66,471
Support costs	26,958	-	26,958
	43,493	49,936	93,429

5 Expenditure on charitable activities by activity type

	Activities undertaken directly	Support Costs £	Total Funds 2025 £	Total Funds 2024 £
Charitable activities	66,471	23,596	90,067	87,201
Governance costs	-	3,362	3,362	2,289
	66,471	26,958	93,429	89,490

6 Independent examination fees

	2025 £	2024 £
Fees payable to the independent examiner for: Independent examination of the financial statements	-	-

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2025

7 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and Salaries	52,870	49,652
Social Security Costs	-	-
Employer contributions to pension plans	3,714	3,201
	56,584	52,853

The average head count of employees during the year was 4 (2021: 3). The average number of full-time equivalent employees during the year is analysed as follow:

	2025	2024
Number of staff	4	3

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

8 Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any trustee (2024: Nil).

No payments were made to any trustee for expenses in year (2024: Nil).

9 Tangible fixed assets

	Equipment £	Total £
Cost		
At 1st Apr 2024 and 31 March 2025	11,936	11,936
Depreciation		
At 1st Apr 2024 and 31 March 2025	11,936	11,936
Carrying amount		
At 31 Mar 2025	-	-
At 31 Mar 2024	-	-

10 Debtors

	2025 £	2024 £
Prepayments and accrued income	-	-
Other Debtors	-	-
	-	-

11 Creditors: amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	-	-
Social security and other taxes	-	-
	-	-

CAERPHILLY PEOPLE FIRST

England & Wales - Charity number 1067252

Accounts

Caerphilly People First

Trustees' Annual Report 2023-2024

Caerphilly People First

Trustees' Annual Report 2023-2024

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Registered charity name	Caerphilly People First
Charity registration number	1067252
Principle office	Bargoed YMCA, Aeron Place, Bargoed, CF81 8JA
The trustees	Ffion Bethell Tracy Tregaskis Amanda Evans (resigned on 9/2/2024) Sophie Morgan Natalie Stapley

AIMS AND OBJECTIVES

Caerphilly People First aims to support all people with learning disabilities in Caerphilly County Borough through training, information, and the promotion of self-advocacy. It is a user-led organisation aiming to support its members – and others – by raising awareness of the rights of people to make their own decisions, and to determine that services for people with learning disabilities are appropriately provided.

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Election of trustees: According to the constitution of Caerphilly People First, the charity in a general meeting shall elect the officers and the other trustees in line with the terms of the constitution.

The trustees may appoint a person who is willing to act as a trustee. They may also appoint trustees to act as officers. Each of the trustees shall retire with the effect from the conclusion of the annual general meeting next after his or her term of office but shall be eligible for re-election at that annual general meeting.

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Caerphilly People First employs a manager who works 31 hours per week, and an admin worker who works 25 hours per week. We also employ two people with a learning disability for 2 hours per week each, and these people are also on our payroll.

Caerphilly People First staff undergo regular supervision sessions.

The management committee, which is made up of people with and without a learning disability, has held one management meeting during this year. We are currently in the process of attempting to recruit more trustees to the committee.

2023-2024 has been a very busy year for Caerphilly People First. As a result of new activities we have offered, we have been able to reach out to many more people with learning disabilities and have recruited many new members.

HAVING A VOICE

- Staff and members have attended the following meetings (some online):
- Nye's Community Champions meeting. 2 meetings.
- Day service update discussion with Caerphilly CBC Managers. 4 meetings.
- TRAC (Teaching Research Advisory Committee). 5 meetings, including an Annual Review.
- SWAN (South Wales Advisors Network). 2 meetings.
- Gwent Citizens Panel meeting. 4 meetings.

- GAVO Local Committee meeting.
- GAVO Trustee meeting.
- TARAGGAN Committee meeting.
- All Wales People First National Council. 4 meetings.
- Welsh Ambulance Service meetings. 9 meetings.

We have attended the following events over the past year:

- All Wales People First AGM.
- GAVO Awards, where Caerphilly People First was awarded 'Outstanding Contribution to Volunteering'.
- RecRock 10th anniversary concert, including performances by CPF members.
- All Wales People First annual conference – 2 day event in Cardiff.
- GAVO AGM.
- One Beat Voluntary awareness Day.
- Parent Network Trunk or Treat event.
- Platform wellbeing event.
- Platform Community Coffee Connectors event.
- Brodawel garden open day.
- Brooklands garden open day.
- Min-y-Mynydd garden opening.
- Paul Ridd healthcare roadshow.
- VIVA Fest music festival.
- Planet event.
- Tree-planting with GAVO.
- Parent Network teddy bear's picnic Easter event.
- Beatrice Garden open day.
- Well YOU day, Caerphilly Library.
- Liberty Care craft fair.

MEMBERS AND ACTIVITIES

Staff have kept in constant contact with members via phone calls and zoom. At our office base we are once again at full capacity in terms of volunteers – we host 14 volunteers per week at our office, some for more than one day per week.

During the year we have run many projects. Every Tuesday during the summer and spring months, our members visited the TARAGGAN educational gardens project in Gilfach where we plant and grow vegetables. We hosted 12 sessions in this period.

Also on Tuesdays, the group took part in crafts sessions. We hosted 9 crafts sessions during this period.

On Wednesdays the group took part in sessions run by RecRock. These are music and wellbeing sessions where the group plays instruments, sings songs, and writes their own songs. During the sessions, the group also wrote a song based on their walking project with Multiply Skills for Life, and recorded a video for the song. We hosted 8 music sessions in this period.

On Fridays we welcomed 50+ people per session to our cookery course, where members old and new came together to learn new skills, and socialise. This included special themed weeks during Halloween, Christmas, And Easter. It's great to see people becoming more confident and having such a great time whilst learning how to cook. We hosted 25 cookery sessions during this period.

ACHIEVEMENTS AND PERFORMANCE

TRAINING

Caerphilly People First has facilitated our own training courses and events.

These include:

- Sex and Relationships course (delivered in partnership with Innovate Trust), delivered to Caerphilly People First members, and other organisations and People First groups. This was delivered on 6 occasions by Caerphilly People First member Ffion Poole.
- In partnership with the University of South Wales, members trained midwifery students and learning disability students via a simulation where members played the role of parents with a learning disability.

Staff and members have attended the following training courses/sessions:

- Digital Wellbeing with Sangeet from Wise Kids. A course about the impact of being online, the effects of social media, and how to practice mindfulness and avoid the dangers of being online.
- 'Counting Your Way to Good Health' programme with Multiply Skills for Life. A 6 week course designed to improve the health and fitness of members.
- Hate Crime training, provided by Victim Support
- A 12 week course run by Autistic Minds, where members discussed: What does autism look like? / Finding what makes me happy / Routines for good. They also took part in personal hygiene sessions and travel training sessions.

PARTNERSHIP WORK

We have met and worked with various individuals and organisations, including:

- TARAGGAN Project (community allotments)
- Caerphilly Parent Network
- Welsh Government
- Bargoed YMCA
- Mandy Jenkins, Welsh Ambulance Service
- All Wales People First (including helping to plan their annual conference)
- University of South Wales
- Libanus Lifestyle – Wales CIC
- Autistic Minds

- Aneurin Bevan University Health Board
- Oxford House Community Adult Learning centre
- Caerphilly Person to Person
- Insight app
- RecRock
- Vision 21
- Innovate Trust
- Llancaiach Fawr
- REACH (to discuss trustee recruitment)

We have worked with other People First groups, including Blaenau Gwent, Newport, Cardiff, Monmouthshire, Cwm Taff, Rhondda Cynon Taff, and Merthyr People First. We worked particularly closely with Cwm Taff People First, with whom we researched the history of learning disabilities.

We continue to have a very good relationship with Caerphilly County Borough Council and are in close contact with Directors, Managers and other people who work for the council. We meet with Social Services Management on a quarterly basis. We were awarded a new service level agreement in April 2023, which will last for 5 years, and we have been awarded an extra £1,500 per quarter, which means we now receive £9,101 core funding per quarter.

ADDITIONAL WORK AND ACTIVITIES

- We were visited by staff from the Aneurin Bevan Health Board who spoke to us about the benefits of a Mediterranean diet, and healthy eating in general.
- We took part in a Welsh Government consultation on the way our organisation works.
- We met with All Wales People First to discuss the All Wales Strategy, 40 years on: how things have changed, and what still needs to be done.
- Members gave their views on the Caerphilly County Borough Council Town 2035 project.
- We welcomed a student social worker on work placement with us.

- Staff took part in the Autism Reality Experience, where they were given an insight into the lives of people with autism, and the challenges they face.
- We ran a 'Winter Warmth' project, giving advice on how to save money and stay warm, and handed out hot water bottles, blankets, and radiator keys.
- We met with Neil James from Swansea University 4 times, and contributed to an article about the experiences of people with learning disabilities during and after COVID. The article will be published sometime in 2024.

INFORMATION SHARING

Caerphilly People First produces a quarterly newsletter which we send to approximately 80 people (mainly online). Caerphilly County Borough Council also kindly shares the newsletter with their contacts. We have a Facebook page which is followed by 1,200 people, a twitter / X page which has 246 followers, and an Instagram page followed by 90 people.

FINANCIAL REVIEW / PROJECTS & INCOME

- Our core funding comes from Caerphilly County Borough Council. This has been guaranteed until April 2028. During the year we were provided £29,003 by CCBC.

Core Funding also came from:

- Garfield Weston Foundation who provided £5,000.
- Local Giving who provided £879.
- National Lottery People and Places fund, who provided £31,071.

We were also funded by:

- National Lottery Community fund, who provided £10,000 for us to run our weekly Reconnect through Cookery sessions.

- Innovate Trust who provided £3,000 for us to deliver relationship courses to members and outside organisations.
- GAVO RIF small Grants fund who provided £5,440 for us to run weekly Reconnect through Music sessions with Recrock.
- Caerphilly CBC Community Empowerment fund who provided £1,350 crafts.
- National Grid Community Matters fund who provided £1,830 for us to run a Warm Spaces project.

Throughout the financial year we kept and updated an income and expenditure forecast. The accounts reflect that funds are available to continue providing the charity's ongoing projects, however the dependence on continuing grant aid poses a potential risk. We are managing this risk through strengthening our financial management and developing our fundraising activities.

RESERVES POLICY

The board of management strives to maintain reserves to ensure that the charity can continue its work. To this end it aims to hold sufficient reserves to maintain its work for six months. At the moment the charity does not hold six months of reserves money, but trustees are putting in place efforts to build enough reserves to reach this aim.

RESPONSIBILITIES OF TRUSTEES

The charity's trustees are responsible for preparing the trustees annual report and the financial statements in accordance with applicable laws and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. 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 charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for:

- Keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity Statement of Recommended Practice (FRSSE) 2015.
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.
- The maintenance and integrity of the charity's information included on the charity's website.

The trustees' annual report was approved onand signed on behalf of the board of trustees by:

Ffion Bethell
Trustee

CHARITY REGISTRATION NUMBER: 1067252

Caerphilly People First

Unaudited Financial Statements

31-Mar-24

Caerphilly People First

Independent Examiner's report to the Trustees of Caerphilly People First

Year ended 31 March 2024

I report to the trustees on my examination of the financial statements of Caerphilly People First ('the charity') for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of the independent examination.

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



Mr Michael Fisher
Independent Examiner
14 Glas Fryn
Penpediarheol
HENGOED
CF82 7TN

24th July 2024

Caerphilly People First

Statement of Financial Activities

Year Ended 31 March 2024

		2024			2023
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<i>Income and endowments</i>					
Charitable activities	2	67,633	21,620	89,253	64,435
Other trading activities	3	-	-	-	-
Total income		67,633	21,620	89,253	64,435
<i>Expenditure</i>					
Expenditure on charitable activities	4, 5	67,870	21,620	89,490	75,138
Total expenditure		67,870	21,620	89,490	75,138
Net income and net movement in funds		- 237	- -	237	- 10,703
<i>Reconciliation of funds</i>					
Total funds brought forward		3,319	20,018	23,337	34,040
Total funds carried forward		3,082	20,018	23,100	23,337

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Caerphilly People First

Statement of Financial Position

Year Ended 31 March 2024

		2024		2023
	Note	£	£	£
Current assets				
Debtors	11	-		-
Cash at bank and in hand		23,100		23,337
Total income		23,100		23,337
Creditors: amounts falling due within one year	12	-		
Net Current assets			23,100	23,337
Total assets less current liabilities			23,100	23,337
Net Assets			23,100	23,337
Funds of the charity				
Restricted funds			20,018	20,018
Unrestricted funds			3,082	3,319
Total charity funds			23,100	23,337

These financial statements were approved by the board of trustees and authorised for issue on _____ and are signed on behalf of the board by:

Miss Ffion Bethall
Trustee

Caerphilly People First

Accounting Policies

Year Ended 31 March 2024

Basis of preparation

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102;

- (a) No cash flow statement has been presented.
- (b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2024

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift receipt is probable and the amount can be measured reliably.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably. In which case the value is derived from the cost to the donor. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an actual basis. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of all its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity, Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. No item costing less than £1,000 is capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 33% per annum straight line basis.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2024

Taxation

As a registered charity, the charity is exempt from income tax to the extent that its income and gains are applicable to charitable purposes only. Value added Tax is not recoverable by the charity and is therefore included in the relevant costs in the statement of financial activities.

Winding Up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remains any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objectives to the charity.

Caerphilly People First

Notes to the Financial Statements

Year Ended 31 March 2024

1 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Report Standard applicable in the UK and Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

2 Charitable activities

	2024		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	29,003	1,350	30,353
National Lottery	31,071	10,000	41,071
Other Income from charitable activities	815	-	815
National Grid	-	1,830	1,830
Innovative Trust	-	3,000	3,000
Caerphilly Parent Network	500	-	500
Garfield Weston	5,000	-	5,000
GAVO	-	5,440	5,440
Local Giving	879	-	879
University of South Wales	365	-	365
	67,633	21,620	89,253
2023			
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	40,404	715	41,119
RCT People First	125	18	143
Other Income from charitable activities	682	-	682
Amazon	126	-	126
Caerphilly Regional Partnerships	-	8,000	8,000
Lloyds Bank Foundation for England & Wales	2,250	-	2,250
United Welsh Housing	-	100	100
Comic Relief	-	3,000	3,000
Mencap	1,500	-	1,500
Bute Energy	500	-	500
Local Giving	212	-	212
Magic Little Grants	500	-	500
University of South Wales	728	-	728
Caerphilly Empowerment Scheme	-	1,350	1,350
Cwtch	-	4,225	4,225
	47,027	17,408	64,435

3 Other trading activities

	Restricted funds	Total funds	Restricted funds	Total funds
		2024		2023
Fundraising events	0	0	0	0

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2024

4 Expenditure on charitable activities by fund type

	2024		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Charitable activities	41,128	21,620	62,748
Support costs	26,742	-	26,742
	67,870	21,620	89,490

	2023		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Charitable activities	49,669	-	49,669
Support costs	25,469	-	25,469
	75,138	-	75,138

5 Expenditure on charitable activities by activity type

	Activities undertaken directly	Support Costs	Total Funds	Total Funds
			2024	2023
			£	£
Charitable activities	62,748	24,453	87,201	72,929
Governance costs	-	2,289	2,289	2,209
	62,748	26,742	89,490	75,138

6 Independent examination fees

	2024	2023
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	-	-

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2024

7 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and Salaries	49,652	49,669
Social Security Costs	-	-
Employer contributions to pension plans	3,201	3,492
	52,853	53,161

The average head count of employees during the year was 3 (2021: 3). The average number of full-time equivalent employees during the year is analysed as follow:

	2024	2023
Number of staff	3	3

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

8 Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any trustee (2023: Nil).

No payments were made to any trustee for expenses in year (2023: Nil).

9 Tangible fixed assets

	Equipment £	Total £
Cost		
At 1st Apr 2023 and 31 March 2024	11,936	11,936
Depreciation		
At 1st Apr 2023 and 31 March 2024	11,936	11,936
Carrying amount		
At 31 Mar 2024	-	-
At 31 Mar 2023	-	-

10 Debtors

	2024 £	2023 £
Prepayments and accrued income	-	-
Other Debtors	-	-
	-	-

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	-	-
Social security and other taxes	-	-
	-	-

CAERPHILLY PEOPLE FIRST

England & Wales - Charity number 1067252

Accounts

CHARITY REGISTRATION NUMBER: 1067252

Caerphilly People First

Unaudited Financial Statements

31-Mar-23

Caerphilly People First
Financial Statements
Year Ended 31 March 2023

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Caerphilly People First

Trustees' Annual Report 2022-2023

The trustees present their report of the charity for the year ending 31 March 2023.

Registered charity name	Caerphilly People First
Charity registration number	1067252
Principle office	Bargoed YMCA, Aeron Place, Bargoed, CF81 8JA
The trustees	Ffion Bethell Tracy Tregaskis Amanda Evans Sophie Morgan

AIMS AND OBJECTIVES

Caerphilly People First aims to support all people with learning disabilities in Caerphilly County Borough through training, information, and the promotion of self-advocacy. It is a user-led organisation aiming to support its members – and others – by raising awareness of the rights of people to make their own decisions, and to determine that services for people with learning disabilities are appropriately provided.

GOVERNANCE AND MANAGEMENT

The charity is governed by its constitution and is a charity registered with the Charity Commission.

Election of trustees: According to the constitution of Caerphilly People First, the charity in a general meeting shall elect the officers and the other trustees in line with the terms of the constitution.

The trustees may appoint a person who is willing to act as a trustee. They may also appoint trustees to act as officers. Each of the trustees shall retire with the effect from the conclusion of the annual general meeting next after his or her term of office, but shall be eligible for re-election at that annual general meeting.

CHARITY STRUCTURE / OUR TEAM

Caerphilly People First employs a Manager who works 31 hours per week, and an admin worker who works 25 hours per week. We also employ a person with a learning disability for 2 hours per week, and this person is also on our payroll.

Caerphilly People First staff undergo regular supervision sessions.

The management committee, which is made up of people with and without a learning disability, has held two meetings during this year. Unfortunately, during this period one of our trustees passed away unexpectedly. We are currently in the process of attempting to recruit more trustees to the committee.

2022-2023 has been a very busy year for Caerphilly People First. As a result of new activities we have offered, we have been able to reach out to many more people with learning disabilities, and have recruited many new members.

HAVING A VOICE

Staff and members have attended the following meetings (some online):

- Nye's Community Champions meeting
- TRAC (Teaching Research Advisory Committee)
- SWAN (South Wales Advisors Network)

- Gwent Citizens Panel
- All Wales People First National Council meetings
- Welsh Ambulance Service meetings

We have attended the following events over the past year:

- TARAGGAN Educational Gardens 12 year anniversary event
- Cwm Taff People First annual conference
- All Wales People First AGM
- All Wales People First annual conference – 2 day event in Conwy
- GAVO ‘Meet the Funder’ event
- Caerphilly Parent Network book launch
- Learning Disability Wales annual conference (online)
- University of South Wales conference – ‘Showing Resilience through COVID 19’
- ‘Through our Eyes’ photo exhibition at the Senedd, challenging the perceptions of people with learning disabilities
- ‘Wellbeing Plan for Gwent’ event
- University of South Wales Student Conference
- ‘Supervision and Appraisal’ webinar
- COVID 19 research priorities event with the Wales Covid 19 Evidence Centre (WCEC)
- Funding surgery with the ‘Funding Assist’ organisation
- RecRock community music concert in Rhymney, with performances by Caerphilly People First members

MEMBERS AND ACTIVITIES

Staff have kept in constant contact with members via phone calls and zoom. At our office base we are once again at full capacity in terms of volunteers – we host 12 volunteers per week at our office, some for more than one day per week.

During the year we have run many projects. Every Tuesday during the summer and spring months, our members visited the TARAGGAN educational gardens project in Gilfach where we plant and grow vegetables. During the months when the weather was not suitable for gardening, the group took part in an art course with Islwyn Art CIC where they produced two group canvases on a nature theme. Also on Tuesdays, the group took part in crafts sessions (making bracelets, Christmas decorations, and artwork), Mindfulness sessions at Libanus Lifestyle Centre, where we learned how to be more relaxed and appreciate the world around us, and Independent Living Skills workshops (budgeting, cooking, relationships) run by Autistic Minds.

On Wednesdays the group took part in sessions run by RecRock. These are music and wellbeing sessions where the group plays instruments, sings songs, and writes their own songs.

On Fridays we welcomed 30+ people per session to our cookery course, where members old and new came together to learn new skills, and socialise. It's great to see people becoming more confident and having such a great time whilst learning how to cook.

ACHIEVEMENTS AND PERFORMANCE

TRAINING

Caerphilly People First has facilitated our own training courses and events. These include:

- Sex and Relationships course (delivered in partnership with Innovate Trust), delivered to Caerphilly People First members, and other organisations and People First groups
- Tackling Isolation and Loneliness – five coffee mornings devoted to bringing people together, to chat and reconnect after Covid
- Hate Crime training, delivered to members during Hate Crime Awareness week
- 'Reconnect through Breakfast' mornings, offering people a warm space and an opportunity to meet and chat

- 'Have your Say' – a consultation discussing the lives of members and what activities they would like to take part in

PARTNERSHIP WORK

We have met and worked with various individuals and organisations, including:

- TARAGGAN Project (community allotments)
- Caerphilly Parent Network
- Sweetpea Yoga (taking part in yoga sessions)
- Mandy Jenkins, Welsh Ambulance Service
- Ruth Northway, Professor of Learning Disability Nursing, University of South Wales (to discuss health profiles)
- All Wales People First (including helping to plan their annual conference)
- Energlyn Garden Project
- Learning Disability Wales (translating their documents into easy-read)
- University of South Wales
- Autistic Minds
- Cardiff University (an online Q&A session with students)
- Caerphilly Person to Person
- Swansea University (members talking about their Covid experiences)
- Insight app
- Remploy
- Jeff Cuthbert, Police and Crime Commissioner for Gwent, who visited us to talk about members' experiences of hate crime, and asked for feedback on leaflets

We have worked with other People First groups, including Blaenau Gwent, Newport, Cardiff, Monmouthshire, Cwm Taff, Rhondda Cynon Taff, and Merthyr People First.

We continue to have a very good relationship with Caerphilly County Borough Council and are in close contact with Directors, Managers and other people who work for the council. We have met with the Service Manager, Commissioning Officer, and Contract Monitoring Officer for Caerphilly Social

Services to discuss our current service level agreement, which is due to come to an end in June 2023. They have agreed to fund us an extra £6000 per year, starting from April 2023. We meet with Social Services Management on a quarterly basis.

We have also taken part in training on behalf of the University of South Wales, where members played the roles of doctors, nurses and patients in their simulation suite. Members also took part in DNR filming at the University, producing a video which will be used to train medical staff. We also worked with the University on a project aiming to produce outcome measures based on the HEF (Health Equalities Framework), and Service Development project.

We have continued to work closely with Bargoed YMCA, working on joint projects.

ADDITIONAL WORK AND ACTIVITIES

- Caerphilly People First held an AGM at which members elected a new Chairperson, Vice-Chairperson, and Treasurer.
- We completed our supervision sessions with Abigail Tweed (working as a contractor for Lloyds Bank Foundation) who supported our new Manager, Christy, through her transition period, focussing on governance, trustee recruitment, and also looking at Strengths, Weaknesses, Opportunities and Threats (SWOT).
- We also completed our work with Liz Pepler (also working for the Lloyds Bank Foundation) who helped us to develop financial skills and confidence, and set up new financial controls.
- Members took part in the Health Project – filling in health profiles and learning about healthy eating.
- Members gave their views on the Caerphilly County Borough Council 'Join the Conversation' survey online.
- We have continued to carry out crisis advocacy over the past year.

INFORMATION SHARING

Caerphilly People First produces a quarterly newsletter which we send to approximately 60 people (mainly online). Caerphilly County Borough Council also kindly shares the newsletter with their contacts. We have a Facebook page which is followed by 1,000 people, a Twitter page which has 222 followers, and an Instagram page followed by 54 people.

FINANCIAL REVIEW / PROJECTS & INCOME

- Our core funding comes from Caerphilly County Borough Council. This has been guaranteed until June 2023.

Core funding also came from:

- Lloyds Bank Foundation, who provided £2,250
- Mencap, who provided £1,500
- Garfield Weston Foundation, who provided £5,000 (this went straight into our reserve account)

We were also funded by:

- Caerphilly Regional Integration Fund, who granted us £8,000 to run health and wellbeing sessions, to encourage and support people with learning disabilities to fill in their health profiles.
- Comic Relief, who provided £3,000 for us to run our weekly cookery course.
- Cwtsh, who provided £2,525 for us to run activities for our Tuesday focus group, where members took part in yoga, and arts and crafts sessions.
- Cwtsh again, who also gave us £1,700 to run music and wellbeing sessions facilitated by RecRock.
- Caerphilly Community Empowerment Fund who provided £1,350 to run our weekly art and wellbeing sessions with Islwyn Arts CIC.
- Bute Energy, who granted us £500 to run Warm Spaces breakfast mornings.

- Magic Little Grant who provided £500 for us to run our Tuesday focus group, which involved members taking part in arts and crafts sessions.
- United Welsh Housing who gave us £100 to spend on a celebration of the Queen's Jubilee.

Throughout the financial year we kept and updated an income and expenditure forecast. The accounts reflect that funds are available to continue providing the charity's ongoing projects, however the dependence on continuing grant aid poses a potential risk. We are managing this risk through strengthening our financial management and developing our fundraising activities.

RESERVES POLICY

The board of management strives to maintain reserves to ensure that the charity can continue its work. To this end it aims to hold sufficient reserves to maintain its work for six months. At the moment the charity does not hold six months of reserves money, but trustees are putting in place efforts to build enough reserves to reach this aim.

RESPONSIBILITIES OF TRUSTEES

The charity's trustees are responsible for preparing the trustees annual report and the financial statements in accordance with applicable laws and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. 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 charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for:

- Keeping adequate accounting records that are sufficient to show and explain the charity's transactions, and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity Statement of Recommended Practice (FRSSE) 2015.
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.
- The maintenance and integrity of the charity's information included on the charity's website.

The trustees' annual report was approved on^{31/07/2023}.....and signed on behalf of the board of trustees by:



Ffion Bethell
Trustee

Caerphilly People First

First

Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of Caerphilly People First ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement


in connection with the examination giving me cause for concern to believe that in any material respect:

Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of the independent examination.

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



Mr Michael Fisher
Independent Examiner
14 Glas Fryn
Penpediarheol
HENGOED
CF82 7TN

24th July 2023

Caerphilly People First

Statement of Financial Activities

Year Ended 31 March 2023

	Note	2023			2022
		Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<i>Income and endowments</i>					
Charitable activities	2	47,027	17,408	64,435	63,262
Other trading activities	3	-	-	-	-
Total income		47,027	17,408	64,435	63,262
<i>Expenditure</i>					
Expenditure on charitable activities	4, 5	75,138	-	75,138	92,802
Total expenditure		75,138	-	75,138	92,802
Net income and net movement in funds		- 28,111	17,408	- 10,703	- 29,540
<i>Reconciliation of funds</i>					
Total funds brought forward		31,430	2,610	34,040	34,040
Total funds carried forward		3,319	20,018	23,337	4,500

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Caerphilly People First

Statement of Financial Position

Year Ended 31 March 2023

		2023	2022
	Note	£	£
Current assets			
Debtors	11	-	-
Cash at bank and in hand		<u>23,337</u>	<u>34,040</u>
Total income		<u>23,337</u>	<u>34,040</u>
Creditors: amounts falling due within one year	12	<u>-</u>	
Net Current assets		<u>23,337</u>	<u>-</u>
Total assets less current liabilities		<u>23,337</u>	<u>34,040</u>
Net Assets		<u>23,337</u>	<u>34,040</u>
Funds of the charity			
Restricted funds		20,018	31,430
Unrestricted funds		3,319	2,610
Total charity funds		<u>23,337</u>	<u>34,040</u>

These financial statements were approved by the board of trustees and authorised for issue on _____ and are signed on behalf of the board by:

Miss Ffion Bethall
Trustee

Caerphilly People First

Accounting Policies

Year Ended 31 March 2023

Basis of preparation

The particular accounting policies adopted are set out below.

Accounting convention

convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid

Disclosure exemptions

advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102;

- (a) No cash flow statement has been presented.
- (b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2023

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift receipt is probable and the amount can be measured reliably.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably. In which case the value is derived from the cost to the donor. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an actual basis. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of all its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity, Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. No item costing less than £1,000 is capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 33% per annum straight line basis.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2023

Taxation

As a registered charity, the charity is exempt from income tax to the extent that its income and gains are applicable to charitable purposes only. Value added Tax is not recoverable by the charity and is therefore included in the relevant costs in the statement of financial activities.

Winding Up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remains any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objectives to the charity.

Caerphilly People First

Notes to the Financial Statements

Year Ended 31 March 2023

1 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Report Standard applicable in the UK and Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

2 Charitable activities

	2023		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	40,404	715	41,119
RCT People First	125	18	143
Other Income from charitable activities	682	-	682
Amazon	126	-	126
Caerphilly Regional Partnerships	-	8,000	8,000
Lloyds Bank Foundation for England & Wales	2,250	-	2,250
United Welsh Housing	-	100	100
Comic Relief	-	3,000	3,000
Mencap	1,500	-	1,500
Bute Energy	500	-	500
Local Giving	212	-	212
Magic Little Grants	500	-	500
University of South Wales	728	-	728
Caerphilly Empowerment Scheme	-	1,350	1,350
Cwtch	-	4,225	4,225
	47,027	17,408	64,435

	2022		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	30,404	-	30,404
Other Income from charitable activities	5,040	-	5,040
Lloyds Bank Foundation for England & Wales	25,000	-	25,000
United Welsh Housing	-	-	-
University of South Wales	208	-	208
Welsh Water	-	500	500
All Wales PF	-	2,110	2,110
	60,652	2,610	63,262

3 Other trading activities

	Restricted funds	Total funds	Restricted funds	Total funds
		2023		2022
Fundraising events	0	0	0	0

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

4 Expenditure on charitable activities by fund type

	2023		
	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities	49,669	-	49,669
Support costs	25,469	-	25,469
	<u>75,138</u>	<u>-</u>	<u>75,138</u>

	2022		
	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities	34,971	17,352	52,323
Support costs	30,479	10,000	40,479
	<u>65,450</u>	<u>27,352</u>	<u>92,802</u>

5 Expenditure on charitable activities by activity type

	Activities undertaken directly	Support Costs £	Total Funds	Total Funds
			2023 £	2022 £
Charitable activities	53,161	19,768	72,929	89,801
Governance costs	-	2,209	2,209	3,001
	<u>53,161</u>	<u>21,977</u>	<u>75,138</u>	<u>92,802</u>

6 Analysis of support costs

	Support Costs £	Total Funds	Total Funds
		2023 £	2022 £
Staff costs	-	-	36,864
Governance costs	21,977	21,977	3,615
Support costs - consultancy	-	-	-
	<u>21,977</u>	<u>21,977</u>	<u>40,479</u>

7 Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	-	500

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

8 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and Salaries	49,669	62,353
Social Security Costs	-	-
Employer contributions to pension plans	3,492	2,893
	<u>53,161</u>	<u>65,246</u>

The average head count of employees during the year was 3 (2021: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
Number of staff	<u>3</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

9 Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any trustee (2022: Nil).

No payments were made to any trustee for expenses in year (2022: Nil).

10 Tangible fixed assets

	Equipment £	Total £
Cost		
At 1st Apr 2022 and 31 March 2023	<u>11,936</u>	<u>11,936</u>
Depreciation		
At 1st Apr 2022 and 31 March 2023	<u>11,936</u>	<u>11,936</u>
Carrying amount		
At 31 Mar 2023	<u>-</u>	<u>-</u>
At 31 Mar 2022	<u>-</u>	<u>-</u>

11 Debtors

	2023 £	2022 £
Prepayments and accrued income	-	-
Other Debtors	-	-
	<u>-</u>	<u>-</u>

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	-	-
Social security and other taxes	-	-
	<u>-</u>	<u>-</u>

CAERPHILLY PEOPLE FIRST

England & Wales - Charity number 1067252

Accounts

CHARITY REGISTRATION NUMBER: 1067252

Caerphilly People First

Unaudited Financial Statements

31-Mar-22

Caerphilly People First
Financial Statements
Year Ended 31 March 2022

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Caerphilly People First

Trustees' Annual report

2021/2022

The trustees present their report of the charity for the year ending 31 March 2022.

Registered charity name	Caerphilly People First
Charity registration number	1067252
Principle office	Bargoed YMCA, Aeron Place, Bargoed, CF81 8JA
The trustees	Ffion Bethell Sian Northey Tracy Tregaskis Amanda Evans

Aims and Objectives

Caerphilly People First aims to support all people with learning disabilities in Caerphilly County Borough through training, information, and the promotion of self-advocacy. It is a user-led organisation aiming to support its members – and others – by raising awareness of the rights of people to make their own decisions, and to determine that services for people with learning disabilities are appropriately provided.

Structure, governance and management

The charity is governed by its constitution and is a charity registered with the Charity

Election of trustees: According to the constitution of Caerphilly People First, the charity in a general meeting shall elect the officers and the other trustees in line with the terms of the constitution.

The trustees may appoint a person who is willing to act as a trustee. They may also appoint trustees to act as officers. Each of the trustees shall retire with the effect from the conclusion of the annual general meeting next after his or her term of office, but shall be eligible for re-election at that annual general meeting.

Charity Structure, Our Team

Caerphilly People First employs a Manager who works 31 hours per week, and an admin worker who works 25 hours per week. During this year, our previous Manager retired, and we went through a transition period where the new Manager took over his roles and responsibilities.

Caerphilly People First staff undergo regular supervision sessions.

Caerphilly People First

Trustees' Annual report (continued)

2021/2022

The management committee, which is made up of people with and without a learning disability, has unfortunately only held one meeting during this year. We undertook a recruitment process during the year and were able to recruit two new members to the committee, and going forward we plan to meet every quarter.

After the reduced activities of last year, during 2021-2022 Caerphilly People First are again working at full capacity. The work we do has changed a lot because of the closure in Caerphilly of a number of large day centres, as a result of which we have recruited a number of new members who no longer have the option of using day opportunities in Caerphilly.

HAVING A VOICE

Staff and members have attended the following meetings (some online)

- ☐ Caerphilly Voluntary Sector meeting
- ☐ Social Services Scrutiny Committee
- ☐ Nye's Community Champions meeting
- ☐ TRAC (Teaching Research Advisory Committee)
- ☐ SWAN (South Wales Advisors Network)
- ☐ Gwent Citizens Panel
- ☐ All Wales People First National Council meetings
- ☐ All Wales People First safeguarding meeting
- ☐ All Wales People First Human Rights Act meeting
- ☐ Lloyds Bank webinar – Helping people to access bank services
- ☐ British Institute of Human Rights Easy-Read workshop
- ☐ All Wales People First Health Equality Framework Consultation
- ☐ Welsh Ambulance Service meetings

We have attended the following events over the past year.

- ☐ All Wales People First conference 2021
- ☐ Cardiff People First period-day event
- ☐ Bargoed networking event

Members

We have still been unable to hold our regular monthly county meetings with our members (usually attended by 35+ people), but staff have kept in constant contact with members via phone calls and zoom. At our office base we are once again at full capacity in terms of volunteers – we host eight volunteers per week at our office, some for more than one day per week.

Caerphilly People First

Trustees' Annual report (continued)

2021/2022

We run a group every Tuesday called the Reconnect Focus Group. This is made up of 6-8 people with learning disabilities, and the groups meets up to learn new skills (cooking, drawing) go on walks, listen to talks, receive training (keeping safe online, Ipad training, Health Equality Framework), and catch up with friends

Achievements and performance

TRAINING

Members and staff have attended the following training courses (some online):

- 'How to be successful with fundraising' 4 week course, run by Rosie Cribb.
- 'Good governance for groups' training provided by All Wales People First
- Annual health checks training run by Conwy Connect

Caerphilly People First has, in addition to attending courses and events, facilitated our own training courses and events online. These include:

- Winter Wellbeing – 4 week course
- Ipad training for members
- Hate crime awareness training

We have also taken part in training on behalf of the University of South Wales, where members played the roles of doctors, nurses and patients in their simulation suite.

PARTNERSHIP WORK

We have met and worked with various individuals and organisations, including:

- Growing Space
- Taraggan Project (community allotments)
- Nonaff Arts, Bargoed
- Blackwood Safe Places scheme
- Caerphilly Parent Network
- Person to Person
- Insight app
- Gig Buddies
- My Mates
- Women's Equality Network

Caerphilly People First

Trustees' Annual report (continued)

2021/2022

We also met with Chris Evans MP, to discuss the proposed changes to the Human Rights Act.

We have worked with other People First groups, including Blaenau Gwent, Newport, Torfaen, Cardiff, Abergavenny and Caldicot People First groups in Wales.

We continue to have a very good relationship with Caerphilly County Borough Council and are in close contact with Directors, Managers and other people who work for the council. We are due to meet the Commissioning Service Manager for Caerphilly Social Services to discuss our core funding, which is due to come to an end in June 2023. In the future we will meet with Social Services Management on a quarterly basis,

We have continued to work closely with Bargoed YMCA, working on joint projects.

ADDITIONAL WORK AND ACTIVITIES

Caerphilly People First took part in an organisation and governance review, with the assistance of Hilary Barnard, a consultant working on behalf of the Lloyds Bank Foundation Enhance programme. As a result of the review, it was agreed that the Manager (Cyril Luke) would step down and, and a transition plan was put in place whereby Christy Taylor succeeded Cyril. She is now the Manager of Caerphilly People First.

We worked with Abigail Tweed (working as a contractor for Lloyds Bank Foundation) who supported our new Manager, Christy, through her transition period, focussing on governance, trustee recruitment, and also looking at Strengths, Weaknesses, Opportunities and Threats (SWOT).

We worked with Liz Pepler (also working for the Lloyds Bank Foundation) who helped us to develop financial skills and confidence, and took us through the gap analysis process.

With the assistance of Bijal Ruparelia, a safeguarding specialist, we put together an easy-read Safeguarding Adults at Risk Policy and Procedure.

We have continued to carry out crisis advocacy over the past year.

We held a coffee morning to raise funds for the people of Ukraine, and donated the £208.10 we raised to the British Red Cross.

INFORMATION SHARING

Caerphilly People First produces a newsletter – usually quarterly - which we send to approximately 100 people (mainly online). Caerphilly County Borough Council also kindly shares the newsletter with their contacts. We have a Facebook page which is followed by 637 people and a Twitter page which has 179 followers.

Caerphilly People First
Trustees' Annual report (continued)
2021/2022

Financial review / Projects & income

Our core funding comes from Caerphilly County Borough Council. This has been guaranteed until April 2023.

We were also funded by:

- Lloyds Bank Foundation, who provided £25,000 as part of their Covid fund, to reduce isolation and loneliness among Caerphilly People First members.
- Welsh Water, who gave us £500 to carry out activities promoting health and wellbeing to our members.
- All Wales People First, who provided £1,000 for us to run a 4-week winter wellbeing course for our members.
- All Wales People First, who gave us £1,000 to carry out Hate Crime Awareness training during Hate Crime Awareness week.

Throughout the financial year we kept and updated an income and expenditure forecast. The accounts reflect that funds are available to continue providing the charity's ongoing projects, however the dependence on continuing grant aid poses a potential risk. We are managing this risk through strengthening our financial management and developing our fundraising activities.

Reserves policy

The board of management strives to maintain reserves to ensure that the charity can continue its work. To this end it aims to hold sufficient reserves to maintain its work for six months. At the moment the charity does not hold six months of reserves money, but trustees are putting in place efforts to build enough reserves to reach this aim.

Responsibilities of trustees

The charity's trustees are responsible for preparing the trustees annual report and the financial statements in accordance with applicable laws and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. 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 charity and the income and expenditure of the charity for that period.

Caerphilly People First
Trustees' Annual report (continued)
2021/2022

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for:

- Keeping adequate accounting records that are sufficient to show and explain the charity's transactions, and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity Statement of Recommended Practice (FRSSE) 2015.
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.
- The maintenance and integrity of the charity's information included on the charity's website.

The trustees' annual report was approved on3.10.22.....and signed on behalf of the board of trustees by:

Ffion Bethell
Trustee



Caerphilly People First

First

Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of Caerphilly People First ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

in connection with the examination giving me cause for concern to believe that in any material respect:

Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of the independent examination.

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



Mr Michael Fisher
Independent Examiner
14 Glas Fryn
Penpediarheol
HENGOED
CF82 7TN

30th September 2022

Caerphilly People First

Statement of Financial Activities

Year Ended 31 March 2022

	Note	2022			2021
		Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Charitable activities	2	60,652	2,610	63,262	116,542
Other trading activities	3	-	-	-	-
Total income		60,652	2,610	63,262	116,542
Expenditure					
Expenditure on charitable activities	4, 5	65,450	27,352	92,802	79,590
Total expenditure		65,450	27,352	92,802	79,590
Net income and net movement in funds		- 4,798 -	24,742 -	29,540	36,952
Reconciliation of funds					
Total funds brought forward		36,228	27,352	63,580	26,628
Total funds carried forward		31,430	2,610	34,040	63,580

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Caerphilly People First

Statement of Financial Position

Year Ended 31 March 2022

		2022		2021
	Note	£	£	£
Current assets:				
Debtors	11	-		116,542
Cash at bank and in hand		<u>34,040</u>		-
Total income		34,040		<u>116,542</u>
Creditors: amounts falling due within one year	12	<u>-</u>		
Net Current assets			<u>34,040</u>	<u>-</u>
Total assets less current liabilities			<u>34,040</u>	<u>116,542</u>
Net Assets			<u>34,040</u>	
Funds of the charity				
Unrestricted funds			31,430	26,628
Restricted funds			2,610	
Total charity funds	13		<u>34,040</u>	<u>143,170</u>

These financial statements were approved by the board of trustees and authorised for issue on 3.10.22 and are signed on behalf of the board by:

Miss Ffion Bethall
Trustee



Caerphilly People First

Accounting Policies

Year Ended 31 March 2022

Basis of preparation

The particular accounting policies adopted are set out below.

Accounting convention

convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid

Disclosure exemptions

advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102;

- (a) No cash flow statement has been presented.
- (b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2022

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift receipt is probable and the amount can be measured reliably.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably. In which case the value is derived from the cost to the donor. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an actual basis. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of all its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity, Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. No item costing less than £1,000 is capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 33% per annum straight line basis.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2022

Taxation

As a registered charity, the charity is exempt from income tax to the extent that its income and gains are applicable to charitable purposes only. Value added Tax is not recoverable by the charity and is therefore included in the relevant costs in the statement of financial activities.

Winding Up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remains any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objectives to the charity.

Caerphilly People First

Notes to the Financial Statements

Year Ended 31 March 2022

1 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Report Standard applicable in the UK and Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

2 Charitable activities

	2022		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	30,404	-	30,404
Intermediate Care Fund	-	-	-
Other Income from charitable activities	5,040	-	5,040
Community Foundation Wales	-	-	-
GAVO	-	-	-
Lloyds Bank Foundation for England & Wales	25,000	-	25,000
National Lottery	-	-	-
Coalfields Regeneration Trust	-	-	-
Aneurin Bevan University Health Board	-	-	-
Garfield Weston	-	-	-
University of South Wales	208	-	208
Wesh Water	-	500	500
All Wales PF	-	2,110	2,110
	60,652	2,610	63,262

	2021		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Caerphilly County Borough Council Service Contracts	30,404	0	30,404
Intermediate Care Fund	-	8,879	8,879
Other Income from charitable activities	-	1,412	1,412
Community Foundation Wales	-	30,000	30,000
GAVO	-	972	972
Lloyds Bank Foundation for England & Wales	25,000	-	25,000
National Lottery	-	9,375	9,375
Coalfields Regeneration Trust	-	500	500
Garfield Weston	-	10,000	10,000
	55,404	61,138	116,542

3 Other trading activities

	Restricted funds	Total funds 2022	Restricted funds	Total funds 2021
Fundraising events	0	0	0	0

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2022

4 Expenditure on charitable activities by fund type

	2022		
	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities	34,971	17,352	52,323
Support costs	30,479	10,000	40,479
	<u>65,450</u>	<u>27,352</u>	<u>92,802</u>

	2021		
	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities	19,413	25,901	45,314
Support costs	21,391	12,865	34,276
	<u>40,804</u>	<u>38,786</u>	<u>79,590</u>

5 Expenditure on charitable activities by activity type

	Activities undertaken directly	Support Costs	Total Funds 2022	Total Funds 2021
		£	£	£
Charitable activities	52,323	37,478	89,801	72,798
Governance costs	-	3,001	3,001	1,008
	<u>52,323</u>	<u>40,479</u>	<u>92,802</u>	<u>73,806</u>

6 Analysis of support costs

	Support Costs	Total Funds 2022	Total Funds 2021
	£	£	£
Staff costs	36,864	36,864	33,422
Governance costs	3,615	3,615	1,008
Support costs - consultancy			243
	<u>40,479</u>	<u>40,479</u>	<u>34,673</u>

7 Independent examination fees

	2022 £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>500</u>	<u>1,032</u>

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2022

8 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and Salaries	62,353	63,549
Social Security Costs	-	-
Employer contributions to pension plans	2,893	961
	<u>65,246</u>	<u>54,510</u>

The average head count of employees during the year was 3 (2021: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
Number of staff	<u>2</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

9 Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any trustee (2021: Nil).

No payments were made to any trustee for expenses in year (2021: Nil).

10 Tangible fixed assets

	Equipment £	Total £
Cost		
At 1st Apr 2021 and 31 March 2022	<u>11,936</u>	<u>11,936</u>
Depreciation		
At 1st Apr 2021 and 31 March 2022	<u>11,936</u>	<u>11,936</u>
Carrying amount		
At 31 Mar 2022	<u>-</u>	<u>-</u>
At 31 Mar 2021	<u>-</u>	<u>-</u>

11 Debtors

	2022 £	2021 £
Prepayments and accrued income	-	348
Other Debtors	-	-
	<u>-</u>	<u>348</u>

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	-	1,032
Social security and other taxes	-	776
	<u>-</u>	<u>1,808</u>

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2022

13 Analysis of charitable funds

Unrestricted funds

	At 1 Apr 2021 £	Income £	Expenditure £	At 31 Mar 2022 £
General funds	36,228	60,652	65,450	31,430
	At 1 Apr 2020 £	Income £	Expenditure £	At 31 Mar 2021 £
General funds	21,628	55,404	40,804	36,228

Caerphilly County Borough Council provide funds through a Service Level Agreement which this year amounted to £30,404 (2021: £30,404)

Restricted funds

	At 1 Apr 2021 £	Income £	Expenditure £	At 31 Mar 2022 £
Intermediate Care Fund	-	-	-	-
Other restricted funds small grants	-	-	-	-
Community Foundation Wales	7,977	-	7,977	-
GAVO	-	-	-	-
National Lottery	9,375	-	9,375	-
Lloyds Bank Foundation for England & Wales	-	-	-	-
Aneurin Bevan University Health Board	-	-	-	-
Coalfields Regeneration Trust	-	-	-	-
Garfield Weston	10,000	-	10,000	-
Wesh Water	-	500	-	500
All Wales PF	-	2,110	-	2,110
	27,352	2,610	27,352	2,610
	At 1 Apr 2020 £	Income £	Expenditure £	At 31 Mar 2021 £
Intermediate Care Fund	-	8,879	8,879	-
Other restricted funds small grants	-	1,412	1,412	-
Community Foundation Wales	-	30,000	22,023	7,977
GAVO	-	972	972	-
National Lottery	-	9,375	-	9,375
Lloyds Bank Foundation for England & Wales	-	-	-	-
Aneurin Bevan University Health Board	-	-	-	-
Coalfields Regeneration Trust	5,000	500	5,500	-
Garfield Weston	-	10,000	-	10,000
	5,000	61,138	38,786	27,352

14 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Current assets	31,430	2,610	34,040
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	36,228	27,352	63,580

14 Related parties

There have been no related party transactions in the reporting period

CAERPHILLY PEOPLE FIRST

England & Wales - Charity number 1067252

Accounts

CHARITY REGISTRATION NUMBER: 1067252

Caerphilly People First
Unaudited Financial Statements
31 March 2021

WALTER HUNTER & CO LIMITED

Chartered accountants

24 Bridge Street

Newport

South Wales

NP20 4SF

Caerphilly People First

Financial Statements

Year ended 31 March 2021

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Caerphilly People First

Trustees' Annual Report

Year ended 31 March 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Caerphilly People First

Charity registration number 1067252

Principal office Bargoed YMCA
Aeron Place
Bargoed
CF81 8JA

The trustees

Mrs Jackie Hughes
Miss Ffion Bethell
Miss Sian Northey
Mrs Francis Hancock

Independent examiner

Mr Jonathan Rhodes BSc BFP FCA
Walter Hunter & Co Limited
Chartered Accountants
24 Bridge Street
Newport
South Wales
NP20 4SF

Structure, governance and management

The charity is governed by its constitution and is a charity registered with the Charity Commission.

The election of trustees:

According to the constitution of Caerphilly People First the Charity in a general meeting shall elect the officers and the other Trustees in line with the terms of the constitution.

The Trustees may appoint any person who is willing to act as a Trustee. They may also appoint Trustees to act as officers. Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her term of office but shall be eligible for re-election at that annual general meeting.

The Charity Structure, Our Team

Caerphilly People First employs a part-time manager, a part-time admin worker and a part-time support worker.

Caerphilly People First staff undergo regular supervision sessions.

The Management Committee, which is made up of people with and without a learning disability has held regular meetings and has been extremely supportive of the organisation. During the early months of the pandemic we hold more management committee meetings than usual, in order to discuss how we would proceed.

Caerphilly People First

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Objectives and activities

The aims and objectives of the charity are to relieve and support people with learning disabilities through services which enable people with learning disabilities to obtain their full rights and privileges as citizens, and to advance the education of the general public about educational, physical, emotional, and physiological disabilities.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The objectives and activities of the charity are set out in its governing document.

The trustees confirm that they have complied with the duty section 17(5) of the 2011 Charities Act.

Some of the main activities of the charity in relation to those objects

Caerphilly People First has had another active year, albeit less active than previous years due to the influence of COVID-19. Despite this we have continued to carry out existing projects and have begun other projects.

HAVING A VOICE

Staff and members have attended the following meetings:

- Caerphilly Voluntary Sector meeting
- Social Services Scrutiny Committee
- Training Consortium (Caerphilly Social Services)
- Voluntary Sector Sub-committee meeting
- Regional Citizens panel
- GAVO local committee meeting
- Future Generations meeting

The Gwent Region:

- Gwent Partnership meeting
- Voluntary Sector Liaison Committee

Wales:

- All Wales People First National Council meetings
- TRAC (Teaching Research Advisory Committee), University of South Wales. Our Chairperson Ffion has been given the role of producing agendas and circulating minutes for the group.
- Welsh Ambulance Service meetings

We have attended the following events over the past year:

The Gwent region:

- GAVO (Gwent Association of Voluntary Organisations) AGM

Wales:

- All Wales People First conference 2020, 'Adfest' (which members were a part of the planning of)

Members

We have been unable to hold our regular monthly county meetings with our members (usually attended by 35+ people), but staff have kept in constant contact with members via phone calls and zoom. At our office base we have been unable to host the usual number of volunteers. From August onwards we welcome back one or two volunteers per day, all of whom followed social distancing rules.

Caerphilly People First

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Achievements and performance

TRAINING

Members and staff have attended the following training courses (on-line):

- Introduction to Zoom (from Digital Communities Wales)
- Helping people with learning disabilities to get online (from Digital Communities Wales)

Caerphilly People First has, in addition to attending courses and events, facilitated our own training courses and events online. These include:

- Hate crime training
- Safeguarding training

PARTNERSHP WORK

We have met with various individuals and organisations on a one-to-one basis, including:

- Michelle Jones, Caerphilly Parent Network
- Jackie Hughes, Person to Person

We have worked with other People First groups, including Blaenau Gwent, Newport, Torfaen, Abergavenny and Caldicot People First groups, as well as with All Wales People First, the banner organisation for People First groups in Wales.

We have continued to work very closely with these day centres and community-based centres in the Caerphilly County Borough: -

- Ystrad Mynach (large day centre)
- Brooklands (large day centre)
- Rhymney Day Centre (community-based centre)
- Springfield (community-based centre)
- Markham (community-based centre)
- Retirement Group (community-based centre)
- Ebenezer Centre - since moved to the Springfield centre (community-based centre)

We have also worked closely with the various work-based projects in Caerphilly:

- Woodfieldside Ceramics
- Woodfieldside Woodwork
- Woodfieldside Catering
- Woodfieldside Crafts

We continue to have a very good relationship with Caerphilly County Borough Council and are in close contact with Directors, Managers and other people who work for the council, sharing information during the lockdown.

We have continued to work closely with Bargoed YMCA, working on joint projects and submitting joint funding bids.

Caerphilly People First

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

ADDITIONAL WORK AND ACTIVITIES

We have continued to carry out crisis advocacy over the past year.

We have continued our partnership work with the Welsh Ambulance Service, including helping them to produce an easy-read leaflet, and members continued as ambulance champions which involved training their peers in the appropriate use of 999.

Caerphilly People First arranged a 'Cupcake Day' which raised £92.10 for the Alzheimer's Society.

Members took part in a weekly cookery course and weekly healthy walk.

We also started receiving a weekly food package from Fareshare Cymru, an organisation which provides surplus food to charities and community organisations.

INFORMATION SHARING

Caerphilly People First produces a bi-monthly newsletter which we send to over 150 people. We have a Facebook page which is followed by 390 people and a Twitter page which has 60 followers.

Financial review

Projects/Income

Our core funding comes from Caerphilly County Borough Council. This has been guaranteed until 2023.

We were funded by:

- The National Lottery for our 'Room to Zoom' project to teach members how to use tablets and keep in touch via zoom.
- The Integrated Care Fund (administered by RCT People First) to digitally connect people with learning disabilities.
- Lloyds Bank Foundation COVID-19 fund.
- Community Foundation Wales for a project to reduce isolation for members.
- Garfield Weston for core costs.

We were also given small grants (under £1,000) by GAVO and Coalfields Regeneration to purchase a zoom subscription, and equipment to keep our office sanitized and safe.

The accounts reveal that the charity has reserves of £63,580 (2020: £26,628) subject to further project expenditure. Having reviewed future forecasted funding, the Trustees consider that they can continue to fulfil their obligations. It is a longer term policy to build up reserves to an appropriate level.

The accounts reflect that funds are available to continue providing the Charity's on-going projects. However the dependence on continuing grant aid poses a potential risk.

Caerphilly People First

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Responsibilities of trustees

The charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales 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). 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 charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for:

- keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity Statement of Recommended Practice (FRSSE) 2015;
- safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities;
- the maintenance and integrity of the Charity's information included on the Charity's website.

The trustees' annual report was approved on 20.09.21 and signed on behalf of the board of trustees by:



Miss Ffion Bethell
Trustee

Caerphilly People First

Independent Examiner's Report to the Trustees of Caerphilly People First

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Caerphilly People First ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Mr Jonathan Rhodes BSc BFP FCA
Independent Examiner
Walter Hunter & Co Limited
Chartered Accountants
24 Bridge Street
Newport
South Wales
NP20 4SF

20 September 2021

Caerphilly People First

Statement of Financial Activities

Year ended 31 March 2021

		2021	2020		
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Charitable activities	2	55,404	61,138	116,542	74,591
Other trading activities	3	—	—	—	102
Total income		<u>55,404</u>	<u>61,138</u>	<u>116,542</u>	<u>74,693</u>
Expenditure					
Expenditure on charitable activities	4,5	40,804	38,786	79,590	73,806
Total expenditure		<u>40,804</u>	<u>38,786</u>	<u>79,590</u>	<u>73,806</u>
Net income and net movement in funds		<u>14,600</u>	<u>22,352</u>	<u>36,952</u>	<u>887</u>
Reconciliation of funds					
Total funds brought forward		21,628	5,000	26,628	25,741
Total funds carried forward		<u>36,228</u>	<u>27,352</u>	<u>63,580</u>	<u>26,628</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 9 to 16 form part of these financial statements.

Caerphilly People First

Statement of Financial Position

31 March 2021

	Note	2021 £	£	2020 £
Current assets				
Debtors	11	348		437
Cash at bank and in hand		<u>65,040</u>		<u>27,589</u>
		65,388		28,026
Creditors: amounts falling due within one year	12	<u>1,808</u>		<u>1,398</u>
Net current assets			63,580	26,628
Total assets less current liabilities			63,580	26,628
Net assets			63,580	26,628
Funds of the charity				
Restricted funds			27,352	5,000
Unrestricted funds			36,228	<u>21,628</u>
Total charity funds	13		63,580	26,628

These financial statements were approved by the board of trustees and authorised for issue on 20-03-21, and are signed on behalf of the board by:

Miss Ffion Bethell
Trustee

The notes on pages 9 to 16 form part of these financial statements.

Caerphilly People First

Accounting Policies

Year ended 31 March 2021

Basis of preparation

The particular accounting policies adopted are set out below.

Accounting Convention

The financial statements are prepared on a going concern basis, under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented.
- (b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Caerphilly People First

Accounting Policies *(continued)*

Year ended 31 March 2021

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift receipt is probable and its amount can be measured reliably.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. No item costing less than £1,000 is capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	-	33% per annum straight line basis
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Caerphilly People First

Accounting Policies *(continued)*

Year ended 31 March 2021

Taxation

As a registered charity, the charity is exempt from income tax to the extent that its income and gains are applicable to charitable purposes only. Value added tax is not recoverable by the charity and is therefore included in the relevant costs in the Statement of Financial Activities.

Winding Up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remains any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Caerphilly People First

Notes to the Financial Statements

Year ended 31 March 2021

1. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

2. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Caerphilly County Borough Council Service Contracts	30,404	–	30,404
Intermediate Care Fund	–	8,879	8,879
Other income from charitable activities	–	1,412	1,412
Community Foundation Wales	–	30,000	30,000
GAVO	–	972	972
Lloyds Bank Foundation for England & Wales	25,000	–	25,000
National Lottery	–	9,375	9,375
Coalfields Regeneration Trust	–	500	500
Aneurin Bevan University Health Board	–	–	–
Garfield Weston	–	10,000	10,000
	<u>55,404</u>	<u>61,138</u>	<u>116,542</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Caerphilly County Borough Council Service Contracts	30,404	–	30,404
Intermediate Care Fund	–	–	–
Other income from charitable activities	–	3,327	3,327
Community Foundation Wales	–	–	–
GAVO	–	–	–
Lloyds Bank Foundation for England & Wales	–	25,167	25,167
National Lottery	–	9,965	9,965
Coalfields Regeneration Trust	–	5,000	5,000
Aneurin Bevan University Health Board	–	728	728
Garfield Weston	–	–	–
	<u>30,404</u>	<u>44,187</u>	<u>74,591</u>

3. Other trading activities

	Restricted Funds £	Total Funds 2021 £	Restricted Funds £	Total Funds 2020 £
Fundraising events	–	–	102	102

Caerphilly People First

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

4. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Charitable Activities	19,413	25,901	45,314
Support costs	21,391	12,885	34,276
	<u>40,804</u>	<u>38,786</u>	<u>79,590</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Charitable Activities	12,619	26,514	39,133
Support costs	21,898	12,775	34,673
	<u>34,517</u>	<u>39,289</u>	<u>73,806</u>

5. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Charitable Activities	45,314	33,244	78,558	72,798
Governance costs	–	1,032	1,032	1,008
	<u>45,314</u>	<u>34,276</u>	<u>79,590</u>	<u>73,806</u>

6. Analysis of support costs

	Support costs £	Total 2021 £	Total 2020 £
Staff costs	33,060	33,060	33,422
Governance costs	1,032	1,032	1,008
Support costs - consultancy	184	184	243
	<u>34,276</u>	<u>34,276</u>	<u>34,673</u>

7. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,032</u>	<u>1,008</u>

Caerphilly People First

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	53,549	51,283
Social security costs	–	505
Employer contributions to pension plans	961	894
	<u>54,510</u>	<u>52,682</u>

The average head count of employees during the year was 3 (2020: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of staff	<u>2</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

9. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any trustee (2020: nil).

No payments were made to any trustees for expenses in year (2020: nil).

10. Tangible fixed assets

	Equipment	Total
	£	£
Cost		
At 1 Apr 2020 and 31 Mar 2021	<u>11,936</u>	<u>11,936</u>
Depreciation		
At 1 Apr 2020 and 31 Mar 2021	<u>11,936</u>	<u>11,936</u>
Carrying amount		
At 31 Mar 2021	<u>–</u>	<u>–</u>
At 31 Mar 2020	<u>–</u>	<u>–</u>

11. Debtors

	2021	2020
	£	£
Prepayments and accrued income	348	348
Other debtors	–	89
	<u>348</u>	<u>437</u>

Caerphilly People First

Notes to the Financial Statements (continued)

Year ended 31 March 2021

12. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	1,032	1,398
Social security and other taxes	776	–
	<u>1,808</u>	<u>1,398</u>

13. Analysis of charitable funds

Unrestricted funds

	At 1 Apr 2020 £	Income £	Expenditure £	At 31 Mar 2021 £
General funds	21,628	55,404	(40,804)	36,228

	At 1 Apr 2019 £	Income £	Expenditure £	At 31 Mar 2020 £
General funds	25,741	30,404	(34,517)	21,628

Caerphilly County Borough Council provide funds through a Service Level Agreement which this year amounted to £30,404 (2020: £30,404).

The Lloyds Bank Foundation England & Wales awarded an unrestricted grant of £50,000. £25,000 was received to be spent in the 2021 calendar year (2020: nil).

Restricted funds

	At 1 Apr 2020 £	Income £	Expenditure £	At 31 Mar 2021 £
Intermediate Care fund	–	8,879	8,879	–
Other restricted funds small grants	–	1,412	1,412	–
Community Foundation Wales	–	30,000	22,023	7,977
GAVO	–	972	972	–
National Lottery	–	9,375	–	9,375
Lloyds Bank Foundation for England & Wales	–	–	–	–
Aneurin Bevan University Health Board	–	–	–	–
Coalfields	5,000	500	5,500	–
Garfield Weston	–	10,000	–	10,000
Restricted Funds	<u>5,000</u>	<u>61,138</u>	<u>(38,786)</u>	<u>27,352</u>

Caerphilly People First

Notes to the Financial Statements (continued)

Year ended 31 March 2021

13. Analysis of charitable funds (continued)

	At 1 Apr 2019 £	Income £	Expenditure £	At 31 Mar 2020 £
Intermediate Care fund	-	-	-	-
Other restricted funds small grants	-	3,429	3,429	-
Community Foundation Wales	-	-	-	-
GAVO	-	-	-	-
National Lottery	-	9,965	9,965	-
Lloyds Bank Foundation for England & Wales	-	25,167	25,167	-
Aneurin Bevan University Health Board	-	728	728	-
Coalfields	-	5,000	-	5,000
Garfield Weston	-	-	-	-
Restricted Funds	<u>-</u>	<u>44,289</u>	<u>(39,289)</u>	<u>5,000</u>

Restricted funds received include:

Integrated Care Fund

Funds of £8,872 (2020 nil) were received in year for the 'Digitally Connecting Citizens' project in partnership with Rhonda Cynon Taff Peoples First.

Community Foundation Wales

A grant of £20,000 (2020: nil) was received in November 2020 to support the charity's staff, rent, travel and telephone costs. A grant of £10,000 (2020: nil) was received from the Coronavirus Resilience Fund in August 2020 to support COVID safety measures.

National Lottery

A grant was received in January 2021 of £9,375 (2020: £9,965) for the 'Room to Zoom' project to provide training in the use of IT.

Garfield Weston

A grant of £10,000 (2020: nil) was received in March 2021..

Other Income

Other income includes funds from various People First groups, GAVO, the Coalfields Regeneration Trust 'Together Fund' and the University of South Wales.

14. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	<u>36,228</u>	<u>27,352</u>	<u>63,580</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	<u>21,628</u>	<u>5,000</u>	<u>26,628</u>

15. Related parties

There have been no related party transactions in the reporting period.

Caerphilly People First
Management Information
Year ended 31 March 2021

The following pages do not form part of the financial statements.

Caerphilly People First

Detailed Statement of Financial Activities

Year ended 31 March 2021

	2021 £	2020 £
Income and endowments		
Charitable activities		
Caerphilly County Borough Council Service Contracts	30,404	30,404
Intermediate Care Fund	8,879	-
Other income from charitable activities	1,412	3,327
Community Foundation Wales	30,000	-
GAVO	972	-
Lloyds Bank Foundation for England & Wales	25,000	25,167
National Lottery	9,375	9,965
Coalfields Regeneration Trust	500	5,000
Aneurin Bevan University Health Board	-	728
Garfield Weston	10,000	-
	<u>116,542</u>	<u>74,591</u>
Other trading activities		
Fundraising events	-	102
	<u>116,542</u>	<u>74,693</u>
Total income		
	<u>116,542</u>	<u>74,693</u>
Expenditure		
Expenditure on charitable activities		
Wages and salaries	53,549	51,283
Employer's NIC	-	505
Pension costs	961	894
Rent	4,056	4,096
Insurance	348	348
Other establishment	464	117
Other motor/travel costs	3,450	6,740
Legal and professional fees	1,216	1,251
Telephone	1,610	1,249
Other office costs	13,438	7,108
Conference and training costs	498	215
	<u>79,590</u>	<u>73,806</u>
Total expenditure		
	<u>79,590</u>	<u>73,806</u>
Net income	<u>36,952</u>	<u>887</u>

Caerphilly People First

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2021

	2021 £	2020 £
Expenditure on charitable activities		
Charitable Activities		
Activities undertaken directly	21,035	18,770
Wages and salaries	–	142
Employers NIC	415	348
Pension costs	4,056	4,096
Rent	348	348
Insurance	464	117
Membership and subscriptions	3,450	6,740
Travel & subsistence expenses	1,610	1,249
Telephone	13,438	7,108
Office costs	498	215
Conference & training costs		
	<u>45,314</u>	<u>39,133</u>
Support costs	32,514	32,513
Support wages/salaries	–	363
Support employer's NIC	546	546
Support pension costs	184	243
Support legal & professional		
	<u>33,244</u>	<u>33,665</u>
Governance costs	1,032	1,008
Independent examiners fees (including VAT)		
	<u>79,590</u>	<u>73,806</u>
Expenditure on charitable activities		