

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 on31/07/2023.....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
HENGWED
CF82 7TN

24th July 2023

Caerphilly People First

Statement of Financial Activities

Year Ended 31 March 2023

		2023			2022
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
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
Expenditure					
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
Reconciliation of funds					
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		23,337	34,040
Total income		23,337	34,040
Creditors: amounts falling due within one year	12	-	-
Net Current assets		23,337	-
Total assets less current liabilities		23,337	34,040
Net Assets		23,337	34,040
Funds of the charity			
Restricted funds		20,018	31,430
Unrestricted funds		3,319	2,610
Total charity funds		23,337	34,040

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.

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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 Bourough 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 Bourough 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 2023	Total Funds 2022
		£	£	£
Charitable activities	53,161	19,768	72,929	89,801
Governance costs	-	2,209	2,209	3,001
	53,161	21,977	75,138	92,802

6 Analysis of support costs

	Support Costs £	Total Funds 2023 £	Total Funds 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>
	<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>
	<u>-</u>	<u>-</u>