

Caerphilly People First

Trustees' Annual Report 2023-2024

Caerphilly People First

Trustees' Annual Report 2023-2024

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Caerphilly People First

Trustees' Annual Report 2023-2024

The trustees present their report of the charity for the year ending 31 March 2024.

| | |
|------------------------------------|---|
| 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.

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 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').

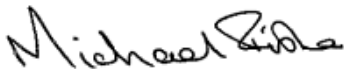
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Bourough 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 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 |

3 Other trading activities

| | Restricted funds | Total funds | Restricted funds | Total funds |
|--------------------|------------------|-------------|------------------|-------------|
| | | 2024 | | 2023 |
| Fundraising events | 0 | 0 | 0 | 0 |
| | | | | 18 |

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 2024 | Total Funds 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 | - | - |
| | - | - |