

Charity Number 1087319

# **People First Tameside**

## **Annual Report and Accounts**

**Year Ended 31 March 2021**

## **People First Tameside**

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## **People First Tameside**

### **Legal and Administrative Details**

**Name:** People First Tameside

**Status:** Unincorporated association established 2001. Registered as a charity  
Charity number 1087319

**Principal Address:** St. Michael's Court  
St. Michael's Square  
Stamford Street  
Ashton-under-Lyne  
Tameside  
OL6 6XN

**Charity Objects:** To promote any charitable purpose for the benefit of the persons who have a learning disability in Tameside or the surrounding areas.

**Charity Trustees:**  
Andrew Barber  
Adrian Pallet  
Shaun Moss  
Katie Horrocks  
Emily Ashe  
Jennifer Threadgold  
Haylea Morrissey  
Elise Sheridan  
Eleanor Woosey  
Jean Quinn  
Jim Battle  
Alex Glover

**Accountants:** J A Simpson & Co Ltd.  
48 Bredbury Green  
Romiley  
Stockport  
SK6 3DN

**Bankers:** Unity Trust Bank  
Nine Brindley Place  
Birmingham  
B1 2HB

## **Activities Report for Accounts 01.04.20 - 31.03.2021**

### **Report of the Trustees**

The Trustees of People First Tameside submit the Annual Report and Accounts for the year ended 31 March 2021.

**The purposes of the charity are to:**

**Provide a place to talk about concerns and issues about the lives of people labelled as having a “learning disability” in Tameside.**

**Uphold the rights of people with learning disabilities.**

**Let services and other people know that people with learning disabilities have thoughts and feelings and ideas and have a right to be heard and have a say in the services they use.**

**Raise awareness and educate the general public about the issues people with learning disabilities have.**

**Provide training opportunities for people with learning disabilities.**

**Network with other People First groups and advocacy groups throughout the UK and Europe.**

### **Activities and Review of the Period**

2020 has been an unprecedented year. March 2020 saw the country under a national lockdown with COVID-19 pandemic dramatically changing all our lives.

We are extremely grateful and cannot be prouder of the way our team of staff and volunteers, have confronted the challenges of this extraordinary year, their resilience, optimism, and exceptional dedication to our members and each other have been utterly inspirational.

Staff and members showed immense commitment and flexibility in their response to Covid-19 and the changes it demanded. Overnight, our teams were challenged with working from home, some doing doorstep drop off groceries, packages, IT and other sources of entertainment and support to those who were struggling with the lockdown and all the challenges it presented.

Our investment in IT allowed a seamless transition to working from home, with new mobile phones, laptops and Facebook Portals purchased to support the team and members to stay connected. A delivery of IT went out to families and members to support them to stay in contact, some hic-ups and trial and error with all the Zoom's, Messenger, Facebook and Facetime calls but generally we were able to quickly stay in contact.

All staff stayed employed and unaffected in pay despite the offers of furlough payments from the Government the organisation found we were far too busy to stop the necessary support helpline we quickly became.

Daily phone calls and video chats became the norm, quizzes, and online chit-chats, seeing each other's homes and families gave an insight into what we were all going through and gave an incredible support system to members, their families, and our team too in such challenging and uncertain times.

The newly formed Manchester Mayoral Panel worked incredibly hard through this period, looking at support systems to those most vulnerable and giving vital information to networks. The Panel took the decision to do a huge survey which many of our members took part in looking at the impact of COVID on the lives of learning-disabled people, this was published and circulated within Greater Manchester and Tameside Council.

Due to the underspend of our Reaching Communities funding we were able to use some money to continue to employ the post of our activity's worker, this enabled an important lifeline to people and supported engagement where it was possible.

Our Drop-In weekly social club was suspended and has to date still not reformed in person however on-line drop-in activities took place along with a messaging service which people contributed to.

During the summer of 2020 we supported a few people to take 'health walks' and 'park visits' supporting people to become confident about going out again.

We continued to run 'Our Way, Our Day!' and 'My Life, My Way!' through online services until September 2020 at which point, we took steps to re-open in person, with safe 'bubbles of 6' in various parts of the building with the same staff to keep everyone safe. The organization had redesigned each of our spaces to have screens, masks, distanced individual desk and regular cleaning.

The Shadow Partnership Board continued to meet online, with less member that it ordinarily did. The Main Partnership Board also met each quarter with regular updates and support systems in place.

People First were successful in securing Winter Warm Funding from Tameside Council; this allowed us to support people with groceries, cooking equipment, money for fuel bills and some IT equipment too. People First did some lunch online sessions, which were really good fun for people.

### **Staffing**

People First employed 16 staff over this period. Policies and Procedures are in place for staff and are continually reviewed and updated. Staff are supervised by senior staff and regular team meeting online took place.

### **Recruitment and Appointment of Management Committee**

Members had an online AGM in 2020. Full membership of the Charity shall be open to any person over the age of 18 years who has a learning disability and is interested in furthering the objects of the charity.

### **Governance Document**

The charity's governing document is a Constitution which was adopted on 26<sup>th</sup> September 2000. This sets out what the charity's objects are and how it should be ran. The format of the Constitution has been adapted by the charity to make it more accessible; however none of the provisions in it have been changed.

### **Public Benefit**

The charity raises public awareness of matters concerning people with learning difficulties; this is one of the main aims of the charity. The opportunity to benefit from the work of the charity is open to all people with learning disabilities in Tameside and there is no membership fee charged, so people on low income are not excluded.

### **Honorary Officers.**

At the annual general meeting of the Charity the full members shall elect from amongst themselves a chair, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

### **Reserves Policy**

The organisation carries sufficient reserves to enable the organisation to be restructured in the event of cessation of grant funding. We have an accessible policy for members.

### **Committee.**

The Committee shall consist of not less than 3 members nor more than 12 members

### **Induction of trustees**

People First have an Induction pack for new trustees on the committee.

### **Conflicts of Interest**

There is an accessible conflict of interest policy for trustees.

### **Trustee benefits**

Although none of the trustees receive any benefit by way of payment from the charity, they do use the services provided by it.

### **COVID-19**

A new risk assessment was developed and shared within the organisation, supporting the protection on members, volunteers, staff and the general public.

### **Risk Management**

A number of our paid workers have completed a Level 3 Award in Risk Assessment Principles and Practice through Groundwork. The following policies have been made accessible and are now available to our members. Policies include health and safety, compliments, comments and complaints, fire safety, confidentiality, our rules and code of practice, risk assessment, use of computers, internet and e-mail policies. We have ensured that People First Tameside is complying with the Health and Safety Act 1974 and have carried out risk assessments on our offices and the outside of the building. We have also designed health and safety sheets, COSHH assessments and a health and safety policy. We also operate a robust Business Continuity Plan that aims to set out the procedures and strategies to be followed in the event of a business disruption affecting the ability of the organisation to deliver services as usual.

### **Financial Risks Policy**

An updated risk assessment of financial procedures has been developed.

Presently, the Charity's financial statements are prepared by Rick Seccombe and then passed to accountant John Simpson for Independent Examination.

Rick currently supports the committee and project manager in managing their accounts, preparing budget and financial reports.

### **Trustees Responsibilities in respect of the Financial Statements**

Under the Charities Act 2011, the trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:

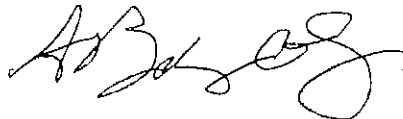
- select suitable accounting policies and apply them consistently
- make judgments' and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the trustees to ensure that any statement of account prepared by them complies with the regulations under section 132 of the Charities Act 2011. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees at their meeting of 1-12-21 and signed on their behalf by

CHIRPESON

(Trustee)



**Report of the Independent Examiner to the Trustees of**  
**People First Tameside**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 8 to 13.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Act;  
follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and  
state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items for disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting record in accordance with the 2011 Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

**John A Simpson**  
**Chartered Accountant**

*JA Simpson 25/12/21*

48 Bredbury Green, Romiley, Stockport, SK6 3DN



**People First Thameside**

**Statement of Financial  
Activities  
for the year ended  
31 March 2021**

	Notes	Unrestricted £	Restricted £	Year Ended 31 Mar 2021 £	Year Ended 31 Mar 2020 £
<b>Incoming Resources</b>					
<b>Incoming Resources from charitable activities:</b>					
Grants	2	1,258	175,174	176,432	152,080
Donations		81	0	81	1,080
Fees		132,390	0	132,390	87,763
Other Income		747	0	747	8,681
Bank Interest				0	0
<b>Total Incoming Resources</b>		<u>134,476</u>	<u>175,174</u>	<u>309,650</u>	<u>249,604</u>
<b>Resources Expended</b>					
<b>Charitable activities</b>	3	51,723	164,228	215,951	231,113
<b>Governance costs</b>	3	700	0	700	700
<b>Total resources expended</b>		<u>52,423</u>	<u>164,228</u>	<u>216,651</u>	<u>231,813</u>
<b>Net Income for the Year</b>	4	82,053	10,946	92,999	17,791
<b>Funds at 1st April 2020</b>	11	304,415	67,033	371,448	353,657
<b>Funds at 31st March 2021</b>	11	<u>386,468</u>	<u>77,979</u>	<u>464,447</u>	<u>371,448</u>

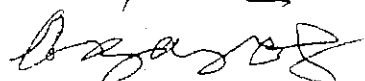
**People First Tameside**

**Balance Sheet  
As at 31 March 2021**

	Notes	Unrestricted	Restricted	Total	2020
Current Assets					
Debtors	5	23,713	0	23,713	16,734
Cash at Bank		378,637	77,979	456,616	371,927
		<u>402,350</u>	<u>77,979</u>	<u>480,329</u>	<u>388,661</u>
Creditors	6	15,882	0	15,882	17,213
Net Current Assets		<u>386,468</u>	<u>77,979</u>	<u>464,447</u>	<u>371,448</u>
Net Assets		<u>386,468</u>	<u>77,979</u>	<u>464,447</u>	<u>371,448</u>
Funds					
Unrestricted Funds	11	386,468	0	386,468	304,415
Restricted Funds	11	0	77,979	77,979	67,033
		<u>386,468</u>	<u>77,979</u>	<u>464,447</u>	<u>371,448</u>

Approved by the Trustees at their meeting on

Signed on behalf of the Trustees by

1-12-21  
 CHLOE PEARSON

## People First Tameside

### Notes to the Accounts

#### 1 Accounting Policies

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in FRS 102.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- c) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds
- e) Designated funds are unrestricted funds which have been designated for particular purposes by the Trustees.
- f) Restricted funds are funds received for specific purposes. They are held on trust until they have been expended.
- g) Office equipment purchases have not been capitalised and have been charged as resources expended in their period of purchase.

#### 2 Grants

	Unrestricted	Restricted	Total	2020
Tameside MBC	0	40,842	40,842 *	30,500
Big Lottery Fund - Reaching Communities	0	124,863	124,863	121,580
Lankelly Trust	0	5,000	5,000 *	0
GM Business	0	2,519	2,519 *	0
Mayoral Panel	0	1,950	1,950	0
HMRC JRS	1,258	0	1,258 *	0
Total	<u>1,258</u>	<u>175,174</u>	<u>176,432</u>	<u>152,080</u>

\* Note that £26,619 of the above related to additional funding due to Covid.

**People First Tameside**

**Notes to the Accounts**

**3 Total Resources Expended**

	Basis of Allocation	Unrestricted	Reaching Communities (Restricted)	Winter Warm Project	Lankelly Trust	Shadow Partnership Board	Small Business	Infection Prevention	Total Restricted	Governance	Total	2020
<b>Costs directly allocated to activities</b>												
Salaries	Direct	39,373	87,420	3,472		18,000		11,474	120,386		159,739	167,056
Events	Direct	0	127						127		127	2,654
Travel	Direct	12	1,257					35	1,292		1,304	1,808
Training	Direct	0							0		0	4,524
Recruitment	Direct								0		0	0
Producing Information	Direct		108						108		108	0
Project costs	Direct	1,340	2,627	121	3,979		2,519	5,153	14,399		15,739	14,146
Equipment	Direct	77	4,569		466				5,035		5,112	2,798
Miscellaneous	Direct	79	67					345	412		491	0
<b>Support costs allocated to activities</b>												
General Running Expenses	Funding	5,790	7,116						7,116		12,906	13,070
Accountancy	Funding	924	1,939						1,939	700	3,563	3,436
Premises	Funding	4,128	12,599					835	13,434		17,562	22,323
Transfer funds	Funding								0		0	0
		51,723	117,829	3,593	4,445	18,000	2,519	17,842	164,228	700	216,651	231,813

**4 Net Incoming Resources for the year**

This is stated after charging	2021 £	2020 £
Independent Examiners' remuneration	700	700

**5 Debtors and Prepayments**

	2021	2020
Debtors	21,631	15,102
Prepayments	2,082	1,632
	<u>23,713</u>	<u>16,734</u>

**6 Creditors**

	2021	2020
Sundry Creditors	<u>15,882</u>	<u>17,213</u>

## People First Tameside

### 7 Staff Costs and Numbers

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	155,058	161,600
Social security costs	4,681	5,456
Total	<u>159,739</u>	<u>167,056</u>

No employee received emoluments of more than £60,000.

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

	2021 Number	2020 Number
Direct charity activities	13	17
Administration	3	3
	<u>16</u>	<u>20</u>

The charity does not operate any pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 7 (2020 - 7) staff. The charity makes a contribution of 5% of the wage of the staff member into the scheme.

### 8 Trustee Remuneration & Related Party Transactions

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2020 - Nil)

### 9 Taxation

As a charity, People First Tameside is exempt from tax on income and gains.  
No tax charges have arisen within the charity during the year.

### 10 Analysis of Net Assets Between Funds

	General Funds £	Restricted Funds £	Total Funds £
Current Assets	402,350	77,979	480,329
Current Liabilities	15,882	0	15,882
Net Assets at 31 March 2021	<u>386,468</u>	<u>77,979</u>	<u>464,447</u>

**People First Tameside**

**11 Movement of Funds**

**Restricted funds**

	<b>At 1 April 2020</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>At 31 March 2021</b>
Sexual Health	41,335	0	0	41,335
Training Funds	2,828	0	0	2,828
Shadow Partnership Board	0	18,000	(18,000)	0
Big Lottery Fund - Reaching Communities	0	124,863	(117,829)	7,034
GM Business	0	2,519	(2,519)	0
Lankelly Trust	0	5,000	(4,445)	555
Winter Warm Project	19,542	5,000	(3,593)	20,949
Employment Project	3,328	0	0	3,328
Mayoral Panel	0	1,950	0	1,950
Infection Prevention	0	17,842	(17,842)	0

**Unrestricted**

General Fund	304,415	134,476	(52,423)	386,468
	<u>371,448</u>	<u>309,650</u>	<u>(216,651)</u>	<u>464,447</u>