

Registered Company Number 04391979 (England and Wales)
Registered Charity Number: 1091201

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Pembrokeshire People First

Pritchard & Co
Chartered Certified Accountants
Ffynnonddofn
74 High Street
Fishguard
Pembrokeshire
SA65 9AU

Pembrokeshire People First

**Contents of the financial Statements
for the year ended 31 March 2021**

	Page
Report of the Trustees	3-7
Independent Examiners Report	8
Statement of Financial Affairs	9
Statements of Assets and Liabilities	10
Notes to the financial statements	11-14

The committee of management presents its report with the financial statements for the charity for the year ended 31st March 2021

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIRPERSON	James Tyler
TRUSTEES	Anishia Jones Courtney Poupard Christopher Rickards Lucy Hinksman Sophie Hinksman Julie Fulton Marilyn Jenkins
REGISTERED OFFICE	Portcullis House Old Hakin Road Merlins's Bridge Haverfordwest Pembrokeshire SA61 1XE
REGISTERED COMPANY NUMBER	04391979 (ENGLAND & WALES)
REGISTERED CHARITY NUMBER	1091201
ACCOUNTANTS	Pritchard & Co., Ffynnonddofn, 74 High Street, Fishguard, Pembrokeshire, SA65 9AU
BANKERS	Lloyds Bank plc, 7 Victoria Place, Haverfordwest Pembrokeshire, SA61 2JX

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee and none of the officers hold any shares in the company. A committee of management administers the charity.

Governing document

Pembrokeshire People First is a company limited by guarantee governed by its Memorandum and Articles of Association; it is also a registered charity with the charity Commissioners. Anyone over the age of 18 can become a member of the company.

Trustee selection methods

As set out in the Memorandum of Articles and Association, the trustees are elected bi-annually by the members of the company at AGM.

New trustees undergo an orientation session to brief them as to their legal obligations under charity and company law, the committee and decision making processes, the business plan and recent financial performance of the charity.

During the induction period they will meet all employees, trustees and committee members. Trustees are encouraged to attend external training events that will facilitate the undertaking of their role. The Management Committee meets regularly and administers the charity.

OBJECTS AND ACTIVITIES

The objects of the charity are as follows:-

- (1) The relief and support of people with learning disabilities and/or autism through provision of an advocacy, training, and advice service, which will help people know and attain the same rights as everyone else.
- (2) To advance the education and training of people with learning disabilities and or autism, to develop their skills, capacities and capabilities to enable them to participate fully in society.
- (3) To advance education and raise awareness of the public in the experiences and of the issues affecting people with learning disabilities and/or autism

We never thought we would be writing such a similar report to last year. How many of us imagined another Christmas with Covid related restrictions and that many of us would still be working from home?

Our core values have not changed. PPF continues to empower people with a learning disability and/or autistic people to ensure:

- Real choice
- Involvement
- Getting voices heard
- Learning new skills
- Making a difference

In short, living life fully. However, that has truly been challenging for our members, our volunteers our staff team and our collaborative partners. We have continued to deliver our previous services, started many new projects and have done this while doing our best to keep people safe from Covid 19. We have educated, supported and shared resources in what has truly been a united effort in the community to look after each other. The trustees and management committee are supremely proud of the part the PPF team have played in this.

Strategic work

We continue to be fully involved with the Pembrokeshire Learning Disability Strategy, and are working with our colleagues in Pembrokeshire County Council, and the Learning Disability Champions, to take this forward into coming years.

Supporting and growing the Dream Team – a regional group of people with learning disabilities committed to ensuring there is “nothing about us, without us”, and promoting the LD Charter (www.ldcharter.com). The Dream team numbers over 35 members from three counties and is developing its reach and influence.

We continue to welcome involvement in our local authority's plans for the future, including transforming day opportunities and developing packages to encourage college leavers to remain in the area. We meet regularly with senior staff and welcome their collaborative approach.

In 2020-21 we were represented at every level, including the West Wales Regional Partnership Board (where James Tyler is a User Representative); at the 3-counties' Regional Improving Lives Partnership; at the Pembrokeshire Learning Disability Partnership Board; the 3 Counties Advocacy Strategy Network; Continued Education and Day Opportunities Project Groups, and many other initiatives.

We are delighted to welcome James Tyler as our National Council rep for All Wales People First, and that he was elected Chair of the Council.

This year, PPF continued its co-productive and collaborative work, including linking with Carmarthenshire People First and Barod in the Easy Read collaboration, Planet Easy Read. Co-production is often quoted, and even more often under-estimated in terms of the time and commitment needed to make it a success.

Advocacy and one to one work

PPF has always had advocacy at its core. However, we have recognised that one to one advocacy in the three counties needs to take a different shape in order to continue to provide a key service for our members. It was a difficult step but our advocacy department moved to Advocacy West Wales (AWW) one of the main providers of advocacy for vulnerable adults in the area. It is vital for our members to not be identified by their labels or diagnoses but by the person each individual is and therefore how each individual will have different needs. We are fortunate that AWW has an experienced and flexible team that recognises this fact and can provide advocacy for someone whether they have mental health support needs, are a carer and has a learning disability or are a parent with autism that needs support around housing.

One of the hardest parts of this move was losing such key members of our team. Peter Irvine, Shelly Newton and Kate Isherwood have made such an impact to the lives of PPF members but have moved to AWW to continue their work with a bigger advocacy team. However, at times it does feel that we speak with them as much now as we did when they were at PPF. They remain only a call, an email or even a 'zoom' away!

As the need for one to one advocacy way outstrips the support available, PPF retains a very limited one to one service for those smaller time sensitive issues such as renewal of PIP claims, support around police intervention or as a signposting service for support from our existing membership.

Self-advocacy groups

PPF continues with its self advocacy group work. This can be challenging as we negotiate this new world online. We will continue to work towards ensuring that our members don't get left behind and can still access our groups and other services to develop their confidence, voices and self advocacy skills. We are fortunate to have such great partners such as Arts Care Gofal Celf, who can facilitate these sessions in a way that are fun, supportive and truly developmental.⁷

ASC Us and our work with adults on the spectrum.

At the end of 2019-20, we were seeking funding for our 'Matrix Centre'. Sadly, we were unsuccessful in securing funding. However, we continue to work with autistic adults. We hope to expand on this as covid restrictions ease and allow more face to face work. One of the toughest challenges can be securing employment. So, one of our aims for the next financial year is to explore how we can make this happen. Watch this space!

Counselling

We continue to work closely with Paul Satori and are hugely grateful for the counselling they have provided for our members. Again, the need for counselling remains constant and continues to grow. Covid restrictions have had such an effect on our daily lives from reducing our access to our community, social support as well as how we can say goodbye to those we have loved but have died during the pandemic. That inability to say goodbye at a funeral or have that last visit to a care home is painful and unprecedented.

We have a qualified and experienced member of staff who has been able to provide counselling face to face when possible but online when needed keeping those doors of support open and providing help to people to develop their own techniques to manage their own mental health with key emotional resilience strategies.

Gaming

Our very popular gaming club, funded by BBC Children in Need, is where people with a learning disability and autistic people can come and play console games and meet new people. We are always busy and it can get very competitive! A big thank you goes out to the team who have moved this online to ensure that our members have a safe space to meet online, sustain friendships and have fun. A small respite from what has truly been another challenging year.

Moving On

In Moving On, one of our biggest and most successful projects, we teach living skills such as cooking and managing your money and much more to people who are working towards a more independent lifestyle. We focus on relationships and how to manage your feelings. We think that managing your feelings and learning the skills needed to help you say how you feel are very important. We also learn about relaxation and how to calm down when you are worrying. We are grateful to Pembrokeshire County Council for funding this via Supporting People.

Young Moving On

Our group changes as our members grow and develop into amazing young adults. We want to take this chance to thank our younger membership who have shown such resilience in the last twelve months. We also want to thank those who have become adults and are moving towards independence and new opportunities. We have thoroughly enjoyed being part of your journey and wish you all the best for the future. Children in Need have been and continue to be a truly supportive funder for this vital project.

Training

We have had the opportunity to explore designing and producing online training thanks to the collaborative efforts of Karen Davies at Norman Industries and the remarkable videography skills of Sal at Lifeseekers CIC. This is still in the early stages of development but the aim is to have a selection of accessible online training for employers looking to employ someone with a disability and for adults with a disability to have to aid them moving into work based placements. In the meantime, we are working to refresh and recruit new members to deliver awareness raising courses to people in the health sector.

TPOOL (The Prime of Our Lives)

Our research project, focussing on older people with a learning disability, was one of the projects that has been particularly affected by covid restrictions. All the one to one face to face meetings have been delayed, one of the issues being a difficulty securing regular support to access online sessions. We need to hear from the people who have been so adversely affected by society's move and reliance to accessing online groups, support and financial services. Face to face group gatherings have also been affected which is such a key part of any research project. So, thank to our funders who have extended the project for a further twelve months to allow for this key information to be collected and collated.

Health Check Champions

PPF has been involved in The ICF project supporting the employment of Health Check Champions in their role of promoting vital aspects of health care for adults with a disability such as annual health checks. The project reaches across the three counties employing 4 people with learning disabilities including PPF's own Courtney Poupard.

Funding

We are extremely grateful to our collaborative partners and the opportunities for joint working that have arisen over the last twelve months. Some fantastic projects are being developed and delivered which we hope will continue into 2021 and 2022.

We have taken a step closer to achieving the dream of developing our earned income branch of PPF. The aim is to be able to deliver self sustaining projects while still delivering a supportive service for our members. It is a dream for so many third sector organisations and like many we are still a long way off.

It is funders such as the Lloyds Foundation, Disability Wales, Community Foundation in Wales and so many others that fund our work on a day to day basis. The people within these organisations provide not just money but support and resources that make such a difference to the lives of our members. Thank you just doesn't cut it.

The staff team

It is a team that gives so much. We are constantly having to remind them to practice what they preach in terms of self care and looking after their well being. They give so much in time, effort and sheer tenacity. They are remarkable and for that we are truly grateful.

A special thanks goes out to Karen Chandler as our Chief Officer for steering PPF through the day to day roller-coaster that is keeping a third sector organisation not just sustainable and safe, but kind. Something that has been immeasurable while we have all struggled during the last twelve months.

The foundations of PPF are of course the members. We have been through the last twelve months together. Through the highs and the lows. You share so much with us and we are grateful for your support when it has been tricky to deliver a consistent service during the pandemic.

We look forward to working with you all in the next financial year and hopefully seeing more of you face to face again. Bring on the rest of 2021 and 2022!

FINANCIAL REVIEW

The trustees have determined the level of reserves that the charity ought to have (that is those funds that are freely available and not part of the restricted fund), and are working towards achieving this.

RISK MANAGEMENT

The committee of Management have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks

STATEMENT OF COMMITTEE'S RESPONSIBILITIES

Company law requires the committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the

The committee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with the reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, applicable standards, the statement of recommended practice and regulations made under the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report of the directors has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD

James Tyler

James Tyler : Chairperson

31.1.22

dated

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 9 to 14

Respective responsibilities of 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to 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 Commission. 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 or disclosures in the accounts, and seeking explanations from you as trustees concerning any 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 records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

S.J. Davies B.Sc(Hons) Econ, FCCA

Stephen J Davies

**Pritchard & Co.
Chartered Certified Accountants
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SA65 9AE**

.....dated

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2021 Total funds £	31 Mar 2020 Total funds £
INCOME & ENDOWMENTS FROM					
Donations and legacies	2	2,257	246,921	249,178	156,426
Other trading activities	2	56,709	177,795	234,504	286,586
		<u>58,966</u>	<u>424,716</u>	<u>483,682</u>	<u>443,012</u>
EXPENDITURE ON					
Charitable activities	3	13,915	117,607	131,522	72,425
Management		<u>22,416</u>	<u>282,086</u>	<u>304,502</u>	<u>299,964</u>
		<u>36,331</u>	<u>399,693</u>	<u>436,024</u>	<u>372,389</u>
NET INCOME/EXPENDITURE)		22,635	25,023	47,658	70,623
RECONCILIATION OF FUNDS					
Total funds brought forward		109,356	31,938	141,294	70,671
TOTAL FUNDS CARRIED FORWARD		<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

Notes	Unrestricted funds £	Restricted funds £	31 Mar 2021 Total Funds £	31 Mar 2020 Total Funds £
CURRENT ASSETS				
Debtors	0	1,501	1,501	1,482
Bank account and cash in hand	131,991	62,320	194,311	146,787
	<u>131,991</u>	<u>63,821</u>	<u>195,812</u>	<u>148,269</u>
CREDITORS				
Amounts falling due within one year	0	(6,860)	(6,860)	(6,975)
	<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>
NET ASSETS/(LIABILITIES)	<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>
FUNDS				
Unrestricted funds			131,991	109,356
Restricted funds			56,961	31,938
Total funds			<u>188,952</u>	<u>141,294</u>

For the period ended 31st March 2021 the company was entitled to exemption under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board and signed on their behalf by

J Tyler

J Tyler - Trustee

L Hinksman

Lucy Hinksman - Trustee

31-1-22

dated

1. Accounting Policies

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable UK Accounting Standards. In preparing the accounts the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRSSE) effective 1 January 2015.

Income

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

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

2. Donations and Legacies

	31 March 2021	31 March 2020
	£	£
Donations	2,258	9,981
Grants	246,921	146,445
Commissioned work	43,165	78,353
Other income	191,338	208,233
	<u>483,682</u>	<u>443,012</u>

2. Donations and legacies (continued)

Grant income during the period was as follows :

	31 March 2021 £	31 March 2020 £
Baring Foundation	5,000	0
BBC Children in Need	7,110	10,000
Citizens Advice Bureau	2,500	0
Community Foundation in Wales	21,835	32,725
Covid JRS Grant	19,130	0
Didymus Foundation	0	2,000
Disability action	4,605	0
Disability Wales DPO Funding - covid recovery	8,417	0
Police and Crime Commissioner Dyfed Powys	3,600	0
Edward Gosling	5,000	0
Groundwork Tesco bags of hope	500	0
HDUHB (Tier 0 funding)	32,050	0
Lloyds Bank Foundation	25,000	25,000
Masonic Foundation	0	11,813
Money Saving Expert	0	450
Moondance Foundation	5,000	0
Misc grant	0	425
National Lottery Community Fund	10,308	35,982
Neighbourly	400	0
PAVS - pitch a project	0	3,300
PAVS - SCAF Fund	2,412	0
PAVS - Volunteer training project	14,000	0
Paypal Grant	598	0
Pembrokeshire County Council on behalf of Welsh Government	1,000	0
Pembrokeshire County Council - Enhancing Pembs fund	7,000	3,844
Pembrokeshire County Council on behalf of Welsh Government - Supporting people grant	35,471	0
Pembrokeshire Care Share and Give	130	0
Planed - Leader project	0	3,162
WCVA - Active Inclusion	0	17,744
WCVA (VSEF)	25,855	0
Welsh Government Grant	10,000	0
	<hr/> 246,921	<hr/> 146,445
3. Charitable activities	246,921	146,445
Direct Costs	Support Costs (see note 4)	Totals
£	£	£
Charitable activities	0	131,522
Management Costs	44,579	304,502
<hr/> 391,445	<hr/> 44,579	<hr/> 436,024

4. Support Costs

Management	Finance	Information Technology	Governance costs	Totals
£	£	£	£	£
40,319	105	3,261	894	44,579

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021.

6. Staff Costs

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

31 March 2021	31 March 2020
<u>12</u>	<u>12</u>

7. Debtors

	31 March 2021 £	31 March 2020 £
Trade debtors	665	560
Prepayments	836	922
	<u>1,501</u>	<u>1,482</u>

8. Creditors: amounts falling due after more than one year

	31 March 2021 £	31 March 2020 £
Trade Creditors	1,339	901
Social Security ad other taxes	3,733	5,180
Accruals and deferred income	1,788	894
	<u>6,860</u>	<u>6,975</u>

9. Movement in funds

	At 31 Mar 20 £	Net movement in funds £	At 31 Mar 21 £
Unrestricted funds			
Unrestricted funds grants/non grants	109,356	23,635	132,991
Restricted funds			
Restricted funds	31,938	24,023	55,961
	<u>141,294</u>	<u>47,658</u>	<u>188,952</u>

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

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	58,966	(35,331)	23,635
Restricted funds			
Restricted funds	424,716	(400,693)	24,023
	<u>483,682</u>	<u>(436,024)</u>	<u>47,658</u>

10. Related party disclosures

There were no relatd party transactions for the year ended 31st March 2020

	31 March 2021 £	31 March 2020 £
Income and endowments		
Donations and legacies		
Donations	2,257	9,981
Grants	227,791	146,445
Covid JRS Grants	19,130	0
Commissioned Work	43,165	78,353
ICF projects those managed on the behalf of other organisations	191,338	208,233
Bank interest received	1	0
	<u>483,682</u>	<u>443,012</u>
Expenditure on:		
Charitable activities		
Wages	245,351	258,725
General office expenses	2,447	4,293
Projects expenditure	130,482	70,004
Fundraising costs	1,040	2,421
Travel & subsistence	718	6,933
Freelance costs	10,999	2,025
Misc	238	4,142
Training	170	1,198
	<u>391,445</u>	<u>349,741</u>
Support costs		
Management		
Rent and rates and light and heat	12,834	14,814
Covid - 19 Costs	22,163	0
Insurances	2,192	1,976
Telephone	3,130	2,535
	<u>40,319</u>	<u>19,325</u>
Finance		
Bank charges	105	154
Information technology		
Equipment, repairs and renewals	3,261	2,275
Governance		
Accountancy and legal fees	894	894
	<u>4,260</u>	<u>3,323</u>
 Total resources expended	 436,024	 372,389
 Net income	 <u>47,658</u>	 <u>70,623</u>