

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 2022
for
Pembrokeshire People First

Pritchard & Co
Chartered Certified Accountants
16 Main street
Fishguard
Pembrokeshire
SA65 9HJ

Pembrokeshire People First

**Contents of the financial Statements
for the year ended 31 March 2022**

	Page
Report of the Trustees	3-6
Independent Examiners Report	7
Statement of Financial Affairs	8
Statements of Assets and Liabilities	9
Notes to the financial statements	10 - 13

The committee of management presents its report with the financial statements for the charity for the year ended 31st March 2022

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIRPERSON	James Tyler
TRUSTEES	Anishia Jones Courtney Poupard Lucy Hinksman Sophie Hinksman Julie Fulton
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., 16 Main Street, Fishguard, Pembrokeshire, SA65 9HJ
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) To support people with learning disabilities and/or autism through the provision of advocacy, training and group work using the arts, 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

How did PPF ensure we met these aims?

PPF remains a member-led charity with a list of members that has grown to over 400 people aged from 11 to 76. Our members had the opportunity to access any of the 12 projects we have run this year. One of the great things about PPF is that we remain a constant that people can access when they need us. They may come and go as they explore other opportunities but if life changes, they are always welcomed back through the highs and the lows. We provide support for approximately 150 members each month.

The strategies we used to meet these aims:

We ran a range of projects so that we could meet the wide range of needs of our members. This included smaller groups sessions, 1:1 work and larger sessions to provide opportunities for developing friendships and reducing isolation.

We continued to ensure that kindness and equity remained the foundation of all of delivery. The staff, freelancers and volunteers have all demonstrated great strength and resilience as they support people back into the community through the presence of covid. They have set the example and inspired/encouraged through every step of the way. For this, the management committee and trustees are truly grateful.

PPF values the work with its stakeholders and supporters. As we move forward, co-production is at the top of the agenda to ensure we are in the best position to meet our charitable purposes. The staff team have taken the time and made the commitment to further increase collaborative work with organisations such as Carmarthenshire People First, Norman Industries and Barod.

We have invested in systems to enable us to continue with hybrid working. The staff team has grown considerably meaning that we can no longer all fit in our office building! 2022-23 will also prioritise finding a space that better suits the needs of the members.

How did PPF deliver on its objectives?

Despite the challenges of lockdowns, hybrid working, and a lack of face to face meetings due to covid, each project has adapted and continued to provide a space for our members to gather, share, develop and remain safe.

Counselling

PPF provides a free counselling service one day a week to enable access to therapeutic services for our members. This provides a space for members to process, develop self-resilience and talk about issues they may not be able to talk about anywhere else. We are lucky enough to have a trained counsellor on the staff team who ensures that sessions remain accessible and non-judgemental.

Gaming Club

Gaming club remains on-line, providing a space for adults to game in a safe environment that encourages friendships behind the competition and banter! The gang look forward to moving back to face to face as soon as they can do it safely.

Moving On

Members can be referred in or self-refer into these sessions which focus on the development of independent living skills. This covers everything from budgeting to baking, eating healthily to discussing where to go to for health advice. The topics are varied but address some of the key issues around how to move on to live independently or maintain independence.

Mor

We have been fortunate to be funded through UKCRF money to pilot our first project working towards employment. Our members have been supported to develop their own paper based range of products crafted from the paper they have made from recyclable waste generated from the office. Using the shredded waste, they have produced seeded papers, lino print cards and air fresheners. It is very early days and yet the members have been supported to achieve so much. They have tremendous skills that have been developed through lockdowns and it is great to be face to face and watching these skills grow. We are delighted that this project will give us the scope to develop further supported employment opportunities as asked for by our members.

Take a Bow

2021 saw the start of the PPF Art Academy where a group of members with learning disabilities and autism worked together to produce shows and routines that were shown to the public. The feedback was tremendous and based on this, we will look to secure further funding to enable our members to attend this as an alternative day opportunity.

The Self Advocacy Group

The self-advocacy group has been meeting online providing support and friendship to those isolated. Our facilitators have now brought the group back to meeting face to face every Thursday morning at the Johnston Institute (community hall). The group has renamed themselves as Come Together and as requested by the members are working on ways to improve wellbeing and confidence following such emotionally challenging times. It has been great to provide a service so adapted and responsive to the members. As always, our staff and volunteers have supported members to create welcoming sessions that are crucial in this stage of recovery for the community and the journey into our new normal.

Stay Social Drop In

We have been delighted to have this return after so long. Out of all our projects, this was the one that was last to return face to face. It was always the most challenging in terms of keeping people safe because we wanted a space where people could just drop in as they did before Covid. However, with the numbers of attendees anywhere between 30 and 40 and providing food for this number in limited kitchen space, staff had to plan the return of this project very carefully. The trustees are very grateful for the time and work that went into this. It has been marvellous to see so many people rekindling friendships and developing new ones. We have welcomed a new wave of membership post covid due to the limited re-opening of the day centres. New faces bring new energy and new ideas. We can't wait to capture all this in our next Manifesto Day.

1:1 Advocacy Lite

Since our advocacy team moved to Advocacy West Wales, we continue to refer into their services but have maintained a small service for those short pieces of work, particularly around supporting people through the benefits claim process and reassessment for Personal Independence Payments. This can be extremely stressful but we are pleased to confirm that a number of our referrals have been successful in appealing or claiming the correct amount of benefits they are entitled to thanks to the support of our worker. This can be living changing for some after living in poverty. Our advocacy lite worker also helps out with smaller issues such as supporting people to read formal letters, signpost to other services and make applications for a bus pass.

TPOOL (The Prime of Our Lives)

This project has now come to a conclusion. We have launched the final report and welcome the input from stakeholders to take these recommendations forward. Thank you to all the participants who shared their hard hitting personal lived experiences. Their bravery to share such personal information for the benefit of others to try and make things better never ceases to humble and inspire.

Training

We continue to work with the local health board to work towards delivering LD Awareness training to staff in GP surgeries. Our members are sharing their lived experiences to advise and inform our collaborative partners on what they find most challenging about accessing health services. This again can involve sharing personal stories to a group of strangers which can be intimidating and scary. But they do it to affect change and we are grateful for their time and dedication to making this happen.

Regional Work

The Dream Team continue to proactively take part in collaborative work across the three counties with support from Pembrokeshire People First, Carmarthenshire People First and Our Voice, Our Choice. They lead meetings with people from the statutory sector and other stakeholders using their lived experience to advise and inform providing a positive link between statutory services and the third sector.

Other engagement work includes supporting members at the Pembrokeshire Learning Disability Partnership Board meetings, the Regional Partnership Board meetings and in the development of the new local Day Opportunities. There are many more engagement activities that happen all of which have the goal of ensuring the voice of adults with a learning disability or a neuro diverse condition are heard in the development of local services.

Youth Group

The youth group is changing from the evening provision to providing workshops during school holidays. Thank you to Children In Need in supporting us to adapt the service to meet the need of our younger members. Working with funders is such a crucial part of our work. They help us to adapt our projects for a world where Covid has had a huge affect on the younger generation.

Other smaller projects

We were grateful for smaller pots of funding which have allowed us to do some crisis work, member volunteer development and face to face activities outdoors with our members which has been a welcome change from all the online engagement. These projects have all gone well and we will be looking at ways to fund these moving forward.

Funders

We appreciate the 'human' voices at the end of the phone who listen, make changes and provide endless support for PPF. Without you, most of our work couldn't happen. They are truly instrumental in making the difference in our communities. We look forward to continuing our work with these fantastic organisations in the next twelve months.

Our staff team, volunteers and freelancers

There is no mention of team work in our constitution but it is essential for the daily operations and ensuring the work we do happens. Nothing happens without these fantastic people on the ground and they work together supremely well showing that when there is kindness, there are few barriers that can be overcome. Our PPF team go over and above what we ask of them in endless ways, time and time again.

Moving forwards – what's next?

As a member led organisation, it's necessary to go back to our members for our remit. Before Covid we always ran our Manifesto Day every two years to give our members a chance to gather and tell us what projects and services they wanted PPF to deliver. When Covid 19 hit, we were only able to facilitate a smaller online session. Now we are able to arrange larger gatherings face to face, our intention is to prioritise this and ask the question to our members – what next?

Conclusion

As with every review of a year at PPF, it never ceases to amaze the trustees how PPF has travelled in a relatively short space of time and how much has been achieved. Writing the trustee report is a time to reflect and appreciate every voice that has been heard, every person that has helped or supported us and every member that has helped shape PPF into what it is today. Thank you never seems enough.

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 the Committee's Responsibilities

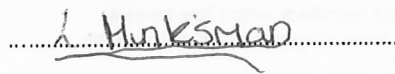
Company law requires the committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the directors are required to:

- 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 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 the company will continue in business

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


13-4-2023

Lucy Hinksman - Trustee

dated

I report on the accounts of the Trust for the year ended 31st March 2022, 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



Pritchard & Co.
Chartered Certified Accountants
16 Main Street
Fishguard
Pembrokeshire
SA65 9HJ

4th April 2023 dated

Pembrokeshire People First
Statement of Financial Activities
for the year ended 31 March 2022

Page 8

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2022 Total funds £	31 Mar 2021 Total funds £
INCOME & ENDOWMENTS FROM					
Donations and legacies	2	21,531	179,877	201,408	249,178
Other trading activities	2	9,173	266,440	275,613	234,504
		<u>30,704</u>	<u>446,317</u>	<u>477,021</u>	<u>483,682</u>
EXPENDITURE ON					
Charitable activities	3	47,081	399,299	446,380	131,522
Management		37,759	0	37,759	304,502
		<u>84,840</u>	<u>399,299</u>	<u>484,139</u>	<u>436,024</u>
NET INCOME/EXPENDITURE)		(54,136)	47,018	(7,118)	47,658
RECONCILIATION OF FUNDS					
Total funds brought forward		131,991	56,961	188,952	141,294
TOTAL FUNDS CARRIED FORWARD		<u>77,855</u>	<u>103,979</u>	<u>181,834</u>	<u>188,952</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

Notes	Unrestricted funds £	Restricted funds £	31 Mar 2022 Total Funds £	31 Mar 2021 Total Funds £
CURRENT ASSETS				
Debtors	578	47,931	48,509	1,501
Bank account and cash in hand	<u>76,209</u>	<u>69,724</u>	<u>145,933</u>	<u>194,311</u>
	<u>76,787</u>	<u>117,655</u>	<u>194,442</u>	<u>195,812</u>
CREDITORS				
Amounts falling due within one year	(1,068)	(13,676)	(14,744)	(6,860)
	<u>75,719</u>	<u>103,979</u>	<u>179,698</u>	<u>188,952</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>77,855</u>	<u>103,979</u>	<u>181,834</u>	<u>188,952</u>
NET ASSETS/(LIABILITIES)	<u>77,855</u>	<u>103,979</u>	<u>181,834</u>	<u>188,952</u>
FUNDS				
Unrestricted funds			77,855	131,991
Restricted funds			103,979	56,961
Total funds			<u>181,834</u>	<u>188,952</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 micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board and signed on their behalf by

L. Hinksman

Lucy Hinksman - Trustee

18-4-2023

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 FRSE) 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 2022	31 March 2021
	£	£
Donations	2,305	2,258
Grants	427,026	246,921
Commissioned work	24,903	43,165
Other income	22,787	191,338
	<u>477,021</u>	<u>483,682</u>

2. Donations and legacies (continued)

Grant income during the period was as follows :

	31 March 2022 £	31 March 2021 £
Amazon Smile Charitable Programme	7	0
Baring Foundation	0	5,000
BBC Children in Need	0	7,110
Changemakers	500	0
Citizens Advice Bureau	0	2,500
Community Foundation in Wales	0	21,835
Covid JRS Grant	1,581	19,130
Didymus Foundation	0	0
Disability action	0	4,605
Disability Wales	12,511	0
Disability Wales Ltd	500	0
Disability Wales DPO Funding - covid recovery	0	8,417
DWP Access to Work	1,988	0
Police and Crime Commissioner Dyfed Powys	0	3,600
Edward Gosling	0	5,000
Groundwork Tesco bags of hope	0	500
HDUHB (Tier 0 funding)	0	32,050
Hywel Dda	97,681	0
ICF Funding	178,522	
Lloyds Bank Foundation	25,100	25,000
Milford Haven Port Authority	300	0
Moondance Foundation	0	5,000
National Lottery Community Fund	0	10,308
Neighbourly	0	400
Office for Police and Crime Commission	3,600	0
PAVS - pitch a project	0	0
PAVS - SCAF Fund	5,975	2,412
PAVS - Volunteer training project	0	14,000
PAVS - Innovation fund	10,525	0
Paypal Grant	0	598
Pears Grant	2,000	0
Pembrokeshire County Council on behalf of Welsh Government	0	1,000
Pembrokeshire County Council - Enhancing Pembrokeshire fund	0	7,000
PCC Service Level Agreement	25,000	0
PCC Housing Support Grant	34,707	0
PCC Learning Disability Champion Project	9,800	0
Public Donations	1,198	0
Government - Supporting people grant	0	35,471
Pembrokeshire Care Share and Give	0	130
Planned - Leader project	6,211	0
Staff Covid Recognition Award	8,820	0
Valero	500	0
WCVA (VSEF)	0	25,855
Welsh Government Grant	0	10,000
	<hr/> 427,026 <hr/>	<hr/> 246,921 <hr/>

3. Charitable activities

	Direct Costs £	246,921 Support Costs (see note 4) £	146,445 Totals £
Charitable activities	131,522	0	131,522
Management Costs	259,923	44,579	304,502
	<u>391,445</u>	<u>44,579</u>	<u>436,024</u>

4. Support Costs

Management £	Finance £	Information Technology £	Governance costs £	Totals £
33,737	119	3,009	894	37,759

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022.

6. Staff Costs

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

31 March 2022	31 March 2021
<u>12</u>	<u>12</u>

7. Debtors

	31 March 2022 £	31 March 2021 £
Trade debtors	47,931	665
Prepayments	578	836
	<u>48,509</u>	<u>1,501</u>

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

	31 March 2022 £	31 March 2021 £
Trade Creditors	7,161	901
Social Security ad other taxes	6,689	5,180
Accruals and deferred income	894	894
	<u>14,744</u>	<u>6,975</u>

9. Movement in funds

	At 31 Mar 21 £	Net movement in funds £	At 31 Mar 22 £
Unrestricted funds			
Unrestricted funds grants/non grants	131,991	(54,136)	77,855
Restricted funds			
Restricted funds	56,961	47,018	103,979
	<u>188,952</u>	<u>(7,118)</u>	<u>181,834</u>

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

9. Movement in funds (continued)

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	30,704	(84,840)	(54,136)
Restricted funds			
Restricted funds	446,317	(399,299)	47,018
	<u>477,021</u>	<u>(484,139)</u>	<u>(7,118)</u>

10. Related party disclosures

There were no related party transactions for the year ended 31st March 2021

	31 March 2022 £	31 March 2021 £
Income and endowments - Donations and legacies		
Donations	2,305	2,257
Grants	425,445	227,791
Covid JRS Grants	1,581	19,130
Commissioned Work	24,903	43,165
ICF projects those managed on the behalf of other organisations	22,785	191,338
Bank interest received	2	1
	<u>477,021</u>	<u>483,682</u>
Expenditure on:		
Charitable activities		
Wages	309,279	245,351
General office expenses	6,064	2,447
Projects expenditure	117,837	130,482
Event costs		0
Fundraising costs	3,285	1,040
Travel & subsistence	1,071	718
Freelance costs	4,962	10,999
Misc	2,800	238
Training	1,082	170
	<u>446,380</u>	<u>391,445</u>
Support costs - Management		
Rent and rates and light and heat	14,485	12,834
Covid - 19 Costs	13,344	22,163
Insurances	1,963	2,192
Telephone	3,945	3,130
	<u>33,737</u>	<u>40,319</u>
Finance		
Bank charges	119	105
Information technology		
Equipment, repairs and renewals	3,009	3,261
Governance		
Accountancy and legal fees	894	894
	<u>4,022</u>	<u>4,260</u>
Total resources expended	484,139	436,024
Net income	<u>(7,118)</u>	<u>47,658</u>

