

Company registration number: 05189356

Charity registration number: 1106963

**PEOPLE FIRST DORSET**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**Edwards & Keeping**

Chartered Accountants

# PEOPLE FIRST DORSET

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## PEOPLE FIRST DORSET

### REFERENCE AND ADMINISTRATIVE DETAILS

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<b>Trustees</b>	Graham Waters, Chairman Ruth Bettenson, Treasurer Richard Maxfield Hazel Morgan Paul St Quintin Deborah Holyer Catherine Bolado (resigned 30 July 2021)
<b>Secretary</b>	Sara Whistance
<b>Principal Office</b>	2 Herringston Barn Herringston DORCHESTER Dorset DT2 9PU The charity is incorporated in England and Wales.
<b>Company Registration Number</b>	05189356
<b>Charity Registration Number</b>	1106963
<b>Bankers</b>	The Co-operative Bank CCLA Fund Managers Limited
<b>Independent Examiner</b>	Edwards & Keeping Unity Chambers 34 High East Street Dorchester Dorset DT1 1HA

## **PEOPLE FIRST DORSET**

### **TRUSTEES' REPORT**

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The Trustees present their report and the financial statements for the year ended 31st March 2022. The Trustees, who are also directors for the purposes of company law, who served during the year and up to the date of this report, are set out on page 1.

#### **Structure, governance and management**

The organisation is a charitable company limited by guarantee (05189356), incorporated on 26 July 2004, and registered as a charity (1106963) on 24 November 2004 as Dorset People First. The name was changed to People First Dorset on 20 March 2014.

The company was established under a Memorandum of Association which sets out the objects of the charitable company and is governed under its Articles of Association. The company updated its Memorandum of Association in September 2018. Under the Articles, the Directors are re-elected or elected at the AGM each year and there must always be a minimum of 3 directors.

The liability of members of the charity is limited to a sum not exceeding £1, being the amount that each member undertakes to contribute to the assets of the charity in the event of it being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member.

#### **Objectives and activities**

The company is a charity and exists to promote any charity purpose (including the promotion of education and social inclusion) for the benefit of individuals with learning disabilities ("Individuals") assisting these Individuals to integrate into society, in particular (but not exclusively) by:

- (1) enabling Individuals to be self-advocates providing workshops, forums and general support;
- (2) providing local support groups that encourage and enable Individuals to integrate and participate more effectively with the wider community and build confidence in themselves;
- (3) enabling and supporting Individuals to learn new skills that will assist them in progressing towards a more independent and full life, participating more effectively with the wider community and improving their health and wellbeing;
- (4) providing social and educational opportunities for Individuals within the community which promote social inclusion and independence;
- (5) increasing, or co-ordinating, opportunities for Individuals to engage better with the bodies which provide any services that Individuals use and to enable those providers to better meet the needs of Individuals;
- (6) raising public awareness of the issues affecting Individuals, both generally and in relation to their social exclusion; and
- (7) offering guidance, support and assistance to the families and supporters of Individuals in relation to the care and support of Individuals (to the extent that it benefits the Individual)

The Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

#### **Achievements and performance**

The Charity has with our talented and committed staff continued to work hard during the year to support people with learning disabilities, also known as our members. Activities which are considered to be restricted projects and those considered to be unrestricted activities are shown on page 23.

#### **Operations and Governance at People First Dorset**

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## PEOPLE FIRST DORSET

### TRUSTEES' REPORT

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People First Dorset is a 'self-advocacy' organisation, led and run by people with learning disabilities, with support from staff and volunteers.

We develop self-advocacy in three stages. It starts by coming together at the Friendship Club, followed by Speaking Up and then leading change through our new Action Groups, which replace the Forum where members would have previously spoken up. Our mission is to support people learning disabilities to be independent, have their voices heard and to be included in community life.

Anyone can become a member of People First Dorset if they have a learning disability, which gives them voting rights. Others can apply to join the charity if they are a carer, a professional or represent an organisation. Only one person from any organisation can join People First Dorset. Individuals with a learning disability are still encouraged and welcome to join in our activities if they are not a member of the charity.

Beneficiaries attending our activities also like to be called 'members', and in this instance it is different to membership of the charity. When referring to members in future in this document, these are our beneficiaries - those joining in our activities, and who may or may not be members of the charity but will always have a learning disability.

People First Dorset also offers an Easy Read service, where information is put into an accessible format, so people with learning disabilities can read and understand it.

People First Dorset currently have a staff team of 4 full time and 6 part time employees, and are governed by a Board of Trustees, including one person who has a learning disability. Sitting alongside the Board of Trustees is a Management Committee of between 6 -8, the members of which all have a learning disability. With the Trustees, they oversee the strategy and operations of the charity. With support from the Operations Manager, the Management Committee meet regularly to talk about current projects and discuss the future direction of People First Dorset. They meet occasionally with the board, who also attend some Management Committee meetings.

Both the Management Committee and Trustees have respectively continued to meet monthly online throughout pandemic, to ensure that they are informed of how we are responding and how individuals are managing.

In the last year, the Management Committee have:-

- Continued meeting monthly, either on zoom or in person
- Overseen the transition from projects online to back in person
- Overseen planning for existing and new projects
- Contributed to the updated People First Dorset Business Plan
- Helped develop People First Dorset's Values
- Consulted on improving GP annual health check processes in Dorset and Bournemouth, Christchurch and Poole
- Consulted on University College London's STORM Workshops

We welcome another opportunity to share how here in our Annual Report how we have continued to support people with learning disabilities across Dorset, to manage during the second year of the pandemic.

As per the previous year we have been able to use our established position of trust within this community and support our members, in particular where needs have been less well served by mainstream provision, and to keep individuals safe and well.

As last year, the main areas of need addressed have been social isolation, accessible information, mental health and physical wellbeing, plus opportunities to speak up.

**More about our Mission and Purpose at People First Dorset**

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## PEOPLE FIRST DORSET

### TRUSTEES' REPORT

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1. Enable people to make and sustain friendships in their community, create opportunities to speak up and develop action groups so that issues affecting the lives of people with learning disabilities can be addressed at the earliest opportunity
2. Empower people with learning disabilities to take the lead in addressing their concerns successfully; to develop stronger self-advocacy skills; have a better understanding of their rights; and build peer networks so they may (more confidently, effectively, and independently) address the inequalities they experience on a daily basis.
3. Enable people with learning disabilities to develop stronger, more productive relationships with key decision makers (i.e., statutory services, housing, health bodies), who will realise the benefits that working together can produce significant improvements for all.
4. Develop an increased awareness and empathy from the community for people with learning disabilities, who will in turn find the community a more inclusive and fairer environment to live in and engage with.
5. Develop a better understanding of how to create cost effective and sustainable solutions for people with learning disabilities, so we can better address the inequalities they experience.

#### **Our continued response to COVID**

The team have continued to talk regularly with members, actively listening to find out what their needs are at any given time and then responding dynamically, innovatively and swiftly with support as people's needs changed.

We are incredibly grateful to all our funders, who have enabled us to continue supporting members in the different ways they have needed help. It has meant that members have been able to carry on coping well despite the ongoing difficult situations many have found themselves in, and as regulations and restrictions chopped and changed over the year.

#### **Activities**

Face to face meetings were re-introduced in September 2021 when restrictions were lifted, and it was risk assessed safe enough for them to resume in person. These were limited to small groups in well ventilated venues and safety measures were adhered to, such as the wearing of face masks and social distancing.

Unfortunately, in December all activities reverted online due to the increased risk and uncertainty of the omicron variant, but thankfully this was short lived and face to face activities resumed with additional safety measures in January 2022.

It is notable that online activities have proven extremely popular over the last two years, and particularly beneficial for members who have continued to feel uncomfortable meeting up in person or living in rural areas with limited transport options to get to events. In response, we continued to offer a hybrid of online and face-to-face activities to meet this demand and continue to monitor the needs of members. It is notable that most of our members have been very keen to return to face-to-face activities.

The team also continued making phone calls to members who needed extra support or at times of added anxiety (i.e., vaccinations); adding regular Facebook updates; and sending out government updates in Easy Read formats via social media or email.

A big positive over the last year is that we were finally able to resume all our Speaking Up groups. These have been popular, with members keen to meet up and talk about issues affecting them, that we now have 10 groups running to meet the demand. We are also pleased to have been able to start one of the Action Groups with a group of individuals ready to take this next step. The start of these groups was somewhat delayed as a result of Covid however it is positive that one group has already begun and others are likely to start up in the next financial year.

# PEOPLE FIRST DORSET

## TRUSTEES' REPORT

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### What else?

1. Connect, our eye catching and accessible booklet (introduced in year one to support members with information about key covid updates, health, and wellbeing activities and with information about our events) continued to be produced bi-monthly, posting out to over 650 members, and circulated by email to a further 500 plus stakeholders.

#### 2. Women's Group and Environment Group

Thanks to the lifting of restrictions, we were able to run a Women's Group in Weymouth (funded by Tampon Tax via Dorset Community Foundation). We also ran a series of workshops in partnership with Dorset Museum and creative facilitator Sarah Acton, enabling a group of members to gain a better understanding of the environment and climate change (thanks to funding by Wessex Water via Dorset Community Foundation).

#### 3. Supporting individuals to independent living

Four members moved out of their family homes into their own new home last year and we continued to support these individuals as they re-adjusted to their new environment.

#### 4. Annual Health Checks

We created Easy Read packs for Dorset's Clinical Commissioning Group about Annual Health Checks, sent to all GP surgeries in Dorset. Thanks to Ace Anglia for sharing their templates.

#### 5. Local Authority Consultations

The team remained fully engaged in ensuring the voices of people with learning disabilities are heard and valued, by engaging in two Dorset wide consultations to improve day services and adult social care services.

#### 6. Vaccines

The team supported members to get their vaccines, and we made a video of one member sharing her experience of having the vaccine.

#### 7. Hybrid working environment

That as an organisation, working online can bring greater and quicker results for individuals - i.e., less travel means we can have more meetings and conversations online.

#### 8. Developing long term sustainability of self-advocacy organisations

People First Dorset are part of a small working group leading a national conversation to explore the future of self-advocacy organisations, along with Learning Disability England and the Open University.

#### 9. Other groups, projects and research

We receive many requests to take part in interesting research, projects, panels, workshops etc. Although we are sadly unable to do them all, we are pleased that this year we were able to take part in the following: -

a) Wellcome Connecting Science - One of our members is part of a new diverse Community Advisory Panel who are exploring how community voices can be better involved in discussions about covid and the science that underpins society's response to the pandemic.

b) Manchester Metropolitan University Older People's Research -one of our colleagues with a learning disability was employed in this research project, which aimed to find out how people with learning disabilities can be better supported when they grow older.

c) Southampton University - working with Southampton University and other arts based facilitators to carry out a pilot which explores the potential of arts-based activities as a foundation for friendships and self-advocacy work that includes people with profound and multiple learning disabilities.

d) University College London STORM - continued partnership work with UCL on their STORM project which seeks to understand how people with learning disabilities can better resist and manage stigma.

## PEOPLE FIRST DORSET

### TRUSTEES' REPORT

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e) NHS Covid Recovery Grant - partnering in a project overseen by Learning Disability England and evaluated by the Foundation for People with Learning Disabilities which connects networking members to share resources, information and tools already developed in one locality to create a bank of resources available for all self-advocacy groups in their geographical area.

f) Warwick University Medication Support Interventions Research - one of our colleagues with a learning disability is part of the Project Advisory Group of this research which seeks to advance knowledge in helping people with learning disabilities and/or their carers to benefit from medicines they need while minimising unintended effects from these treatments.

#### **Strengthening the charity**

Much has also been achieved in the last year to strengthen the core of the charity. This has included:

- Completion of a new cloud-based database system, enabling us to store and manage all data securely, with the ability to produce a range of increasingly essential statistical, activity and performance reports.
- Developing a new 3 year business plan, working closely with Trustees, staff and our Management Committee.

Priorities for 2021-24 are:-

- a) to support members to navigate their way out of covid and safely re-integrate into their local community
- b) grow both individual donations and earned income
- c) engage in targeted programme of team development, both workforce and governance
- d) conduct ongoing reviews with members to understand how we can continue being as user-led as possible as an organisation, ensuring engagement at every level, and staying responsive to the needs of individuals.
- e) develop a clear understanding and ability to demonstrate impact and to influence, enabling members to better address the inequalities they experience
- f) involve more people with profound and multiple learning disabilities in projects and the organisation as a whole.

- Reviewing policies and guidance
- Continuing to develop our Communications, Impact, Marketing and Influencing work. This will support the charity to ensure clear, concise and consistent messaging across the organisation. It will further support the ability of People First Dorset to develop an effective fundraising strategy.

#### **The difference it has made - feedback and notable outcomes**

The number of sessions that we have held over the last accounting year, as well as the number of attendees, and number of magazines sent is as follows:-

*Number of Zoom sessions: 176*

*Number of face to face sessions: 165*

*Number of registered attendees at events: 2315* (please note that these are the numbers attending, so will include many of the same individuals). We are currently unable to record how many individuals have attended as some beneficiaries do not wish to share details, and therefore an accurate register is difficult to achieve. The PFD team are working on how we can achieve a more accurate number of beneficiaries with this limitation.

*Number of Connect Magazines Distributed: 3930*

#### **How members have coped**

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## **PEOPLE FIRST DORSET**

### **TRUSTEES' REPORT**

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Members have coped incredibly well. They have continued to tell us their greatest needs and we have responded with support accordingly. There has been a particular call from members for activities which support health and wellbeing. Our Speaking Up groups which have been able to resume face to face have seen such demand that we have created an additional two groups in order to meet the needs of members, with 10 groups now running across the county.

#### **Social inclusion**

Funding has enabled members to maintain friendships and avoid social isolation by providing activities for people to look forward to - our own and collaborating with People First Forum to host a second 'Big Night In' online nightclubbing event.

Many are deepening friendships with the regular zoom calls, getting to know each other in different ways and supporting each other in ways they didn't know they were able to do.

#### **Members taking the lead**

Our members remain at the core of our work and continued to lead our response to the pandemic, enabling us to support in ways which work best for them.

Through frequent and ongoing conversations via phone calls and zoom sessions, our members have fundamentally shaped delivery. This communication informs the team how individuals are coping and of immediate concerns, enabling us respond to changing needs and develop our response accordingly - in turn supporting them to cope with activities which meet needs.

#### **Improved understanding of rights**

Members have indicated they have a better understanding of their rights (i.e., rights to vaccine, rights for the right care and support) through building peer support groups and developing their self-advocacy skills online. Members are telling us what they need and how they need it, confidently engaging with staff. It is thought the smaller groups have enabled members to develop skills more effectively.

#### **Wellbeing and Exercise sessions**

In response to members concerns that without sustained support to do physical activity, they will slip into unhealthy habits again, thanks to funding from Sport England via Mencap we have run Online Wellbeing sessions over the last year and introduced weekly physical activity sessions. We also ran several Coping with Anxiety Workshops and some Healthy Eating workshops which were extremely popular.

Members have told us that managing wellbeing, keeping fit and staying healthy is more important than ever, and that they really look forward to these events as they are fun and interactive. That the activities and workshops have motivated them to move more, eat better, feel happier and be healthier. They say that doing these activities with their friends is important and good, and especially when there are activities each week as that helps with staying motivated. Members also value the support they get to check in with friends on the Activity WhatsApp group in between sessions.

#### **Environment Group**

Through the medium of creativity, art and discussion, 6 workshops were carried out at Dorset Museum where 9 members explored the museum and their understanding of the environment and climate change.

Participants learnt about recycling and reusing, avoiding single use plastics, using charity shops, reusing plastic bags as well as what we can do locally to help - cycling to work, beach cleans, litter picking, tree planting.

## PEOPLE FIRST DORSET

### TRUSTEES' REPORT

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These workshops have successfully started the 'climate change' and environment conversation with a small group of adults with learning disabilities, who otherwise had minimal knowledge in this area. Individuals told us they have enjoyed sharing with their peer group about what they have learnt, and that they are keen to learn and do more.

*"It has made me realise I can use art to express myself when words seem too much, I use art to express how I feel outside of the environment project now."*

*"I know more about recycling now than before, I re-use plastic bags when I go shopping and I check each packet before throwing it in the bin."*

*"It has made me realise I can use art to understand important topics"*

*"The project made me realise how much I didn't think about the environment before, and learn what I can do to help. It has changed the way I live my everyday life. I now recycle more, avoid single-use plastics and I think more about how us humans impact the world."*

#### Womens Group

This was very popular with all 15 participants who attended. The series of workshops over 8 weeks focused on issues pertinent to women such as breast and cervical screening, relationships, personal safety, and body image. All reported that they valued the peer support, and they will use what they have learnt during the Women's Groups in their daily life. Three women who had never had a screening said they would now have a smear test.

*"I found the relationship session very informative, it helped me to speak up about my issues in my family".*

We are grateful to many other organisations who supported us with running the different workshops, including the Dorset Healthcare Community Learning Disability Teams. Another positive outcome from the sessions is that we will now hold regular meetings going forward, working together to address important issues which come up for women with learning disabilities, ensuring both organisations consult with individuals and address issues through our collective channels most effectively.

There are wider impacts from the group with information being shared further afield, for example a Learning Disability Nurse who attended the session on screenings said, *'Our team are now exploring how we can work more proactively in the community to give individuals information'*.

One participant shared, *'I told my mum what we'd learnt about [what three words app], and she shared it in a meeting with the Crime Commissioner at the Friends Forum'*.

#### Collaboration and networking

Continued collaboration with local organisations such as the Local Authority, CCG and others has enabled us to share outcomes, ideas and improve services. More productive relationships with all - online makes joint working quicker and often easier. Can connect quickly - no need to meet in person.

We have continued to link, through Learning Disability England, with many other self-advocacy organisations around the country to find out how they are managing and sharing best practice.

#### Case studies

a) Paul - in his sixties, he lives alone in North Dorset and has a learning disability as well as anxiety. In his own words *'It was hard covid, not going out very far. I like going out. The nice people at People First Dorset phoned me and talked to me. It made me happy. I would have got up and upset otherwise and I don't want that. I am now fine wearing face masks on the buses and supermarket. I love the Friendship Club and glad we can go again.'*

## PEOPLE FIRST DORSET

### TRUSTEES' REPORT

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b) Kerry - Kerry took part in the Environment Workshops and found that the medium of art to express what she was learning in the environment workshops so useful and beneficial, that she has incorporated it into her every day life. With the support of her support worker, she has been using art to express herself about other areas in her life. She says *'using art is really useful as trying to understand or talk about such a big topic such as the environment can be overwhelming and hard to get across what you're thinking, but by using art you can show what you want to say visually which is much better. It is a really useful tool to have.'*

#### What have we learnt

1. Continually listening to members and their changing needs is imperative in being able to offer effective services and solutions
2. That continued support has been vital
3. With the right support members have been resilient
4. That we can adapt at pace, being flexible and creative as services are amended according to the changing rules and needs of members
5. By offering a hybrid of activities we can engage with more members
6. That it is possible to work with others to trial solutions for harder to reach people i.e. people with profound and multiple learning disabilities
7. That mental and physical health and wellbeing has become even more important for members, as vital as friendships
8. Through working via a mix of online and in person has helped create new ways of networking and more opportunities for collaboration = better outcomes
9. That there continues to be inequalities for people with learning disabilities during the pandemic (not prioritised for vaccines) and that there is still much work to do to ensure equal rights for people with learning disabilities
10. That it is very hard for people with learning disabilities to understand key messages, such as government updates or how to stay safe, and that much reinforcement and easy read ways of demonstrating such messages are vital
11. That people will continue to need a lot of support finding their new 'normal'.

#### What next?

Our primary concern going forward is how we support our members to adapt to a 'new normal' whatever that might look like, which of course is ever uncertain. For some who have experienced stress and trauma over the last two years, the response that is needed will be quite significant.

Our members all had different experiences of the pandemic too. Some got out and about quickly, keen to 'get back to their new normal'. Support was key for them to stay safe and understand changes to rules. Others have barely left the home over the last two years and are still understandably anxious as they have underlying health conditions. Ongoing support has been, and will be, critical for them, helping to manage their health and wellbeing, as well as maintaining friendships.

We anticipate continuing to run a hybrid of activities, both in person and online, including some smaller and additional meetings/events, as well as working more intensively with some individuals to build confidence back up. Support for each individual, whatever their anxieties are at any given time, will be essential for a long time to come. Also important will be opportunities to listen and share experiences so that members can learn and develop skills to support each other.

## **PEOPLE FIRST DORSET**

### **TRUSTEES' REPORT**

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Without the funding from all our funders we would certainly not have been able to respond to the needs of adults with learning disabilities across Dorset as they required. Our continued conversations with members and their carers tell us that the reason that they have coped, as well as they have, is down to the fact that they have continued to have much interaction and activity from People First Dorset.

#### **Long-term funding**

With regards to long term funding to support people with learning disabilities across Dorset, the staff team have been working on helping the public and funders better understand what we do, and why support is, and will be, critical. This will be launched as part of a fundraising campaign in 2022/2023.

Developing a strong supporter base may take some time to build, so we will still be reliant on grant funding for a little longer. We also cannot rely on volunteers to support projects where skilled staff are still very much required.

Without funding the organisation would not have been able to respond to the needs of adults with learning disabilities across Dorset in a way which has, and continues, to meet their needs. We know that they would otherwise have struggled so much more, possibly resulting in more members reaching crisis points and the need for much greater intervention by ourselves and professionals.

#### **Financial Review**

The incoming resources for the year amounted to £258,187 of which £207,868 represented restricted funds. The outgoing expenditure amounted to £270,426 of which £230,930 was in respect of restricted projects. There was an overall deficit of £12,239 for the year.

The total reserves on 31 March 2022 were £211,227 of which £64,024 represented restricted funds.

The results are summarised on page 13 and shown in more detail on pages 18, 19 and 23.

The charity held £84,289 on deposit with CCLA Investment Management and £140,243 in a Co-operative Bank Deposit Account in addition to funds held within a Co-operative bank current account for day to day needs. The Trustees consider that these reserves are sufficient to meet the Charity's requirements for the next financial year.

## PEOPLE FIRST DORSET

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

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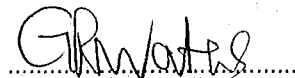
The trustees (who are also the directors of People First Dorset for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law 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 charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 19.12.22 and signed on its behalf by:



Graham Waters  
Trustee

## PEOPLE FIRST DORSET

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEOPLE FIRST DORSET

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 13 to 25.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of People First Dorset (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of People First Dorset are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

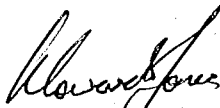
#### Independent examiner's statement

Since People First Dorset's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of People First Dorset as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



H E Jones BA (Hons) FCCA

Edwards and Keeping  
Unity Chambers  
34 High East Street  
Dorchester  
Dorset  
DT1 1HA

Date: 20 December 2022

# PEOPLE FIRST DORSET

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022 (INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES)

		Unrestricted funds £	Restricted funds £	Total 2022 £	(As restated) Total 2021 £
	Note				
<b>Income and Endowments from:</b>					
Donations and legacies	3	5,021	-	5,021	3,358
Charitable activities	4	45,218	207,868	253,086	383,761
Investment income	5	80	-	80	293
Total income		<u>50,319</u>	<u>207,868</u>	<u>258,187</u>	<u>387,412</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(39,496)</u>	<u>(230,930)</u>	<u>(270,426)</u>	<u>(253,036)</u>
Total expenditure		<u>(39,496)</u>	<u>(230,930)</u>	<u>(270,426)</u>	<u>(253,036)</u>
Net income/(expenditure)		10,823	(23,062)	(12,239)	134,376
Transfers between funds		<u>2,823</u>	<u>(2,823)</u>	-	-
Net movement in funds		13,646	(25,885)	(12,239)	134,376
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>133,557</u>	<u>89,909</u>	<u>223,466</u>	<u>89,090</u>
Total funds carried forward	17	<u>147,203</u>	<u>64,024</u>	<u>211,227</u>	<u>223,466</u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2021 is shown in note 17.

# PEOPLE FIRST DORSET

(REGISTRATION NUMBER: 05189356)

## BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022 £	(As restated) 2021 £
<b>Fixed assets</b>			
Tangible assets	12	4,257	3,424
<b>Current assets</b>			
Debtors	13	825	-
Cash at bank and in hand		224,817	228,645
		225,642	228,645
<b>Creditors: Amounts falling due within one year</b>	14	(18,672)	(8,603)
<b>Net current assets</b>		206,970	220,042
<b>Net assets</b>		211,227	223,466
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		64,024	89,909
<b>Unrestricted income funds</b>			
Unrestricted funds		147,203	133,557
<b>Total funds</b>	17	211,227	223,466


For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- 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.

The financial statements on pages 13 to 25 were approved by the trustees, and authorised for issue on 19.12.22 and signed on their behalf by:

  
Graham Waters  
Trustee



## **PEOPLE FIRST DORSET**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

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#### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

2 Herringston Barn  
Herringston  
DORCHESTER  
Dorset  
DT2 9PU

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

People First Dorset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

## PEOPLE FIRST DORSET

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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#### **Prior period errors**

The prior period has been restated to correct the income recognition treatment of grant income. The prior period incorrectly included a deferral of grant income received without performance conditions rather than recognising the income within the Statement of Financial Activities in the year in which the charity became entitled to the income, as required by the Charities SORP (FRS102),

The effect of this restatement is to increase prior year restricted fund income by £72,426 and prior year unrestricted fund income by £8,250. The deferred income current liability disclosed in the prior period has been reduced by £88,497. The prior year's opening restricted fund balances have increased by £7,821 in respect of deferred grant income received in 2019.

Consequently, restricted and unrestricted fund balances at 31 March 2021 have increased by £80,247 and £8,250, respectively.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### **Grants receivable**

Income from government and other grants are recognised when the charity has entitlement, after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

#### **Investment income**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

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## PEOPLE FIRST DORSET

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

##### **Asset class**

Office equipment

##### **Depreciation method and rate**

Straight line over 4 years

#### **Trade debtors**

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## PEOPLE FIRST DORSET

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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#### Hire purchase and finance leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

#### Pensions and other post retirement obligations

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### Financial instruments

#### 3 Income from donations and legacies

	Unrestricted funds	Total 2022	Total 2021
	General £	£	£
Donations and legacies;			
Donations from individuals	5,021	5,021	3,358
	<u>5,021</u>	<u>5,021</u>	<u>3,358</u>

#### 4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	General £	£	£	£
Grants and contracts	32,500	205,368	237,868	347,608
Work done	8,763	2,500	11,263	4,734
CJRS grant income	3,955	-	3,955	31,420
	<u>45,218</u>	<u>207,868</u>	<u>253,086</u>	<u>383,762</u>

#### 5 Investment income

	Unrestricted funds	Total 2022	Total 2021
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	80	80	293
	<u>80</u>	<u>80</u>	<u>293</u>

# PEOPLE FIRST DORSET

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 6 Expenditure on charitable activities

		Unrestricted funds	Restricted funds	Total 2022	Total 2021
	Note	General £	£	£	£
General administration		37,354	20,234	57,588	42,592
Premises		8,261	-	8,261	7,885
Repairs		77	-	77	-
Travel and subsistence		983	2,684	3,667	333
Grants repaid and repayable		-	4,884	4,884	9,344
Contribution to overheads		(37,395)	37,395	-	-
Depreciation, amortisation and other similar costs		1,990	-	1,990	1,712
Staff costs		25,952	165,733	191,685	189,916
Governance costs	7	2,274	-	2,274	1,254
		<u>39,496</u>	<u>230,930</u>	<u>270,426</u>	<u>253,036</u>

### 7 Analysis of governance and support costs

#### Governance costs

	Unrestricted funds	Total 2022	Total 2021
	General £	£	£
Independent examiner fees			
Examination of the financial statements	2,274	2,274	1,254
	<u>2,274</u>	<u>2,274</u>	<u>1,254</u>

### 8 Net Incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022 £	2021 £
Operating leases - plant and machinery	4,685	4,685
Depreciation of fixed assets	<u>1,990</u>	<u>1,712</u>

## PEOPLE FIRST DORSET

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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#### 9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

##### Ruth Bettenson

Ruth Bettenson invoiced the charity a total of £770 (2021 - £1,115) in respect of consultancy fees during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	173,553	173,668
Social security costs	8,851	7,008
Pension costs	7,935	8,074
Other staff costs	1,346	1,166
	<u>191,685</u>	<u>189,916</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Employees	<u>7</u>	<u>7</u>

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

#### 11 Independent examiner's remuneration

	2022 £	2021 £
Examination of the financial statements	<u>2,274</u>	<u>1,254</u>

# PEOPLE FIRST DORSET

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 12 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2021	26,209	26,209
Additions	2,823	2,823
Disposals	(20,357)	(20,357)
At 31 March 2022	8,675	8,675
<b>Depreciation</b>		
At 1 April 2021	22,785	22,785
Charge for the year	1,990	1,990
Eliminated on disposals	(20,357)	(20,357)
At 31 March 2022	4,418	4,418
<b>Net book value</b>		
At 31 March 2022	4,257	4,257
At 31 March 2021	3,424	3,424

### 13 Debtors

	2022 £
Trade debtors	200
Accrued income	625
	825

### 14 Creditors: amounts falling due within one year

	2022 £	(As restated) 2021 £
Trade creditors	600	1,638
Other creditors	261	-
Accruals	17,811	6,965
	18,672	8,603

## PEOPLE FIRST DORSET

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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#### 15 Obligations under leases and hire purchase contracts

##### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Other		
Within one year	4,685	4,685
Between one and five years	1,171	5,856
	<u>5,856</u>	<u>10,541</u>

#### 16 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £7,935 (2021 - £8,074).



# PEOPLE FIRST DORSET

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 17 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
<b>General</b>					
General fund	125,307	15,579	(8,008)	2,823	135,701
Core - Dorset Council Resilience Fund	-	7,500	(8,123)	-	(623)
Core - Easy Read	-	2,240	(532)	-	1,708
Core - Lloyds Bank Foundation	8,250	25,000	(22,833)	-	10,417
	<u>133,557</u>	<u>50,319</u>	<u>(39,496)</u>	<u>2,823</u>	<u>147,203</u>
<b>Restricted funds</b>					
Core - Mencap Let's Get Digital	-	5,650	(2,248)	(2,823)	579
SU - Dorset Council User Led	-	41,000	(41,000)	-	-
SU - Lloyds Small Change Fund	9,972	-	-	-	9,972
SU - Big Lottery	33,361	72,070	(69,368)	-	36,063
SU - Peoples Health Trust	6,812	5,808	(12,611)	-	9
SU - Somerset Community Foundation	-	4,352	(4,352)	-	-
SU - Nationwide Community Grant	20,488	-	(18,249)	-	2,239
SU - Discovery Grant	3,748	-	(3,749)	-	(1)
SU - Somerset CC (Bridgwater)	-	6,381	(5,713)	-	668
SU - Somerset CC (Taunton)	-	6,381	(6,276)	-	105
SU - Somerset CC (Yeovil)	-	6,381	(5,876)	-	505
SU - Somerset CC (Minehead)	-	3,191	(3,272)	-	(81)
SU - Somerset CC (Street)	-	3,191	(4,388)	-	(1,197)
SU - CCG Annual Health Check	-	9,414	(9,414)	-	-
SU - Dorset Council Infection Control	-	5,000	(1,112)	-	3,888
SU - Dorset Healthcare	-	2,500	(1,875)	-	625
SU - Tampon Tax (Women's Group)	5,500	-	(5,500)	-	-
SU - Wessex Water Environment	2,494	-	(2,494)	-	-
FC - Communities Against Cancer	2,650	-	-	-	2,650
FC - Bailey Thomas	-	12,000	(4,000)	-	8,000
FC - Independent Age Grant	-	14,923	(14,923)	-	-
FC - Mencap Sport England	4,884	9,626	(14,510)	-	-
	<u>89,909</u>	<u>207,868</u>	<u>(230,930)</u>	<u>(2,823)</u>	<u>64,024</u>
<b>Total restricted funds</b>	<u>89,909</u>	<u>207,868</u>	<u>(230,930)</u>	<u>(2,823)</u>	<u>64,024</u>
<b>Total funds</b>	<u>223,466</u>	<u>258,187</u>	<u>(270,426)</u>	<u>-</u>	<u>211,227</u>

# PEOPLE FIRST DORSET

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The transfer of £2,823 from restricted funds to unrestricted funds represents the value of tangible fixed assets purchased from a restricted fund donation that are held for general use by the charity.

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<b>General</b>					
General fund	72,324	51,039	7,709	(5,765)	125,307
Core - Lloyds Bank Foundation	-	33,000	(24,750)	-	8,250
	<u>72,324</u>	<u>84,039</u>	<u>(17,041)</u>	<u>(5,765)</u>	<u>133,557</u>
<b>Restricted funds</b>					
Core - Weymouth Town Council	-	566	(566)	-	-
Core - CAF Resilience Fund	-	19,959	(19,959)	-	-
Core - Lottery Community Fund	-	15,095	(15,095)	-	-
SU - Dorset Council User Led	-	41,000	(41,000)	-	-
SU - Lloyds Small Change Fund	-	9,972	-	-	9,972
SU - Big Lottery	2,187	97,047	(65,873)	-	33,361
SU - Peoples Health Trust	2,850	24,785	(20,823)	-	6,812
SU - Dorset Coronavirus Community Fund	-	5,000	(5,000)	-	-
SU - Somerset Community Foundation	-	1,925	(1,925)	-	-
SU - Nationwide Community Grant	-	27,432	(6,944)	-	20,488
SU - Discovery Grant	-	21,821	(23,838)	5,765	3,748
SU - Somerset CC (Bridgwater)	-	6,381	(6,381)	-	-
SU - Somerset CC (Taunton)	-	6,381	(6,381)	-	-
SU - Somerset CC (Yeovil)	-	6,381	(6,381)	-	-
SU - Tampon Tax (Women's Group)	5,500	-	-	-	5,500
SU - Wessex Water Environment	-	2,494	-	-	2,494
FC - Young Friendship Club	3,579	-	(3,579)	-	-
FC - Communities Against Cancer	2,650	-	-	-	2,650
FC - Dorset Council Community Impact Grant	-	4,866	(4,866)	-	-
FC - Dorset Coronavirus Fund Digital	-	2,500	(2,500)	-	-
FC - Mencap Sport England	-	9,768	(4,884)	-	4,884
<b>Total restricted funds</b>	<u>16,766</u>	<u>303,373</u>	<u>(235,995)</u>	<u>5,765</u>	<u>89,909</u>
<b>Total funds</b>	<u>89,090</u>	<u>387,412</u>	<u>(253,036)</u>	<u>-</u>	<u>223,466</u>

## PEOPLE FIRST DORSET

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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The specific purposes for which the funds are to be applied are as follows:

Restricted funds are held for the purpose of the specific project or other purpose set out in the respective grant agreements.

#### 18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	4,257	-	4,257
Current assets	145,967	79,675	225,642
Current liabilities	(3,021)	(15,651)	(18,672)
Total net assets	<u>147,203</u>	<u>64,024</u>	<u>211,227</u>

#### 19 Related party transactions

There were no related party transactions in the year.