

# **People First Keighley & Craven**

Charity number 1125278

## **Annual Report and Financial Statements** **for the year ended 31 March 2024**



**People First Keighley & Craven**

**Annual Report and Financial Statements**  
**for the year ended 31 March 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# People First Keighley & Craven

## Trustees' report for the year ended 31 March 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Lindsey Hurt	Co-chair	Resinged March 2024
Daniel Jones	Co-chair	Resinged March 2024
Alex Millar	Treasurer	Resinged March 2024
Tracey Line	Secretary	
Rebecca Brooksbank		Resinged March 2024
Charlotte Longbottom		
Steven Brundle		
Stephen Whiteside	Health and Safety Officer	
Simon Waggett		Resinged March 2024
Tom Walsh		

Charity number	1125278	Registered in England and Wales
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### Registered and principal address

Room 26, Central Hall  
Alice Street  
Keighley  
BD21 3JD

### Bankers

Virgin Money  
73 North Street  
Keighley  
BD21 3SD

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is governed by a constitution adopted on 1 April 2007, as amended 8 July 2008.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

#### **The charity's main activities**

People First Keighley and Craven is a self and group advocacy organisation, and day service. Working with adults with learning disabilities and/or neurodiversity.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

#### **Who we are**

We are People First Keighley & Craven we're a registered charity, company, day service and podcast. We are adults with learning disabilities and/or neurodiversity and our organisation is run by and for us. Our work is centred around advocacy in both individual and group formats.

We work to break down barriers and inequalities, through campaigns and events. We work to bring people together, and support people to become active, included members of the community. We want to make the world a better place for all.

We work in an equitable way ensuring a true person-centred approach.

### **Achievements and performance**

#### **What we did in 2023/2024 financial year at PFKC.**

We had eight social nights, each supporting around 40 individuals with learning disabilities and/or neurodiversity to socialise and learn social skills each month.

We had 3 learning holidays in this period of time.

In total we provided our disabled community with twenty seven events both small and large, these were run by PFKC, and occasionally in partnership with other organisations.

Funding we got:

£5000 mental health grant

£500 Asda fund for the podcast

Our podcast and YouTube channel became a widely used resource for adults with learning disabilities and for those who work with them.

#### **Some of our favourite resources from 23/24 are:**

**Podcast interview with a speech and language therapist.**

**Podcast with the service called Gig Buddies.**

#### **Podcast with Rueben Reuter**

What a special episode we had with Channel 4 News reporter Rueben Reuter! Our podcast team at People First Keighley and Craven spoke to Rueben about his job and what he does, what his future plans are, and any advice he has to people with Learning Disabilities trying to find work!

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance continued**

#### **Autism Awareness Week**

#### **Breast cancer podcast interview**

Lindsey and Charlotte hosted Julie, a breast care nurse, about what she does so they can incorporate breast health into their Women's Health work. The self check information was particularly important and the podcast shared that information to our wider community.

#### **This is me festival-table and podcast**

#### **Big Soup Day Service podcast feature.**

We did a great episode featuring Tracy from The Big Soup Theatre Group who talked to us about what goes on at their rehearsals and performances. We also got to talk to People First Keighley and Craven presenter Tom who is also a member of Big Soup.

#### **Interview with journalist Saba Salman and advocate Shaun Webster MBE.**

They spoke about advocacy, learning disabilities and their book Made Possible.

#### **Skipton Pride podcast**

Our Podcast lead Adam and some of the team were at Skipton Pride, sharing information about what we do and finding out why having pride celebrations are important in small communities as well as Cities. It was a very colourful and fun day with some interesting interviews.

We featured Wendy from **Down Syndrome Training and Support Service**, who spoke to us about the charity and the important services they provide.

Another highlight is the interview of Tom Jameson, editor of Able Magazine. The whole office got involved asking how a magazine about disability runs.

#### **How does it feel? - Video by members.**

This video shows why advocacy groups are so important. We are so very grateful to the members for sharing their words.

#### **Dying matters podcast.**

We spoke to Dr Mike Hughes, who we interviewed live at the Dying Matters event earlier this year, and asked him more questions about palliative care for people with learning disabilities and the importance of having conversations about dying.

#### **Citizen Network Podcast**

We spoke to Simon Duffy about the Citizen Network and the work he has done to support people with disabilities over the years.

#### **Epilepsy Action Podcast**

Epilepsy Action sent Mags to teach us more about Epilepsy.

#### **Meet the team YouTube video series.**

Solidifying each member's role and responsibilities. This has proven a very effective way of ensuring all members have purpose and are using their talents and developing them.

### **Achievements:**

We became an official bronze-level Makaton Friendly charity! This was important to us because of the fact that some of our members use Makaton and we also wanted to ensure that when we create work we can make it as accessible as possible so using signs when speaking helps communicate more effectively.

**Dementia training for everyone, staff, volunteers and members. We received our dementia friendly badges. This work was with The Alzheimer's Society.**

# People First Keighley & Craven

## Trustees' report (continued) for the year ended 31 March 2024

### Achievements and performance continued

#### Charity Film Award Top 10

We are really proud that our members hard work, dedication and creativity has culminated in a national level film award recognition! We were in the Charity Film Awards final! Read more in The Keighley News.

#### Naidex conference

We had a stall at Naidex to promote our learning holidays and our advocacy work.

We went to interview others with disabilities for our podcast to hear what the challenges are for others with disabilities and bring that information back for our campaign work.

We brought three members who represented our organisation superbly during the first live podcast of adults with learning disabilities interviewing Brooke Millhouse!

#### Our podcast was shortlisted by The Lovie Awards for diversity, equity and inclusion!

This means we were judged by industry professionals to be in the top 4 podcasts out of all applicants across the whole of Europe. This highlights the great work that the podcast team have achieved over the past 12 months.

*Congratulations! Your organisation has been shortlisted for the 13th Annual Lovie Awards. This is a remarkable accomplishment for you and your team. It's time to promote your recognition and make sure the world knows about it.*

#### ***You Are Now Officially an Industry Leader***

*With the prestige and cachet that accompany the Lovie Awards, you've now joined the ranks of European Internet's best and brightest, making you an industry leader.*

#### Fire safety training for all

Our fire marshals also took part in some really important fire training with Seed Training. We're so grateful for them coming in so we can help make our office more safe!

### Work covered at PFKC

#### Religious education.

With some members wanting to celebrate Eid and Easter some other members researched other religious holidays and we made a celebration tree with symbols of lots of religious occasions to show anyone new that everyone is welcome in our office!

#### Climate awareness week

#### Dying matters event

#### Domestic abuse awareness video training

We worked on a special project with The Domestic Abuse team and Safeguarding Voice Group making a video to tell people what to do to get help in a safeguarding situation.

#### Mental health awareness week

#### Sustainability Week at PFKC

We have our own compost caddy in the office and take our contents to the community allotment in Silsden. We are really happy with the progress of our onions, potatoes, tomatoes, chillies, peppers, strawberries and radishes. Our head gardener has been researching herbs for planting next!

#### Work with Asda Keighley on our money matters shopping work.

HUGE thanks to Suzie at Keighley Asda for the generous package of tea, coffee, milk, sugar & biscuits after our admin lead Kim contacted her to see if Asda can support us. We looked at the difference between supermarket own and named brand items.

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance continued**

#### **Learning Disability Week 2023**

This Learning Disability Awareness week we decided to really think about what we as an organisation stand for. This led us to think about what each of us stand for personally.

#### **Airedale Hospital Learning Disability Awareness Stall**

Celebrating the launch of the Red Bags with Sarah & Tracy from Waddiloves.

#### **Representing learning disabilities at the Mental Diversity Law Network Conference.**

#### **Work with Cliffe Castle Museum with their Cliffe Castle Support Group.**

We went to help improve the museum for future visitors with additional support needs!

#### **Allotment opening**

#### **Mandela day celebrations**

Our new member asked us to share in his celebration of Mandela day as he is from South Africa we feel very lucky to share this special Occasion together.

#### **Our allotment harvest week.**

Our allotment has had its first big harvest! Those potatoes were grown from some old seeded potatoes donated by someone in Skipton!

We made celebratory potato wedges made from the potatoes grown in our allotment! Big thanks to Daniel, Rebecca and Janet who made those!

#### **Accessible football trip visiting Liverpool football club sponsored by Slater and Gordon**

*"Best day ever" – Graeme member of PFKC*

We then interviewed the accessibility manager at Liverpool Football club which was so interesting. Listen to the finished podcast here:

#### **Our Unique Learning Holidays.**

The array of colours people have been enjoying to eat and the confidence and friendships that are growing is wonderful!

Sessions such as Gentle Dental oral care with Catrina and Eat, Move, be Happy with Anna and Cerin in the afternoon. We are all set to shop with confidence in our choices!

#### **Disability advocacy in history trip.**

We had a fantastic day at Leeds Industrial Museum at Armley Mills to see the "Any Work That Wanted Doing" exhibition.

We were given a tour by the curator, activist and author Gill Crawshaw, she also was interviewed for the podcast on location and we will share the write up about the day and what we've learned today during Disability History Month.

It was eye opening finding how disabilities were treated in the 1800s, especially in the textile industry.

*Thanks Gill & Leeds Industrial Museum and all the PFKC staff for a fabulous day!*

#### **Health Event at Cougar Park for adults with learning disabilities.**

**Schools and college outreach:** we got to present our work at Hazelbeck School's open day on Tuesday! It was lovely to be able to show what we offer to leaving students and get to meet other services in the local area!

We worked with the **Bradford Safeguarding Board** on a set of new hate crime awareness videos! We had fun and learned a lot about this very important topic to us.

We were invited to talk to training **paramedics at the University of Bradford**, voicing their opinions on how they would like to be treated if they were taken into hospital. We are so proud that they went and spoke about this very important issue!

# People First Keighley & Craven

## Trustees' report (continued) for the year ended 31 March 2024

### Achievements and performance continued

**Advocacy Easy Read**, we worked on the difference between equality and equity! We have been really interested in learning the difference between them, so we can all understand more about how we support people as an equitable organisation!

We have worked with **Wil Quick, co-production partnership** co-ordinator at Equality Together.

#### **We started our Positivity Pop Up Events with Bradford People First**

We were using the mental health wellbeing grant we were awarded for our joint application to reach adults with learning disabilities. We gave out free fidget spinners, sensory items, stress toys, mindful colouring books, exercise bands and more!

#### **Started our induction of NHS staff at Airedale Hospital.**

The training is about learning disability and neurodiversity for the new staff induction. It was so lovely to be invited for the third time and to get to discuss and teach about hospital passports, respect forms, STOMP and red bags, which we have discussed and worked on before.

#### **Covid health event.**

It has been developed with AWC Modality Partnership to create a familiar, safe environment for people with learning disabilities and/or autism (& their families/carers) to get their Covid Vaccinations.

- \* Fidget aids available
- \* Leaflets and information about services in the area
- \* Coffee and a chat.

#### **The Big Thanks Conference.**

Read all about the big thanks in our newsletter dedicated to sharing every detail of our day dedicated to gratitude for the members, the organisation, our supporters, founders and council.

#### **All Inc Events : Christmas ball.**

#### **Minister for Disabilities in government.**

We have talked about the pros and cons of the decision, how it has made our members feel, the impact it will have and where we can get reliable information about government news.

#### **Mince Pie Moments!**

We set up a Positivity Pop-Up and connected with people from the other organisations that work in Central Hall like Keighley Rotary Club and The Cellar Trust! Our local MP Robbie Moore MP joined us for our Mince Pie Moments, where he answered some questions from us! We also enjoyed being a part of the Fun, Friends, Fridays Club from Our Lives Our Way !

#### **Our Christmas “rap-up” of the year video.**

#### **Library Promotion Work**

We had seven library visits supporting 34 members to get their library card to borrow books. Here is a video about our library visits:

#### **Chinese new year celebrations.**

Incorporating other cultures is important so that everyone feels welcome and valued. Our volunteer Alina led this week of work and it was fantastic.

The People First Podcast hosted a project with **Hoot Creative Arts** on Wednesday where they gave some training about making podcasts for the Kirklees Year of Music! It was wonderful to host such a lovely group.

#### **Groups we attended and contributed to:**

Bradford safeguarding voice group meeting  
Co-Production Partnership Group with Equality Together.  
Healthier Lives Meeting  
DPAG



# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance continued**

#### **Supporting the community.**

We had 9 Student social work visits to our office for the day.

We had 5 visits from new staff at Waddiloves.

#### **Co-Production work**

We created a "Be Kind" Game with Bringing Us Together charity and Tony Bamforth. This was an excellent experience to use a fun game to encourage advocacy.

#### **Organisations / individuals we have worked with in the 23/24 financial period:**

David Weale- Speech and Language Therapist  
Gig Buddies  
Reuben Reuter- Channel 4 News Reporter  
Poppy's Papercuts  
Sm@rt Technology  
The National Trust  
Northern Ballet- artists  
Julie Hodgins- Women's Health Nurse  
This Is Me Festival  
Big Soup  
Gr8 Minds  
Saba Salman- journalist and author  
Shaun Webster MBE  
Skipton Pride  
Wendy Uttley- Down syndrome Training and Support Service  
Tom Jameson- Able Magazine  
Dying Matters  
Dr. Mike Hughes  
Simon Duffy  
Epilepsy Action  
Bradford Safeguarding Voice  
Equality Together  
Healthier Lives  
DPAG  
Bradford University  
Tony Bamforth- Bringing Us Together  
The Makaton Charity  
The Alzheimer's Society  
Turning Point  
Naidex  
Celia Hensmen- the Disability Policy Centre  
Seed Training  
The Domestic Abuse Team and Safeguarding Voice Group  
Silsden Community Allotment  
Asda Keighley  
Airedale NHS Foundation Trust  
Mental Diversity Law Network  
Val Preston- Cliffe Castle Support Group  
Cliffe Castle Museum  
Slater and Gordon  
Liverpool Football Club  
Craven Museum- Skipton Town Hall  
Eat, Move, Be Happy

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Organisations / individuals we have worked with in the 23/24 financial period continued:**

Gill Crawshaw- Leeds Industrial Museum  
Lucy Webster- journalist  
Robbie Moore MP  
Stand Out Socks  
AWC Modality Partnership  
Cougar Park  
IMAS  
Outside the Box  
Hazelbeck School  
Bradford Safeguarding Adults Board  
Bradford Hate Crime Alliance  
Safer Bradford  
Learning Disability England  
Keighley Town Council  
Stand Out  
BTM  
Champions Charity  
Hoot Creative Arts  
Happiness Enchanters  
Brooklands School  
Rhritition  
Wil Quick- Co-production Partnership co-coordinator- Equality Together  
Bradford People First  
Bradford Libraries  
Citizen Network  
West Yorkshire Police  
City of Bradford Metropolitan District Council  
Waddiloves  
Bradford District Care- NHS Foundation Trust  
Rotary Club of Skipton Craven  
Broughton Sanctuary  
Inclusfit  
MHFA England  
Disability Confident  
Holibreak  
Playing For Kicks

**People First Keighley & Craven**  
**Trustees' report (continued) for the year ended 31 March 2024**



# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Financial review**

The net expenditure for the year was £22,223, including net expenditure of £2,902 on unrestricted funds and net expenditure of £19,321 on restricted funds.

### **Reserves policy**

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. This would equate to approximately £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £23,396.

Approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

# **People First Keighley & Craven**

## **Independent examiner's report to the trustees of People First Keighley & Craven**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 13 to 19.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

### **Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Bostrom FCIE

13/6/2025

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**People First Keighley & Craven**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income from:</b>					
Grants, contracts and donations	(2)	26	108,173	108,199	135,197
Activity contributions		6,747	-	6,747	10,640
Fundraising		2,434	-	2,434	-
Day services income		77,038	-	77,038	28,638
<b>Total income</b>		<u>86,245</u>	<u>108,173</u>	<u>194,418</u>	<u>174,475</u>
<b>Expenditure on:</b>					
Salaries NI and pensions	(3)	48,672	83,959	132,631	123,330
DBS checks		100	-	100	62
Freelance and sessional workers		1,529	6,101	7,630	17,237
Legal, professional and consultancy		5,752	7,036	12,788	7,160
Events, activities and service delivery		7,439	8,187	15,626	12,125
Equipment and resources		45	843	888	1,969
Insurance		347	668	1,015	853
Memberships and subscriptions		1,282	-	1,282	50
Advertising and publicity		3,095	1,966	5,061	5,325
Food and refreshments		52	58	110	160
Rent and utilities		4,740	8,626	13,366	12,856
Repairs and maintenance		-	115	115	383
Room and facility hire		1,019	4,027	5,046	4,587
Stationery, printing and postage		622	2,616	3,238	1,374
Telephone and internet		2,385	-	2,385	2,196
Travel		901	1,199	2,100	896
Training and welfare		4,182	-	4,182	1,078
Independent examination		1,800	-	1,800	1,800
IT, support and software		941	1,521	2,462	4,590
Other expenses		298	572	870	279
Depreciation		3,946	-	3,946	4,456
<b>Total expenditure</b>		<u>89,147</u>	<u>127,494</u>	<u>216,641</u>	<u>202,766</u>
<b>Net income / (expenditure)</b>		<u>(2,902)</u>	<u>(19,321)</u>	<u>(22,223)</u>	<u>(28,291)</u>
<b>Fund balances brought forward</b>		<u>30,717</u>	<u>66,430</u>	<u>97,147</u>	<u>125,438</u>
<b>Fund balances carried forward</b>	(4)	<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

All incoming resources and resources expended derive from continuing activities.

# People First Keighley & Craven

## Balance sheet

as at 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	4,419	-	4,419	8,365
<b>Total fixed assets</b>		<u>4,419</u>	<u>-</u>	<u>4,419</u>	<u>8,365</u>
<b>Current assets</b>					
Debtors and prepayments	(6)	32,996	27,051	60,047	25,462
Cash at bank and in hand	(7)	(3,734)	20,058	16,324	67,665
<b>Total current assets</b>		<u>29,262</u>	<u>47,109</u>	<u>76,371</u>	<u>93,127</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	5,866	-	5,866	4,345
<b>Total current liabilities</b>		<u>5,866</u>	<u>-</u>	<u>5,866</u>	<u>4,345</u>
<b>Net current assets / (liabilities)</b>		<u>23,396</u>	<u>47,109</u>	<u>70,505</u>	<u>88,782</u>
<b>Net assets</b>		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
<b>Funds</b>					
Unrestricted funds		27,815	-	27,815	30,717
Restricted funds		-	47,109	47,109	66,430
<b>Total funds</b>		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

The financial statements were approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

# **People First Keighley & Craven**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and office equipment: over 4 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.



# **People First Keighley & Craven**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **1 Accounting policies continued**

##### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**People First Keighley & Craven**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>2 Grants and donations</b>	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Asda Foundation	-	400	400	-
City of Bradford Metropolitan District Council	-	5,000	5,000	-
Community Chest Keighley	-	497	497	-
Equality Together	-	51,645	51,645	48,366
Equality Together Innovation fund	-	23,580	23,580	22,500
National Lottery Community Fund (NLCF)	-	27,051	27,051	53,535
Keighley Town Council	-	-	-	2,596
Sovereign Healthcare	-	-	-	5,000
Other donations	26	-	26	3,200
	<u>26</u>	<u>108,173</u>	<u>108,199</u>	<u>135,197</u>

<b>3 Staff costs and numbers</b>	2024	2023
	£	£
Gross salaries	126,693	117,606
Social security costs	8,910	8,766
Employment allowance	(5,000)	(5,000)
Pensions	2,028	1,958
	<u>132,631</u>	<u>123,330</u>

The average number of employees during the year was 7.1, being an average of 4.9 full time equivalent (2023: 6.7, 4.9 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2024	2023
	£	£
Costs of the scheme to the charity for the year	2,028	1,958

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asda Foundation	-	400	400	-	-
CBMDC	-	5,000	214	-	4,786
Community Chest Keighley	-	497	199	-	298
Innovation Fund	8,644	23,580	24,778	-	7,446
Lot 2 Self Advocacy	-	51,645	27,695	-	23,950
NLCF	52,786	27,051	74,208	-	5,629
Sovereign	5,000	-	-	-	5,000
	<u>66,430</u>	<u>108,173</u>	<u>127,494</u>	<u>-</u>	<u>47,109</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Asda Foundation	Towards equipment purchases.
CBMDC	Towards the wellbeing project.
Community Chest Keighley	Towards the cost of IT equipment.
Innovation Fund	Funding from Equality Together to help people plan their own day opportunities.
Lot 2 Self Advocacy	Lot 2 funding for self and group advocacy and peer support.
NLCF	To cover core costs, salaries and support learning holidays.
Sovereign	Towards the Your Health, My Life project.

**People First Keighley & Craven**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>5 Tangible assets</b>	Computers	Office equipment	Total
<b><u>Cost</u></b>	£	£	£
At 1 April 2023	8,280	9,548	17,828
Additions	-	-	-
At 31 March 2024	8,280	9,548	17,828
<b><u>Depreciation</u></b>			
At 1 April 2023	5,538	3,925	9,463
Charge for year	2,070	1,876	3,946
At 31 March 2024	7,608	5,801	13,409
<b><u>Net book value</u></b>			
At 31 March 2024	672	3,747	4,419
At 31 March 2023	2,742	5,623	8,365

<b>6 Debtors and prepayments</b>	2024	2023
	£	£
Debtors	27,674	20,238
Prepayments	315	292
Accrued income	31,051	4,000
Other debtors	1,007	932
	60,047	25,462

<b>7 Cash at bank and in hand</b>	2024	2023
	£	£
Cash at bank	16,144	67,365
Cash in hand	180	300
	16,324	67,665

<b>8 Creditors and accruals</b>	2024	2023
	£	£
Creditors	2,266	2,545
Accruals	3,600	1,800
	5,866	4,345

**9 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £27,526 (previous year: £37,029).

## People First Keighley & Craven

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income</b>						
Grants, contracts and donations	26	3,200	108,173	131,997	108,199	135,197
Activity contributions	6,747	10,640	-	-	6,747	10,640
Fundraising	2,434	-	-	-	2,434	-
Day services income	77,038	28,638	-	-	77,038	28,638
<b>Total income</b>	<b>86,245</b>	<b>42,478</b>	<b>108,173</b>	<b>131,997</b>	<b>194,418</b>	<b>174,475</b>
<b>Expenditure</b>						
Salaries NI and pensions	48,672	45,729	83,959	77,601	132,631	123,330
DBS checks	100	62	-	-	100	62
Freelance and sessional workers	1,529	6,032	6,101	11,205	7,630	17,237
Legal, professional and consultancy	5,752	1,265	7,036	5,895	12,788	7,160
Events, activities and service delivery	7,439	9,477	8,187	2,648	15,626	12,125
Equipment and resources	45	1,024	843	945	888	1,969
Insurance	347	103	668	750	1,015	853
Memberships and subscriptions	1,282	50	-	-	1,282	50
Advertising and publicity	3,095	914	1,966	4,411	5,061	5,325
Food and refreshments	52	160	58	-	110	160
Rent and utilities	4,740	2,026	8,626	10,830	13,366	12,856
Repairs and maintenance	-	383	115	-	115	383
Room and facility hire	1,019	3,043	4,027	1,544	5,046	4,587
Stationery, printing and postage	622	760	2,616	614	3,238	1,374
Telephone and internet	2,385	355	-	1,841	2,385	2,196
Travel	901	896	1,199	-	2,100	896
Training and welfare	4,182	1,078	-	-	4,182	1,078
Independent examination	1,800	1,079	-	721	1,800	1,800
IT, support and software	941	908	1,521	3,682	2,462	4,590
Other expenses	298	279	572	-	870	279
Depreciation	3,946	4,456	-	-	3,946	4,456
<b>Total expenditure</b>	<b>89,147</b>	<b>80,079</b>	<b>127,494</b>	<b>122,687</b>	<b>216,641</b>	<b>202,766</b>
<b>Net income / (expenditure)</b>	<b>(2,902)</b>	<b>(37,601)</b>	<b>(19,321)</b>	<b>9,310</b>	<b>(22,223)</b>	<b>(28,291)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>37,658</b>	<b>-</b>	<b>(37,658)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(2,902)</b>	<b>57</b>	<b>(19,321)</b>	<b>(28,348)</b>	<b>(22,223)</b>	<b>(28,291)</b>
<b>Fund balances brought forward</b>	<b>30,717</b>	<b>30,660</b>	<b>66,430</b>	<b>94,778</b>	<b>97,147</b>	<b>125,438</b>
<b>Fund balances carried forward</b>	<b>27,815</b>	<b>30,717</b>	<b>47,109</b>	<b>66,430</b>	<b>74,924</b>	<b>97,147</b>

# **People First Keighley & Craven**

Charity number 1125278

## **Annual Report and Financial Statements** **for the year ended 31 March 2024**



**People First Keighley & Craven**

**Annual Report and Financial Statements**  
**for the year ended 31 March 2024**

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Balance sheet	14
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**Prepared by West Yorkshire Community Accountancy Service CIO**

# People First Keighley & Craven

## Trustees' report for the year ended 31 March 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Lindsey Hurt	Co-chair	Resigned March 2024
Daniel Jones	Co-chair	Resigned March 2024
Alex Millar	Treasurer	Resigned March 2024
Tracey Line	Secretary	
Rebecca Brooksbank		Resigned March 2024
Charlotte Longbottom		
Steven Brundle		
Stephen Whiteside	Health and Safety Officer	
Simon Waggett		Resigned March 2024
Tom Walsh		

**Charity number** 1125278 Registered in England and Wales

### Registered and principal address

Room 26, Central Hall  
Alice Street  
Keighley  
BD21 3JD

### Bankers

Virgin Money  
73 North Street  
Keighley  
BD21 3SD

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is governed by a constitution adopted on 1 April 2007, as amended 8 July 2008.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

#### **The charity's main activities**

People First Keighley and Craven is a self and group advocacy organisation, and day service. Working with adults with learning disabilities and/or neurodiversity.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

#### **Who we are**

We are People First Keighley & Craven we're a registered charity, company, day service and podcast. We are adults with learning disabilities and/or neurodiversity and our organisation is run by and for us. Our work is centred around advocacy in both individual and group formats.

We work to break down barriers and inequalities, through campaigns and events. We work to bring people together, and support people to become active, included members of the community. We want to make the world a better place for all.

We work in an equitable way ensuring a true person-centred approach.

### **Achievements and performance**

#### **What we did in 2023/2024 financial year at PFKC.**

We had eight social nights, each supporting around 40 individuals with learning disabilities and/or neurodiversity to socialise and learn social skills each month.

We had 3 learning holidays in this period of time.

In total we provided our disabled community with twenty seven events both small and large, these were run by PFKC, and occasionally in partnership with other organisations.

Funding we got:

£5000 mental health grant

£500 Asda fund for the podcast

Our podcast and YouTube channel became a widely used resource for adults with learning disabilities and for those who work with them.

#### **Some of our favourite resources from 23/24 are:**

**Podcast interview with a speech and language therapist.**

**Podcast with the service called Gig Buddies.**

#### **Podcast with Rueben Reuter**

What a special episode we had with Channel 4 News reporter Rueben Reuter! Our podcast team at People First Keighley and Craven spoke to Rueben about his job and what he does, what his future plans are, and any advice he has to people with Learning Disabilities trying to find work!



# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance continued**

#### **Autism Awareness Week**

#### **Breast cancer podcast interview**

Lindsey and Charlotte hosted Julie, a breast care nurse, about what she does so they can incorporate breast health into their Women's Health work. The self check information was particularly important and the podcast shared that information to our wider community.

#### **This is me festival-table and podcast**

#### **Big Soup Day Service podcast feature.**

We did a great episode featuring Tracy from The Big Soup Theatre Group who talked to us about what goes on at their rehearsals and performances. We also got to talk to People First Keighley and Craven presenter Tom who is also a member of Big Soup.

#### **Interview with journalist Saba Salman and advocate Shaun Webster MBE.**

They spoke about advocacy, learning disabilities and their book Made Possible.

#### **Skipton Pride podcast**

Our Podcast lead Adam and some of the team were at Skipton Pride, sharing information about what we do and finding out why having pride celebrations are important in small communities as well as Cities. It was a very colourful and fun day with some interesting interviews.

We featured Wendy from **Down Syndrome Training and Support Service**, who spoke to us about the charity and the important services they provide.

Another highlight is the interview of Tom Jameson, editor of Able Magazine. The whole office got involved asking how a magazine about disability runs.

#### **How does it feel? - Video by members.**

This video shows why advocacy groups are so important. We are so very grateful to the members for sharing their words.

#### **Dying matters podcast.**

We spoke to Dr Mike Hughes, who we interviewed live at the Dying Matters event earlier this year, and asked him more questions about palliative care for people with learning disabilities and the importance of having conversations about dying.

#### **Citizen Network Podcast**

We spoke to Simon Duffy about the Citizen Network and the work he has done to support people with disabilities over the years.

#### **Epilepsy Action Podcast**

Epilepsy Action sent Mags to teach us more about Epilepsy.

#### **Meet the team YouTube video series.**

Solidifying each members role and responsibilities. This has proven a very effective way of ensuring all members have purpose and are using their talents and developing them.

### **Achievements:**

We became an official bronze-level Makaton Friendly charity! This was important to us because of the fact that some of our members use Makaton and we also wanted to ensure that when we create work we can make it as accessible as possible so using signs when speaking helps communicate more effectively.

**Dementia training for everyone, staff, volunteers and members. We received our dementia friendly badges. This work was with The Alzheimer's Society.**

# People First Keighley & Craven

## Trustees' report (continued) for the year ended 31 March 2024

### Achievements and performance continued

#### Charity Film Award Top 10

We are really proud that our members hard work, dedication and creativity has culminated in a national level film award recognition! We were in the Charity Film Awards final! Read more in The Keighley News.

#### Naidex conference

We had a stall at Naidex to promote our learning holidays and our advocacy work.

We went to interview others with disabilities for our podcast to hear what the challenges are for others with disabilities and bring that information back for our campaign work.

We brought three members who represented our organisation superbly during the first live podcast of adults with learning disabilities interviewing Brooke Millhouse!

#### Our podcast was shortlisted by The Lovie Awards for diversity, equity and inclusion!

This means we were judged by industry professionals to be in the top 4 podcasts out of all applicants across the whole of Europe. This highlights the great work that the podcast team have achieved over the past 12 months.

*Congratulations! Your organisation has been shortlisted for the 13th Annual Lovie Awards. This is a remarkable accomplishment for you and your team. It's time to promote your recognition and make sure the world knows about it.*

#### ***You Are Now Officially an Industry Leader***

*With the prestige and cachet that accompany the Lovie Awards, you've now joined the ranks of European Internet's best and brightest, making you an industry leader.*

#### Fire safety training for all

Our fire marshals also took part in some really important fire training with Seed Training. We're so grateful for them coming in so we can help make our office more safe!

### Work covered at PFKC

#### Religious education.

With some members wanting to celebrate Eid and Easter some other members researched other religious holidays and we made a celebration tree with symbols of lots of religious occasions to show anyone new that everyone is welcome in our office!

#### Climate awareness week

#### Dying matters event

#### Domestic abuse awareness video training

We worked on a special project with The Domestic Abuse team and Safeguarding Voice Group making a video to tell people what to do to get help in a safeguarding situation.

#### Mental health awareness week

#### Sustainability Week at PFKC

We have our own compost caddy in the office and take our contents to the community allotment in Silsden. We are really happy with the progress of our onions, potatoes, tomatoes, chillies, peppers, strawberries and radishes. Our head gardener has been researching herbs for planting next!

#### Work with Asda Keighley on our money matters shopping work.

HUGE thanks to Suzie at Keighley Asda for the generous package of tea, coffee, milk, sugar & biscuits after our admin lead Kim contacted her to see if Asda can support us. We looked at the difference between supermarket own and named brand items.

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance continued**

#### **Learning Disability Week 2023**

This Learning Disability Awareness week we decided to really think about what we as an organisation stand for. This led us to think about what each of us stand for personally.

#### **Airedale Hospital Learning Disability Awareness Stall**

Celebrating the launch of the Red Bags with Sarah & Tracy from Waddiloves.

#### **Representing learning disabilities at the Mental Diversity Law Network Conference.**

#### **Work with Cliffe Castle Museum with their Cliffe Castle Support Group.**

We went to help improve the museum for future visitors with additional support needs!

#### **Allotment opening**

#### **Mandela day celebrations**

Our new member asked us to share in his celebration of Mandela day as he is from South Africa we feel very lucky to share this special Occasion together.

#### **Our allotment harvest week.**

Our allotment has had its first big harvest! Those potatoes were grown from some old seeded potatoes donated by someone in Skipton!

We made celebratory potato wedges made from the potatoes grown in our allotment! Big thanks to Daniel, Rebecca and Janet who made those!

#### **Accessible football trip visiting Liverpool football club sponsored by Slater and Gordon**

*"Best day ever" – Graeme member of PFKC*

We then interviewed the accessibility manager at Liverpool Football club which was so interesting. Listen to the finished podcast here:

#### **Our Unique Learning Holidays.**

The array of colours people have been enjoying to eat and the confidence and friendships that are growing is wonderful!

Sessions such as Gentle Dental oral care with Catrina and Eat, Move, be Happy with Anna and Cerin in the afternoon. We are all set to shop with confidence in our choices!

#### **Disability advocacy in history trip.**

We had a fantastic day at Leeds Industrial Museum at Armley Mills to see the "Any Work That Wanted Doing" exhibition.

We were given a tour by the curator, activist and author Gill Crawshaw, she also was interviewed for the podcast on location and we will share the write up about the day and what we've learned today during Disability History Month.

It was eye opening finding how disabilities were treated in the 1800s, especially in the textile industry.

*Thanks Gill & Leeds Industrial Museum and all the PFKC staff for a fabulous day!*

#### **Health Event at Cougar Park for adults with learning disabilities.**

**Schools and college outreach:** we got to present our work at Hazelbeck School's open day on Tuesday! It was lovely to be able to show what we offer to leaving students and get to meet other services in the local area!

We worked with the **Bradford Safeguarding Board** on a set of new hate crime awareness videos! We had fun and learned a lot about this very important topic to us.

We were invited to talk to training **paramedics at the University of Bradford**, voicing their opinions on how they would like to be treated if they were taken into hospital. We are so proud that they went and spoke about this very important issue!

# People First Keighley & Craven

## Trustees' report (continued) for the year ended 31 March 2024

### Achievements and performance continued

**Advocacy Easy Read**, we worked on the difference between equality and equity! We have been really interested in learning the difference between them, so we can all understand more about how we support people as an equitable organisation!

We have worked with **Wil Quick, co-production partnership** co-ordinator at Equality Together.

#### **We started our Positivity Pop Up Events with Bradford People First**

We were using the mental health wellbeing grant we were awarded for our joint application to reach adults with learning disabilities. We gave out free fidget spinners, sensory items, stress toys, mindful colouring books, exercise bands and more!

#### **Started our induction of NHS staff at Airedale Hospital.**

The training is about learning disability and neurodiversity for the new staff induction. It was so lovely to be invited for the third time and to get to discuss and teach about hospital passports, respect forms, STOMP and red bags, which we have discussed and worked on before.

#### **Covid health event.**

It has been developed with AWC Modality Partnership to create a familiar, safe environment for people with learning disabilities and/or autism (& their families/carers) to get their Covid Vaccinations.

- \* Fidget aids available
- \* Leaflets and information about services in the area
- \* Coffee and a chat.

#### **The Big Thanks Conference.**

Read all about the big thanks in our newsletter dedicated to sharing every detail of our day dedicated to gratitude for the members, the organisation, our supporters, founders and council.

#### **All Inc Events : Christmas ball.**

#### **Minister for Disabilities in government.**

We have talked about the pros and cons of the decision, how it has made our members feel, the impact it will have and where we can get reliable information about government news.

#### **Mince Pie Moments!**

We set up a Positivity Pop-Up and connected with people from the other organisations that work in Central Hall like Keighley Rotary Club and The Cellar Trust! Our local MP Robbie Moore MP joined us for our Mince Pie Moments, where he answered some questions from us! We also enjoyed being a part of the Fun, Friends, Fridays Club from Our Lives Our Way !

#### **Our Christmas “rap-up” of the year video.**

#### **Library Promotion Work**

We had seven library visits supporting 34 members to get their library card to borrow books. Here is a video about our library visits:

#### **Chinese new year celebrations.**

Incorporating other cultures is important so that everyone feels welcome and valued. Our volunteer Alina led this week of work and it was fantastic.

The People First Podcast hosted a project with **Hoot Creative Arts** on Wednesday where they gave some training about making podcasts for the Kirklees Year of Music! It was wonderful to host such a lovely group.

#### **Groups we attended and contributed to:**

Bradford safeguarding voice group meeting  
Co-Production Partnership Group with Equality Together.  
Healthier Lives Meeting  
DPAG

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance continued**

#### **Supporting the community.**

We had 9 Student social work visits to our office for the day.

We had 5 visits from new staff at Waddiloves.

#### **Co-Production work**

We created a "Be Kind" Game with Bringing Us Together charity and Tony Bamforth. This was an excellent experience to use a fun game to encourage advocacy.

#### **Organisations / individuals we have worked with in the 23/24 financial period:**

David Weale- Speech and Language Therapist  
Gig Buddies  
Reuben Reuter- Channel 4 News Reporter  
Poppy's Papercuts  
Sm@rt Technology  
The National Trust  
Northern Ballet- artists  
Julie Hodgins- Women's Health Nurse  
This Is Me Festival  
Big Soup  
Gr8 Minds  
Saba Salman- journalist and author  
Shaun Webster MBE  
Skipton Pride  
Wendy Uttley- Down syndrome Training and Support Service  
Tom Jameson- Able Magazine  
Dying Matters  
Dr. Mike Hughes  
Simon Duffy  
Epilepsy Action  
Bradford Safeguarding Voice  
Equality Together  
Healthier Lives  
DPAG  
Bradford University  
Tony Bamforth- Bringing Us Together  
The Makaton Charity  
The Alzheimer's Society  
Turning Point  
Naidex  
Celia Hensmen- the Disability Policy Centre  
Seed Training  
The Domestic Abuse Team and Safeguarding Voice Group  
Silsden Community Allotment  
Asda Keighley  
Airedale NHS Foundation Trust  
Mental Diversity Law Network  
Val Preston- Cliffe Castle Support Group  
Cliffe Castle Museum  
Slater and Gordon  
Liverpool Football Club  
Craven Museum- Skipton Town Hall  
Eat, Move, Be Happy

# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Organisations / individuals we have worked with in the 23/24 financial period continued:**

Gill Crawshaw- Leeds Industrial Museum  
Lucy Webster- journalist  
Robbie Moore MP  
Stand Out Socks  
AWC Modality Partnership  
Cougar Park  
IMAS  
Outside the Box  
Hazelbeck School  
Bradford Safeguarding Adults Board  
Bradford Hate Crime Alliance  
Safer Bradford  
Learning Disability England  
Keighley Town Council  
Stand Out  
BTM  
Champions Charity  
Hoot Creative Arts  
Happiness Enchanters  
Brooklands School  
Rhritition  
Wil Quick- Co-production Partnership co-coordinator- Equality Together  
Bradford People First  
Bradford Libraries  
Citizen Network  
West Yorkshire Police  
City of Bradford Metropolitan District Council  
Waddiloves  
Bradford District Care- NHS Foundation Trust  
Rotary Club of Skipton Craven  
Broughton Sanctuary  
Inclusfit  
MHFA England  
Disability Confident  
Holibreak  
Playing For Kicks

**People First Keighley & Craven**  
**Trustees' report (continued) for the year ended 31 March 2024**



# **People First Keighley & Craven**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Financial review**

The net expenditure for the year was £22,223, including net expenditure of £2,902 on unrestricted funds and net expenditure of £19,321 on restricted funds.

### **Reserves policy**

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. This would equate to approximately £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £23,396.

Approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)



# **People First Keighley & Craven**

## **Independent examiner's report to the trustees of People First Keighley & Craven**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 13 to 19.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

### **Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Bostrom FCIE

13/6/2025

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**People First Keighley & Craven**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income from:</b>					
Grants, contracts and donations	(2)	26	108,173	108,199	135,197
Activity contributions		6,747	-	6,747	10,640
Fundraising		2,434	-	2,434	-
Day services income		77,038	-	77,038	28,638
<b>Total income</b>		<u>86,245</u>	<u>108,173</u>	<u>194,418</u>	<u>174,475</u>
<b>Expenditure on:</b>					
Salaries NI and pensions	(3)	48,672	83,959	132,631	123,330
DBS checks		100	-	100	62
Freelance and sessional workers		1,529	6,101	7,630	17,237
Legal, professional and consultancy		5,752	7,036	12,788	7,160
Events, activities and service delivery		7,439	8,187	15,626	12,125
Equipment and resources		45	843	888	1,969
Insurance		347	668	1,015	853
Memberships and subscriptions		1,282	-	1,282	50
Advertising and publicity		3,095	1,966	5,061	5,325
Food and refreshments		52	58	110	160
Rent and utilities		4,740	8,626	13,366	12,856
Repairs and maintenance		-	115	115	383
Room and facility hire		1,019	4,027	5,046	4,587
Stationery, printing and postage		622	2,616	3,238	1,374
Telephone and internet		2,385	-	2,385	2,196
Travel		901	1,199	2,100	896
Training and welfare		4,182	-	4,182	1,078
Independent examination		1,800	-	1,800	1,800
IT, support and software		941	1,521	2,462	4,590
Other expenses		298	572	870	279
Depreciation		3,946	-	3,946	4,456
<b>Total expenditure</b>		<u>89,147</u>	<u>127,494</u>	<u>216,641</u>	<u>202,766</u>
<b>Net income / (expenditure)</b>		<u>(2,902)</u>	<u>(19,321)</u>	<u>(22,223)</u>	<u>(28,291)</u>
<b>Fund balances brought forward</b>		<u>30,717</u>	<u>66,430</u>	<u>97,147</u>	<u>125,438</u>
<b>Fund balances carried forward</b>	(4)	<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

All incoming resources and resources expended derive from continuing activities.

# People First Keighley & Craven

## Balance sheet

as at 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	4,419	-	4,419	8,365
<b>Total fixed assets</b>		<u>4,419</u>	<u>-</u>	<u>4,419</u>	<u>8,365</u>
<b>Current assets</b>					
Debtors and prepayments	(6)	32,996	27,051	60,047	25,462
Cash at bank and in hand	(7)	(3,734)	20,058	16,324	67,665
<b>Total current assets</b>		<u>29,262</u>	<u>47,109</u>	<u>76,371</u>	<u>93,127</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	5,866	-	5,866	4,345
<b>Total current liabilities</b>		<u>5,866</u>	<u>-</u>	<u>5,866</u>	<u>4,345</u>
<b>Net current assets / (liabilities)</b>		<u>23,396</u>	<u>47,109</u>	<u>70,505</u>	<u>88,782</u>
<b>Net assets</b>		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
<b>Funds</b>					
Unrestricted funds		27,815	-	27,815	30,717
Restricted funds		-	47,109	47,109	66,430
<b>Total funds</b>		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

The financial statements were approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

# **People First Keighley & Craven**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and office equipment: over 4 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

# **People First Keighley & Craven**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **1 Accounting policies continued**

##### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**People First Keighley & Craven**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Asda Foundation	-	400	400	-
City of Bradford Metropolitan District Council	-	5,000	5,000	-
Community Chest Keighley	-	497	497	-
Equality Together	-	51,645	51,645	48,366
Equality Together Innovation fund	-	23,580	23,580	22,500
National Lottery Community Fund (NLCF)	-	27,051	27,051	53,535
Keighley Town Council	-	-	-	2,596
Sovereign Healthcare	-	-	-	5,000
Other donations	26	-	26	3,200
	<u>26</u>	<u>108,173</u>	<u>108,199</u>	<u>135,197</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	126,693	117,606
Social security costs	8,910	8,766
Employment allowance	(5,000)	(5,000)
Pensions	2,028	1,958
	<u>132,631</u>	<u>123,330</u>

The average number of employees during the year was 7.1, being an average of 4.9 full time equivalent (2023: 6.7, 4.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	2,028	1,958

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asda Foundation	-	400	400	-	-
CBMDC	-	5,000	214	-	4,786
Community Chest Keighley	-	497	199	-	298
Innovation Fund	8,644	23,580	24,778	-	7,446
Lot 2 Self Advocacy	-	51,645	27,695	-	23,950
NLCF	52,786	27,051	74,208	-	5,629
Sovereign	5,000	-	-	-	5,000
	<u>66,430</u>	<u>108,173</u>	<u>127,494</u>	<u>-</u>	<u>47,109</u>

Fund name	Purpose of restriction
Asda Foundation	Towards equipment purchases.
CBMDC	Towards the wellbeing project.
Community Chest Keighley	Towards the cost of IT equipment.
Innovation Fund	Funding from Equality Together to help people plan their own day opportunities.
Lot 2 Self Advocacy	Lot 2 funding for self and group advocacy and peer support.
NLCF	To cover core costs, salaries and support learning holidays.
Sovereign	Towards the Your Health, My Life project.

**People First Keighley & Craven**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>5 Tangible assets</b>	Computers	Office equipment	Total
<b><u>Cost</u></b>	£	£	£
At 1 April 2023	8,280	9,548	17,828
Additions	-	-	-
At 31 March 2024	8,280	9,548	17,828
<b><u>Depreciation</u></b>			
At 1 April 2023	5,538	3,925	9,463
Charge for year	2,070	1,876	3,946
At 31 March 2024	7,608	5,801	13,409
<b><u>Net book value</u></b>			
At 31 March 2024	672	3,747	4,419
At 31 March 2023	2,742	5,623	8,365

<b>6 Debtors and prepayments</b>	2024	2023
	£	£
Debtors	27,674	20,238
Prepayments	315	292
Accrued income	31,051	4,000
Other debtors	1,007	932
	60,047	25,462

<b>7 Cash at bank and in hand</b>	2024	2023
	£	£
Cash at bank	16,144	67,365
Cash in hand	180	300
	16,324	67,665

<b>8 Creditors and accruals</b>	2024	2023
	£	£
Creditors	2,266	2,545
Accruals	3,600	1,800
	5,866	4,345

**9 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £27,526 (previous year: £37,029).

## People First Keighley & Craven

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income</b>						
Grants, contracts and donations	26	3,200	108,173	131,997	108,199	135,197
Activity contributions	6,747	10,640	-	-	6,747	10,640
Fundraising	2,434	-	-	-	2,434	-
Day services income	77,038	28,638	-	-	77,038	28,638
<b>Total income</b>	<b>86,245</b>	<b>42,478</b>	<b>108,173</b>	<b>131,997</b>	<b>194,418</b>	<b>174,475</b>
<b>Expenditure</b>						
Salaries NI and pensions	48,672	45,729	83,959	77,601	132,631	123,330
DBS checks	100	62	-	-	100	62
Freelance and sessional workers	1,529	6,032	6,101	11,205	7,630	17,237
Legal, professional and consultancy	5,752	1,265	7,036	5,895	12,788	7,160
Events, activities and service delivery	7,439	9,477	8,187	2,648	15,626	12,125
Equipment and resources	45	1,024	843	945	888	1,969
Insurance	347	103	668	750	1,015	853
Memberships and subscriptions	1,282	50	-	-	1,282	50
Advertising and publicity	3,095	914	1,966	4,411	5,061	5,325
Food and refreshments	52	160	58	-	110	160
Rent and utilities	4,740	2,026	8,626	10,830	13,366	12,856
Repairs and maintenance	-	383	115	-	115	383
Room and facility hire	1,019	3,043	4,027	1,544	5,046	4,587
Stationery, printing and postage	622	760	2,616	614	3,238	1,374
Telephone and internet	2,385	355	-	1,841	2,385	2,196
Travel	901	896	1,199	-	2,100	896
Training and welfare	4,182	1,078	-	-	4,182	1,078
Independent examination	1,800	1,079	-	721	1,800	1,800
IT, support and software	941	908	1,521	3,682	2,462	4,590
Other expenses	298	279	572	-	870	279
Depreciation	3,946	4,456	-	-	3,946	4,456
<b>Total expenditure</b>	<b>89,147</b>	<b>80,079</b>	<b>127,494</b>	<b>122,687</b>	<b>216,641</b>	<b>202,766</b>
<b>Net income / (expenditure)</b>	<b>(2,902)</b>	<b>(37,601)</b>	<b>(19,321)</b>	<b>9,310</b>	<b>(22,223)</b>	<b>(28,291)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>37,658</b>	<b>-</b>	<b>(37,658)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(2,902)</b>	<b>57</b>	<b>(19,321)</b>	<b>(28,348)</b>	<b>(22,223)</b>	<b>(28,291)</b>
<b>Fund balances brought forward</b>	<b>30,717</b>	<b>30,660</b>	<b>66,430</b>	<b>94,778</b>	<b>97,147</b>	<b>125,438</b>
<b>Fund balances carried forward</b>	<b>27,815</b>	<b>30,717</b>	<b>47,109</b>	<b>66,430</b>	<b>74,924</b>	<b>97,147</b>



**People First Keighley & Craven**  
**Independent examiner's report to the trustees of People First Keighley & Craven**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 13 to 19.

**Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


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

**Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:  Name: Simon Bostrom FCIE

13/6/2025

**West Yorkshire Community Accountancy Service CIO**  
Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW