# Pembrokeshire and Carmarthen Mind Ltd

England & Wales · Charity number 1157041

## Details

| | |
|---|---|
| **Other names** | MIND PEMBROKESHIRE, MIND PEMBROKESHIRE LTD |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 08521406 |
| **Registered** | 2014-05-14 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Pembrokeshire & Carmarthen Mind Ltd<br>2 Perrots Road<br>Haverfordwest<br>Pembrokeshire<br>SA61 2HD |
| **Phone** | 01437769982 |
| **Email** | hello@mindpembrokeshire.org.uk |
| **Website** | www.mindpembrokeshire.org.uk |

## Activities

**Objects:** THE OBJECTS FOR WHICH THE ASSOCIATION IS ESTABLISHED ARE, WITHIN THE AREA OF WEST WALES:(A)TO PROMOTE THE PRESERVATION OF MENTAL HEALTH AND TO ASSIST IN RELIEVING AND REHABILITATING PERSONS SUFFERING FROM MENTAL DISORDER OR CONDITIONS OF EMOTIONAL OR MENTAL DISTRESS REQUIRING ADVICE OR TREATMENT;AND(B)TO PROMOTE THE STUDY OF AND RESEARCH INTO MENTAL HEALTH DISORDER AND EMOTIONAL OR MENTAL DISTRESS AND TO OBTAIN AND MAKE RECORDS OF AND DISSEMINATE TO THE PUBLIC THE USEFUL RESULTS OF SUCH RESEARCH AND TO EDUCATE THE PUBLIC IN MATTERS RELATING TO MENTAL HEALTH.

**Activities:** WE WORK FOR A BETTER LIFE FOR EVERYONE WITH DIRECT OR INDIRECT EXPERIENCE OF MENTAL HEALTH PROBLEMS. WE PROMOTE A POSITIVE ATTITUDE TO MENTAL, EMOTIONAL AND PHYSICAL WELLBEING. THE VALUES AND PRINCIPLES THAT UNDERPIN AND MOTIVATE OUR WORK ARE: CHOICE, DIGNITY, EQUALITY, INDEPENDENCE, PRIVACY, RIGHTS, RESPECT. OUR RANGE OF SERVICES OPERATE 365 DAYS A YEAR.

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## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Carmarthenshire
- Ceredigion
- Pembrokeshire

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £1,571,620 | £1,465,585 | £1,631,358 | 56 |
| 2024-03-31 | £1,636,978 | £1,125,179 | £1,525,323 | 44 |
| 2023-03-31 | £921,845 | £900,540 | £1,013,524 | 34 |
| 2022-03-31 | £1,030,883 | £769,143 | £992,219 | 28 |
| 2021-03-31 | £745,000 | £547,000 | £731,000 | 20 |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| **Derek Hooper Lloyd** | Chair | 2021-04-21 |
| Awen Little | | 2022-09-21 |
| Kellie Madden | | 2021-04-21 |
| Peter Gwyn Davies | | 2022-09-21 |
| Stephen Portwood | | 2025-04-23 |

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**Pembrokeshire and Carmarthen Mind Ltd**

England & Wales - Charity number 1157041

# Accounts

REGISTERED COMPANY NUMBER: 08521406 (England and Wales)
REGISTERED CHARITY NUMBER: 1157041

# Report of the Trustees and

# Financial Statements

# for the Year Ended 31 March 2025

# for

# Pembrokeshire and Carmarthen Mind Ltd

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Ashmole & Co.

## Contents of the Financial Statements for the Year Ended 31 March 2025


| | Page |
|---|---|
| Reference and Administrative Details | 1 |
| Report of the Trustees | 2 to 11 |
| Report of the Independent Auditors | 12 to 14 |
| Statement of Financial Activities | 15 |
| Balance Sheet | 16 to 17 |
| Cash Flow Statement | 18 |
| Notes to the Financial Statements | 19 to 29 |
| Detailed Statement of Financial Activities | 30 to 31 |

**Pembrokeshire and Carmarthen Mind Ltd**

**Reference and Administrative Details**
**for the Year Ended 31 March 2025**

| | |
|---|---|
| **TRUSTEES** | Mrs H F A Francis (resigned 13.8.24)<br>Mr D H Lloyd<br>Mrs K A Madden<br>Mrs A Little<br>Mr P Davies<br>Cllr R Sinnett<br>Mr R Buckley (resigned 18.5.25)<br>Mr S Portwood (appointed 23.4.25) |
| **COMPANY SECRETARY** | Ms T Price |
| **REGISTERED OFFICE** | 2 Perrots Road<br>Haverfordwest<br>Pembrokeshire<br>SA61 2HD |
| **REGISTERED COMPANY NUMBER** | 08521406 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1157041 |
| **AUDITORS** | Ashmole and Co.<br>Chartered Certified Accountants and Statutory Auditors<br>Williamston House<br>7 Goat Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 1PX |
| **BANKERS** | Unity Trust Bank<br>9 Brindley Place<br>Birmingham<br>B1 2HB |

## Report of the Trustees
## for the Year Ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

## Report of the Trustees
## for the Year Ended 31 March 2025

### OBJECTIVES AND ACTIVITIES

Pembrokeshire and Carmarthen Mind Limited works for a better life for everyone with direct or indirect experience of mental health problems. We promote a positive attitude to mental, emotional and physical wellbeing.

We do this by:

- Listening to the views, needs and ambitions of service users and carers which influences everything we do.
- Providing a range of high quality, easily accessible, person centred services with knowledgeable, motivated staff and committed volunteers.
- By raising awareness and promoting understanding with up to date information we will create a better informed West Wales thus reducing discrimination.
- Working to support people in their recovery, to build resilience and to maintain wellbeing.

Our support prevents admission to hospital, empowers people to build resilience, maintain independence and be active citizens in their communities.

### SIGNIFICANT ACTIVITIES

Below are the activities undertaken in order to carry out the Charity's aim for the public benefit. This section also includes some of the impacts and achievements. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Pembrokeshire and Carmarthen Mind is proud to continue to provide support digitally, face to face, by appointment and crucially via our community drop ins ensuring people are able to access support when they need it and in the way they prefer. Cost of living has been a real concern for people this year affecting who have never experienced anxiety before.

In 2024/2025 Pembrokeshire and Carmarthen Mind supported 3,214 individuals.

**Active Monitoring/ Supported Self Help**

What is Active Monitoring/ Supported Self help and how does it work?

Active Monitoring is a structured, psychoeducational self-help programme designed to support individuals experiencing mild to moderate mental health difficulties. Delivered over six weeks, the programme helps participants develop a personalised toolkit of strategies to improve and maintain their emotional wellbeing. It is offered free of charge and is accessible remotely via telephone or virtual platforms, with face-to-face sessions available where this better meets the needs of the individual.

The programme uses recognised clinical measures to monitor progress and outcomes. These include the GAD-7 questionnaire for anxiety, the PHQ-9 for low mood, and the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS) for general wellbeing. These tools enable clients to track their own progress and reflect on changes in their mental health over time. Data from the service indicates that over 90% of clients who complete the programme show improvements across all three measures.

Active Monitoring is also available to children and young people, with adaptations to ensure age-appropriate delivery and safeguarding. This version of the programme is young person-led, promoting autonomy and engagement. A trusted adult must attend the initial assessment session, and the young person can choose whether that adult is involved in the five subsequent wellbeing sessions. If involved, the same trusted adult must attend all sessions to ensure consistency and relational safety. All sessions for children and young people are delivered face to face.

Outcomes for younger participants are measured using the Strengths and Difficulties Questionnaire (SDQ), a 25-item tool designed to assess emotional and behavioural wellbeing. As with the adult programme, over 90% of children and young people completing Active Monitoring report improved SDQ scores and enhanced general wellbeing. These results reflect the programme's effectiveness in supporting mental health across age groups and its value as a preventative, early intervention resource.

Let me know if you'd like this adapted into a formal report template, briefing paper, or referral guide. I can also help with tone adjustments for different audiences.

**Carers Support Service**

The Carers Project provides a specialist service for individuals who care for someone experiencing mental health difficulties. At present, the service supports 103 Carers, offering a broad range of practical and emotional support designed to assist them in their caring roles while also promoting their own wellbeing. Support includes help with making and attending appointments, one-to-one sessions delivered either face-to-face at Pembrokeshire and Carmarthen Mind Resource Centre's or via telephone, and regular telephone contact for those unable to attend in person.

Carers also benefit from monthly lunches and activities held at local venues selected by the group, alongside weekly craft and peer support sessions that foster connection and creativity. In addition, the project offers woodland wellbeing days and gentle gym sessions to encourage physical and mental health. Carers are supported in registering with their GP as a Carer and with the Carers Trust, enabling access to a Carer's Card and the associated discounts and benefits. A quarterly newsletter is circulated to all Carers, providing updates on upcoming activities, training opportunities, and relevant information.

The service offers a safe and welcoming environment where Carers can speak openly with peers, reduce feelings of isolation, explore new activities, and enjoy social connection. Feedback from Carers consistently highlights the importance of the service in helping them sustain their caring roles. This year, the project received the Investors in Carers Bronze Award and is currently working towards achieving the Silver Award. Nearly all staff have completed Carer Awareness training, ensuring that Carers are recognised and supported across the organisation.

The project continues to have a demonstrable positive impact on the lives of Carers, and efforts remain focused on strengthening this provision, celebrating the resilience of Carers, and ensuring they feel valued, understood, and supported.

Mind Pembrokeshire Ltd supports the principles that underpin the Pembrokeshire Carers Strategy which says that:
- Carers will be treated with dignity and respect
- Carers will have access to the services they need to support them in their caring role
- Carers will be able to have a life of their own
- Carers will not be forced into financial hardship by their caring role
- Carers will be supported to stay mentally and physically well
- Children and young people will be protected from inappropriate caring roles

We will continue to fight for Carers and their rights as well as provide the support they tell us they need.

**Carmarthenshire Preventative Service**

The Carmarthenshire Preventative Service has completed its second year of delivery, continuing to work in partnership with Connecting Carmarthenshire, Nacro, Pobl, Age Cymru Dyfed, Mencap and Adferiad. The service remains focused on supporting Citizens experiencing situational mental health difficulties, with an emphasis on early intervention and personalised wellbeing planning.

Citizens access the service either through our Resource Centre in Carmarthen or via community drop-ins held in Llandeilo, Whitland and St Clears. Referrals are received from Connecting Carmarthenshire, GP surgeries, social prescribers, and directly from Citizens via telephone or our website. The majority of support is delivered through planned one-to-one sessions, during which Citizens are supported to develop a wellbeing plan, identify their support networks, and explore individual resources and needs. Where needs extend beyond mental health, referrals are made to appropriate external agencies, including services offering benefit and debt advice, support around substance use, or domestic abuse. In cases where additional therapeutic input is required, Citizens may be referred to Carmarthenshire Counselling Service or signposted to Primary Mental Health support.

Support is typically offered over a six-to-seven-week period, with the aim of helping Citizens to feel more resilient, access wider support networks, or transition into our general Resource Centre groups. Demand for the service remains high, and a waiting list is in place, reflecting a strong preference among Citizens for individualised support over group-based activities.

The service continues to be an active member of the Connecting Carmarthenshire network, regularly attending Living Well drop-in sessions across the county and participating in Hub Delivery Group meetings alongside other professionals. We also make use of the Connecting Carmarthenshire online platform to promote our drop-ins, walks, groups and events, helping to extend our reach and visibility within the community.

The Carmarthenshire Preventative Service remains a valued and responsive provision, offering timely, person-centred support and contributing to improved mental wellbeing across the county.

**Children and Young Persons Sanctuary Service**

Pembrokeshire and Carmarthen Mind's Children and Young People (CYP) provision delivers a comprehensive, person-centred programme for young people aged 11-18, supporting a wide range of emotional and social needs. The service is designed to promote resilience, wellbeing, and empowerment through targeted interventions and inclusive group activities.

Support includes structured wellbeing workshops focused on coping skills and mental health awareness, alongside Active Monitoring-brief one-to-one sessions offering practical strategies for managing everyday challenges. Neurodiverse Support Groups provide safe, affirming spaces for young people with autism, ADHD, or other neurodivergent identities to connect, build confidence, and celebrate their strengths. Peer Support is offered both generally and through targeted groups, such as those for young carers, helping reduce isolation and foster mutual understanding. Dedicated LGBTQIA+ social and peer support groups create identity-affirming environments where young people can explore community and wellbeing.

All services are co-produced with young people, ensuring their voices shape the design and delivery of support. This inclusive, strengths-based approach reflects Mind's commitment to helping every young person access meaningful support, build positive relationships, and discover opportunities for growth and recovery within their community.

**Early Intervention and Employment Specialist Service**

In partnership with colleagues from the Early Intervention Psychosis Team at Hywel Dda University Health Board, this service supports adolescents and young adults aged 14 to 35 who are experiencing a first episode of psychosis. The focus is on enabling individuals to return to employment, gain work for the first time, or access education and training opportunities. Support is tailored to each person and delivered in line with the eight key principles of Individual Placement Support (IPS), ensuring that interventions are person-centred, goal-oriented, and recovery-focused.

Individuals typically receive support over a three-year period while under the care of the Early Intervention Team. During this time, staff work consistently and collaboratively to help each person achieve their aspirations, recognising the importance of autonomy and self-determination in recovery. Progress may be gradual, but the emphasis remains on building confidence, reducing barriers, and supporting meaningful engagement with education, employment, and community life.

Support offered includes assistance with Job Centre appointments, CV development, job applications, and interview preparation through role play and mock questions. Individuals are supported to explore workplace tasters, volunteering opportunities, and short informal courses that may lead to employment. Staff also provide mediation and negotiation with employers, benefits advice, and guidance on accessing education, including university-level study. This includes help with applying for student finance and disability-related support, as well as liaison with tutors and education providers.

In addition to practical support, the service plays a key role in helping others understand the challenges faced by young people experiencing psychosis. Staff work to reduce anxiety, stigma and discrimination, and to break down barriers with relevant individuals and organisations. The service continues to make a significant contribution to the recovery journey of young people, promoting inclusion, empowerment, and long-term wellbeing.

**Evening Service - Sanctuary**

The Sanctuary is an out-of-hours, crisis prevention service designed to support individuals who are experiencing, or are at risk of experiencing, a mental health crisis. It offers a safe, non-judgemental environment where people can access immediate emotional support, practical guidance, and a sense of connection during times of acute distress. The service operates during evenings when other forms of support may be unavailable, helping to bridge a critical gap in crisis care provision.

In 2024/2025, the Sanctuary expanded its operating hours to include Thursday evenings, meaning support is now available four nights a week, Thursday through Sunday, from 5:00pm to 2:00am. This extension reflects both the growing demand for out-of-hours mental health support and the service's commitment to being accessible at times when individuals may feel most vulnerable.

Support is offered in a variety of formats to meet individual needs and preferences. This includes one-to-one support delivered face-to-face at the Sanctuary, as well as remote support via telephone and digital platforms. Staff are trained to provide compassionate listening, de-escalation strategies, and practical coping tools tailored to the individual's circumstances. The aim is to reduce distress, promote safety, and empower individuals to manage their mental health more effectively.

In addition to one-to-one support, the Sanctuary hosts group workshops focused on building emotional resilience and self-management skills. These sessions offer practical techniques for managing anxiety, panic, low mood, sleep difficulties, and motivational challenges. Workshops are designed to be inclusive and accessible, providing a space for shared learning and peer connection.

The Sanctuary works closely with the NHS 111 Option 2 mental health helpline, ensuring that individuals who contact the service are offered timely and appropriate support. By providing a responsive alternative to emergency services, the Sanctuary plays a vital role in reducing unnecessary A&E attendance and hospital admissions. This collaborative approach helps to ensure that individuals receive the right support at the right time, in a setting that prioritises dignity, choice, and recovery.

The service continues to be a lifeline for many, offering calm, compassionate care during moments of crisis and contributing to a wider system of preventative mental health support across the region.

**Housing Project**

The Housing Project continues to deliver tenancy-related support under the Housing Support Grant (HSG) framework, supporting 43 adults across two supported community houses, two single-occupancy flats, and in the wider community. Support is low to medium level and peripatetic, enabling individuals to live independently, maintain their tenancies, and improve their quality of life. Drop-in support is also available from our centre in Meyrick Street, Pembroke Dock.

Support is person-centred and outcome-focused, with individuals working towards goals such as budgeting, social inclusion, and improved mental health. All support plans are aligned with the HSG outcomes framework and reviewed every six months. While the introduction of the new framework has brought challenges-particularly around allowable tasks-staff have adapted well, promoting independence and ensuring compliance with Welsh Government guidelines.

Audits conducted by Pembrokeshire County Council have been positive, with strong evidence of consistent documentation, improved activity logs, and accurate outcome tracking. The service remains committed to delivering high-quality, empowering support that helps individuals remain in their homes and out of hospital.

**Individual Placement Support in Primary Care (IPSPC Service)**

The IPSPC Employment Support service provides tailored, one-to-one assistance for individuals aged 16 and over who face mental or physical health barriers to employment. Participation is entirely voluntary, and each person is matched with a dedicated employment specialist who works to identify meaningful, paid opportunities aligned with their preferences. The service focuses on competitive employment within the open labour market and offers up to 12 months of support for out-of-work participants.

Employment specialists work closely with primary, community, and physical healthcare teams to ensure joined-up support. Assistance includes CV building, job searches, help with applications and cover letters, interview preparation, and guidance around disclosing health conditions to employers. Once employment is secured, in-work support is provided to help individuals settle and succeed. The service is designed to empower participants, reduce barriers, and promote long-term employment outcomes.

**Mums Matter**

Mums Matter is a free, eight-week perinatal mental health programme supporting women from pregnancy through to their child's second birthday. The service is designed to help mothers manage day-to-day challenges, nurture their wellbeing, and dispel the myths surrounding motherhood. Sessions are delivered weekly in small groups of up to eight participants, either face-to-face or online via Microsoft Teams, with regular check-ins from trained facilitators.

Each session introduces practical tools and techniques rooted in CBT principles, helping mothers to challenge unhelpful thought patterns and manage anxiety. Breathing exercises and guided meditations are included to promote calm and emotional regulation. The group format offers a safe, friendly space for mothers to connect with others, reducing isolation and fostering peer support. Participants are also signposted to additional services within Mind and external organisations where appropriate, with strong links maintained with NHS Perinatal teams and health visitors to ensure joined-up care. All mothers accessing the programme this year reported improved wellbeing following completion.

During this financial year the 'Graduate group' was created. This is a post service group for mums to build friendships and reduce isolation further. Sessions are delivered online bi-monthly to top up the mental health tools and principles to ensure Mums can build their confidence and support each other.

**P4TJ**

Partners for the Journey is a collaborative project between Pembrokeshire and Carmarthen Mind and Citizens Advice Pembrokeshire, originally funded by the North and South Pembrokeshire GP Clusters. The service was designed to support primary care teams by addressing the social, financial, and emotional challenges faced by service users, allowing health professionals to focus on clinical needs.

Now funded through the Regional Integration Fund, the project continues to offer joined-up support. Pembrokeshire and Carmarthen Mind provides wellbeing services including one-to-one cognitive behavioural support through the Supported Self-Help programme, outdoor activities via Routes to Discovery, and access to safe spaces at our Resource Centres in Haverfordwest (open daily) and Pembroke Dock (open Tuesdays and Thursdays), as well as a weekly outreach drop-in at Hubberston and Hakin Community Centre. Carers are also supported in their own right, with referrals into our dedicated Carers Service.

Citizens Advice Pembrokeshire offers practical assistance with benefits, debt, housing, and cost-of-living pressures. Between April 2024 and March 2025, the service supported 859 clients, achieving £416,706 in income gains and writing off £189,317 in debt. At a time of rising costs, isolation, and increasing low-level mental health needs, the project has proven vital in supporting individuals, easing pressure on healthcare staff, and strengthening collaboration across services.

**Roots to Recovery [R2R]**

Roots to Recovery is a nature-based wellbeing project delivered in partnership by Pembrokeshire Coast National Park and Pembrokeshire Mind. Supported by the National Lottery Community Fund until September 2024, the project harnesses the restorative power of the outdoors to support mental health and wellbeing across Pembrokeshire.

Roots to Recovery offers a range of outdoor experiences and supported volunteering opportunities, encouraging participants to connect with others, engage in meaningful activity, and contribute to the care of the National Park and surrounding wild spaces. The programme provides a safe and inclusive environment where individuals can build confidence, reduce isolation, and experience the therapeutic benefits of nature.

**Resource Centres**

Our Resource Centres remain at the heart of our community support, offering accessible, welcoming spaces for anyone seeking help with their mental health and wellbeing. Haverfordwest is open 365 days a year, Pembroke Dock operates two days per week, and our Carmarthen Town Centre is open three days per week, with an additional Saturday session each month. Individuals can access support by dropping in, calling, emailing, or contacting us via social media, ensuring help is available in a way that suits them.

Across our centres, we provide a range of one-to-one and group-based support. Our experienced team offers tailored guidance, listening without judgement and helping individuals take positive steps forward. Group activities are co-produced with people who have lived experience of mental health challenges, and include dedicated spaces for men, women, LGBTQIA+ individuals, young adults aged 16-25, and those looking to get active. Our craft group has been particularly creative this year, producing handmade items for sale at local craft fairs.

Volunteers continue to play a vital role in our service, supporting drop-ins and group sessions with warmth and reliability. Their contribution helps us maintain a responsive and inclusive environment where people feel heard and valued.

## FINANCIAL REVIEW

### Reserves policy

The Trustees have examined the charity's requirements for reserves in light of the main risks of the organisation.

It has established a policy whereby the unrestricted free reserves which are not committed or invested in tangible fixed assets held by the charity should total at least 3 months of expenditure while working towards building up to 6 months of expenditure. This gives the charity the flexibility to cover temporary timing differences of funding and/or a sudden decline in income and ensures that the commitments of providing services in the form of contractual commitments to staff, premises and key stakeholders are met and to cover emergency repairs to the centre.

The present level of free reserves available to the charity of £309,326 equates to 2.5 months expenditure based on the accounts for the year ended 31st March 2025.

## FUTURE DEVELOPMENTS

The charity plans continuing and developing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Priorities for 2025/2026 will be:
Continue to provide a range of services, delivered in multiple ways - face to face, phone, online and video conferencing, that enable and empower individuals to live full and active lives within our community
Continue to deliver mental health support to people in rural communities.
Create additional opportunities for people to participate and get involved in planning, developing and delivering services
Renovate the front of the building in Carmarthen and improve our Meyrick Street property.
Work to identify where there are gaps in service provision and try to meet that need.
Continue to work with local Minds in Aberystwyth and Llanelli to make the most of our strengths across Hywel Dda University Health Board. Improving opportunities for people with mental health needs, increasing our reach and sharing good practice and resources where we can.
Continue to monitor and evaluate our services and meet Minds Quality Mark standards whilst investigating other Quality Frameworks
Look at ways of diversifying our funding streams - sustainable funding being a priority
Continue to strengthen the Board of Trustees
Complete Investors in carers Silver Award
Work with the Pembrokeshire Coast National Park to seek additional funding for our eco-therapy service.
Investigate ways to support our Ukrainian communities.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Pembrokeshire and Carmarthen Mind Limited is a registered charity, number 1157041, registered. Pembrokeshire and Carmarthen Mind Limited is also a company limited by guarantee, number 08521406.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Charity Commission

The Trustees have regard for the Charity Commissions guidance on Public Benefit and ensure that the Charities purpose and activity is:

* beneficial
* can be evidenced
* benefits a 'sufficient section' of the public.

### Organisational structure

Pembrokeshire and Carmarthen Mind is an independent local charity affiliated with National Mind and Mind Cymru. As part of the Mind network, we follow the corporate branding policy and the Community Partnership Agreement, strengthening our relationship with Mind.

Our Board of Trustees, comprising up to 12 members, meets bi-monthly to oversee strategic direction and policy. Task and finish groups are convened as needed for specific projects. We regularly submit to Mind's Quality Review Team to maintain affiliation standards. We also recognise and celebrate the invaluable contributions of our volunteers at our annual Impact Celebration.

Operational responsibility lies with the Chief Executive, who ensures service delivery aligns with funding, meets key performance indicators, and supports the development of our dedicated staff and volunteer teams. The Chief Executive also promotes good working practices across the organisation.

### Recruitment and appointment of new trustees

To support ongoing development, community responsiveness, and organisational sustainability, Trustees are elected for a three-year term.

The Board aims to reflect the diversity of the communities we serve. To broaden the pool of potential Trustees, we actively engage our networks, user and carer groups to identify individuals with relevant experience and a willingness to contribute.

Trustees with expertise in health, social care, and quality assurance are currently represented. However, recruiting new Trustees remains a sector-wide challenge, as responsibilities grow and task-specific work increases-particularly in response to evolving legal and regulatory requirements such as pensions and wage compliance.

To maintain a balanced skill mix, Trustees are asked to update their personal profiles annually. Where gaps are identified, targeted recruitment is undertaken. If a Trustee retires or resigns and a specific skill is lost, suitable individuals are invited to stand for election.

We remain committed to strengthening caller involvement in governance, planning, service development, and delivery.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Induction and training of new trustees

Trustees are familiar with the practical work of the charity and continue to support the aims and objectives by taking part in many of the 'get togethers' and workshops. We have continued to strengthen this with Trustees meeting with beneficiaries in our Resource centres to get first hand knowledge of the challenges faced and what we can do to help.

New Trustees receive a comprehensive induction covering their roles and responsibilities. Each is paired with an experienced Trustee mentor, or the CEO if a mentor is unavailable. Mentors meet with new Trustees prior to board meetings to support understanding of meeting papers, protocols, and etiquette. Training needs are identified during induction and reviewed through ongoing analysis.

Trustees are encouraged to stay informed through regular access to the Charity Commission Newsletter, Mind publications and reports, our local CVC newsletter, and the WCVA website. We continue to share external training opportunities, which Trustees actively pursue. We are also exploring online training options and seeking support from Mind to facilitate this.

### Meeting schedule

Trustees have met both virtually and in person 6 times in the last year for their full meetings. They have also met for specific pieces of work.

### Related parties

We continue to strengthen our presence within local planning processes, advocating for the needs of callers and carers. This includes close collaboration with a wide range of organisations, ensuring individuals are signposted or referred to appropriate services when specialist support is required.

Organisations we have worked with or referred to this year include:
- Local authorities: Carmarthenshire and Pembrokeshire County Councils
- Health services: Hywel Dda University Health Board, Primary and Community Mental Health Teams, HDUHB Neuro Rehab, Morlais Inpatient Unit, GP practices
- National bodies: Mind Cymru, National Mind
- Advocacy and support: Advocacy West Wales, West Wales Advocacy, West Wales Action for Mental Health, CAVS, Citizens Advice (Carmarthen, Carmarthenshire, Pembrokeshire), Social Prescribers
- Youth and family services: Action for Children, Area 43, Family Intervention Team, Sandy Bear, Carers Trust
- Crisis and specialist support: 111 (press 2), Papyrus, Cruse, Miscarriage Association, Bipolar UK, Carmarthenshire Domestic Abuse Service
- Employment and education: Go Wales, Coleg Sir Gar
- Housing and practical support: Pobl, Simple Lettings, County Cars, British Red Cross
- Community and wellbeing: Merlins Walk Food Bank, Walking Well, Activate Your Life, Catch Up, Arts Care Gofal Celf, Adferiad
- Justice and safeguarding: Dyfed Powys Police, Probation Service, Dyfed Powys Probation, DWP
- Residential settings

This list is not exhaustive but reflects our commitment to working collaboratively with any organisation that can support those accessing our services.

### Risk management

Trustees have reviewed the major strategic, operational, and business risks facing the charity. Systems are in place to ensure regular reporting and timely action to mitigate these risks. Risk management remains central to safeguarding organisational resilience.

We continue to work with AJ Gallagher, our insurers, and benefit from Mind's support via our Federation Agreement with Rradar for employment law advice. Health and safety, including risk assessments, remains a priority. This year, AJ Gallagher conducted a full review, resulting in an improvement plan which has been scrutinised and implemented by Trustees.

Robust controls are in place to provide reasonable assurance against fraud and error.

## Report of the Trustees
## for the Year Ended 31 March 2025

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Pembrokeshire and Carmarthen Mind Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### AUDITORS

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 15 October 2025 and signed on its behalf by:

Mr D H Lloyd - Trustee

## Report of the Independent Auditors to the Trustees of Pembrokeshire and Carmarthen Mind Ltd (Registered number: 08521406)

### Opinion

We have audited the financial statements of Pembrokeshire and Carmarthen Mind Ltd (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- nature of the charity and the sector in which it operates.
- the legal and regulatory framework in which the charity operates, and in particular those laws and regulations
- that directly affect the financial statements or have a fundamental effect on operations eg Charities Act 2011, health and safety legislation.
- results of enquiries of management and those charged with governance
- any matters identified relating to
- the charity's policies and procedures for identifying, evaluating and complying with laws and regulations, and whether there were any known instances of non compliance.
- detecting and responding to the risks of fraud and whether there is any knowledge of actual, suspected or alleged fraud.
- the internal controls established to mitigate risks of fraud or non compliance with laws and regulations.

As a result of performing the above, we did not identify any key audit matters related to potential risk of fraud or non compliance with laws and regulations.

In addition to the above, our procedures included:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations
- enquires of management and those charged with governance concerning actual and potential litigation and claims
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- review of minutes of committee meetings
- written representations

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

## Report of the Independent Auditors to the Trustees of Pembrokeshire and Carmarthen Mind Ltd (Registered number: 08521406)

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

William Hughes BSc Econ FCCA
for and on behalf of Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

15 October 2025

**Pembrokeshire and Carmarthen Mind Ltd**

**Statement of Financial Activities**
**for the Year Ended 31 March 2025**

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.25 Total funds £ | 31.3.24 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 52,088 | 1 | 52,089 | 504,831 |
| **Charitable activities** | 3 | | | | |
| Resource centre | | - | 975,964 | 975,964 | 553,194 |
| Carers | | - | 17,114 | 17,114 | 17,114 |
| Supported housing | | 20,904 | 334,158 | 355,062 | 317,527 |
| Carmarthen | | - | 171,391 | 171,391 | 244,312 |
| **Total** | | 72,992 | 1,498,628 | 1,571,620 | 1,636,978 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 4 | 13,588 | - | 13,588 | 10,601 |
| **Charitable activities** | 5 | | | | |
| Resource centre | | 4,046 | 898,859 | 902,905 | 534,912 |
| Carers | | - | 20,607 | 20,607 | 19,434 |
| Supported housing | | 7,264 | 329,131 | 336,395 | 403,259 |
| Carmarthen | | 1,834 | 190,256 | 192,090 | 156,973 |
| **Total** | | 26,732 | 1,438,853 | 1,465,585 | 1,125,179 |
| **NET INCOME** | | 46,260 | 59,775 | 106,035 | 511,799 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 709,254 | 816,069 | 1,525,323 | 1,013,524 |
| **TOTAL FUNDS CARRIED FORWARD** | | 755,514 | 875,844 | 1,631,358 | 1,525,323 |

The notes form part of these financial statements

## Balance Sheet
## 31 March 2025

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.25 Total funds £ | 31.3.24 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 13 | 446,188 | 229,645 | 675,833 | 678,643 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 14 | - | 43,317 | 43,317 | 108,480 |
| Cash at bank | | 310,465 | 646,851 | 957,316 | 789,229 |
| | | 310,465 | 690,168 | 1,000,633 | 897,709 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | (1,139) | (43,969) | (45,108) | (51,029) |
| **NET CURRENT ASSETS** | | 309,326 | 646,199 | 955,525 | 846,680 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 755,514 | 875,844 | 1,631,358 | 1,525,323 |
| **NET ASSETS** | | 755,514 | 875,844 | 1,631,358 | 1,525,323 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | 755,514 | 709,254 |
| Restricted funds | | | | 875,844 | 816,069 |
| **TOTAL FUNDS** | | | | 1,631,358 | 1,525,323 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements



continued...

## Balance Sheet - continued
## 31 March 2025

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

The financial statements were approved by the Board of Trustees and authorised for issue on 15 October 2025 and were signed on its behalf by:

Mr D H Lloyd - Trustee

The notes form part of these financial statements

**Pembrokeshire and Carmarthen Mind Ltd**

## Cash Flow Statement
## for the Year Ended 31 March 2025

| | Notes | 31.3.25<br>£ | 31.3.24<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 19 | 199,188 | 481,965 |
| Net cash provided by operating activities | | 199,188 | 481,965 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (17,401) | (261,367) |
| Net cash used in investing activities | | (17,401) | (261,367) |
| **Change in cash and cash equivalents in the reporting period** | | 181,787 | 220,598 |
| **Cash and cash equivalents at the beginning of the reporting period** | 20 | 774,953 | 554,355 |
| **Cash and cash equivalents at the end of the reporting period** | 20 | 956,740 | 774,953 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Incoming resources**
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activity when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be accurately quantified.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**Resources expended**
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit and accountancy fees and costs linked to the strategic management of the charity.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Freehold property | - 2% on cost |
| Equipment and fixtures | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

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

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

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



continued...

## 1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. DONATIONS AND LEGACIES

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Donations | 46,957 | 49,815 |
| Room rent | 5,132 | 2,313 |
| Funds transfer from Mind Carmarthen | - | 452,703 |
| | 52,089 | 504,831 |

## 3. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.25 | 31.3.24 |
|---|---|---|---|
| | | £ | £ |
| Grants | Resource centre | 975,964 | 553,194 |
| Grants | Carers | 17,114 | 17,114 |
| Grants | Supported housing | 355,062 | 317,527 |
| Grants | Carmarthen | 171,391 | 244,312 |
| | | 1,519,531 | 1,132,147 |

## 4. RAISING FUNDS

**Raising donations and legacies**

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Staff costs | 9,266 | 6,284 |
| Staff expenses | 55 | 78 |
| Office costs | 1,450 | 1,223 |
| Insurances and subscriptions | 1,166 | 1,035 |
| Depreciation | 1,651 | 1,981 |
| | 13,588 | 10,601 |

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 686,364 | 216,541 | 902,905 |
| Carers | 17,413 | 3,194 | 20,607 |
| Supported housing | 287,262 | 49,133 | 336,395 |
| Carmarthen | 155,121 | 36,969 | 192,090 |
| | 1,146,160 | 305,837 | 1,451,997 |



continued...

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Staff costs | 992,631 | 729,024 |
| Office rent and water rates | 37,854 | 39,589 |
| Pembs Housing Association | 18,122 | 16,796 |
| Light and heat | 13,450 | 27,144 |
| Repairs and maintenance | 11,959 | 23,675 |
| Cleaning | 6,605 | 5,632 |
| Television licence and rental | 2,208 | 2,089 |
| Refreshments | 5,683 | 6,356 |
| Activities | 7,201 | 9,807 |
| Staff travel and expenses | 35,062 | 23,507 |
| Volunteer expenses and training | 1,849 | 676 |
| Sub contractors | 13,536 | 9,024 |
| | 1,146,160 | 893,319 |

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 174,105 | 42,436 | 216,541 |
| Carers | 2,579 | 615 | 3,194 |
| Supported housing | 38,062 | 11,071 | 49,133 |
| Carmarthen | 29,474 | 7,495 | 36,969 |
| | 244,220 | 61,617 | 305,837 |

Costs allocation includes an element of judgement and the charity had had to consider the cost benefit of detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating cost to the respective cost heading through the year. This allocation included support costs where they are directly attributable. Therefore the support costs shown are a best estimate of the costs that have been so allocated.

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | 20,211 | 18,427 |



continued...

## 9. AUDITORS' REMUNERATION

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Fees payable to the charity's auditors for the audit of the charity's financial statements | 5,933 | 4,848 |
| Auditors' remuneration for non audit work | 4,856 | 3,990 |

In addition, fees payable for the provision of payroll services amounted to £4,387 for the year ended 31st March 2025 (£3,970 for year ended 31st March 2024).

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

During the year ended 31 March 2025 trustees were paid travel expenses of £nil (2024: £nil).

## 11. STAFF COSTS

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 1,037,649 | 755,415 |
| Social security costs | 73,622 | 48,885 |
| Other pension costs | 66,672 | 50,408 |
| | 1,177,943 | 854,708 |

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

| | 31.3.25 | 31.3.24 |
|---|---|---|
| In furtherance of charity's objects | 54 | 42 |
| Administration | 2 | 2 |
| | 56 | 44 |

No employees received emoluments in excess of £60,000.



continued...

## 11. STAFF COSTS - continued

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2024

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 389,292 | 115,539 | 504,831 |
| **Charitable activities** | | | |
| Resource centre | - | 553,194 | 553,194 |
| Carers | - | 17,114 | 17,114 |
| Supported housing | 17,813 | 299,714 | 317,527 |
| Carmarthen | - | 244,312 | 244,312 |
| **Total** | 407,105 | 1,229,873 | 1,636,978 |
| **EXPENDITURE ON** | | | |
| Raising funds | 10,601 | - | 10,601 |
| **Charitable activities** | | | |
| Resource centre | 4,046 | 530,866 | 534,912 |
| Carers | - | 19,434 | 19,434 |
| Supported housing | 14,542 | 388,717 | 403,259 |
| Carmarthen | 1,874 | 155,099 | 156,973 |
| **Total** | 31,063 | 1,094,116 | 1,125,179 |



continued...

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2024 - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **NET INCOME** | 376,042 | 135,757 | 511,799 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 333,212 | 680,312 | 1,013,524 |
| **TOTAL FUNDS CARRIED FORWARD** | 709,254 | 816,069 | 1,525,323 |

## 13. TANGIBLE FIXED ASSETS

| | Freehold property £ | Equipment and fixtures £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2024 | 703,345 | 54,447 | 757,792 |
| Additions | - | 17,401 | 17,401 |
| At 31 March 2025 | 703,345 | 71,848 | 775,193 |
| **DEPRECIATION** | | | |
| At 1 April 2024 | 36,754 | 42,395 | 79,149 |
| Charge for year | 8,970 | 11,241 | 20,211 |
| At 31 March 2025 | 45,724 | 53,636 | 99,360 |
| **NET BOOK VALUE** | | | |
| At 31 March 2025 | 657,621 | 18,212 | 675,833 |
| At 31 March 2024 | 666,591 | 12,052 | 678,643 |

The property was purchased in March 2020 by means of a Welsh Government grant.

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| Grant and other debtors | 43,317 | 108,480 |



continued...

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Bank loans and overdrafts (see note 16) | 576 | 14,276 |
| Social security and other taxes | 27,096 | 19,306 |
| Accrued expenses | 17,436 | 17,447 |
| | 45,108 | 51,029 |

## 16. LOANS

An analysis of the maturity of loans is given below:

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year on demand: | | |
| Bank overdrafts | 576 | 14,276 |

## 17. MOVEMENT IN FUNDS

| | At 1.4.24 | Net movement in funds | At 31.3.25 |
|---|---|---|---|
| | £ | £ | £ |
| **Unrestricted funds** | | | |
| General fund | 379,652 | 23,467 | 403,119 |
| Supported Housing (U/R) | (14,108) | 13,640 | (468) |
| Carmarthen | 343,710 | 9,153 | 352,863 |
| | 709,254 | 46,260 | 755,514 |
| **Restricted funds** | | | |
| Resource centre | 227,300 | 82,028 | 309,328 |
| Carers | 14,693 | (3,493) | 11,200 |
| Supported housing | 147,767 | 5,028 | 152,795 |
| Property purchase | 221,556 | (4,923) | 216,633 |
| Carmarthen Restricted | 204,753 | (18,865) | 185,888 |
| | 816,069 | 59,775 | 875,844 |
| **TOTAL FUNDS** | 1,525,323 | 106,035 | 1,631,358 |



continued...

## 17. MOVEMENT IN FUNDS - continued

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 41,101 | (17,634) | 23,467 |
| Supported Housing (U/R) | 20,904 | (7,264) | 13,640 |
| Carmarthen | 10,987 | (1,834) | 9,153 |
| | 72,992 | (26,732) | 46,260 |
| **Restricted funds** | | | |
| Resource centre | 975,964 | (893,936) | 82,028 |
| Carers | 17,114 | (20,607) | (3,493) |
| Supported housing | 334,159 | (329,131) | 5,028 |
| Property purchase | - | (4,923) | (4,923) |
| Carmarthen Restricted | 171,391 | (190,256) | (18,865) |
| | 1,498,628 | (1,438,853) | 59,775 |
| **TOTAL FUNDS** | 1,571,620 | (1,465,585) | 106,035 |

**Comparatives for movement in funds**

| | At 1.4.23 £ | Net movement in funds £ | At 31.3.24 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 351,091 | 28,561 | 379,652 |
| Supported Housing (U/R) | (17,879) | 3,771 | (14,108) |
| Carmarthen | - | 343,710 | 343,710 |
| | 333,212 | 376,042 | 709,254 |
| **Restricted funds** | | | |
| Resource centre | 200,049 | 27,251 | 227,300 |
| Carers | 17,013 | (2,320) | 14,693 |
| Supported housing | 236,770 | (89,003) | 147,767 |
| Property purchase | 226,480 | (4,924) | 221,556 |
| Carmarthen Restricted | - | 204,753 | 204,753 |
| | 680,312 | 135,757 | 816,069 |
| **TOTAL FUNDS** | 1,013,524 | 511,799 | 1,525,323 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 43,208 | (14,647) | 28,561 |
| Supported Housing (U/R) | 18,313 | (14,542) | 3,771 |
| Carmarthen | 345,584 | (1,874) | 343,710 |
| | 407,105 | (31,063) | 376,042 |
| **Restricted funds** | | | |
| Resource centre | 553,194 | (525,943) | 27,251 |
| Carers | 17,114 | (19,434) | (2,320) |
| Supported housing | 299,714 | (388,717) | (89,003) |
| Property purchase | (1) | (4,923) | (4,924) |
| Carmarthen Restricted | 359,852 | (155,099) | 204,753 |
| | 1,229,873 | (1,094,116) | 135,757 |
| **TOTAL FUNDS** | 1,636,978 | (1,125,179) | 511,799 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.23 £ | Net movement in funds £ | At 31.3.25 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 351,091 | 52,028 | 403,119 |
| Supported Housing (U/R) | (17,879) | 17,411 | (468) |
| Carmarthen | - | 352,863 | 352,863 |
| | 333,212 | 422,302 | 755,514 |
| **Restricted funds** | | | |
| Resource centre | 200,049 | 109,279 | 309,328 |
| Carers | 17,013 | (5,813) | 11,200 |
| Supported housing | 236,770 | (83,975) | 152,795 |
| Property purchase | 226,480 | (9,847) | 216,633 |
| Carmarthen Restricted | - | 185,888 | 185,888 |
| | 680,312 | 195,532 | 875,844 |
| **TOTAL FUNDS** | 1,013,524 | 617,834 | 1,631,358 |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 84,309 | (32,281) | 52,028 |
| Supported Housing (U/R) | 39,217 | (21,806) | 17,411 |
| Carmarthen | 356,571 | (3,708) | 352,863 |
| | 480,097 | (57,795) | 422,302 |
| **Restricted funds** | | | |
| Resource centre | 1,529,158 | (1,419,879) | 109,279 |
| Carers | 34,228 | (40,041) | (5,813) |
| Supported housing | 633,873 | (717,848) | (83,975) |
| Property purchase | (1) | (9,846) | (9,847) |
| Carmarthen Restricted | 531,243 | (345,355) | 185,888 |
| | 2,728,501 | (2,532,969) | 195,532 |
| **TOTAL FUNDS** | 3,208,598 | (2,590,764) | 617,834 |

The restricted property purchase fund relates to a grant received from the Welsh Government for the purchase of a property. Welsh Government has a legal charge over this property.

The restricted funds carried forward for the Resource Centre, Carers and Supported Housing are intended for the improvement and expansion of service delivery, as well as to enhance and build the capacity of the organisation. The Trustees intend to utilise restricted monies to ensure safe and adequate conditions for users of our services, staff, volunteers and members of the public. Trustees are mindful that growth needs effective governance and management, this will ensure the sustainability and future proofing of the organisation.

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2025.

## 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 106,035 | 511,799 |
| **Adjustments for:** | | |
| Depreciation charges | 20,210 | 18,427 |
| Decrease/(increase) in debtors | 65,163 | (46,999) |
| Increase/(decrease) in creditors | 7,780 | (1,262) |
| **Net cash provided by operations** | 199,188 | 481,965 |



continued...

## 20. ANALYSIS OF CASH AND CASH EQUIVALENTS

| | 31.3.25 | 31.3.24 |
|---|---|---|
| | £ | £ |
| Notice deposits (less than 3 months) | 957,316 | 789,229 |
| Overdrafts included in bank loans and overdrafts falling due within one year | (576) | (14,276) |
| Total cash and cash equivalents | 956,740 | 774,953 |

## 21. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.24 | Cash flow | At 31.3.25 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank | 789,229 | 168,087 | 957,316 |
| Bank overdraft | (14,276) | 13,700 | (576) |
| | 774,953 | 181,787 | 956,740 |
| **Total** | 774,953 | 181,787 | 956,740 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2025

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Donations | 46,957 | 49,815 |
| Room rent | 5,132 | 2,313 |
| Funds transfer from Mind Carmarthen | - | 452,703 |
| | 52,089 | 504,831 |
| **Charitable activities** | | |
| Grants | 1,519,531 | 1,132,147 |
| **Total incoming resources** | 1,571,620 | 1,636,978 |
| **EXPENDITURE** | | |
| **Raising donations and legacies** | | |
| Wages | 8,163 | 5,554 |
| Social security | 579 | 359 |
| Pensions | 524 | 371 |
| Staff expenses | 55 | 78 |
| Office costs | 1,450 | 1,223 |
| Insurances and subscriptions | 1,166 | 1,035 |
| Plant and machinery | 1,651 | 1,981 |
| | 13,588 | 10,601 |
| **Charitable activities** | | |
| Wages | 874,408 | 644,331 |
| Social security | 62,040 | 41,697 |
| Pensions | 56,183 | 42,996 |
| Office rent and water rates | 37,854 | 39,589 |
| Pembs Housing Association | 18,122 | 16,796 |
| Light and heat | 13,450 | 27,144 |
| Repairs and maintenance | 11,959 | 23,675 |
| Cleaning | 6,605 | 5,632 |
| Television licence and rental | 2,208 | 2,089 |
| Refreshments | 5,683 | 6,356 |
| Activities | 7,201 | 9,807 |
| Staff travel and expenses | 35,062 | 23,507 |
| Volunteer expenses and training | 1,849 | 676 |
| Sub contractors | 13,536 | 9,024 |
| | 1,146,160 | 893,319 |
| **Support costs** | | |
| **Management** | | |
| Wages | 118,349 | 80,535 |
| Social security | 8,397 | 5,212 |
| Carried forward | 126,746 | 85,747 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2025

| | 31.3.25 £ | 31.3.24 £ |
|---|---|---|
| **Management** | | |
| Brought forward | 126,746 | 85,747 |
| Pensions | 7,605 | 5,374 |
| Staff expenses | 804 | 1,135 |
| Office costs | 25,782 | 21,419 |
| Staff training and recruitment | 19,786 | 2,449 |
| Insurances, affiliations and subscriptions | 23,391 | 22,206 |
| Promotional costs | 8,350 | 7,884 |
| Professional fees | 14,925 | 15,061 |
| Plant and machinery | 16,831 | 14,777 |
| | 244,220 | 176,052 |
| **Governance costs** | | |
| Wages | 36,729 | 24,995 |
| Social security | 2,606 | 1,617 |
| Pensions | 2,360 | 1,667 |
| Auditors' remuneration | 5,933 | 4,848 |
| Auditors' remuneration for non audit work | 4,856 | 3,990 |
| Staff expenses | 250 | 352 |
| Office costs | 6,525 | 5,501 |
| Bank charges | 630 | 568 |
| Depreciation of tangible fixed assets | 1,728 | 1,669 |
| | 61,617 | 45,207 |
| Total resources expended | 1,465,585 | 1,125,179 |
| **Net income** | 106,035 | 511,799 |

**Pembrokeshire and Carmarthen Mind Ltd**

England & Wales - Charity number 1157041

# Accounts

REGISTERED COMPANY NUMBER: 08521406 (England and Wales)
REGISTERED CHARITY NUMBER: 1157041

# Report of the Trustees and

# Financial Statements

# for the Year Ended 31 March 2024

# for

# Pembrokeshire and Carmarthen Mind Ltd

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Ashmole & Co.

# Contents of the Financial Statements for the Year Ended 31 March 2024


| | Page |
|---|---|
| Reference and Administrative Details | 1 |
| Report of the Trustees | 2 to 12 |
| Report of the Independent Auditors | 13 to 15 |
| Statement of Financial Activities | 16 |
| Balance Sheet | 17 to 18 |
| Cash Flow Statement | 19 |
| Notes to the Financial Statements | 20 to 30 |
| Detailed Statement of Financial Activities | 31 to 32 |

**Pembrokeshire and Carmarthen Mind Ltd**

**Reference and Administrative Details**
**for the Year Ended 31 March 2024**

| | |
|---|---|
| **TRUSTEES** | Mr R H Rastall - Acting Treasurer (resigned 6.12.23)<br>Mr S Fletcher - Chairman (resigned 6.12.23)<br>Mrs H F A Francis<br>Mr D H Lloyd<br>Mrs K A Madden<br>Mrs A Little (appointed 1.4.23)<br>Mr P Davies (appointed 1.4.23)<br>Cllr R Sinnett (appointed 16.5.23)<br>Mr R Buckley (appointed 16.8.23) |
| **COMPANY SECRETARY** | Ms T Price |
| **REGISTERED OFFICE** | 2 Perrots Road<br>Haverfordwest<br>Pembrokeshire<br>SA61 2HD |
| **REGISTERED COMPANY NUMBER** | 08521406 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1157041 |
| **AUDITORS** | Ashmole and Co.<br>Chartered Certified Accountants and Statutory Auditors<br>Williamston House<br>7 Goat Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 1PX |
| **BANKERS** | Unity Trust Bank<br>9 Brindley Place<br>Birmingham<br>B1 2HB |

## Report of the Trustees
## for the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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).

## Report of the Trustees for the Year Ended 31 March 2024

### OBJECTIVES AND ACTIVITIES

Pembrokeshire and Carmarthen Mind Limited works for a better life for everyone with direct or indirect experience of mental health problems. We promote a positive attitude to mental, emotional and physical wellbeing.

We do this by:

- Listening to the views, needs and ambitions of service users and carers which influences everything we do.
- Providing a range of high quality, easily accessible, person centred services with knowledgeable, motivated staff and committed volunteers.
- By raising awareness and promoting understanding with up to date information we will create a better informed West Wales thus reducing discrimination.
- Working to support people in their recovery, to build resilience and to maintain wellbeing.

Our support prevents admission to hospital, empowers people to build resilience, maintain independence and be active citizens in their communities.

### SIGNIFICANT ACTIVITIES

Below are the activities undertaken in order to carry out the Charity's aim for the public benefit. This section also includes some of the impacts and achievements. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Pembrokeshire and Carmarthen Mind is proud to continue to provide support digitally, face to face, by appointment and crucially via our community drop ins ensuring people are able to access support when they need it and in the way they prefer. We are still seeing people affected by COVID-19 who continue to experience social anxiety, loneliness and isolation as well as longer term depression caused by long COVID. Cost of living has been a real concern for people this year affecting who have never experienced anxiety before.

In 2023/2024 Pembrokeshire and Carmarthen Mind supported 2,677 individuals.

Active Monitoring/ Supported Self Help

What is Active Monitoring/ Supported Self help and how does it work?
Active Monitoring isa psycho education self help programme. It helps people to be more in control of their thoughts and feelings. It is a 6-week guided self-help program, and is aimed at people with mild to moderate mental health problems. The aims of the service are to develop a personal tool kit of resources for clients to improve and maintain their mental wellbeing. It is a remote service, so is delivered over the telephone, virtual platform or if this meets the needs of the individual in person, and it is free.
It uses recognised measures that enable clients to see how they are doing.
The GAD 7 questionnaire around anxiety, the PHQ9 questionnaire around low mood and the Warwick -Edinburgh Mental wellbeing scale (WEMWBS), which is around general wellbeing.
Over 90% of all clients completing the programme had improvements in all of the scales.

We have provided Children and young people with Active Monitoring. It's very much young person led. A trusted adult must attend the assessment session with them and then the young person can choose whether their trusted adult is involved in their five wellbeing sessions. This trusted adult must be the same person throughout all the sessions, which are always face to face.
Over 90% of those accessing the programme had improved SDQ Scores. The Strengths and Difficulties Questionnaire (SDQ) is a 25-item measure designed to assess behaviours, emotions, and relationships. They also had improved wellbeing scores after the intervention by over 90%.

Carers Support Service

Our Carers Project provides a specialist service for Carers of people with mental health issues. We offer practical support such as making and attending appointments, 1-1 support sessions at a place of the Carers choice, telephone support, a monthly lunch or activity at various locations. The service facilitates both a safe space for Carers to discuss openly with their peers, relieving social isolation, gives carers an opportunity to try something new and to have some fun too. Carers who accessed support say it is vital in enabling them to continue to care for their loved ones. This year as a Carer Aware organisation we have made great strides towards our Investors in Carers Bronze Award.

Mind Pembrokeshire Ltd supports the principles that underpin the Pembrokeshire Carers Strategy which says that:
- Carers will be treated with dignity and respect
- Carers will have access to the services they need to support them in their caring role
- Carers will be able to have a life of their own
- Carers will not be forced into financial hardship by their caring role
- Carers will be supported to stay mentally and physically well
- Children and young people will be protected from inappropriate caring roles

We will continue to fight for Carers and their rights as well as provide the support they tell us they need.

**Carmarthenshire Preventative Service**

2023/2024 has been the first year of providing the Connect Carmarthenshires Preventative Service. The ethos is that 'Life is for Living, lets start, live and age well in a healthy, safe and prosperous environment. We have provided drop ins for people experiencing mental health concerns across North and West Carmarthenshire with funding provided by Carmarthenshire County Council and the Regional Integration Fund. The service is easily accessed, provides support, one to one and in groups, face to face, digitally and on the phone. We provide up to date information and guidance and most importantly the service is co produced with citizens who have lived experience of mental health concerns.
We work with a group of delivery partners and leads that enable us to signpost to others that have expertise in other areas; Nacro and Pobl, Age Cymru, Dyfed, Mencap, Adferiad for example.
As well as our partner agencies we have forged strong relationships with external businesses such as Tesco who donate food for our citizens and community groups.

**Early Intervention and Employment Specialist Service**

In partnership with our Hywel Dda University Health Board colleagues in the Early Intervention Psychosis Team, this service provides adolescents and young adults between 14-35 years of age who are experiencing a first episode of psychosis support to return to employment, training or education.
The support offered to young people is tailored to the individual. Below is some of the work undertaken.
Support with Job Centre Meetings
CV Advice and Support to complete.
Support to apply for jobs.
Interview preparation
Support with workplace tasters.
Mediation and negotiation with employers.
Benefits Advice
Support to access education and training.
Helping others to understand the challenges the young person faces.
Breaking down barriers.
Reducing stigma and discrimination

**Evening Service - Sanctuary**

The Sanctuary is an out of hours drop-in service providing support to those who are experiencing, or at risk of experiencing, a mental health crisis. In this year the Sanctuary has extended the days we are open to include Thursdays and so we are able to offer support Thursday, Friday, Saturday and Sunday evenings between 6pm and 2am. The service provides one to one support over the phone, digitally and face to face. We hold group workshops that are designed to build resilience, giving hints, tips and tricks to use when moments of panic or anxiety occur, when we are struggling to sleep or motivate ourselves. We work with the 111 Option 2 call service to try to avoid A7E visits or hospital admission.

**Housing Project**

In this year we have continued to provide our support under the Supported Living Framework. Our tenancy related support was provided in the community, in our two supported community houses that we manage and our 2 single occupancy flats.

The project continues to provide a flexible peripatetic service offering low to medium level support. The support enables individuals to live independently within their own tenancy agreement. Individuals have received support to maintain their tenancies as well as improve their quality of life and enhance their opportunities. The number of hours and the complexity of individuals needs have increased dramatically as has the way referrals are made. The priority is that people remain independent, in their own homes leading satisfying lives and very importantly out of hospital.
We have also provided some drop in support from our centre in Meyrick Street, Pembroke Dock.

**Mums Matter**

Mums Matter is a service for women who are experiencing mental health challenges during the perinatal period - pregnancy to when the child is 2 years old.

Mums Matter is a free 8 week programme that aims to support mums to manage every day, nurture themselves and dispel the many myths of motherhood. Sessions are provided weekly and enables mums to:
Meet other mums in a relaxed and friendly environment whether virtually or face to face you are not alone.
Learn methods to help manage mental health and wellbeing.
Identify tool and strategies to nurture themselves.
Practice techniques that draw on CBT Principles to challenge and manage thought processes.
This is a group programme, small groups up to 8 with weekly check ins from our facilitators. In this year all of the mums accessing the programme had improved wellbeing scores.

**P4TJ**

The Partners for the Journey Project is a collaborative project between Pembrokeshire Mind and Citizens Advice Pembrokeshire and funded by the North and South Pembrokeshire clusters. The project set out to support GP's and other Primary Health care service users, who had underlying non-medical needs and/or low-level mental health, to deal with a range of issues ensuring that Health Care staff could concentrate their time with those patients on relevant health issues.

In addition to the positive impacts for staff, patients and beneficiaries of Primary Care services the learning and development opportunity this has provided for Citizens Advice Pembrokeshire and Mind Pembrokeshire has been really valued. Both organisations have been able to learn from each others systems, processes and ways of working. The has enabled teams to provide seamless and consistent support to people. The organisations are continually improving the way Partners for the Journey is delivered across Pembrokeshire, and thanks to the Clusters funding we believe this is now a service template that could be scaled up, increasing the reach and positive impacts for people and organisations across Hywel Dda University Health Boards footprint.

Wellbeing can be affected by underlying worries and anxieties as well as by loneliness, isolation, and a lack of support. The rising cost of living is creating more pressures and can greatly affect mental health so, it has been extremely rewarding to be able to deliver a service at a time when it's been most needed, with Partners for the Journey being able to provide the support and the practical advice that people need to help resolve issues and to improve well-being.

Pembrokeshire Mind can provide a range of therapeutic interventions that will improve the individuals mental and emotional wellbeing and build resilience. This includes one to one wellbeing conversations, services such as Active Monitoring/ Supported Self Help - six sessions using cognitive behavioural strategies, 8 weeks to well being - eight sessions on building resilience, and Roots To Recovery - assessable, fun, outdoor activities.
Citizens Advice Pembrokeshire can advise and support clients on a range of issues that can include benefit checks and appeals, debt management and energy advice.
The success of the service has attracted funding from the Regional Integration Fund.

**Roots to Recovery [R2R]**

Roots to Recovery is delivered in partnership by Pembrokeshire Coast National Park and Pembrokeshire Mind. R2R is all about the restorative powers of the outdoors, benefiting the mental health and wellbeing of people in Pembroke. The project is supported by the National Lottery Community Fund until September 2024.
R2R provides a space to join in outdoor experiences and supported volunteering opportunities, improving mental health by connection with others and doing something to help our National Park and wild places.

**Resource Centres**

Haverfordwest - 365 days a year, Pembroke Dock - 2 days per week, and Carmarthen Town - 3 days per week and one Saturday a month..
Our Resource Centre drop ins are the hub of our activities. Our Teams provide support, one to one, face to face, over the phone and digitally. They encourage and find positive solutions to the challenges faced. They break down stigma and discrimination by challenging that whenever they can and being positive role models.They provide a range of wellbeing activities in groups that enable people to get together, build new skill, learn new hobbies and make friends. Activities are co produced using the expertise of people with lived experience of mental health concerns and range from music to gardening to crochet and designing jewellery to sell at craft fairs. We have a fabulous group of volunteers who we could not do without.

**FINANCIAL REVIEW**
**Principal funding sources**
Pembrokeshire County Council monies ensure we can continue to offer services to people through our Resource Centre. Our Adult Carers service is also funded by the County Council.

Funding received from Hywel Dda University Health Board, ensures the continued provision of our 365-day a year Resource centre service for all Pembrokeshire residents who have experience of mental ill health. The Early Intervention/Employment Support Service is also funded by Hywel Dda University Health Board. Active Monitoring, EIP/ESW [ Early Intervention Psychosis Employment Support] Sanctuary and Hospitality- evening and night time service, and Mums Matter, peri natal mental health service.

GP Clusters fund our P4tJ Service

Supporting People fund our Housing Project: without this the supported housing projects and floating support could not be provided.
National Lottery Community fund supports our Roots2Recovery Project via the Pembrokeshire Coast National Park..
The charity is also fortunate to have some local individuals and businesses who support us financially and for this we are grateful.

## FINANCIAL REVIEW

### Reserves policy

The Trustees have examined the charity's requirements for reserves in light of the main risks of the organisation.

It has established a policy whereby the unrestricted free reserves which are not committed or invested in tangible fixed assets held by the charity should total at least 3 months of expenditure while working towards building up to 6 months of expenditure. This gives the charity the flexibility to cover temporary timing differences of funding and/or a sudden decline in income and ensures that the commitments of providing services in the form of contractual commitments to staff, premises and key stakeholders are met and to cover emergency repairs to the centre.

The present level of free reserves available to the charity of £258,553 equates to 2.75 months expenditure based on the accounts for the year ended 31st March 2024.

## FUTURE DEVELOPMENTS

The charity plans continuing and developing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Priorities for 2024/2025 will be:
Continue to provide a range of services, delivered in multiple ways - face to face, phone, online and video conferencing, that enable and empower individuals to live full and active lives within our community
Continue to deliver mental health support to people in rural communities.
Create additional opportunities for people to participate and get involved in planning, developing and delivering services
Renovate the front of the building in Carmarthen.
Develop a service for Refugees and Asylum seekers utilising Mind Grants.
Work to identify where there are gaps in service provision and try to meet that need.
Review the Memorandum of Understanding developed in this year, work alongside local Minds in Aberystwyth and Llanelli to make the most of our strengths across Hywel Dda University Health Board. Improving opportunities for people with mental health needs, increasing our reach and sharing good practice and resources where we can.
Improve the facade of the building.
Continue to monitor and evaluate our services and meet Minds Quality Mark standards whilst investigating other Quality Frameworks
Look at ways of diversifying our funding streams - sustainable funding being a priority
Continue to strengthen the Board of Trustees
Complete Investors in carers Bronze Award and be able to evidence to carers commission that we are carer aware and then work towards Silver.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Mind Pembrokeshire Ltd is a registered charity, number 1157041 registered with the Charity Commission on 14 May 2014. The charity's governing document is its Constitution. The accounts comply with the governing document.

### Charity Commission

The Trustees have regard for the Charity Commissions guidance on Public Benefit and ensure that the Charities purpose and activity is:
* beneficial
* can be evidenced
* benefits a 'sufficient section' of the public.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

Pembrokeshire and Carmarthen Mind is an independent local charity, which is affiliated to National Mind and Mind Cymru. We have adopted the Mind brand which means that we adhere to the corporate branding policy and Minds' community partnership agreement, which enhances Local Minds' relationship with Mind.

The charity has a Board of Trustees with up to 12 members that meets bi-monthly and is responsible for the strategic direction and policy of the charity. The Trustees also meet as task and finish groups when a specific piece of work needs to be undertaken. We will submit to Minds Quality Review Team to ensure we meet the standards for our affiliation. Pembrokeshire and Carmarthen Mind recognises the contribution its volunteers make and celebrate their contribution both at the AGM as well as an annual thank you activity.

Currently the day-to-day responsibility for the provision of services rest with the Chief Executive. The Chief Executive is responsible for ensuring the charity delivers the services specified, with funding to match and that key performance indicators are met, as well as ongoing personal support and skills development for the small staff team and committed volunteer team and ensuring good working practices.

### Recruitment and appointment of new trustees

We have looked at the tenure of Trustees and to ensure we continue to enhance what we do, develop to meet the needs of our ever-changing community and be sustainable for the future as an organisation, trustees will be elected for a three (3) year term.

Due to the nature of the work undertaken by the organisation, the trustees seek to ensure that the needs of the community it serves are appropriately reflected through the diversity of the Trustee body. To enhance the potential pool of Trustees the charity uses its networks, user and carer groups to identify those who would be willing to become members and use their experience to assist the charity as a Trustee.

Trustees with skills in health, social care and quality processes are represented on the board. Finding new Trustees is a concern across the UK as the responsibilities are increasing and more task and finish work is required to keep up with changes in legal and regulatory requirement - staff pensions and wages for example. In an effort to maintain this broad skill mix trustees are requested to provide an updated personal profile annually and where skills or experience are lacking we try to recruit accordingly. In the event of a particular skill being lost to retirements or resignations, individuals are approached to offer themselves for election to the Trustee board. We will continue to work towards improving our caller involvement and participation in the governance, planning, development and delivery of services.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Induction and training of new trustees

Trustees are familiar with the practical work of the charity and continue to support the aims and objectives by taking part in many of the 'get togethers' and workshops. We have continued to strengthen this with Trustees meeting with beneficiaries in our Resource centres to get first hand knowledge of the challenges faced and what we can do to help.

New Trustees have an induction covering roles and responsibilities and are offered an established Trustee as a Mentor, the CEO undertakes this if we do not have an available mentor. The Mentor/CEO meets with the new Trustee/ Trustees before meetings and answers any questions or queries from the supporting papers, they also help with understanding 'meeting etiquette'. Any additional training will be identified at their induction as well as through ongoing training needs analysis Trustees access the Charity Commission Newsletter as well as copies of Mind publications and Reports. Trustees receive our local CVC Newsletter and are also encouraged to access WCVAs website. We have continued to send Trustees information on external training opportunities, which they take advantage of. We are also investigating online training for Trustees and are seeking Mind's support to source this.

Trustees have continued to receive the Charity Commission Newsletter as well as copies of Mind publications and reports. We have continued to send trustees information on external training opportunities, which they can take advantage of.

Meeting schedule

Trustees have met both virtually and in person 6 times in the last year for their full meetings. They have also met for specific pieces of work.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Related parties

We have continued to develop strong links with the local planning processes, this raises the profile of the organisation and the needs of the callers and carers to the centre. Where the expertise of other services or organisations is required, we signpost or refer on. The following includes organisations that may not have already been mentioned that we have worked with in this year:

- National Park
- Community Mental Health Team
- GP Surgeries and Primary Care Teams
- Housing Associations
- Bro Cerwyn
- Adlerian Society

We have continued to develop strong links with the local planning processes to raise the profile of the organisation and the needs of the callers and carers to the centre and to this end network closely with other organisations. Where the expertise of other services or organisations is required, we signpost or refer on. The following includes organisations we have worked with or signposted to in this year:

- Carmarthenshire County Council
- Hywel Dda University Health Board
- Mind Cymru
- National Mind
- Pembrokeshire County Council
- Advocacy West Wales
- Delta Wellbeing,
- Go Wales (Work Experience Placements),
- Merlins Walk food bank,
- Action for Children,
- 111, press 2
- Pobl,
- CMHTs,
- Dyfed Powys Police,
- Probation Service,
- Citizen Advice Carmarthen,
- Social Prescribers,
- HDUHB Neuro Rehab service
- Family Intervention Team
- Goleudu
- Simple Lettings
- Morlais - In Patient Unit
- Social Services
- DWP
- Sandy Bear
- Activate your life
- Area 43
- Papyrus
- Walking well
- Miscarriage Association
- Bipolar UK
- Cruse
- County Cars
- British Red Cross
- Catch Up
- Citizens Advice Carmarthenshire

## STRUCTURE, GOVERNANCE AND MANAGEMENT

- Citizens Advice Pembrokeshire
- Community Mental Health Team
- CAVS, Carmarthenshire Association of Voluntary Services
- Pembrokeshire and Carmarthenshire Mental Health Forum
- Primary Mental Health Care Team
- West Wales Action for Mental Health
- Residential settings
- West Wales Advocacy
- Dyfed Powys Police
- Dyfed Powys Probation
- Headway-
- Arts Care Gofal Celf
- Adferiad
- Carmarthenshire Domestic Abuse Service
- Carmarthenshire GPs practices
- Coleg Sir Gar
- Carers Trust

This list is not exhaustive but shows our commitment to working alongside anyone that can support people who access our services.

Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. Elements of risk and its management have been identified as crucial in preventing vulnerability within the organisation. We continue to utilise AJ Gallagher, our insurers, and Minds support, which we get as part of our Community Partnership Agreement with Radar to advise the organisation on Employment Law. In addition Health and Safety including Risk Assessment processes continue to be prioritised and action taken when necessary. In this year a full health and safety review was undertaken by AJ Gallagher and an improvement plan, scrutinised by the Trustees has been implemented. Appropriate controls are in place to provide reasonable assurance against fraud and error.

### Risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. Elements of risk and its management have been identified as crucial in preventing vulnerability within the organisation. We continue to utilise AJ Gallagher, our insurers, and Minds support, which we get as part of our Community Partnership Agreement with Radar to advise the organisation on Employment Law. In addition Health and Safety including Risk Assessment processes continue to be prioritised and action taken when necessary. In this year a full health and safety review was undertaken by AJ Gallagher and an improvement plan, scrutinised by the Trustees has been implemented. Comprehensive reviews of its Organisational and Operational Risk Assessments continue to be undertaken as well as its Business Continuity and Contingency Plans.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Pembrokeshire and Carmarthen Mind Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 23rd September 2024 and signed on its behalf by:

.....

Mr D H Lloyd - Trustee

## Report of the Independent Auditors to the Trustees of Pembrokeshire and Carmarthen Mind Ltd (Registered number: 08521406)

### Opinion

We have audited the financial statements of Pembrokeshire and Carmarthen Mind Ltd (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- nature of the charity and the sector in which it operates.
- the legal and regulatory framework in which the charity operates, and in particular those laws and regulations
- that directly affect the financial statements or have a fundamental effect on operations eg Charities Act 2011, health and safety legislation.
- results of enquiries of management and those charged with governance
- any matters identified relating to
- the charity's policies and procedures for identifying, evaluating and complying with laws and regulations, and whether there were any known instances of non compliance.
- detecting and responding to the risks of fraud and whether there is any knowledge of actual, suspected or alleged fraud.
- the internal controls established to mitigate risks of fraud or non compliance with laws and regulations.

As a result of performing the above, we did not identify any key audit matters related to potential risk of fraud or non compliance with laws and regulations.

In addition to the above, our procedures included:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations
- enquires of management and those charged with governance concerning actual and potential litigation and claims
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- review of minutes of committee meetings
- written representations

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

## Report of the Independent Auditors to the Trustees of Pembrokeshire and Carmarthen Mind Ltd (Registered number: 08521406)

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date: 24th September 2024

## Statement of Financial Activities
## for the Year Ended 31 March 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.24 Total funds £ | 31.3.23 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 389,292 | 115,539 | 504,831 | 26,866 |
| **Charitable activities** | 3 | | | | |
| Resource centre | | - | 553,194 | 553,194 | 469,529 |
| Carers | | - | 17,114 | 17,114 | 17,114 |
| Supported housing | | 17,813 | 299,714 | 317,527 | 372,433 |
| Carmarthen | | - | 244,312 | 244,312 | - |
| Other income | | - | - | - | 35,903 |
| **Total** | | 407,105 | 1,229,873 | 1,636,978 | 921,845 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 4 | 10,601 | - | 10,601 | 8,041 |
| **Charitable activities** | 5 | | | | |
| Resource centre | | 4,046 | 530,866 | 534,912 | 484,297 |
| Carers | | - | 19,434 | 19,434 | 13,717 |
| Supported housing | | 14,542 | 388,717 | 403,259 | 394,485 |
| Carmarthen | | 1,874 | 155,099 | 156,973 | - |
| **Total** | | 31,063 | 1,094,116 | 1,125,179 | 900,540 |
| **NET INCOME** | | 376,042 | 135,757 | 511,799 | 21,305 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 333,212 | 680,312 | 1,013,524 | 992,219 |
| **TOTAL FUNDS CARRIED FORWARD** | | 709,254 | 816,069 | 1,525,323 | 1,013,524 |

The notes form part of these financial statements

## Balance Sheet
## 31 March 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.24 Total funds £ | 31.3.23 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 13 | 450,701 | 227,942 | 678,643 | 435,703 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 14 | - | 108,480 | 108,480 | 61,481 |
| Cash at bank | | 272,827 | 516,402 | 789,229 | 572,957 |
| | | 272,827 | 624,882 | 897,709 | 634,438 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | (14,274) | (36,755) | (51,029) | (56,617) |
| **NET CURRENT ASSETS** | | 258,553 | 588,127 | 846,680 | 577,821 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 709,254 | 816,069 | 1,525,323 | 1,013,524 |
| **NET ASSETS** | | 709,254 | 816,069 | 1,525,323 | 1,013,524 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | 709,254 | 333,212 |
| Restricted funds | | | | 816,069 | 680,312 |
| **TOTAL FUNDS** | | | | 1,525,323 | 1,013,524 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements



continued...

## Balance Sheet - continued
## 31 March 2024

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

The financial statements were approved by the Board of Trustees and authorised for issue on 23rd September 2024 and were signed on its behalf by:

.....
Mr D H Lloyd - Trustee

The notes form part of these financial statements

## Cash Flow Statement
## for the Year Ended 31 March 2024

| | Notes | 31.3.24<br>£ | 31.3.23<br>£ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 19 | 481,965 | 100,161 |
| Net cash provided by operating activities | | 481,965 | 100,161 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (261,367) | (9,819) |
| Net cash used in investing activities | | (261,367) | (9,819) |
| **Change in cash and cash equivalents in the reporting period** | | 220,598 | 90,342 |
| **Cash and cash equivalents at the beginning of the reporting period** | 20 | 554,355 | 464,013 |
| **Cash and cash equivalents at the end of the reporting period** | 20 | 774,953 | 554,355 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Incoming resources**
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activity when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be accurately quantified.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**Resources expended**
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit and accountancy fees and costs linked to the strategic management of the charity.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Freehold property | - 2% on cost |
| Equipment and fixtures | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

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

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



continued...

## 1. ACCOUNTING POLICIES - continued

**Fund accounting**

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

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. DONATIONS AND LEGACIES

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Management fee | - | 1,913 |
| Donations | 49,815 | 24,953 |
| Room rent | 2,313 | - |
| Funds transfer from Mind Carmarthen | 452,703 | - |
| | 504,831 | 26,866 |

## 3. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.24 | 31.3.23 |
|---|---|---|---|
| | | £ | £ |
| Grants | Resource centre | 553,194 | 469,529 |
| Grants | Carers | 17,114 | 17,114 |
| Grants | Supported housing | 317,527 | 372,433 |
| Grants | Carmarthen | 244,312 | - |
| | | 1,132,147 | 859,076 |

## 4. RAISING FUNDS

**Raising donations and legacies**

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Staff costs | 6,284 | 4,126 |
| Staff expenses | 78 | 70 |
| Office costs | 1,223 | 783 |
| Insurances and subscriptions | 1,035 | 1,081 |
| Depreciation | 1,981 | 1,981 |
| | 10,601 | 8,041 |



continued...

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 413,662 | 121,250 | 534,912 |
| Carers | 15,731 | 3,703 | 19,434 |
| Supported housing | 339,753 | 63,506 | 403,259 |
| Carmarthen | 124,173 | 32,800 | 156,973 |
| | 893,319 | 221,259 | 1,114,578 |

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Staff costs | 729,024 | 584,116 |
| Office rent and water rates | 39,589 | 35,464 |
| Pembs Housing Association | 16,796 | 15,157 |
| Light and heat | 27,144 | 15,045 |
| Repairs and maintenance | 23,675 | 14,752 |
| Cleaning | 5,632 | 2,755 |
| Television licence and rental | 2,089 | 2,138 |
| Refreshments | 6,356 | 5,604 |
| Activities | 9,807 | 5,676 |
| Staff travel and expenses | 23,507 | 18,154 |
| Volunteer expenses and training | 676 | - |
| Sub contractors | 9,024 | 20,517 |
| | 893,319 | 719,378 |

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 98,132 | 23,118 | 121,250 |
| Carers | 2,914 | 789 | 3,703 |
| Supported housing | 47,992 | 15,514 | 63,506 |
| Carmarthen | 27,014 | 5,786 | 32,800 |
| | 176,052 | 45,207 | 221,259 |



continued...

## 7. SUPPORT COSTS - continued

Costs allocation includes an element of judgement and the charity had had to consider the cost benefit of detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating cost to the respective cost heading through the year. This allocation included support costs where they are directly attributable. Therefore the support costs shown are a best estimate of the costs that have been so allocated.

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | 18,427 | 17,270 |

## 9. AUDITORS' REMUNERATION

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Fees payable to the charity's auditors for the audit of the charity's financial statements | 4,848 | 4,183 |
| Auditors' remuneration for non audit work | 3,990 | 3,300 |

In addition, fees payable for the provision of payroll services amounted to £3,970 for the year ended 31st March 2024 (£3,300 for year ended 31st March 2023).

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**Trustees' expenses**

During the year ended 31 March 2024 trustees were paid travel expenses of £nil (2023: £nil).

## 11. STAFF COSTS

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 755,415 | 614,747 |
| Social security costs | 48,885 | 40,576 |
| Other pension costs | 50,408 | 11,315 |
| | 854,708 | 666,638 |

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

| | 31.3.24 | 31.3.23 |
|---|---|---|
| In furtherance of charity's objects | 42 | 32 |
| Administration | 2 | 2 |
| | 44 | 34 |



continued...

## 11. STAFF COSTS - continued

No employees received emoluments in excess of £60,000.

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2023

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 26,867 | (1) | 26,866 |
| **Charitable activities** | | | |
| Resource centre | - | 469,529 | 469,529 |
| Carers | - | 17,114 | 17,114 |
| Supported housing | 18,498 | 353,935 | 372,433 |
| Other income | - | 35,903 | 35,903 |
| **Total** | 45,365 | 876,480 | 921,845 |
| **EXPENDITURE ON** | | | |
| Raising funds | 8,041 | - | 8,041 |
| **Charitable activities** | | | |
| Resource centre | - | 484,297 | 484,297 |



continued...

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2023 - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| Carers | - | 13,717 | 13,717 |
| Supported housing | 17,932 | 376,553 | 394,485 |
| **Total** | 25,973 | 874,567 | 900,540 |
| **NET INCOME** | 19,392 | 1,913 | 21,305 |
| **Transfers between funds** | (1,172) | 1,172 | - |
| **Net movement in funds** | 18,220 | 3,085 | 21,305 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 314,992 | 677,227 | 992,219 |
| **TOTAL FUNDS CARRIED FORWARD** | 333,212 | 680,312 | 1,013,524 |

## 13. TANGIBLE FIXED ASSETS

| | Freehold property £ | Equipment and fixtures £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2023 | 448,462 | 47,963 | 496,425 |
| Additions | 254,883 | 6,484 | 261,367 |
| At 31 March 2024 | 703,345 | 54,447 | 757,792 |
| **DEPRECIATION** | | | |
| At 1 April 2023 | 27,786 | 32,936 | 60,722 |
| Charge for year | 8,968 | 9,459 | 18,427 |
| At 31 March 2024 | 36,754 | 42,395 | 79,149 |
| **NET BOOK VALUE** | | | |
| At 31 March 2024 | 666,591 | 12,052 | 678,643 |
| At 31 March 2023 | 420,676 | 15,027 | 435,703 |

The property was purchased in March 2020 by means of a Welsh Government grant.



continued...

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Grant and other debtors | 108,480 | 61,481 |

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Bank loans and overdrafts (see note 16) | 14,276 | 18,602 |
| Social security and other taxes | 19,306 | 13,991 |
| Accrued expenses | 17,447 | 19,227 |
| Deferred government grants | - | 4,797 |
| | 51,029 | 56,617 |

## 16. LOANS

An analysis of the maturity of loans is given below:

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year on demand: | | |
| Bank overdrafts | 14,276 | 18,602 |

## 17. MOVEMENT IN FUNDS

| | At 1.4.23 | Net movement in funds | At 31.3.24 |
|---|---|---|---|
| | £ | £ | £ |
| **Unrestricted funds** | | | |
| General fund | 351,091 | 28,561 | 379,652 |
| Supported Housing (U/R) | (17,879) | 3,771 | (14,108) |
| Carmarthen | - | 343,710 | 343,710 |
| | 333,212 | 376,042 | 709,254 |
| **Restricted funds** | | | |
| Resource centre | 200,049 | 27,251 | 227,300 |
| Carers | 17,013 | (2,320) | 14,693 |
| Supported housing | 236,770 | (89,003) | 147,767 |
| Property purchase | 226,480 | (4,924) | 221,556 |
| Carmarthen Restricted | - | 204,753 | 204,753 |
| | 680,312 | 135,757 | 816,069 |
| **TOTAL FUNDS** | 1,013,524 | 511,799 | 1,525,323 |



continued...

## 17. MOVEMENT IN FUNDS - continued

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 43,208 | (14,647) | 28,561 |
| Supported Housing (U/R) | 18,313 | (14,542) | 3,771 |
| Carmarthen | 345,584 | (1,874) | 343,710 |
| | 407,105 | (31,063) | 376,042 |
| **Restricted funds** | | | |
| Resource centre | 553,194 | (525,943) | 27,251 |
| Carers | 17,114 | (19,434) | (2,320) |
| Supported housing | 299,714 | (388,717) | (89,003) |
| Property purchase | (1) | (4,923) | (4,924) |
| Carmarthen Restricted | 359,852 | (155,099) | 204,753 |
| | 1,229,873 | (1,094,116) | 135,757 |
| **TOTAL FUNDS** | 1,636,978 | (1,125,179) | 511,799 |

**Comparatives for movement in funds**

| | At 1.4.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 337,483 | 14,780 | (1,172) | 351,091 |
| Supported Housing (U/R) | (22,491) | 4,612 | - | (17,879) |
| | 314,992 | 19,392 | (1,172) | 333,212 |
| **Restricted funds** | | | | |
| Resource centre | 178,914 | 21,135 | - | 200,049 |
| Carers | 13,616 | 3,397 | - | 17,013 |
| Supported housing | 254,466 | (17,696) | - | 236,770 |
| Property purchase | 230,231 | (4,923) | 1,172 | 226,480 |
| | 677,227 | 1,913 | 1,172 | 680,312 |
| **TOTAL FUNDS** | 992,219 | 21,305 | - | 1,013,524 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 26,867 | (12,087) | 14,780 |
| Supported Housing (U/R) | 18,498 | (13,886) | 4,612 |
| | 45,365 | (25,973) | 19,392 |
| **Restricted funds** | | | |
| Resource centre | 505,432 | (484,297) | 21,135 |
| Carers | 17,114 | (13,717) | 3,397 |
| Supported housing | 353,934 | (371,630) | (17,696) |
| Property purchase | - | (4,923) | (4,923) |
| | 876,480 | (874,567) | 1,913 |
| **TOTAL FUNDS** | 921,845 | (900,540) | 21,305 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.24 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 337,483 | 43,341 | (1,172) | 379,652 |
| Supported Housing (U/R) | (22,491) | 8,383 | - | (14,108) |
| Carmarthen | - | 343,710 | - | 343,710 |
| | 314,992 | 395,434 | (1,172) | 709,254 |
| **Restricted funds** | | | | |
| Resource centre | 178,914 | 48,386 | - | 227,300 |
| Carers | 13,616 | 1,077 | - | 14,693 |
| Supported housing | 254,466 | (106,699) | - | 147,767 |
| Property purchase | 230,231 | (9,847) | 1,172 | 221,556 |
| Carmarthen Restricted | - | 204,753 | - | 204,753 |
| | 677,227 | 137,670 | 1,172 | 816,069 |
| **TOTAL FUNDS** | 992,219 | 533,104 | - | 1,525,323 |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 70,075 | (26,734) | 43,341 |
| Supported Housing (U/R) | 36,811 | (28,428) | 8,383 |
| Carmarthen | 345,584 | (1,874) | 343,710 |
| | 452,470 | (57,036) | 395,434 |
| **Restricted funds** | | | |
| Resource centre | 1,058,626 | (1,010,240) | 48,386 |
| Carers | 34,228 | (33,151) | 1,077 |
| Supported housing | 653,648 | (760,347) | (106,699) |
| Property purchase | (1) | (9,846) | (9,847) |
| Carmarthen Restricted | 359,852 | (155,099) | 204,753 |
| | 2,106,353 | (1,968,683) | 137,670 |
| **TOTAL FUNDS** | 2,558,823 | (2,025,719) | 533,104 |

The restricted property purchase fund relates to a grant received from the Welsh Government for the purchase of a property. Welsh Government has a legal charge over this property.

The restricted funds carried forward for the Resource Centre, Carers and Supported Housing are intended for the improvement and expansion of service delivery, as well as to enhance and build the capacity of the organisation. The Trustees intend to utilise restricted monies to ensure safe and adequate conditions for users of our services, staff, volunteers and members of the public. Trustees are mindful that growth needs effective governance and management, this will ensure the sustainability and future proofing of the organisation.

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2024.



continued...

## 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 511,799 | 21,305 |
| **Adjustments for:** | | |
| Depreciation charges | 18,427 | 17,268 |
| (Increase)/decrease in debtors | (46,999) | 104,278 |
| Decrease in creditors | (1,262) | (42,690) |
| **Net cash provided by operations** | 481,965 | 100,161 |

## 20. ANALYSIS OF CASH AND CASH EQUIVALENTS

| | 31.3.24 | 31.3.23 |
|---|---|---|
| | £ | £ |
| Notice deposits (less than 3 months) | 789,229 | 572,957 |
| Overdrafts included in bank loans and overdrafts falling due within one year | (14,276) | (18,602) |
| Total cash and cash equivalents | 774,953 | 554,355 |

## 21. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.23 | Cash flow | At 31.3.24 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank | 572,957 | 216,272 | 789,229 |
| Bank overdraft | (18,602) | 4,326 | (14,276) |
| | 554,355 | 220,598 | 774,953 |
| **Total** | 554,355 | 220,598 | 774,953 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2024

| | 31.3.24 £ | 31.3.23 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Management fee | - | 1,913 |
| Donations | 49,815 | 24,953 |
| Room rent | 2,313 | - |
| Funds transfer from Mind Carmarthen | 452,703 | - |
| | 504,831 | 26,866 |
| **Charitable activities** | | |
| Grants | 1,132,147 | 859,076 |
| **Other income** | | |
| Active monitoring management | - | 35,903 |
| **Total incoming resources** | 1,636,978 | 921,845 |
| **EXPENDITURE** | | |
| **Raising donations and legacies** | | |
| Wages | 5,554 | 3,815 |
| Social security | 359 | 243 |
| Pensions | 371 | 68 |
| Staff expenses | 78 | 70 |
| Office costs | 1,223 | 783 |
| Insurances and subscriptions | 1,035 | 1,081 |
| Plant and machinery | 1,981 | 1,981 |
| | 10,601 | 8,041 |
| **Charitable activities** | | |
| Wages | 644,331 | 538,659 |
| Social security | 41,697 | 35,545 |
| Pensions | 42,996 | 9,912 |
| Office rent and water rates | 39,589 | 35,464 |
| Pembs Housing Association | 16,796 | 15,157 |
| Light and heat | 27,144 | 15,045 |
| Repairs and maintenance | 23,675 | 14,752 |
| Cleaning | 5,632 | 2,755 |
| Television licence and rental | 2,089 | 2,138 |
| Refreshments | 6,356 | 5,604 |
| Activities | 9,807 | 5,676 |
| Staff travel and expenses | 23,507 | 18,154 |
| Carried forward | 883,619 | 698,861 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2024

| | 31.3.24 £ | 31.3.23 £ |
|---|---|---|
| **Charitable activities** | | |
| Brought forward | 883,619 | 698,861 |
| Volunteer expenses and training | 676 | - |
| Sub contractors | 9,024 | 20,517 |
| | 893,319 | 719,378 |
| **Support costs** | | |
| **Management** | | |
| Wages | 80,535 | 55,159 |
| Social security | 5,212 | 3,652 |
| Pensions | 5,374 | 1,018 |
| Staff expenses | 1,135 | 1,014 |
| Office costs | 21,419 | 18,620 |
| Staff training and recruitment | 2,449 | 5,595 |
| Insurances, affiliations and subscriptions | 22,206 | 22,967 |
| Promotional costs | 7,884 | 8,829 |
| Professional fees | 15,061 | 10,803 |
| Plant and machinery | 14,777 | 13,927 |
| | 176,052 | 141,584 |
| **Governance costs** | | |
| Wages | 24,995 | 17,114 |
| Social security | 1,617 | 1,136 |
| Pensions | 1,667 | 317 |
| Auditors' remuneration | 4,848 | 4,183 |
| Auditors' remuneration for non audit work | 3,990 | 3,300 |
| Staff expenses | 352 | 315 |
| Office costs | 5,501 | 3,522 |
| Bank charges | 568 | 290 |
| Depreciation of tangible fixed assets | 1,669 | 1,360 |
| | 45,207 | 31,537 |
| Total resources expended | 1,125,179 | 900,540 |
| **Net income** | 511,799 | 21,305 |

**Pembrokeshire and Carmarthen Mind Ltd**

England & Wales - Charity number 1157041

# Accounts

**REGISTERED COMPANY NUMBER: 08521406 (England and Wales)**
**REGISTERED CHARITY NUMBER: 1157041**

# Report of the Trustees and

# Financial Statements

# for the Year Ended 31 March 2023

# for

# Mind Pembrokeshire Limited

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Ashmole & Co.

Mind Pembrokeshire Limited

## Contents of the Financial Statements for the Year Ended 31 March 2023


| | Page |
|---|---|
| Reference and Administrative Details | 1 |
| Report of the Trustees | 2 to 11 |
| Report of the Independent Auditors | 12 to 14 |
| Statement of Financial Activities | 15 |
| Balance Sheet | 16 to 17 |
| Cash Flow Statement | 18 |
| Notes to the Financial Statements | 19 to 29 |
| Detailed Statement of Financial Activities | 30 to 31 |

**Mind Pembrokeshire Limited**

**Reference and Administrative Details**
**for the Year Ended 31 March 2023**

| | |
|---|---|
| **TRUSTEES** | Mr R H Rastall<br>Mr S Fletcher<br>Mr S Portwood (resigned 6.5.22)<br>Mrs H F A Francis<br>Mr D H Lloyd - Chairperson<br>Mrs K A Madden<br>Mrs A Little (appointed 21.9.23)<br>Mr P Davies (appointed 21.9.23)<br>Cllr R Sinnett (appointed 16.5.23) |
| **COMPANY SECRETARY** | Ms T Price |
| **REGISTERED OFFICE** | 2 Perrots Road<br>Haverfordwest<br>Pembrokeshire<br>SA61 2HD |
| **REGISTERED COMPANY NUMBER** | 08521406 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1157041 |
| **AUDITORS** | Ashmole and Co.<br>Chartered Certified Accountants and Statutory Auditors<br>Williamston House<br>7 Goat Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 1PX |
| **BANKERS** | Unity Trust Bank<br>9 Brindley Place<br>Birmingham<br>B1 2HB |

## Report of the Trustees for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

## OBJECTIVES AND ACTIVITIES

Mind Pembrokeshire Limited works for a better life for everyone with direct or indirect experience of mental health problems. We promote a positive attitude to mental, emotional and physical wellbeing.

We do this by:

- Listening to the views, needs and ambitions of service users and carers which influences everything we do.
- Providing a range of high quality, easily accessible, person centred services with knowledgeable, motivated staff and committed volunteers.
- By raising awareness and promoting understanding with up to date information we will create a better informed West Wales thus reducing discrimination.
- Working to support people in their recovery, to build resilience and to maintain wellbeing.

## SIGNIFICANT ACTIVITIES

Below are the activities undertaken in order to carry out the Charity's aim for the public benefit. This section also includes some of the impacts and achievements. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Mind Pembrokeshire is proud to have continued to provide support digitally, face to face, by appointment and in this year our drop ins have functioned as we like, with people being able to access support when they need it and the way they prefer. We are still seeing people affected by COVID-19 who are still experiencing social anxiety and longer term depression caused by long covid. We are also working with people that are trying to combat the social isolation they felt at that time.

### Active Monitoring

What is Active Monitoring and how does it work?
Active Monitoring is based on Cognitive Behavioural Therapy - so it helps people to be more in control of their thoughts and feelings. It is a 6-week guided self-help program, and is aimed at people with mild to moderate mental health problems. The aims of the service are to develop a personal tool kit of resources for clients to improve and maintain their mental wellbeing. It is a remote service, so is delivered over the telephone, or ZOOM, and it is free.
It uses recognised measures tenable clients to see howe they are doing.
The GAD 7 questionnaire around anxiety, the PHQ9 questionnaire around low mood and the Warwick -Edinburgh Mental wellbeing scale (WEMWBS), which is around general wellbeing.
In this year in Pembrokeshire we have had 747 referrals into our service.
93% of the people accessing the service had improved anxiety scores after the intervention.
92% of the people accessing the service had improved depression scores after the intervention.
92% of the people accessing the service had improved wellbeing scores after the intervention.
We have also been able to provide the service face to face for individuals that asked for that.

We have provided 63 Children and young people with Active Monitoring. It's very much young person led. A trusted adult must attend the assessment session with them and then the young person can choose whether their trusted adult is involved in their five wellbeing sessions. This trusted adult must be the same person throughout all the sessions, which are always face to face.
93% had improved SDQ Scores. The Strengths and Difficulties Questionnaire (SDQ) is a 25-item measure designed to assess behaviours, emotions, and relationships. 93% had improved wellbeing scores after the intervention.

### Carers Support Service

Our Carers Project provides a specialist service for Carers of people with mental health issues. We offer practical support such as making and attending appointments, 1-1 support sessions at a place of the Carers choice, telephone support, a monthly lunch or activity at various locations. The service facilitates both a safe space for Carers to discuss openly with their peers, relieving social isolation, gives carers an opportunity to try something new and to have some fun too. In this year 80 carers accessed support which they say is vital in enabling them to continue to care for their loved ones.

Mind Pembrokeshire Ltd supports the principles that underpin the Pembrokeshire Carers Strategy which says that:
- Carers will be treated with dignity and respect
- Carers will have access to the services they need to support them in their caring role
- Carers will be able to have a life of their own
- Carers will not be forced into financial hardship by their caring role
- Carers will be supported to stay mentally and physically well
- Children and young people will be protected from inappropriate caring roles

We will continue to fight for Carers and their rights as well as provide the support they tell us they need.
Early Intervention and Employment Specialist Service

**Early Intervention and Employment Specialist Service**

In partnership with our Hywel Dda University Health Board colleagues in the Early Intervention Psychosis Team, this service provides adolescents and young adults between 14-25 years of age who are experiencing a first episode of psychosis support to return to employment, training or education.
In this year we supported 28 young people directly and by signposting to an appropriate organisation. Support offered is tailored to the individual. Below is some of the work undertaken.
Support with Job Centre Meetings
CV Advice and Support to complete.
Support to apply for jobs.
Interview preparation
Support with workplace tasters.
Mediation and negotiation with employers.
Benefits Advice
Support to access education and training.
Helping others to understand the challenges the young person faces.
Breaking down barriers.
Reducing stigma and discrimination

**Evening Service – Sanctuary/Hospitality**

The Sanctuary is an out of hours drop-in service providing support to those who are experiencing, or at risk of experiencing, a mental health crisis. In 2022/23, the Sanctuary was open Friday, Saturday and Sunday evenings between 6pm and 2am and we had an alternative to admission hospitality bed.
In this year the Sanctuary helped 151 people accessed the service with 534 one to one appointments being undertaken.
In 2023/24, we aim to increase awareness of this service and in turn, see higher use of the Sanctuary.

The Hospitality Bed provides a safe space for individuals experiencing a mental health crisis to stay overnight, supported by the Mind Pembrokeshire team. The Hospitality bed is available from 10pm to 10am. Unlike the Sanctuary, the Hospitality Bed service can only be accessed through a referral from the Crisis Team and is to be used as an alternative to a hospital admission and in this year 13 people accessed the bed.

**Housing Project**

In this year we have continued to provide our support under the Supported Living Framework. Over 10,00 hours of tenancy related support was provided in the community, in our two supported community houses that we manage and our 2 single occupancy flats.

The project continues to provide a flexible peripatetic service offering low to medium level support. The support enables individuals to live independently within their own tenancy agreement. Individuals have received support to maintain their tenancies as well as improve their quality of life and enhance their opportunities. The number of hours and the complexity of individuals needs have increased dramatically as has the way referrals are made. The priority is that people remain independent, in their own homes leading satisfying lives and very importantly out of hospital.
We have also provided some drop in support from our centre in Meyrick Street, Pembroke Dock.

**Mums Matter**

Mums Matter is a perinatal service for women who are experiencing mental health challenges during the perinatal period, so far pregnancy to when the child is 2 years old.

Mums Matter is a free 8 week programme that aims to support mums to manage every day, nurture themselves and dispel the many myths of motherhood. Sessions are provided weekly and enables mums to:
Meet other mums in a relaxed and friendly environment - you are not alone.
Learn methods to help manage mental health and wellbeing.
Identify tool and strategies to nurture themselves.
Practice techniques that draw on CBT Principles to challenge and manage thought processes.
This is a group programme, small groups up to 8 with weekly check ins from our facilitators.
In this year 150 mums benefitted from the programme, all of them had improved wellbeing scores after completing the course.

**P4TJ**

The Partners for the Journey Project is a collaborative project between Mind Pembrokeshire and Citizens Advice Pembrokeshire and funded by the North and South Pembrokeshire clusters. The project set out to support GP's and other Primary Health care service users, who had underlying non-medical needs and/or low-level mental health, to deal with a range of issues ensuring that Health Care staff could concentrate their time with those patients on relevant health issues.

In addition to the positive impacts for staff, patients and beneficiaries of Primary Care services the learning and development opportunity this has provided for Citizens Advice Pembrokeshire and Mind Pembrokeshire has been really valued. Both organisations have been able to learn from each others systems, processes and ways of working. The has enabled teams to provide seamless and consistent support to people. The organisations are continually improving the way Partners for the Journey is delivered across Pembrokeshire, and thanks to the Clusters funding we believe this is now a service template that could be scaled up, increasing the reach and positive impacts for people and organisations across Hywel Dda University Health Boards footprint.

Wellbeing can be affected by underlying worries and anxieties as well as by loneliness, isolation, and a lack of support. The rising cost of living is creating more pressures and can greatly affect mental health so, it has been extremely rewarding to be able to deliver a service at a time when it's been most needed, with Partners for the Journey being able to provide the support and the practical advice that people need to help resolve issues and to improve well-being.

Mind Pembrokeshire can provide a range of therapeutic interventions that will improve the individuals mental and emotional wellbeing and build resilience. This includes services such as Active monitoring - six sessions using cognitive behavioural strategies, 8 weeks to well being - eight sessions on building resilience, and Roots To Recovery - assessable, fun, outdoor activities.
Citizens Advice Pembrokeshire can advise and support clients on a range of issues including welfare benefits, debt, housing, energy to include fuel poverty, employment, family, and relationship matters.
In this year the service supported 440 individuals with their financial and mental wellbeing.
P4tJ have worked alongside or signposted individuals to.

Citizens Advice Pembrokeshire
NHS
Crisis Team
Pembrokeshire Action To Combat Hardship - PATCH
Pembrokeshire Action for the Homeless - PATH
Community Connectors
Dyfed Drug and Alcohol Service - DDAS
Community Drug and Alcohol Team - CDAT
West Wales Advocacy
Maximus
Trussel Foodbank
Pembrokeshire County Council
DWP Work coaches

**Resource Centre**

Our Perrots Road Centre has been able to provide its open access service 365 days in this year. In this year 812 individuals accessed support. In addition, we provided 337 One to One appointments and 142 different Group activities. 7 Volunteers supported our team to provide the support, their support is invaluable.
Resource Centre aims to provide:

- Crisis, social and emotional support
- Access to cognitive behaviour therapy programmes
- Counselling
- Up to date information, through our library of leaflets, journals, books and videos
- Individual and/or group support including a Ladies Only Group (2-4 Friday)
- A safe and supportive place, which enables people to achieve goals and ambitions
- Volunteering opportunities
- Educational opportunities, from a variety of providers including Learning Pembrokeshire and Pembrokeshire College
- Liaising with Police, Probation, Misuse teams, Courts
- Low-level advocacy
- Peer support, building healthy friendships and relationships as individuals and in groups
- Valued occupation and meaningful activity, swimming, walking, horticulture
- Mind Rocks - our very own music group has also developed a ukulele group, that has gone from strength to strength.
- Great Friendships.

**Roots2Recovery**

Roots to Recovery is delivered in partnership by Pembrokeshire Coast National Park Authority and Mind Pembrokeshire. The project is all about the restorative powers of the outdoors, benefiting the mental health and wellbeing of people in Pembrokeshire. The project is supported through the National Lottery Community Fund until September 2024. Roots to Recovery provides a space to join in outdoor experiences and supported volunteering opportunities improving mental health by connection with others and doing something to help our National Park and wild places.

In this year 132 individuals were supported with 134 group sessions delivered. The project had 9 Mentors who freely gave 1980 hours of service to support the project.

Collaboration is really important to the success of this project and this year we collaborated with.
The Nature Partnership Project, Futureworks, Grwp Resilience, PAVS, Keep Wales Tidy, The National Trust, Transition Bro Gwaun, NHS, Adferiad, Lifeseeker, Pembrokeshire County Council, Tir Coyd, Wild Swim Wales, The Milkwood Project, Pembrokeshire Community Council, The Sealife Centre Fishguard, Dyfed Powys Police, Age Cymru, Local Places for Nature,The Gateway Hub Fishguard, BuzzardChrisBushcraft, Penrhyn Church in Wales School, Value Independence, Transition Haverfordwest, Pembroke Town Hall, The Otter Consultancy, South Scolton Woods - The Timberman, VC Gallery, Fishguard Town Council, Barod Cymru, WWAMH, Parc Helyg Community Gardens, Real First Aid.

**FINANCIAL REVIEW**

**Principal funding sources**

Pembrokeshire County Council monies ensure we can continue to offer services to people through our Resource Centre. Our Adult Carers service is also funded by the County Council.

Funding received from Hywel Dda University Health Board, ensures the continued provision of our 365-day a year Resource centre service for all Pembrokeshire residents who have experience of mental ill health. The Early Intervention/Employment Support Service is also funded by Hywel Dda University Health Board. Active Monitoring, EIP/ESW [ Early Intervention Psychosis Employment Support] Sanctuary and Hospitality- evening and night time service, and Mums Matter, peri natal mental health service.

GP Clusters fund our P4tJ Service
Supporting People fund our Housing Project: without this the supported housing projects and floating support could not be provided.
National Lottery Community fund supports our Roots2Recovery Project via the Pembrokeshire Coast National Park.
The charity is also fortunate to have some local individuals and businesses who support us financially and for this we are grateful.

## FINANCIAL REVIEW

**Reserves policy**
The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted free reserves not committed or invested in tangible fixed assets held by the charity should be approximately 3 months of expenditure. This would give the charity the flexibility to cover temporary timing differences of funding and/or a sudden decline in income and ensure that commitments to providing services in the form of contractual commitments to staff, premises and key stakeholders are met.

The present level of free reserves available to the charity amounts to £134,451. Based on the current year this would equate to nearly 1.8 months expenditure. The Trustees have taken a decision to where possible increase this period to up to 6 months of Reserves. The rationale for this is due to the level of uncertainty with funding and the financial climate in which we are working in we may need this to continue to provide services, whilst seeking funding externally

## FUTURE DEVELOPMENTS
The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Priorities for 2023/2024 will be:

Ensure we remain fit for purpose and sustainable.
- Begin the Investors in Carers Award process.
- Complete the merger process with Mind Carmarthen
- Provide a range of services that enable and empower individuals, adults as well as children and young people to live full and active lives within our community
- Investigate opportunities to open at different times for example evenings and for Children and young people.
- To create additional opportunities for people to participate and get involved in planning, developing and delivering services
- Work to identify where there are gaps in service provision and try to meet that need
- Using the Memorandum of Understanding developed in this year, work alongside local Minds in Aberystwyth, Carmarthen and Llanelli to make the most of our strengths across Hywel Dda University Health Board. Improving opportunities for people with mental health needs, increasing our reach and sharing good practice and resources where we can
- Continue to monitor and evaluate our services and meet Minds Quality Mark standards whilst investigating other Quality Frameworks
- Look at ways of diversifying our funding streams - sustainable funding being a priority
- Continue to strengthen the Board of Trustees

## STRUCTURE, GOVERNANCE AND MANAGEMENT
**Governing document**
The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Mind Pembrokeshire Ltd is a registered charity, number 1157041 registered with the Charity Commission on 14 May 2014. The charity's governing document is its Constitution. The accounts comply with the governing document.

**Charity Commission**
The Trustees have regard for the Charity Commissions guidance on Public Benefit and ensure that the Charities purpose and activity is:
* beneficial
* can be evidenced
* benefits a 'sufficient section' of the public.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Organisational structure**
Mind Pembrokeshire Ltd is an independent local charity, which is affiliated to National Mind and Mind Cymru. We have adopted the Mind brand which means that we adhere to the corporate branding policy and Minds' Community Partnership Agreement, which enhances Local Minds' relationship with Mind. Work has started across the network to review and update the Community Partnership Agreement.

The charity has a Board of Trustees with up to 12 members that meets bi-monthly and is responsible for the strategic direction and policy of the charity. The Trustees also meet as task and finish groups when a specific piece of work needs to be undertaken. This year we have maintained the Quality and Service Evaluation Group who are ensuring we are ready for our Mind Quality Review in 2020. Trustees with both experience of the issues facing our community of interest, as well as a variety of professional backgrounds relevant to the work of the charity have worked hard to meet the Aims and Objectives and ensure prudence and compliance.

A scheme of delegation is in place and day to day responsibility for the provision of services or projects rests with the Chief Executive Officer, under the guidance and supervision of the Chairman. The Chief Executive Officer is responsible for ensuring the charity delivers identified services, with funding to match and that the key performance indicators are met. Ongoing personal support and development for staff and volunteers is undertaken. This enhances their skills and good working practices and encourages positive personal and professional development.

Each Co-ordinator or Manager has responsibility for the day-to-day operational management of their project, including budgeting as well as individual supervision of their staff team and or volunteers.

**Recruitment and appointment of new trustees**
As a membership organisation its Members vote for its Trustees at the Annual General Meeting. Mind Pembrokeshire Ltd is a Company Limited by Guarantee, number 8521406. Trustees will be elected for a three (3) year term, following which they can be re elected.

Due to the nature of the work undertaken by the organisation, the Trustees seek to ensure that the needs of the community it serves are appropriately reflected through the diversity of the Trustee body. To enhance the potential pool of Trustees the charity uses its networks, user and carer groups to identify those who would be willing to become members and use their experience to assist the charity as a Trustee.

Trustees with skills in health, social care and training and development are represented on the Board as well as those with direct and indirect experience of mental health issues and carers. In an effort to maintain this broad skill mix Trustees are requested to provide an updated personal profile annually and where skills or experience is lacking we try to recruit accordingly. In the event of a particular skill being lost due to retirements or resignations, individuals are approached to offer themselves for election to the Trustee Board. We are beginning to look at a Board Renewal Strategy as well as succession Planning for senior Staff. Recruiting Trustees is becoming increasingly difficult across the Sector. Mind Pembrokeshire Ltd takes a proactive approach, which we hope will mitigate against the risk of not having an effective Board.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Induction and training of new trustees

Trustees are familiar with the practical work of the charity and continue to support the aims and objectives by taking part in many of the 'get togethers' and workshops. We have continued to strengthen this with Trustees meeting with beneficiaries in our Resource centre to get first hand knowledge of the challenges faced and what we can do to help.

New Trustees have an induction covering roles and responsibilities and are offered an established Trustee as a Mentor. The Mentor meets with the new Trustee/ Trustees before meetings and answers any questions or queries from the supporting papers, they also help with understanding 'meeting etiquette'. Any additional training will be identified at their induction as well as through ongoing training needs analysis Trustees access the Charity Commission Newsletter as well as copies of Mind publications and Reports. Trustees receive our local CVC, PAVS newsletter and are also encouraged to access WCVAs website. We have continued to send Trustees information on external training opportunities, which they take advantage of. We are also investigating online training for Trustees and are seeking Mind's support to source this.

### Meeting schedule

Trustees have met virtually 6 times in the last year for their full meetings as well as undertaking specific task oriented work, which has included Quality and Service Evaluation.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Related parties**

We have continued to develop strong links with the local planning processes, this raises the profile of the organisation and the needs of the callers and carers to the centre. Where the expertise of other services or organisations is required, we signpost or refer on. The following includes organisations that may not have already been mentioned that we have worked with in this year:

- National Park
- Community Mental Health Team
- GP Surgeries and Primary Care Teams
- Housing Associations
- Bro Cerwyn
- Adlerian Society
- Advocacy West Wales
- Citizens Advice Bureau
- Department of Work and Pensions
- Haverfordwest Football Club - We Wear the Same Shirt
- Elliots Hill
- FRAME Pembrokeshire
- Dyfed Powys Police
- Hywel Dda University Health Board
- Llanelli Mind
- Mind Aberystwyth
- Mind Carmarthen
- Mind Cymru
- National Mind
- PATCH
- Pembrokeshire Care Society
- Pembrokeshire County Council
- Pembrokeshire People First
- Pembrokeshire College
- Pembrokeshire Association of Voluntary Services
- PRP
- St Caradog - In patient Unit
- St Non - In patient Unit
- West Wales Action for Mental Health
- Workways Plus

This list is not exhaustive but shows our commitment to working alongside anyone who can support our callers, members and service users.

**Risk management**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. Elements of risk and its management have been identified as crucial in preventing vulnerability within the organisation. We continue to utilise AJ Gallagher, our insurers, and Minds support, which we get as part of our Community Partnership Agreement with Radar to advise the organisation on Employment Law. In addition Health and Safety including Risk Assessment processes continue to be prioritised and action taken when necessary. In this year a full health and safety review was undertaken by AJ Gallagher and an improvement plan, scrutinised by the Trustees has been implemented. Comprehensive reviews of its Organisational and Operational Risk Assessments continue to be undertaken as well as its Business Continuity and Contingency Plans.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Mind Pembrokeshire Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 06/12/23 and signed on its behalf by:

.....

Mr D H Lloyd - Trustee

## Report of the Independent Auditors to the Trustees of Mind Pembrokeshire Limited (Registered number: 08521406)

**Opinion**
We have audited the financial statements of Mind Pembrokeshire Limited (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception**
We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:
- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- nature of the charity and the sector in which it operates.
- the legal and regulatory framework in which the charity operates, and in particular those laws and regulations
- that directly affect the financial statements or have a fundamental effect on operations eg Charities Act 2011, health and safety legislation.
- results of enquiries of management and those charged with governance
- any matters identified relating to
- the charity's policies and procedures for identifying, evaluating and complying with laws and regulations, and whether there were any known instances of non compliance.
- detecting and responding to the risks of fraud and whether there is any knowledge of actual, suspected or alleged fraud.
- the internal controls established to mitigate risks of fraud or non compliance with laws and regulations.

As a result of performing the above, we did not identify any key audit matters related to potential risk of fraud or non compliance with laws and regulations.

In addition to the above, our procedures included:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations
- enquires of management and those charged with governance concerning actual and potential litigation and claims
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- review of minutes of committee meetings
- written representations

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Trustees of**
**Mind Pembrokeshire Limited (Registered number: 08521406)**

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date: 20/12/2023

**Mind Pembrokeshire Limited**

**Statement of Financial Activities**
**for the Year Ended 31 March 2023**

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.23 Total funds £ | 31.3.22 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 26,866 | - | 26,866 | 141,725 |
| **Charitable activities** | 3 | | | | |
| Resource centre | | - | 469,529 | 469,529 | 483,742 |
| Carers | | - | 17,114 | 17,114 | 18,943 |
| Supported housing | | 18,499 | 353,935 | 372,434 | 365,705 |
| Other income | | - | 35,902 | 35,902 | 20,768 |
| **Total** | | 45,365 | 876,480 | 921,845 | 1,030,883 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 4 | 8,041 | - | 8,041 | 5,910 |
| **Charitable activities** | 5 | | | | |
| Resource centre | | - | 484,297 | 484,297 | 407,234 |
| Carers | | - | 13,717 | 13,717 | 15,745 |
| Supported housing | | 17,932 | 376,553 | 394,485 | 340,254 |
| **Total** | | 25,973 | 874,567 | 900,540 | 769,143 |
| **NET INCOME** | | 19,392 | 1,913 | 21,305 | 261,740 |
| **Transfers between funds** | 17 | (1,172) | 1,172 | - | - |
| **Net movement in funds** | | 18,220 | 3,085 | 21,305 | 261,740 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 314,992 | 677,227 | 992,219 | 730,479 |
| **TOTAL FUNDS CARRIED FORWARD** | | 333,212 | 680,312 | 1,013,524 | 992,219 |

The notes form part of these financial statements

## Balance Sheet
## 31 March 2023

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.23 Total funds £ | 31.3.22 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 13 | 198,761 | 236,942 | 435,703 | 443,154 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 14 | 685 | 60,796 | 61,481 | 165,759 |
| Cash at bank | | 152,366 | 420,591 | 572,957 | 487,676 |
| | | 153,051 | 481,387 | 634,438 | 653,435 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | (18,600) | (38,017) | (56,617) | (104,370) |
| **NET CURRENT ASSETS** | | 134,451 | 443,370 | 577,821 | 549,065 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 333,212 | 680,312 | 1,013,524 | 992,219 |
| **NET ASSETS** | | 333,212 | 680,312 | 1,013,524 | 992,219 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | 333,212 | 314,992 |
| Restricted funds | | | | 680,312 | 677,227 |
| **TOTAL FUNDS** | | | | 1,013,524 | 992,219 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements



continued...

**Balance Sheet - continued**
**31 March 2023**

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

The financial statements were approved by the Board of Trustees and authorised for issue on .....6/12/23..... and were signed on its behalf by:

.....
Mr D H Lloyd - Trustee

The notes form part of these financial statements

**Mind Pembrokeshire Limited**

**Cash Flow Statement**
**for the Year Ended 31 March 2023**

| | Notes | 31.3.23 £ | 31.3.22 £ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 19 | 100,161 | 172,662 |
| Net cash provided by operating activities | | 100,161 | 172,662 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (9,819) | (214,074) |
| Net cash used in investing activities | | (9,819) | (214,074) |
| **Change in cash and cash equivalents in the reporting period** | | 90,342 | (41,412) |
| **Cash and cash equivalents at the beginning of the reporting period** | 20 | 464,013 | 505,425 |
| **Cash and cash equivalents at the end of the reporting period** | 20 | 554,355 | 464,013 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Incoming resources**
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activity when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be accurately quantified.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**Resources expended**
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit and accountancy fees and costs linked to the strategic management of the charity.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Freehold property | - 2% on cost |
| Equipment and fixtures | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

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

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

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



continued...

## 1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. DONATIONS AND LEGACIES

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Management fee | 1,913 | 18,829 |
| Donations | 24,953 | 122,896 |
| | 26,866 | 141,725 |

## 3. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.23 | 31.3.22 |
|---|---|---|---|
| | | £ | £ |
| Grants | Resource centre | 469,529 | 483,742 |
| Grants | Carers | 17,114 | 18,943 |
| Grants | Supported housing | 372,433 | 365,705 |
| | | 859,076 | 868,390 |

## 4. RAISING FUNDS

**Raising donations and legacies**

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Staff costs | 4,126 | 3,438 |
| Staff expenses | 70 | 127 |
| Office costs | 783 | 770 |
| Insurances and subscriptions | 1,081 | 334 |
| Depreciation | 1,981 | 1,241 |
| | 8,041 | 5,910 |

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 387,369 | 96,928 | 484,297 |
| Carers | 10,361 | 3,356 | 13,717 |
| Supported housing | 321,648 | 72,837 | 394,485 |
| | 719,378 | 173,121 | 892,499 |



continued...

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Staff costs | 584,116 | 461,785 |
| Office rent and water rates | 35,464 | 30,559 |
| Pembs Housing Association | 15,157 | 14,715 |
| Light and heat | 15,045 | 12,717 |
| Repairs and maintenance | 14,752 | 52,291 |
| Cleaning | 2,755 | 1,962 |
| Television licence and rental | 2,138 | 2,015 |
| Refreshments | 5,604 | 887 |
| Activities | 5,676 | 468 |
| Staff travel and expenses | 18,154 | 23,873 |
| Early intervention charge | - | 19,705 |
| Sub contractors | 20,517 | - |
| | 719,378 | 620,977 |

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 78,636 | 18,292 | 96,928 |
| Carers | 2,726 | 630 | 3,356 |
| Supported housing | 60,222 | 12,615 | 72,837 |
| | 141,584 | 31,537 | 173,121 |

Costs allocation includes an element of judgement and the charity had had to consider the cost benefit of detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating cost to the respective cost heading through the year. This allocation included support costs where they are directly attributable. Therefore the support costs shown are a best estimate of the costs that have been so allocated.

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | 17,270 | 14,968 |



continued...

## 9. AUDITORS' REMUNERATION

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Fees payable to the charity's auditors for the audit of the charity's financial statements | 4,183 | 2,160 |
| Auditors' remuneration for non audit work | 3,300 | 1,800 |

In addition, fees payable for the provision of payroll services amounted to £3,300 for the year ended 31st March 2023 (£1,795 for year ended 31st March 2022).

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

During the year ended 31 March 2023 trustees were paid travel expenses of £nil (2022: £nil).

## 11. STAFF COSTS

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 614,747 | 494,306 |
| Social security costs | 40,576 | 27,435 |
| Other pension costs | 11,315 | 8,802 |
| | 666,638 | 530,543 |

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

| | 31.3.23 | 31.3.22 |
|---|---|---|
| In furtherance of charity's objects | 32 | 26 |
| Administration | 2 | 2 |
| | 34 | 28 |

No employees received emoluments in excess of £60,000.



continued...

## 11. STAFF COSTS - continued

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2022

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 141,725 | - | 141,725 |
| **Charitable activities** | | | |
| Resource centre | - | 483,742 | 483,742 |
| Carers | - | 18,943 | 18,943 |
| Supported housing | 3,426 | 362,279 | 365,705 |
| Other income | - | 20,768 | 20,768 |
| **Total** | 145,151 | 885,732 | 1,030,883 |
| **EXPENDITURE ON** | | | |
| Raising funds | 5,910 | - | 5,910 |
| **Charitable activities** | | | |
| Resource centre | - | 407,234 | 407,234 |
| Carers | - | 15,745 | 15,745 |
| Supported housing | 25,917 | 314,337 | 340,254 |
| **Total** | 31,827 | 737,316 | 769,143 |



continued...

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2022 - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **NET INCOME** | 113,324 | 148,416 | 261,740 |
| **RECONCILIATION OF FUNDS** | | | |
| Total funds brought forward | 201,668 | 528,811 | 730,479 |
| **TOTAL FUNDS CARRIED FORWARD** | 314,992 | 677,227 | 992,219 |

## 13. TANGIBLE FIXED ASSETS

| | Freehold property £ | Equipment and fixtures £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2022 | 448,462 | 38,144 | 486,606 |
| Additions | - | 9,819 | 9,819 |
| At 31 March 2023 | 448,462 | 47,963 | 496,425 |
| **DEPRECIATION** | | | |
| At 1 April 2022 | 18,816 | 24,636 | 43,452 |
| Charge for year | 8,970 | 8,300 | 17,270 |
| At 31 March 2023 | 27,786 | 32,936 | 60,722 |
| **NET BOOK VALUE** | | | |
| At 31 March 2023 | 420,676 | 15,027 | 435,703 |
| At 31 March 2022 | 429,646 | 13,508 | 443,154 |

The property was purchased in March 2020 by means of a Welsh Government grant.

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| Grant and other debtors | 61,481 | 165,759 |



continued...

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Bank loans and overdrafts (see note 16) | 18,602 | 23,663 |
| Social security and other taxes | 13,991 | 2,369 |
| Accrued expenses | 19,227 | 5,652 |
| Deferred government grants | 4,797 | 72,686 |
| | 56,617 | 104,370 |

## 16. LOANS

An analysis of the maturity of loans is given below:

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year on demand: | | |
| Bank overdrafts | 18,602 | 23,663 |

## 17. MOVEMENT IN FUNDS

| | At 1.4.22 | Net movement in funds | Transfers between funds | At 31.3.23 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Unrestricted funds** | | | | |
| General fund | 337,483 | 14,780 | (1,172) | 351,091 |
| Supported Housing (U/R) | (22,491) | 4,612 | - | (17,879) |
| | 314,992 | 19,392 | (1,172) | 333,212 |
| **Restricted funds** | | | | |
| Resource centre | 178,914 | 21,135 | - | 200,049 |
| Carers | 13,616 | 3,397 | - | 17,013 |
| Supported housing | 254,466 | (17,696) | - | 236,770 |
| Property purchase | 230,231 | (4,923) | 1,172 | 226,480 |
| | 677,227 | 1,913 | 1,172 | 680,312 |
| **TOTAL FUNDS** | 992,219 | 21,305 | - | 1,013,524 |



continued...

## 17. MOVEMENT IN FUNDS - continued

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 26,867 | (12,087) | 14,780 |
| Supported Housing (U/R) | 18,498 | (13,886) | 4,612 |
| | 45,365 | (25,973) | 19,392 |
| **Restricted funds** | | | |
| Resource centre | 505,432 | (484,297) | 21,135 |
| Carers | 17,114 | (13,717) | 3,397 |
| Supported housing | 353,934 | (371,630) | (17,696) |
| Property purchase | - | (4,923) | (4,923) |
| | 876,480 | (874,567) | 1,913 |
| **TOTAL FUNDS** | 921,845 | (900,540) | 21,305 |

**Comparatives for movement in funds**

| | At 1.4.21 £ | Net movement in funds £ | At 31.3.22 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 201,668 | 135,815 | 337,483 |
| Supported Housing (U/R) | - | (22,491) | (22,491) |
| | 201,668 | 113,324 | 314,992 |
| **Restricted funds** | | | |
| Resource centre | 76,245 | 102,669 | 178,914 |
| Carers | 10,346 | 3,270 | 13,616 |
| Supported housing | 207,066 | 47,400 | 254,466 |
| Property purchase | 235,154 | (4,923) | 230,231 |
| | 528,811 | 148,416 | 677,227 |
| **TOTAL FUNDS** | 730,479 | 261,740 | 992,219 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 141,725 | (5,910) | 135,815 |
| Supported Housing (U/R) | 3,426 | (25,917) | (22,491) |
| | 145,151 | (31,827) | 113,324 |
| **Restricted funds** | | | |
| Resource centre | 504,508 | (401,839) | 102,669 |
| Carers | 18,945 | (15,675) | 3,270 |
| Supported housing | 362,279 | (314,879) | 47,400 |
| Property purchase | - | (4,923) | (4,923) |
| | 885,732 | (737,316) | 148,416 |
| **TOTAL FUNDS** | 1,030,883 | (769,143) | 261,740 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.21 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.23 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 201,668 | 150,595 | (1,172) | 351,091 |
| Supported Housing (U/R) | - | (17,879) | - | (17,879) |
| | 201,668 | 132,716 | (1,172) | 333,212 |
| **Restricted funds** | | | | |
| Resource centre | 76,245 | 123,804 | - | 200,049 |
| Carers | 10,346 | 6,667 | - | 17,013 |
| Supported housing | 207,066 | 29,704 | - | 236,770 |
| Property purchase | 235,154 | (9,846) | 1,172 | 226,480 |
| | 528,811 | 150,329 | 1,172 | 680,312 |
| **TOTAL FUNDS** | 730,479 | 283,045 | - | 1,013,524 |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 168,592 | (17,997) | 150,595 |
| Supported Housing (U/R) | 21,924 | (39,803) | (17,879) |
| | 190,516 | (57,800) | 132,716 |
| **Restricted funds** | | | |
| Resource centre | 1,009,940 | (886,136) | 123,804 |
| Carers | 36,059 | (29,392) | 6,667 |
| Supported housing | 716,213 | (686,509) | 29,704 |
| Property purchase | - | (9,846) | (9,846) |
| | 1,762,212 | (1,611,883) | 150,329 |
| **TOTAL FUNDS** | 1,952,728 | (1,669,683) | 283,045 |

The restricted property purchase fund relates to a grant received from the Welsh Government for the purchase of a property. Welsh Government has a legal charge over this property.

The restricted funds carried forward for the Resource Centre, Carers and Supported Housing are intended for the improvement and expansion of service delivery, as well as to enhance and build the capacity of the organisation. The Trustees intend to utilise restricted monies to ensure safe and adequate conditions for users of our services, staff, volunteers and members of the public. Trustees are mindful that growth needs effective governance and management, this will ensure the sustainability and future proofing of the organisation.

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2023.

## 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 21,305 | 261,740 |
| **Adjustments for:** | | |
| Depreciation charges | 17,268 | 14,968 |
| Decrease in debtors | 104,278 | 43,378 |
| Decrease in creditors | (42,690) | (147,424) |
| **Net cash provided by operations** | 100,161 | 172,662 |



continued...

## 20. ANALYSIS OF CASH AND CASH EQUIVALENTS

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Notice deposits (less than 3 months) | 572,957 | 487,676 |
| Overdrafts included in bank loans and overdrafts falling due within one year | (18,602) | (23,663) |
| Total cash and cash equivalents | 554,355 | 464,013 |

## 21. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.22 | Cash flow | At 31.3.23 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank | 487,676 | 85,281 | 572,957 |
| Bank overdraft | (23,663) | 5,061 | (18,602) |
| | 464,013 | 90,342 | 554,355 |
| **Total** | 464,013 | 90,342 | 554,355 |

**Mind Pembrokeshire Limited**

**Detailed Statement of Financial Activities for the Year Ended 31 March 2023**

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Management fee | 1,913 | 18,829 |
| Donations | 24,953 | 122,896 |
| | 26,866 | 141,725 |
| **Charitable activities** | | |
| Grants | 859,076 | 868,390 |
| **Other income** | | |
| Active monitoring management | 35,903 | 20,768 |
| **Total incoming resources** | 921,845 | 1,030,883 |
| **EXPENDITURE** | | |
| **Raising donations and legacies** | | |
| Wages | 3,815 | 3,184 |
| Social security | 243 | 192 |
| Pensions | 68 | 62 |
| Staff expenses | 70 | 127 |
| Office costs | 783 | 770 |
| Insurances and subscriptions | 1,081 | 334 |
| Plant and machinery | 1,981 | 1,241 |
| | 8,041 | 5,910 |
| **Charitable activities** | | |
| Wages | 538,659 | 430,242 |
| Social security | 35,545 | 23,868 |
| Pensions | 9,912 | 7,675 |
| Office rent and water rates | 35,464 | 30,559 |
| Pembs Housing Association | 15,157 | 14,715 |
| Light and heat | 15,045 | 12,717 |
| Repairs and maintenance | 14,752 | 52,291 |
| Cleaning | 2,755 | 1,962 |
| Television licence and rental | 2,138 | 2,015 |
| Refreshments | 5,604 | 887 |
| Activities | 5,676 | 468 |
| Staff travel and expenses | 18,154 | 23,873 |
| Early intervention charge | - | 19,705 |
| Sub contractors | 20,517 | - |
| | 719,378 | 620,977 |
| **Support costs** | | |
| **Management** | | |
| Wages | 55,159 | 47,053 |
| Carried forward | 55,159 | 47,053 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2023

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| **Management** | | |
| Brought forward | 55,159 | 47,053 |
| Social security | 3,652 | 2,551 |
| Pensions | 1,018 | 244 |
| Staff expenses | 1,014 | 1,842 |
| Office costs | 18,620 | 18,216 |
| Staff training and recruitment | 5,595 | 9,631 |
| Insurances, affiliations and subscriptions | 22,967 | 10,433 |
| Promotional costs | 8,829 | 1,531 |
| Professional fees | 10,803 | 13,202 |
| Plant and machinery | 13,927 | 12,577 |
| | 141,584 | 117,280 |
| **Governance costs** | | |
| Wages | 17,114 | 13,827 |
| Social security | 1,136 | 824 |
| Pensions | 317 | 821 |
| Auditors' remuneration | 4,183 | 2,160 |
| Auditors' remuneration for non audit work | 3,300 | 1,800 |
| Staff expenses | 315 | 572 |
| Office costs | 3,522 | 3,466 |
| Bank charges | 290 | 356 |
| Depreciation of tangible fixed assets | 1,360 | 1,150 |
| | 31,537 | 24,976 |
| Total resources expended | 900,540 | 769,143 |
| **Net income** | 21,305 | 261,740 |

**Pembrokeshire and Carmarthen Mind Ltd**

England & Wales - Charity number 1157041

# Accounts

REGISTERED COMPANY NUMBER: 08521406 (England and Wales)
REGISTERED CHARITY NUMBER: 1157041

# Report of the Trustees and

# Financial Statements

# for the Year Ended 31 March 2022

# for

# Mind Pembrokeshire Limited

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Ashmole & Co.

## Contents of the Financial Statements for the Year Ended 31 March 2022


| | Page |
|---|---|
| Reference and Administrative Details | 1 |
| Report of the Trustees | 2 to 12 |
| Report of the Independent Auditors | 13 to 15 |
| Statement of Financial Activities | 16 |
| Balance Sheet | 17 to 18 |
| Cash Flow Statement | 19 |
| Notes to the Financial Statements | 20 to 29 |
| Detailed Statement of Financial Activities | 30 to 31 |

**Mind Pembrokeshire Limited**

**Reference and Administrative Details**
**for the Year Ended 31 March 2022**

| | |
|---|---|
| **TRUSTEES** | Mr R H Rastall - Acting Treasurer<br>Mr S Fletcher - Chairman<br>Mr S Portwood<br>Mrs A C Williams (resigned 8.3.22)<br>Mrs H F A Francis (appointed 21.4.21)<br>Mr D H Lloyd (appointed 21.4.21)<br>Mrs K A Madden (appointed 21.4.21) |
| **COMPANY SECRETARY** | Ms T Price |
| **REGISTERED OFFICE** | 2 Perrots Road<br>Haverfordwest<br>Pembrokeshire<br>SA61 2HD |
| **REGISTERED COMPANY NUMBER** | 08521406 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1157041 |
| **AUDITORS** | Ashmole and Co.<br>Chartered Certified Accountants and Statutory Auditors<br>Williamston House<br>7 Goat Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 1PX |
| **BANKERS** | Unity Trust Bank<br>9 Brindley Place<br>Birmingham<br>B1 2HB |

## Report of the Trustees
## for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

## OBJECTIVES AND ACTIVITIES

Mind Pembrokeshire Limited works for a better life for everyone with direct or indirect experience of mental health problems. We promote a positive attitude to mental, emotional and physical wellbeing.

We do this by:

- Listening to the views, needs and ambitions of service users and carers which influences everything we do.
- Providing a range of high quality, easily accessible, person centred services with knowledgeable, motivated staff and committed volunteers.
- By raising awareness and promoting understanding with up to date information we will create a better informed West Wales thus reducing discrimination.
- Working to support people in their recovery, to build resilience and to maintain wellbeing.

## SIGNIFICANT ACTIVITIES

Below are the activities undertaken in order to carry out the Charity's aim for the public benefit. This section also includes some of the impacts and achievements. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

COVID-19 has once again played a big part in all our lives, despite this Mind Pembrokeshire is proud to have continued to provide support digitally, face to face, by appointment and for some of the year our drop ins have functioned as we like, with people being able to access face to face support when they need it.

### Active Monitoring

What is Active Monitoring and how does it work?
Active Monitoring is based on Cognitive Behavioural Therapy - so it helps people to be more in control of their thoughts and feelings. It is a 6-week guided self-help program, and is aimed at people with mild to moderate mental health problems. The aims of the service are to develop a personal tool kit of resources for clients to improve and maintain their mental wellbeing. It is a remote service, so is delivered over the telephone, or ZOOM, and it is free.
It uses recognised measures tenable clients to see howe they are doing.
The GAD 7 questionnaire around anxiety, the PHQ9 questionnaire around low mood and the Warwick -Edinburgh Mental wellbeing scale (WEMWBS), which is around general wellbeing.

In this year in Pembrokeshire we have had 779 referrals into our service.
94% of the people accessing the service had improved anxiety scores after the intervention.
95% of the people accessing the service had improved depression scores after the intervention.
97% of the people accessing the service had improved wellbeing scores after the intervention.

In 2022/2023 we plan to continue our successful Adult Active Monitoring Service remotely but also add the option of having it face to face.
Following the ongoing success of our Adult Active Monitoring Service, we are very keen to pilot a Children and Young Persons Active Monitoring Service. This will be using the same model that we use in our Adult Active Monitoring Service, but the differences are:
It's very much young person led. A trusted adult must attend the assessment session with them and then the young person can choose whether their trusted adult is involved in their five wellbeing sessions. This trusted adult must be the same person throughout all the sessions.
These sessions will all be face to face.

### Carers Support Service

Mind Pembrokeshire Ltd supports the principles that underpin the Pembrokeshire Carers Strategy which says that:
- Carers will be treated with dignity and respect
- Carers will have access to the services they need to support them in their caring role
- Carers will be able to have a life of their own
- Carers will not be forced into financial hardship by their caring role
- Carers will be supported to stay mentally and physically well

- Children and young people will be protected from inappropriate caring roles.

The Mind Carers' Project provides support for Carers' who care for someone living with poor mental health.
The service is aimed to be tailored to Carers' needs using a person centred approach therefore the appropriate advice, information and support can then be given.
We improve Carers' mental health and wellbeing through activities such as arts and crafts, coffee mornings, group lunches, wellbeing walks, beach days, yoga and meditation.
The social aspect of these activities are vital to the carer , helping to build friendships, reduce isolation, and increase confidence and feelings of worth.

78 Carers are supported through the project.
30 Carers come to the monthly lunches.
25 + Carers regularly attend the weekly Arts & Crafts activities
25+ Carers come to the wellbeing walks and other outside activities.
All the Carers that access the Carers Project social groups and activities had improved wellbeing and feel supported and less lonely.
We provide activities based on carers feedback and interests, it has been requested that we do more outside activities, so
We will continue to fight for Carers and their rights as well as provide the support they tell us they need.

We have one member of staff who works part time on this service and a volunteer in the Carers Project. The volunteer provides transport for those carers who would be unable to attend activities and events without that support.
For 2022/2023

Early Intervention and Employment Specialist Service

In partnership with our Hywel Dda University Health Board colleagues in the Early Intervention Psychosis Team, this service provides adolescents and young adults between 14-25 years of age who are experiencing a first episode of psychosis support to return to employment, training or education.

In this year we supported 22 young people directly and by signposting to an appropriate organisation. Support offered is tailored to the individual. Below is some of the work undertaken.
Support with Job Centre Meetings
CV Advice and Support to complete.
Support to apply for jobs
Interview preparation
Support with work place tasters
Mediation and negotiation with employers.
Benefits Advice
Helping others to understand the challenges the young person faces.
Breaking down barriers.
Reducing stigma and discrimination

Evening Service - Sanctuary/ Hospitality

The Sanctuary is an out of hours drop-in service providing support to those who are experiencing, or at risk of experiencing, a mental health crisis. In 2021/22, the Sanctuary was open Friday, Saturday and Sunday evenings between 6pm and 2am.
In 2021/22, the Sanctuary received 128 contacts from 46 individuals.
In 2022/23, we aim to increase awareness of this service and in turn, see higher use of the Sanctuary.

The Hospitality Bed provides a safe space for individuals experiencing a mental health crisis to stay overnight, supported by the Mind Pembrokeshire team. The Hospitality bed is available from 10pm to 10am. Unlike the Sanctuary, the Hospitality Bed service can only be accessed through a referral from the Crisis Team and is to be used as an alternative to a hospital admission.

In 2021/22, the Hospitality Bed had 9 referrals.

Housing Project

In this year despite the pandemic we have continued to provide our housing support under the Supported Living Framework.

The project continues to provide a flexible peripatetic service offering low to medium level support. The support enables individuals to live independently within their own tenancy agreement. Individuals have received support to maintain their tenancies as well as improve their quality of life and enhance their opportunities. The number of hours and the complexity of individuals needs have increased dramatically as has the way referrals are made. The priority is that people remain independent, in their own homes leading satisfying lives and very importantly out of hospital.

We continue to manage a bungalow in Milford Haven and a house in Pembroke where 11 people live supported by Mind Pembrokeshire.
We have provided support to 40 people in the community.

Housing Matters / Materion Tai

This new service started on the 5th January 2022, providing three drop in sessions per week in our new centre in Meyrick St, Pembroke Dock. The service aims to support people with issues which pose a threat to their tenancies and mental wellbeing.
Additional support is available and is provided by the early intervention crisis/tenancy support team to prevent homelessness and stabilise their housing situation by offering short term intensive staff support for a maximum of eight weeks regarding their housing, debt, benefit issues and mental health crisis.
Between January and March 2022, 30 individuals accessed this support service.

Intergeneration

My Generation, Intergeneration is a free 8 week programme of 2 hours a week, delivered via Zoom, connecting the over 50s and 18-25 year olds in the community to improve resilience and wellbeing together. It is grant-funded and delivered in West Wales by local Minds in Pembrokeshire and Carmarthenshire and builds on the successful programme 'My Generation' run by Mind Cymru in partnership with Age Cymru and local Minds, which focused on people over 50.

Over the 8 weeks, small groups of participants take part in focused psycho-educational modules exploring a different topic each week, such as helpful and unhelpful thinking, stress and relaxation, and a variety of wellbeing activities such as music appreciation, discussions around outdoor activities and quizzes. Delivery over Zoom enables us to help combat the social exclusion experienced particularly by older people in the move to online working and communications.

Our first course began in March 2021 and between March 2021 and March 2022, we ran the course 4 times with a total of 26 participants. Success of the programme was measured using the Warwick-Edinburgh Mental Wellbeing Scales (WEMWBS), the UCLA Three Item Loneliness Scale and the collection of soft data through participants' feedback.
100% of participants showed an increase in wellbeing, often significant, whilst there was less impact on loneliness. The soft data supported the overall impact of the programme: Examples included ' It was very thought provoking and gave us a push in the directions we want to follow', 'We are able to take the information and live our lives better'.

Looking ahead, we would like to offer the programme in-person to help combat loneliness, and open it to everyone over the age of 16 in response to the interest in the programme from all ages.

Mums Matter

Aims to improve the mental health and wellbeing of new mothers by empowering them with knowledge and understanding of perinatal mental health and expanding their social networks.

Mums Matter is a structured six-week course consisting of 2 hour weekly sessions for mums who are feeling low, stressed, overwhelmed, anxious or having worrying thoughts and feelings; and are struggling with the transition to motherhood.
Mums Matter provides a safe space for mums to come together and share their experiences:

- Dispelling the myths about the 'perfect mum'
- Enabling mums to learn different tools to manage their everyday mental health and wellbeing
- Supporting mums in nurturing themselves.

Facilitated by a Mind practitioner and a mum with lived experience.

In 2021/2022 over 250 one to one sessions were provided by our Mums Matter facilitators.

Partners for the Journey

Mental health can be affected by underlying worries and anxieties as well as by loneliness and a lack of support. Mind Pembrokeshire & Citizens Advice Pembrokeshire are working together to be able to provide the support and the practical advice that people need to resolve issues and to improve well-being.

At Mind Pembrokeshire we provide a range of therapeutic interventions that will improve the individuals mental and emotional wellbeing and build resilience. Citizens Advice Pembrokeshire can advise and support clients on a range of issues including welfare benefits, debt, housing, energy to include fuel poverty, employment, family, and relationship matters.

| | |
|---|---|
| Number of referrals to the project | 475 |
| Total income gains for Clients | £89,506 |
| Total amount of debt written off for Clients | £16,515 |

For 2022/2023 we aim to undertake outreach work by taking the project into community settings to raise awareness and bring the service to those clients that may otherwise not be able to access the project.

Resource Centre

The Resource Centre at 2 Perrots Road, Haverfordwest is the hub of Mind Pembrokeshire's activities. Open 365 days a year, we are here every day, for everyone. Our daily drop-in sessions provide an opportunity for socialising, a safe space for advice, guidance and reassurance and a chance to help people feel less isolated. In the afternoons, we offer a range of activities designed to promote positive wellbeing amongst our callers. From learning to play the ukulele to creating arts and crafts projects, jewellery making, quizzes and walking group, we encourage those who visit us to take part in wellbeing groups and activities helping them find those activities that lift their mood and boost their mental health.

Alongside the social aspect of our Centre, we also offer tailored 1-2-1 support for those who need it. Since the Covid-19 pandemic, we have seen an increase in demand for these appointments with isolation and anxiety being the most common problems. Our experienced team see individuals on Monday - Friday afternoons, listening to callers, signposting to other services (both internal and external, where appropriate) and providing reassurance, advice and guidance giving individuals the skills to self-manage their issues, with many of these skills focusing around the 5 ways to wellbeing.

6,632 contacts from 812 individuals / 6,632 contacts (averages 18.18 contacts per day, drop-in was also restricted to small groups of 8 in Q1 due to Covid-19 Restrictions)

Resource Centre Highlights:
92.5% of callers who visited said their mood had improved after visiting us.
Q2 saw us lift our final Covid-19 restrictions in the Centre and we lifted the limitations on numbers at the drop-in session. Callers began to feel less anxious around socialising. We were fortunate enough to be asked by the Town Council to be involved with their Willow Sculpture Engagement project and as part of this, callers enjoyed willow weaving workshops and then had visits to the Priory meadow where they planted new willow cuttings for future groups to be able to do more willow weaving.

We were asked by Postcards & Podcasts to be part of a short film they were creating as part of Pembrokeshire County Council's Emotional Mental Health and Wellbeing project around the 5 pillars of wellbeing. Our video centred around the 'Connect' aspect of that and members of the team spoke about the services we offer and how that relates to the 5 pillars.

Throughout the pandemic, many of our volunteer group felt that they needed to take a step back on volunteering and focus on maintaining their own positive mental health during these difficult times. We had an individual approach us towards the end of 2021 regarding volunteering who joined us and volunteers weekly on a Wednesday. They have been fabulous and we have been very grateful for all of their support. Please to say that this year, our volunteer is growing and we are looking forward to reporting lots of positive success on this in our next report.

In 2022/23, we would like to see the Resource Centre return to its full hive of activity, as it was pre-Covid. Seeing our callers socialising and taking part in all of the activities they enjoyed doing before. It would be great to see the return of music group also - something our callers talk about very fondly and are eagerly awaiting once it's safe to do so.

Roots to Recovery

Roots to Recovery is a new people-led project, which is all about enjoying the restorative powers and wellbeing benefits of spending time in Pembrokeshire's amazing outdoors and especially its National Park.

Roots to Recovery is delivered in partnership by Mind Pembrokeshire and Pembrokeshire Coast National Park Authority and is supported through the National Lottery Community Fund until September 2024. The project began in September 2021 and has been running six months to date.

Our activities are designed to be accessible, fun and relaxing, with the opportunity to learn new skills and meet new friends. The project hopes to identify potential barriers that individuals may face when wishing to take part in nature-based activities and providing inclusive opportunities that address these barriers, and by offering sessions at multiple locations across the county, showcasing what is available on people's doorstep, and removing the need to travel a distance before taking part.

We currently have 'Hubs' at two locations, the Mind Pembrokeshire Resource Centre has 'The Den' and TRI/Hafal provides us with a base in the South of the county - these are places to meet up, have a cuppa and chat, and start the day with friendly welcome for newcomers, and a chance for regulars to reconnect before heading out for the day.

Some examples of sessions delivered to date include:
Walks - to suit a range of mobility levels
Tree planting as part of a nature recovery programme in Haverfordwest and other practical conservation work
Litter picking/beach cleaning
Festive nature-based craft sessions
Work at community garden sites across the county
Volunteering in and around the National Park often teaming up with other volunteer groups
Visits to historical places, ancient sites and galleries
Weekly Gardening Group at Mind Pembrokeshire

To date the Roots to Recovery team has delivered a total of 50 activity sessions, benefiting 65 individuals, the majority of these attending multiple sessions.

Every session has been enjoyed and great feedback received for all, with 92% of participants reporting an improvement in their wellbeing following attending! Highlights include multiple tree planting sessions along the river in Haverfordwest, the group collectively planted around 1500 trees which will help protect the town against future flooding. Participants enjoyed learning new skills and gained confidence from this, along with working as a team to benefit nature and help safeguard our town in future years! We plan to visit our trees each year to see how they are doing; they were flourishing during the summer which was a joy for all to see!

Another highlight is the ongoing development of our Garden at Mind Pembrokeshire. The volunteer led gardening group meet each Tuesday and have completely transformed the plot of land, repairing fences, building oak raised beds and stone borders along with other structural improvements, and planting and caring for a huge variety of plants, flowers, fruits, vegetables and herbs! It's been a very promising start for the garden, and we look forward to seeing it take further shape as the growing season starts, and to tempt callers out from the centre to sit on our newly donated picnic bench and enjoy spending time in the sun with a cuppa!

As part of the project, we are developing a volunteer mentor programme for those who are able to support the activity of less able participants. To date we have recruited 8 project mentors, who have received some training relating to the role including Parkwise (a National Park introduction programme) and Mental Health Awareness Training (provided by West Wales Action on Mental Health). The role of mentor was identified as important in supporting a wider range of participants to get involved in Roots to Recovery, in some cases providing 'one to one support' or meeting participants at the bus station to support them to attend, or some may lead their own groups utilising their individual skill sets but more often providing an extra pair of hands and support to the group leader.

## FINANCIAL REVIEW

### Principal funding sources

Pembrokeshire County Council monies ensure we can continue to offer services to people through our Resource Centre. Our Adult Carers service is also funded by the County Council.

Funding received from Hywel Dda University Health Board, ensures the continued provision of our 365-day a year Resource centre service for all Pembrokeshire residents who have experience of mental ill health. The Early Intervention/Employment Support Service, Sanctuary/Hospitality evening and night time service, and Mums Matter, peri natal mental health services are Hywel Dda University Health Board Funded.

In this year Active Monitoring was funded by North and South Pembs GP Cluster as was Partners for the Journey.
Welsh Government via Mind Cymru also funded Active Monitoring.

The Big Lottery via Pembrokeshire Coast National Park funded Roots to Recovery.

Supporting People fund our Housing Project: without this the supported housing projects and floating support could not be provided.

Despite the fact that many fundraising events were cancelled the charity is also fortunate to have some local individuals and businesses who support us financially.
We are grateful to everyone.

### Reserves policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted free reserves not committed or invested in tangible fixed assets held by the charity should be approximately 3 months of expenditure. This would give the charity the flexibility to cover temporary timing differences of funding and/or a sudden decline in income and ensure that commitments to providing services in the form of contractual commitments to staff, premises and key stakeholders are met.

The present level of free reserves available to the charity amounts to £113,819. Based on the current year this would equate to nearly 1.8 months expenditure. The Trustees have taken a decision to where possible increase this period to up to 6 months of Reserves. The rationale for this is due to the level of uncertainty with funding and the financial climate in which we are working in we may need this to continue to provide services, whilst seeking funding externally.

## FUTURE DEVELOPMENTS

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Priorities for 2022/2023 will be:
Please see individual services for their aspirations.

Mind Pembrokeshire also seeks to;
- Create additional opportunities for people to participate and get involved in planning, developing and delivering services
- Work to identify where there are gaps in service provision and try to meet that need
- Make the most of our strengths across Hywel Dda University Health Board. Improving opportunities for people with mental health needs, increasing our reach and sharing good practice and resources where we can
- Continue to monitor and evaluate our services and meet Minds Quality Mark standards whilst investigating other Quality Frameworks
- Look at ways of diversifying our funding streams - sustainable funding being a priority
- Continue to strengthen the Board of Trustees

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Mind Pembrokeshire Ltd is a registered charity, number 1157041 registered with the Charity Commission on 14 May 2014. The charity's governing document is its Constitution. The accounts comply with the governing document.

### Charity Commission

The Trustees have regard for the Charity Commissions guidance on Public Benefit and ensure that the Charities purpose and activity is:

* beneficial
* can be evidenced
* benefits a 'sufficient section' of the public.

### Organisational structure

Mind Pembrokeshire Ltd is an independent local charity, which is affiliated to National Mind and Mind Cymru. We have adopted the Mind brand which means that we adhere to the corporate branding policy and Minds' Community Partnership Agreement, which enhances Local Minds' relationship with Mind. Work has started across the network to review and update the Community Partnership Agreement.

The charity has a Board of Trustees with up to 12 members that meets bi-monthly and is responsible for the strategic direction and policy of the charity. The Trustees also meet as task and finish groups when a specific piece of work needs to be undertaken. Trustees with both experience of the issues facing our community of interest, as well as a variety of professional backgrounds relevant to the work of the charity have worked hard to meet the Aims and Objectives and ensure prudence and compliance.

A scheme of delegation is in place and day to day responsibility for the provision of services or projects rests with the Chief Executive Officer, under the guidance and supervision of the Chairman. The Chief Executive Officer is responsible for ensuring the charity delivers identified services, with funding to match and that the key performance indicators are met. Ongoing personal support and development for staff and volunteers is undertaken. This enhances their skills and good working practices and encourages positive personal and professional development.

Each Co-ordinator or Manager has responsibility for the day-to-day operational management of their project, including budgeting as well as individual supervision of their staff team and or volunteers.

### Recruitment and appointment of new trustees

As a membership organisation its Members vote for its Trustees at the Annual General Meeting. Mind Pembrokeshire Ltd is a Company Limited by Guarantee, number 8521406. Trustees will be elected for a three (3) year term, following which they can be re elected.

Due to the nature of the work undertaken by the organisation, the Trustees seek to ensure that the needs of the community it serves are appropriately reflected through the diversity of the Trustee body. To enhance the potential pool of Trustees the charity uses its networks, user and carer groups to identify those who would be willing to become members and use their experience to assist the charity as a Trustee.

Trustees with skills in health, social care and training and development are represented on the Board as well as those with direct and indirect experience of mental health issues and carers. In an effort to maintain this broad skill mix Trustees are requested to provide an updated personal profile annually and where skills or experience is lacking we try to recruit accordingly. In the event of a particular skill being lost due to retirements or resignations, individuals are approached to offer themselves for election to the Trustee Board. We are beginning to look at a Board Renewal Strategy as well as succession Planning for senior Staff. Recruiting Trustees is becoming increasingly difficult across the Sector. Mind Pembrokeshire Ltd takes a proactive approach, which we hope will mitigate against the risk of not having an effective Board.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Induction and training of new trustees

Trustees are familiar with the practical work of the charity and continue to support the aims and objectives by taking part in many of the 'get togethers' and workshops. We have continued to strengthen this with Trustees meeting with beneficiaries in our Resource centre to get first hand knowledge of the challenges faced and what we can do to help.

New Trustees have an induction covering roles and responsibilities and are offered an established Trustee as a Mentor. The Mentor meets with the new Trustee/ Trustees before meetings and answers any questions or queries from the supporting papers, they also help with understanding 'meeting etiquette'. Any additional training will be identified at their induction as well as through ongoing training needs analysis Trustees access the Charity Commission Newsletter as well as copies of Mind publications and Reports. Trustees receive our local CVC, PAVS newsletter and are also encouraged to access WCVAs website. We have continued to send Trustees information on external training opportunities, which they take advantage of. We are also investigating online training for Trustees and are seeking Mind's support to source this.

Meeting schedule

Trustees have met virtually 6 times in the last year for their full meetings as well as undertaking specific task oriented work, which has included reviewing risk assessments and the welfare of our teams.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Related parties

We have continued to develop strong links with the local planning processes, this raises the profile of the organisation and the needs of the callers and carers to the centre. Where the expertise of other services or organisations is required, we signpost or refer on. The following includes organisations we have worked with in this year:

- National Park
- Community Mental Health Team
- GP Surgeries and Primary Care Teams
- Housing Associations
- Bro Cerwyn
- Adlerian Society
- Advocacy West Wales
- Citizens Advice Pembrokeshire
- Drug and Alcohol Services.
- Department of Work and Pensions
- Elliots Hill
- FRAME Pembrokeshire
- Dyfed Powys Police
- Hywel Dda University Health Board
- Llanelli Mind
- Mind Aberystwyth
- Mind Carmarthen
- Mind Cymru
- National Mind
- PATCH
- Pembrokeshire Care Society
- Pembrokeshire County Council
- Pembrokeshire People First
- Pembrokeshire College
- Pembrokeshire Association of Voluntary Services
- PRP
- St Caradog - In patient Unit
- West Wales Action for Mental Health
- Workways Plus

This list is not exhaustive but shows our commitment to working alongside anyone who can support our callers, members and service users.

We are pleased to report that with Minds support we have continued to work alongside our local mind partners, Llanelli Mind, Mind Aberystwyth and Mind Carmarthen. This strengthens our relationships, increases our reach and enable us to share good practice. The overall aim is to meet the ever-changing needs of people with mental health problems across Hywel Dda University Health Boards footprint as well as ensure their voices are heard.

### Risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. Elements of risk and its management have been identified as crucial in preventing vulnerability within the organisation. We continue to utilise AJ Gallagher, our insurers, and Minds support, which we get as part of our Community Partnership Agreement with Rradar to advise the organisation on Employment Law. In addition Health and Safety including Risk Assessment processes continue to be prioritised and action taken when necessary. In this year a full health and safety review was undertaken by AJ Gallaher and an improvement plan, scrutinised by the Trustees has been implemented. Due to the the continued uncertainty around COVID-19 Pandemic the organisation has continued to review its Organisational and Operational Risk Assessments as well as its Business Continuity and Contingency Plans. We are confident that we continue to provide services to people, albeit in a variety of previously unidentified ways.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Mind Pembrokeshire Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

## AUDITORS

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 14 December 2022 and signed on its behalf by:

Mr D H Lloyd - Trustee

## Report of the Independent Auditors to the Trustees of Mind Pembrokeshire Limited (Registered number: 08521406)

### Opinion

We have audited the financial statements of Mind Pembrokeshire Limited (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- nature of the charity and the sector in which it operates.
- the legal and regulatory framework in which the charity operates, and in particular those laws and regulations
- that directly affect the financial statements or have a fundamental effect on operations eg Charities Act 2011, health and safety legislation.
- results of enquiries of management and those charged with governance
- any matters identified relating to
- the charity's policies and procedures for identifying, evaluating and complying with laws and regulations, and whether there were any known instances of non compliance.
- detecting and responding to the risks of fraud and whether there is any knowledge of actual, suspected or alleged fraud.
- the internal controls established to mitigate risks of fraud or non compliance with laws and regulations.

As a result of performing the above, we did not identify any key audit matters related to potential risk of fraud or non compliance with laws and regulations.

In addition to the above, our procedures included:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations
- enquires of management and those charged with governance concerning actual and potential litigation and claims
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- review of minutes of committee meetings
- written representations

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

## Report of the Independent Auditors to the Trustees of Mind Pembrokeshire Limited (Registered number: 08521406)

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

14 December 2022

**Mind Pembrokeshire Limited**

**Statement of Financial Activities**
**for the Year Ended 31 March 2022**

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.22 Total funds £ | 31.3.21 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 141,725 | - | 141,725 | 18,539 |
| **Charitable activities** | | | | | |
| Resource centre | | - | 483,742 | 483,742 | 292,705 |
| Carers | | - | 18,943 | 18,943 | 19,421 |
| Supported housing | | 3,426 | 362,279 | 365,705 | 402,543 |
| Other income | | - | 20,768 | 20,768 | 11,113 |
| **Total** | | 145,151 | 885,732 | 1,030,883 | 744,321 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 4 | 5,910 | - | 5,910 | 4,266 |
| **Charitable activities** | 5 | | | | |
| Resource centre | | - | 407,234 | 407,234 | 285,146 |
| Carers | | - | 15,745 | 15,745 | 13,623 |
| Supported housing | | 25,917 | 314,337 | 340,254 | 243,729 |
| **Total** | | 31,827 | 737,316 | 769,143 | 546,764 |
| **NET INCOME** | | 113,324 | 148,416 | 261,740 | 197,557 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | 201,668 | 528,811 | 730,479 | 532,922 |
| **TOTAL FUNDS CARRIED FORWARD** | | 314,992 | 677,227 | 992,219 | 730,479 |

The notes form part of these financial statements

## Balance Sheet
## 31 March 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.22 Total funds £ | 31.3.21 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 13 | 201,173 | 241,981 | 443,154 | 244,048 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 14 | 16,916 | 148,843 | 165,759 | 209,137 |
| Cash at bank | | 119,394 | 368,282 | 487,676 | 506,598 |
| | | 136,310 | 517,125 | 653,435 | 715,735 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | (22,491) | (81,879) | (104,370) | (229,304) |
| **NET CURRENT ASSETS** | | 113,819 | 435,246 | 549,065 | 486,431 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 314,992 | 677,227 | 992,219 | 730,479 |
| **NET ASSETS** | | 314,992 | 677,227 | 992,219 | 730,479 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | 314,992 | 201,668 |
| Restricted funds | | | | 677,227 | 528,811 |
| **TOTAL FUNDS** | | | | 992,219 | 730,479 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements



continued...

## Balance Sheet - continued
## 31 March 2022

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

The financial statements were approved by the Board of Trustees and authorised for issue on 14 December 2022 and were signed on its behalf by:

Mr D H Lloyd - Trustee

The notes form part of these financial statements

**Mind Pembrokeshire Limited**

**Cash Flow Statement**
**for the Year Ended 31 March 2022**

| | Notes | 31.3.22 £ | 31.3.21 £ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 19 | 172,662 | 182,193 |
| Net cash provided by operating activities | | 172,662 | 182,193 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (214,074) | (7,079) |
| Net cash used in investing activities | | (214,074) | (7,079) |
| **Change in cash and cash equivalents in the reporting period** | | (41,412) | 175,114 |
| **Cash and cash equivalents at the beginning of the reporting period** | 20 | 505,425 | 330,311 |
| **Cash and cash equivalents at the end of the reporting period** | 20 | 464,013 | 505,425 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Incoming resources**
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activity when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be accurately quantified.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**Resources expended**
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit and accountancy fees and costs linked to the strategic management of the charity.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Freehold property | - 2% on cost |
| Equipment and fixtures | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

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

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

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



continued...

## 1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. DONATIONS AND LEGACIES

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Management fee | 18,829 | 1,913 |
| Donations | 122,896 | 16,626 |
| | 141,725 | 18,539 |

## 3. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.22 | 31.3.21 |
|---|---|---|---|
| | | £ | £ |
| Grants | Resource centre | 483,742 | 292,705 |
| Grants | Carers | 18,943 | 19,421 |
| Grants | Supported housing | 365,705 | 402,543 |
| | | 868,390 | 714,669 |

## 4. RAISING FUNDS

**Raising donations and legacies**

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Staff costs | 3,438 | 2,524 |
| Staff expenses | 127 | 36 |
| Office costs | 770 | 458 |
| Insurances and subscriptions | 334 | 62 |
| Depreciation | 1,241 | 1,186 |
| | 5,910 | 4,266 |

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 329,427 | 77,807 | 407,234 |
| Carers | 7,233 | 8,512 | 15,745 |
| Supported housing | 284,317 | 55,937 | 340,254 |
| | 620,977 | 142,256 | 763,233 |



continued...

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Staff costs | 461,785 | 290,383 |
| Office rent and water rates | 30,559 | 35,924 |
| Pembs Housing Association | 14,715 | 14,472 |
| Light and heat | 12,717 | 5,762 |
| Repairs and maintenance | 52,291 | 64,097 |
| Cleaning | 1,962 | 209 |
| Television licence and rental | 2,015 | 1,995 |
| Refreshments | 887 | 842 |
| Activities | 468 | 4,505 |
| Staff travel and expenses | 23,873 | 8,960 |
| Volunteer expenses and training | - | 40 |
| Early intervention charge | 19,705 | 11,497 |
| | 620,977 | 438,686 |

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 65,320 | 12,487 | 77,807 |
| Carers | 6,638 | 1,874 | 8,512 |
| Supported housing | 45,322 | 10,615 | 55,937 |
| | 117,280 | 24,976 | 142,256 |

Costs allocation includes an element of judgement and the charity had had to consider the cost benefit of detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating cost to the respective cost heading through the year. This allocation included support costs where they are directly attributable. Therefore the support costs shown are a best estimate of the costs that have been so allocated.

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | 14,968 | 9,218 |



continued...

## 9. AUDITORS' REMUNERATION

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Fees payable to the charity's auditors for the audit of the charity's financial statements | 2,160 | 2,067 |
| Auditors' remuneration for non audit work | 1,800 | 1,750 |

In addition, fees payable for the provision of payroll services amounted to £1,794 for the year ended 31st March 2022 (£1,244 for year ended 31st March 2021). fees payable for the provision of book keeping services amounted to £3,081 for the year ended 31st March 2022 (Nil 31st March 2021)

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

During the year ended 31 March 2022 trustees were paid travel expenses which totalled £0 (2021: £55).

## 11. STAFF COSTS

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 494,306 | 312,602 |
| Social security costs | 27,435 | 22,431 |
| Other pension costs | 8,802 | 5,836 |
| | 530,543 | 340,869 |

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

| | 31.3.22 | 31.3.21 |
|---|---|---|
| In furtherance of charity's objects | 26 | 18 |
| Administration | 2 | 2 |
| | 28 | 20 |

No employees received emoluments in excess of £60,000.

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2021

| | Unrestricted funds | Restricted funds | Total funds |
|---|---|---|---|
| | £ | £ | £ |
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 18,539 | - | 18,539 |
| **Charitable activities** | | | |
| Resource centre | - | 292.705 | 292.705 |
| Carers | - | 19,421 | 19,421 |
| Supported housing | - | 402,543 | 402,543 |
| Other income | - | 11,113 | 11,113 |
| **Total** | 18,539 | 725,782 | 744,321 |



continued...

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2021 - continued

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **EXPENDITURE ON** | | | |
| Raising funds | 4,266 | - | 4,266 |
| **Charitable activities** | | | |
| Resource centre | 45,551 | 239,595 | 285,146 |
| Carers | - | 13,623 | 13,623 |
| Supported housing | - | 243,729 | 243,729 |
| **Total** | 49,817 | 496,947 | 546,764 |
| **NET INCOME/(EXPENDITURE)** | (31,278) | 228,835 | 197,557 |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | 232,946 | 299,976 | 532,922 |
| **TOTAL FUNDS CARRIED FORWARD** | 201,668 | 528,811 | 730,479 |

## 13. TANGIBLE FIXED ASSETS

| | Freehold property £ | Equipment and fixtures £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2021 | 246,174 | 26,358 | 272,532 |
| Additions | 202,288 | 11,786 | 214,074 |
| At 31 March 2022 | 448,462 | 38,144 | 486,606 |
| **DEPRECIATION** | | | |
| At 1 April 2021 | 9,847 | 18,637 | 28,484 |
| Charge for year | 8,969 | 5,999 | 14,968 |
| At 31 March 2022 | 18,816 | 24,636 | 43,452 |
| **NET BOOK VALUE** | | | |
| At 31 March 2022 | 429,646 | 13,508 | 443,154 |
| At 31 March 2021 | 236,327 | 7,721 | 244,048 |

The property was purchased in March 2020 by means of a Welsh Government grant.



continued...

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Grant and other debtors | 165,759 | 209,137 |

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Bank loans and overdrafts (see note 16) | 23,663 | 1,173 |
| Other creditors | - | 4,800 |
| Social security and other taxes | 2,369 | 8,691 |
| Accrued expenses | 5,652 | 12,653 |
| Deferred government grants | 72,686 | 201,987 |
| | 104,370 | 229,304 |

## 16. LOANS

An analysis of the maturity of loans is given below:

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year on demand: | | |
| Bank overdrafts | 23,663 | 1,173 |

## 17. MOVEMENT IN FUNDS

| | At 1.4.21 | Net movement in funds | At 31.3.22 |
|---|---|---|---|
| | £ | £ | £ |
| **Unrestricted funds** | | | |
| General fund | 201,668 | 135,815 | 337,483 |
| Supported Housing (U/R) | - | (22,491) | (22,491) |
| | 201,668 | 113,324 | 314,992 |
| **Restricted funds** | | | |
| Resource centre | 76,245 | 102,669 | 178,914 |
| Carers | 10,346 | 3,270 | 13,616 |
| Supported housing | 207,066 | 47,400 | 254,466 |
| Property purchase | 235,154 | (4,923) | 230,231 |
| | 528,811 | 148,416 | 677,227 |
| **TOTAL FUNDS** | 730,479 | 261,740 | 992,219 |



continued...

## 17. MOVEMENT IN FUNDS - continued

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 141,725 | (5,910) | 135,815 |
| Supported Housing (U/R) | 3,426 | (25,917) | (22,491) |
| | 145,151 | (31,827) | 113,324 |
| **Restricted funds** | | | |
| Resource centre | 504,508 | (401,839) | 102,669 |
| Carers | 18,945 | (15,675) | 3,270 |
| Supported housing | 362,279 | (314,879) | 47,400 |
| Property purchase | - | (4,923) | (4,923) |
| | 885,732 | (737,316) | 148,416 |
| **TOTAL FUNDS** | 1,030,883 | (769,143) | 261,740 |

**Comparatives for movement in funds**

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 223,816 | 14,273 | (36,421) | 201,668 |
| Property maintenance fund | 9,130 | (45,551) | 36,421 | - |
| | 232,946 | (31,278) | - | 201,668 |
| **Restricted funds** | | | | |
| Resource centre | 7,099 | 69,146 | - | 76,245 |
| Carers | 4,548 | 5,798 | - | 10,346 |
| Supported housing | 48,252 | 158,814 | - | 207,066 |
| Property purchase | 240,077 | (4,923) | - | 235,154 |
| | 299,976 | 228,835 | - | 528,811 |
| **TOTAL FUNDS** | 532,922 | 197,557 | - | 730,479 |



continued...

## 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 18,539 | (4,266) | 14,273 |
| Property maintenance fund | - | (45,551) | (45,551) |
| | 18,539 | (49,817) | (31,278) |
| **Restricted funds** | | | |
| Resource centre | 303,818 | (234,672) | 69,146 |
| Carers | 19,421 | (13,623) | 5,798 |
| Supported housing | 402,543 | (243,729) | 158,814 |
| Property purchase | - | (4,923) | (4,923) |
| | 725,782 | (496,947) | 228,835 |
| **TOTAL FUNDS** | 744,321 | (546,764) | 197,557 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.22 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 223,816 | 150,088 | (36,421) | 337,483 |
| Property maintenance fund | 9,130 | (45,551) | 36,421 | - |
| Supported Housing (U/R) | - | (22,491) | - | (22,491) |
| | 232,946 | 82,046 | - | 314,992 |
| **Restricted funds** | | | | |
| Resource centre | 7,099 | 171,815 | - | 178,914 |
| Carers | 4,548 | 9,068 | - | 13,616 |
| Supported housing | 48,252 | 206,214 | - | 254,466 |
| Property purchase | 240,077 | (9,846) | - | 230,231 |
| | 299,976 | 377,251 | - | 677,227 |
| **TOTAL FUNDS** | 532,922 | 459,297 | - | 992,219 |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 160,264 | (10,176) | 150,088 |
| Property maintenance fund | - | (45,551) | (45,551) |
| Supported Housing (U/R) | 3,426 | (25,917) | (22,491) |
| | 163,690 | (81,644) | 82,046 |
| **Restricted funds** | | | |
| Resource centre | 808,326 | (636,511) | 171,815 |
| Carers | 38,366 | (29,298) | 9,068 |
| Supported housing | 764,822 | (558,608) | 206,214 |
| Property purchase | - | (9,846) | (9,846) |
| | 1,611,514 | (1,234,263) | 377,251 |
| **TOTAL FUNDS** | 1,775,204 | (1,315,907) | 459,297 |

The restricted property purchase fund relates to a grant received from the Welsh Government for the purchase of a property. Welsh Government has a legal charge over this property.

The restricted funds carried forward for the Resource Centre, Carers and Supported Housing are intended for the improvement and expansion of service delivery, as well as to enhance and build the capacity of the organisation. The Trustees intend to utilise restricted monies to ensure safe and adequate conditions for users of our services, staff, volunteers and members of the public. Trustees are mindful that growth needs effective governance and management, this will ensure the sustainability and future proofing of the organisation.

## 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2022.

## 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 261,740 | 197,557 |
| **Adjustments for:** | | |
| Depreciation charges | 14,968 | 9,218 |
| Decrease/(increase) in debtors | 43,378 | (178,779) |
| (Decrease)/increase in creditors | (147,424) | 154,197 |
| **Net cash provided by operations** | 172,662 | 182,193 |



continued...

## 20. ANALYSIS OF CASH AND CASH EQUIVALENTS

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Notice deposits (less than 3 months) | 487,676 | 506,598 |
| Overdrafts included in bank loans and overdrafts falling due within one year | (23,663) | (1,173) |
| Total cash and cash equivalents | 464,013 | 505,425 |

## 21.. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.21 | Cash flow | At 31.3.22 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank | 506,598 | (18,922) | 487,676 |
| Bank overdrafts | (1,173) | (22,490) | (23,663) |
| | 505,425 | (41,412) | 464,013 |
| **Total** | 505,425 | (41,412) | 464,013 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2022

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Management fee | 18,829 | 1,913 |
| Donations | 122,896 | 16,626 |
| | 141,725 | 18,539 |
| **Charitable activities** | | |
| Grants | 868,390 | 714,669 |
| **Other income** | | |
| Active monitoring management | 20,768 | 11,113 |
| **Total incoming resources** | 1,030,883 | 744,321 |
| **EXPENDITURE** | | |
| **Raising donations and legacies** | | |
| Wages | 3,184 | 2,313 |
| Social security | 192 | 167 |
| Pensions | 62 | 44 |
| Staff expenses | 127 | 36 |
| Office costs | 770 | 458 |
| Insurances and subscriptions | 334 | 62 |
| Plant and machinery | 1,241 | 1,186 |
| | 5,910 | 4,266 |
| **Charitable activities** | | |
| Wages | 430,242 | 266,300 |
| Social security | 23,868 | 19,111 |
| Pensions | 7,675 | 4,972 |
| Office rent and water rates | 30,559 | 35,924 |
| Pembs Housing Association | 14,715 | 14,472 |
| Light and heat | 12,717 | 5,762 |
| Repairs and maintenance | 52,291 | 64,097 |
| Cleaning | 1,962 | 209 |
| Television licence and rental | 2,015 | 1,995 |
| Refreshments | 887 | 842 |
| Activities | 468 | 4,505 |
| Staff travel and expenses | 23,873 | 8,960 |
| Volunteer expenses and training | - | 40 |
| Early intervention charge | 19,705 | 11,497 |
| | 620,977 | 438,686 |
| **Support costs** | | |
| **Management** | | |
| Wages | 47,053 | 33,569 |
| Carried forward | 47,053 | 33,569 |

## Detailed Statement of Financial Activities for the Year Ended 31 March 2022

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| **Management** | | |
| Brought forward | 47,053 | 33,569 |
| Social security | 2,551 | 2,407 |
| Pensions | 244 | 626 |
| Staff expenses | 1,842 | 194 |
| Office costs | 18,216 | 13,427 |
| Staff training and recruitment | 9,631 | 7,440 |
| Insurances, affiliations and subscriptions | 10,433 | 8,145 |
| Promotional costs | 1,531 | 8,611 |
| Professional fees | 13,202 | 3,246 |
| Plant and machinery | 12,577 | 7,354 |
| | 117,280 | 85,019 |
| **Governance costs** | | |
| Wages | 13,827 | 10,420 |
| Social security | 824 | 746 |
| Pensions | 821 | 194 |
| Auditors' remuneration | 2,160 | 2,067 |
| Auditors' remuneration for non audit work | 1,800 | 1,750 |
| Staff expenses | 572 | 164 |
| AGM and trustee expenses | - | 415 |
| Office costs | 3,466 | 2,062 |
| Bank charges | 356 | 297 |
| Depreciation of tangible fixed assets | 1,150 | 678 |
| | 24,976 | 18,793 |
| Total resources expended | 769,143 | 546,764 |
| **Net income** | 261,740 | 197,557 |

**Pembrokeshire and Carmarthen Mind Ltd**

England & Wales - Charity number 1157041

# Accounts

REGISTERED COMPANY NUMBER: 08521406 (England and Wales)
REGISTERED CHARITY NUMBER: 1157041

# Report of the Trustees and

# Financial Statements

# for the Year Ended 31 March 2021

# for

# Mind Pembrokeshire Limited

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

## Contents of the Financial Statements for the Year Ended 31 March 2021


| | Page |
|---|---|
| Reference and Administrative Details | 1 |
| Report of the Trustees | 2 to 9 |
| Report of the Independent Auditors | 10 to 12 |
| Statement of Financial Activities | 13 |
| Balance Sheet | 14 to 15 |
| Cash Flow Statement | 16 |
| Notes to the Financial Statements | 17 to 27 |
| Detailed Statement of Financial Activities | 28 to 29 |

**Mind Pembrokeshire Limited**

**Reference and Administrative Details**
**for the Year Ended 31 March 2021**

| | |
|---|---|
| **TRUSTEES** | Mr R H Rastall - Acting Treasurer<br>Mr S Fletcher - Chairman<br>Mr J John (resigned 21.10.20)<br>Mrs F Walder (resigned 20.5.20)<br>Mr S Portwood<br>Mrs A C Williams (appointed 15.7.20)<br>Mrs H F A Francis (appointed 21.4.21)<br>Mr D H Lloyd (appointed 21.4.21)<br>Mrs K A Madden (appointed 21.4.21) |
| **COMPANY SECRETARY** | Ms T Price |
| **REGISTERED OFFICE** | 2 Perrots Road<br>Haverfordwest<br>Pembrokeshire<br>SA61 2HD |
| **REGISTERED COMPANY NUMBER** | 08521406 (England and Wales) |
| **REGISTERED CHARITY NUMBER** | 1157041 |
| **AUDITORS** | Ashmole and Co.<br>Chartered Certified Accountants and Statutory Auditors<br>Williamston House<br>7 Goat Street<br>Haverfordwest<br>Pembrokeshire<br>SA61 1PX |
| **BANKERS** | Unity Trust Bank<br>9 Brindley Place<br>Birmingham<br>B1 2HB |

## Report of the Trustees
## for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

## OBJECTIVES AND ACTIVITIES

Mind Pembrokeshire Limited works for a better life for everyone with direct or indirect experience of mental health problems. We promote a positive attitude to mental, emotional and physical wellbeing.

We do this by:

- Listening to the views, needs and ambitions of service users and carers which influences everything we do.
- Providing a range of high quality, easily accessible, person centred services with knowledgeable, motivated staff and committed volunteers.
- By raising awareness and promoting understanding with up to date information we will create a better informed West Wales thus reducing discrimination.
- Working to support people in their recovery, to build resilience and to maintain wellbeing.

## SIGNIFICANT ACTIVITIES

Below are the activities undertaken in order to carry out the Charity's aim for the public benefit. This section also includes some of the impacts and achievements. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

In this very challenging year, where COVID-19 played such a big part in all our lives, Mind Pembrokeshire is proud to have provided support to 1929 individuals. Each person very quickly was able to have a person centred service that best met, their needs, in unprecedented times. Our digital support was on line within a few days, ensuring people were not left 'adrift'. In addition, we were able to provide guidance, up to date information and utilising our extensive local knowledge, we were able to signpost people to other organisations and groups through Pembrokeshire County Councils hub, who were better placed to meet other needs. In addition through our new Active Monitoring service funded by GPs, Hywel Dda University Health Board and Mind, we were able to support an additional 300+ individuals. People benefitted by completing a 6 week guided self help programme, achieving over 90% improvements in their Mental Health and Wellbeing scores.

Whilst all of our services had to transform quickly, we were able to continue with all of our services and more.

Carers Support Service

Carers provide support to disabled, vulnerable and older people with disabilities.

Mind Pembrokeshire Ltd supports the principles that underpin the Pembrokeshire Carers Strategy which says that:
- Carers will be treated with dignity and respect
- Carers will have access to the services they need to support them in their caring role
- Carers will be able to have a life of their own
- Carers will not be forced into financial hardship by their caring role
- Carers will be supported to stay mentally and physically well
- Children and young people will be protected from inappropriate caring roles

Our Carers Project provides a specialist service for Carers of people with mental health issues. We offer practical support such as making and attending appointments, 1-1 support sessions at a place of the Carers choice, telephone support, a monthly lunch or activity at various locations. Creative Carers provided boxes with all the materials needed to follow our coordinators videos, and kept them busy, and engaged. Carers befriending service, was really busy, both paid staff and peer support helped to keep positive. This was key for a lot of carers being able to continue to care. The service facilitates both a safe space for Carers to discuss openly with their peers, relieving social isolation, gives carers an opportunity to try something new and to have some fun too.

We will continue to fight for Carers and their rights as well as provide the support they tell us they need.

Housing Project

In this year we have continued to provide our housing support under the Supported Living Framework. From 23 March 2020 during the COVID-19 Pandemic, following Public Health Wales Guidance, we were still able to provide essential services to individuals.

The project continues to provide a flexible peripatetic service offering low to medium level support. The support enables individuals to live independently within their own tenancy agreement. Individuals have received support to maintain their tenancies as well as improve their quality of life and enhance their opportunities. The number of hours and the complexity of individuals needs have increased dramatically as has the way referrals are made. The priority is that people remain independent, in their own homes leading satisfying lives and very importantly out of hospital.

We continue to manage a bungalow in Milford Haven and a house in Pembroke where 8 people live supported by Mind Pembrokeshire.

Resource Centre including Women in Mind, Befriending
Our move to Perrots Road has been a catalyst for a range of new services, and the pandemic enabled us to reconfigure the building to provide more direct service delivery whilst the building was not open 365 days in this year.

Resource Centre aims to provide:

- Crisis, social and emotional support
- Access to cognitive behaviour therapy programmes
- Counselling
- Up to date information, through our library of leaflets, journals, books and videos
- Individual and/or group support including a Ladies Only Group (2-4 Friday)
- A safe and supportive place, which enables people to achieve goals and ambitions
- Volunteering opportunities
- Educational opportunities, from a variety of providers including Learning Pembrokeshire and Pembrokeshire College
- Liaising with Police, Probation, Misuse teams, Courts
- Low-level advocacy
- Peer support, building healthy friendships and relationships as individuals and in groups
- Valued occupation and meaningful activity, swimming, walking, horticulture
- Creative Solutions, film making, art, craft
- Mind Rocks - our very own music group has also developed a ukulele group, that has gone from strength to strength.
- Ecotherapy, walking, getting outside and appreciating our fantastic countryside and coastline.
- Great Friendships!

## FINANCIAL REVIEW

### Principal funding sources

Pembrokeshire County Council monies ensure we can continue to offer services to people through our Resource Centre. Our Adult Carers service is also funded by the County Council.

Funding received from Hywel Dda University Health Board, ensures the continued provision of our 365-day a year Resource centre service for all Pembrokeshire residents who have experience of mental ill health. The Early Intervention/Employment Support Service is also funded by Hywel Dda University Health Board. Active Monitoring, Twilight/Cwtch - evening and night time service, and Mums Matter, peri natal mental health services, were commissioned but operated at different times and in a variety of ways, for much of the year due to the pandemic.

Supporting People fund our Housing Project: without this the supported housing projects and floating support could not be provided.

We received funding from West Wales Care Partnership to run some Intergenerational My Generation programmes across Pembrokeshire and Carmarthenshire.

PAVS administered the grant that funded the Crafty Carers boxes.

Despite the fact that many fundraising events were cancelled the charity is also fortunate to have some local individuals and businesses who support us financially.

## FINANCIAL REVIEW

### Reserves policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted free reserves not committed or invested in tangible fixed assets held by the charity should be approximately 3 months of expenditure. This would give the charity the flexibility to cover temporary timing differences of funding and/or a sudden decline in income and ensure that commitments to providing services in the form of contractual commitments to staff, premises and key stakeholders are met.

The present level of free reserves available to the charity amounts to £200,524. Based on the current year this would equate to nearly 4.5 months expenditure. The Trustees have taken a decision to where possible increase this period to up to 6 months of Reserves. The rationale for this is due to the level of uncertainty with funding and the financial climate in which we are working in we may need this to continue to provide services, whilst seeking funding externally.

## FUTURE DEVELOPMENTS

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Priorities for 2021/2022 will be:

IMPORTANTLY, ensure we are fit for purpose and sustainable throughout the COVID-19 pandemic and work to future proof Mind Pembrokeshire Ltd, using any lessons learned.

- Complete the merger process with Mind Carmarthen
- Provide a range of services that enable and empower individuals to live full and active lives within our community
- Investigate opportunities to open at different times for example evenings
- To create additional opportunities for people to participate and get involved in planning, developing and delivering services
- Work to identify where there are gaps in service provision and try to meet that need
- Using the Memorandum of Understanding developed in this year, work alongside local Minds in Aberystwyth, Carmarthen and Llanelli to make the most of our strengths across Hywel Dda University Health Board. Improving opportunities for people with mental health needs, increasing our reach and sharing good practice and resources where we can
- Continue to monitor and evaluate our services and meet Minds Quality Mark standards whilst investigating other Quality Frameworks
- Look at ways of diversifying our funding streams - sustainable funding being a priority
- Continue to strengthen the Board of Trustees

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Mind Pembrokeshire Ltd is a registered charity, number 1157041 registered with the Charity Commission on 14 May 2014. The charity's governing document is its Constitution. The accounts comply with the governing document.

### Charity Commission

The Trustees have regard for the Charity Commissions guidance on Public Benefit and ensure that the Charities purpose and activity is:

* beneficial
* can be evidenced
* benefits a 'sufficient section' of the public.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

Mind Pembrokeshire Ltd is an independent local charity, which is affiliated to National Mind and Mind Cymru. We have adopted the Mind brand which means that we adhere to the corporate branding policy and Minds' Community Partnership Agreement, which enhances Local Minds' relationship with Mind. Work has started across the network to review and update the Community Partnership Agreement.

The charity has a Board of Trustees with up to 12 members that meets bi-monthly and is responsible for the strategic direction and policy of the charity. The Trustees also meet as task and finish groups when a specific piece of work needs to be undertaken. This year we have maintained the Quality and Service Evaluation Group who are ensuring we are ready for our Mind Quality Review in 2020. Trustees with both experience of the issues facing our community of interest, as well as a variety of professional backgrounds relevant to the work of the charity have worked hard to meet the Aims and Objectives and ensure prudence and compliance.

A scheme of delegation is in place and day to day responsibility for the provision of services or projects rests with the Chief Executive Officer, under the guidance and supervision of the Chairman. The Chief Executive Officer is responsible for ensuring the charity delivers identified services, with funding to match and that the key performance indicators are met. Ongoing personal support and development for staff and volunteers is undertaken. This enhances their skills and good working practices and encourages positive personal and professional development.

Each Co-ordinator or Manager has responsibility for the day-to-day operational management of their project, including budgeting as well as individual supervision of their staff team and or volunteers.

### Recruitment and appointment of new trustees

As a membership organisation its Members vote for its Trustees at the Annual General Meeting. Mind Pembrokeshire Ltd is a Company Limited by Guarantee, number 8521406. Trustees will be elected for a three (3) year term, following which they can be re elected.

Due to the nature of the work undertaken by the organisation, the Trustees seek to ensure that the needs of the community it serves are appropriately reflected through the diversity of the Trustee body. To enhance the potential pool of Trustees the charity uses its networks, user and carer groups to identify those who would be willing to become members and use their experience to assist the charity as a Trustee.

Trustees with skills in health, social care and training and development are represented on the Board as well as those with direct and indirect experience of mental health issues and carers. In an effort to maintain this broad skill mix Trustees are requested to provide an updated personal profile annually and where skills or experience is lacking we try to recruit accordingly. In the event of a particular skill being lost due to retirements or resignations, individuals are approached to offer themselves for election to the Trustee Board. We are beginning to look at a Board Renewal Strategy as well as succession Planning for senior Staff. Recruiting Trustees is becoming increasingly difficult across the Sector. Mind Pembrokeshire Ltd takes a proactive approach, which we hope will mitigate against the risk of not having an effective Board.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**Induction and training of new trustees**

Trustees are familiar with the practical work of the charity and continue to support the aims and objectives by taking part in many of the 'get togethers' and workshops. We have continued to strengthen this with Trustees meeting with beneficiaries in our Resource centre to get first hand knowledge of the challenges faced and what we can do to help.

New Trustees have an induction covering roles and responsibilities and are offered an established Trustee as a Mentor. The Mentor meets with the new Trustee/ Trustees before meetings and answers any questions or queries from the supporting papers, they also help with understanding 'meeting etiquette'. Any additional training will be identified at their induction as well as through ongoing training needs analysis Trustees access the Charity Commission Newsletter as well as copies of Mind publications and Reports. Trustees receive our local CVC, PAVS newsletter and are also encouraged to access WCVAs website. We have continued to send Trustees information on external training opportunities, which they take advantage of. We are also investigating online training for Trustees and are seeking Mind's support to source this.

Meeting schedule

Trustees have met virtually 6 times in the last year for their full meetings as well as undertaking specific task oriented work, which has included Quality and Service Evaluation.

**Related parties**

We have continued to develop strong links with the local planning processes, this raises the profile of the organisation and the needs of the callers and carers to the centre. Where the expertise of other services or organisations is required, we signpost or refer on. The following includes organisations we have worked with in this year:

- National Park
- Community Mental Health Team
- GP Surgeries and Primary Care Teams
- Housing Associations
- Bro Cerwyn
- Adlerian Society
- Advocacy West Wales
- Citizens Advice Bureau
- Department of Work and Pensions
- Haverfordwest Football Club - We Wear the Same Shirt
- Elliots Hill
- FRAME Pembrokeshire
- Dyfed Powys Police
- Hywel Dda University Health Board
- Llanelli Mind
- Mind Aberystwyth
- Mind Carmarthen
- Mind Cymru
- National Mind
- PATCH
- Pembrokeshire Care Society
- Pembrokeshire County Council
- Pembrokeshire People First
- Pembrokeshire College
- Pembrokeshire Association of Voluntary Services
- PRP
- St Caradog - In patient Unit
- St Non - In patient Unit
- West Wales Action for Mental Health
- Workways Plus

This list is not exhaustive but shows our commitment to working alongside anyone who can support our callers, members and service users.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

We are pleased to report that with Minds support we have developed a robust Memorandum of Understanding with our local mind partners, Llanelli Mind, Mind Aberystwyth and Mind Carmarthen. This strengthens our relationships, increases our reach and enable us to share good practice. The overall aim is to meet the ever-changing needs of people with mental health problems across Hywel Dda University Health Boards footprint as well as ensure their voices are heard.

**Risk management**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. Elements of risk and its management have been identified as crucial in preventing vulnerability within the organisation. We continue to utilise AJ Gallagher, our insurers, and Minds support, which we get as part of our Community Partnership Agreement with Rradar to advise the organisation on Employment Law. In addition Health and Safety including Risk Assessment processes continue to be prioritised and action taken when necessary. In this year a full health and safety review was undertaken by AJ Gallaher and an improvement plan, scrutinised by the Trustees has been implemented. Due to the COVID-19 Pandemic the organisation has undertaken a comprehensive review of its Organisational and Operational Risk Assessments as well as its Business Continuity and Contingency Plans. We are confident that we will be able to provide services to people, albeit in a variety of previously unidentified ways.

## Report of the Trustees
## for the Year Ended 31 March 2021

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Mind Pembrokeshire Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### AUDITORS

The auditors, Ashmole and Co., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 24 November 2021 and signed on its behalf by:

Mr S Fletcher - Trustee

**Opinion**
We have audited the financial statements of Mind Pembrokeshire Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception**
We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:
- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**
As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**
We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- nature of the charity and the sector in which it operates.
- the legal and regulatory framework in which the charity operates, and in particular those laws and regulations
- that directly affect the financial statements or have a fundamental effect on operations eg Charities Act 2011, health and safety legislation.
- results of enquiries of management and those charged with governance
- any matters identified relating to
- the charity's policies and procedures for identifying, evaluating and complying with laws and regulations, and whether there were any known instances of non compliance.
- detecting and responding to the risks of fraud and whether there is any knowledge of actual, suspected or alleged fraud.
- the internal controls established to mitigate risks of fraud or non compliance with laws and regulations.

As a result of performing the above, we did not identify any key audit matters related to potential risk of fraud or non compliance with laws and regulations.

In addition to the above, our procedures included:
- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations
- enquires of management and those charged with governance concerning actual and potential litigation and claims
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- review of minutes of committee meetings
- written representations

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Ashmole and Co.
Chartered Certified Accountants and Statutory
Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date: .....

**Mind Pembrokeshire Limited**

**Statement of Financial Activities**
**for the Year Ended 31 March 2021**

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.21 Total funds £ | 31.3.20 Total funds £ |
|---|---|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | | | |
| Donations and legacies | 2 | 18,539 | - | 18,539 | 21,847 |
| **Charitable activities** | 3 | | | | |
| Resource centre | | - | 292,705 | 292,705 | 384,853 |
| Carers | | - | 19,421 | 19,421 | 18,364 |
| Supported housing | | - | 402,543 | 402,543 | 260,456 |
| Other income | | - | 11,113 | 11,113 | - |
| **Total** | | 18,539 | 725,782 | 744,321 | 685,520 |
| **EXPENDITURE ON** | | | | | |
| Raising funds | 4 | 4,266 | - | 4,266 | 3,406 |
| **Charitable activities** | 5 | | | | |
| Resource centre | | 45,551 | 239,595 | 285,146 | 143,547 |
| Carers | | - | 13,623 | 13,623 | 15,008 |
| Supported housing | | - | 243,729 | 243,729 | 250,065 |
| **Total** | | 49,817 | 496,947 | 546,764 | 412,026 |
| **NET INCOME/(EXPENDITURE)** | | (31,278) | 228,835 | 197,557 | 273,494 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | 232,946 | 299,976 | 532,922 | 259,428 |
| **TOTAL FUNDS CARRIED FORWARD** | | 201,668 | 528,811 | 730,479 | 532,922 |

The notes form part of these financial statements

## Balance Sheet
## 31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.21 Total funds £ | 31.3.20 Total funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 13 | 1,144 | 242,904 | 244,048 | 246,187 |
| **CURRENT ASSETS** | | | | | |
| Debtors | 14 | - | 209,137 | 209,137 | 30,358 |
| Cash at bank | | 200,524 | 306,074 | 506,598 | 330,311 |
| | | 200,524 | 515,211 | 715,735 | 360,669 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 15 | - | (229,304) | (229,304) | (73,934) |
| **NET CURRENT ASSETS** | | 200,524 | 285,907 | 486,431 | 286,735 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 201,668 | 528,811 | 730,479 | 532,922 |
| **NET ASSETS** | | 201,668 | 528,811 | 730,479 | 532,922 |
| **FUNDS** | 17 | | | | |
| Unrestricted funds | | | | 201,668 | 232,946 |
| Restricted funds | | | | 528,811 | 299,976 |
| **TOTAL FUNDS** | | | | 730,479 | 532,922 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements



continued...

**Balance Sheet - continued**
**31 March 2021**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 24 November 2021 and were signed on its behalf by:

Mr S Fletcher - Trustee

Mr S Portwood - Trustee

The notes form part of these financial statements

**Mind Pembrokeshire Limited**

**Cash Flow Statement**
**for the Year Ended 31 March 2021**

| | Notes | 31.3.21 £ | 31.3.20 £ |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Cash generated from operations | 19 | 182,193 | 339,199 |
| Net cash provided by operating activities | | 182,193 | 339,199 |
| **Cash flows from investing activities** | | | |
| Purchase of tangible fixed assets | | (7,079) | (250,688) |
| Net cash used in investing activities | | (7,079) | (250,688) |
| **Change in cash and cash equivalents in the reporting period** | | 175,114 | 88,511 |
| **Cash and cash equivalents at the beginning of the reporting period** | 20 | 330,311 | 241,800 |
| **Cash and cash equivalents at the end of the reporting period** | 20 | 505,425 | 330,311 |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Incoming resources**
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activity when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be accurately quantified.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**Resources expended**
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit and accountancy fees and costs linked to the strategic management of the charity.

**Tangible fixed assets**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|---|---|
| Freehold property | - 2% on cost |
| Equipment and fixtures | - 25% on cost |

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

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

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

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



continued...

## 1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. DONATIONS AND LEGACIES

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Management fee | 1,912 | 2,123 |
| Donations | 16,627 | 19,724 |
| | 18,539 | 21,847 |

## 3. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 31.3.21 | 31.3.20 |
|---|---|---|---|
| | | £ | £ |
| Grants | Resource centre | 292,705 | 384,853 |
| Grants | Carers | 19,421 | 18,364 |
| Grants | Supported housing | 402,543 | 260,456 |
| | | 714,669 | 663,673 |

Grants received, included in the above, are as follows:

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Welsh Government | - | 245,000 |
| Pembrokeshire County Council | 41,038 | 41,038 |
| Hywel Dda University Health Board | 213,518 | 103,797 |
| Supporting People | 319,819 | 195,812 |
| Housing Benefit and Rents | 80,599 | 64,644 |
| Section 64 Older People | - | 2,070 |
| PAVS | 1,932 | 5,931 |
| West Wales is Kind | 12,422 | 1,560 |
| Newport Mind | - | 3,821 |
| GP Cluster - Primary care | 40,341 | - |
| Mind | 5,000 | - |
| | 714,669 | 663,673 |

The Welsh Government grant in 2020 was awarded from the community facilities programme for the purchase of the property as 2 Perrots Road, Haverfordwest.



continued...

## 4. RAISING FUNDS

**Raising donations and legacies**

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Staff costs | 2,524 | 2,191 |
| Staff expenses | 36 | 90 |
| Premises costs | - | 8 |
| Office costs | 458 | 719 |
| Insurances and subscriptions | 62 | 108 |
| Depreciation | 1,186 | 290 |
| | 4,266 | 3,406 |

## 5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 6) | Support costs (see note 7) | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 229,219 | 55,927 | 285,146 |
| Carers | 7,509 | 6,114 | 13,623 |
| Supported housing | 201,958 | 41,771 | 243,729 |
| | 438,686 | 103,812 | 542,498 |

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Staff costs | 290,383 | 204,182 |
| Office rent and water rates | 35,924 | 51,023 |
| Pembs Housing Association | 14,472 | 14,453 |
| Light and heat | 5,762 | 7,365 |
| Repairs and maintenance | 64,097 | 8,354 |
| Cleaning | 209 | 978 |
| Television licence and rental | 1,995 | 1,846 |
| Refreshments | 842 | 1,914 |
| Activities | 4,505 | 4,414 |
| Staff travel and expenses | 8,960 | 18,379 |
| Volunteer expenses and training | 40 | 1,666 |
| Early intervention charge | 11,497 | 8,515 |
| | 438,686 | 323,089 |



continued...

## 7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|---|---|---|---|
| | £ | £ | £ |
| Resource centre | 46,531 | 9,396 | 55,927 |
| Carers | 4,704 | 1,410 | 6,114 |
| Supported housing | 33,784 | 7,987 | 41,771 |
| | 85,019 | 18,793 | 103,812 |

Costs allocation includes an element of judgement and the charity had had to consider the cost benefit of detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating cost to the respective cost heading through the year. This allocation included support costs where they are directly attributable. Therefore the support costs shown are a best estimate of the costs that have been so allocated.

## 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | 9,218 | 7,548 |

## 9. AUDITORS' REMUNERATION

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Fees payable to the charity's auditors for the audit of the charity's financial statements | 2,067 | 1,900 |
| Auditors' remuneration for non audit work | 1,750 | 1,700 |

In addition, fees payable for the provision of payroll services amounted to £1,244 for the year ended 31st March 2021 (£1,146 for year ended 31st March 2020).

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

During the year ended 31 March 2021 trustees were paid travel expenses which totalled £55 (2020: £38).



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## 11. STAFF COSTS

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 312,602 | 232,529 |
| Social security costs | 22,431 | 11,384 |
| Other pension costs | 5,836 | 4,092 |
| | 340,869 | 248,005 |

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

| | 31.3.21 | 31.3.20 |
|---|---|---|
| In furtherance of charity's objects | 18 | 15 |
| Administration | 2 | 2 |
| | 20 | 17 |

No employees received emoluments in excess of £60,000.



continued...

## 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2020

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 21,847 | - | 21,847 |
| **Charitable activities** | | | |
| Resource centre | - | 384,853 | 384,853 |
| Carers | - | 18,364 | 18,364 |
| Supported housing | - | 260,456 | 260,456 |
| **Total** | 21,847 | 663,673 | 685,520 |
| **EXPENDITURE ON** | | | |
| Raising funds | 3,406 | - | 3,406 |
| **Charitable activities** | | | |
| Resource centre | 5,870 | 137,677 | 143,547 |
| Carers | - | 15,008 | 15,008 |
| Supported housing | - | 250,065 | 250,065 |
| **Total** | 9,276 | 402,750 | 412,026 |
| **NET INCOME** | 12,571 | 260,923 | 273,494 |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | 220,375 | 39,053 | 259,428 |
| **TOTAL FUNDS CARRIED FORWARD** | 232,946 | 299,976 | 532,922 |



continued...

## 13. TANGIBLE FIXED ASSETS

| | Freehold property £ | Equipment and fixtures £ | Totals £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2020 | 246,174 | 19,279 | 265,453 |
| Additions | - | 7,079 | 7,079 |
| At 31 March 2021 | 246,174 | 26,358 | 272,532 |
| **DEPRECIATION** | | | |
| At 1 April 2020 | 4,923 | 14,343 | 19,266 |
| Charge for year | 4,924 | 4,294 | 9,218 |
| At 31 March 2021 | 9,847 | 18,637 | 28,484 |
| **NET BOOK VALUE** | | | |
| At 31 March 2021 | 236,327 | 7,721 | 244,048 |
| At 31 March 2020 | 241,251 | 4,936 | 246,187 |

The property was purchased in March 2020 by means of a Welsh Government grant.

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| Grant and other debtors | 209,137 | 30,358 |

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| Bank loans and overdrafts (see note 16) | 1,173 | - |
| Other creditors | 4,800 | 2,681 |
| Social security and other taxes | 8,691 | 6,055 |
| Accrued expenses | 12,653 | 5,698 |
| Deferred government grants | 201,987 | 59,500 |
| | 229,304 | 73,934 |

## 16. LOANS

An analysis of the maturity of loans is given below:

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| Amounts falling due within one year on demand: | | |
| Bank overdrafts | 1,173 | - |



continued...

## 17. MOVEMENT IN FUNDS

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 223,816 | 14,273 | (36,421) | 201,668 |
| Property maintenance fund | 9,130 | (45,551) | 36,421 | - |
| | 232,946 | (31,278) | - | 201,668 |
| **Restricted funds** | | | | |
| Resource centre | 7,099 | 69,146 | - | 76,245 |
| Carers | 4,548 | 5,798 | - | 10,346 |
| Supported housing | 48,252 | 158,814 | - | 207,066 |
| Property purchase | 240,077 | (4,923) | - | 235,154 |
| | 299,976 | 228,835 | - | 528,811 |
| **TOTAL FUNDS** | 532,922 | 197,557 | - | 730,479 |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 18,539 | (4,266) | 14,273 |
| Property maintenance fund | - | (45,551) | (45,551) |
| | 18,539 | (49,817) | (31,278) |
| **Restricted funds** | | | |
| Resource centre | 303,818 | (234,672) | 69,146 |
| Carers | 19,421 | (13,623) | 5,798 |
| Supported housing | 402,543 | (243,729) | 158,814 |
| Property purchase | - | (4,923) | (4,923) |
| | 725,782 | (496,947) | 228,835 |
| **TOTAL FUNDS** | 744,321 | (546,764) | 197,557 |



continued...

## 17. MOVEMENT IN FUNDS - continued

**Comparatives for movement in funds**

| | At 1.4.19 £ | Net movement in funds £ | At 31.3.20 £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 205,375 | 18,441 | 223,816 |
| Property maintenance fund | 15,000 | (5,870) | 9,130 |
| | 220,375 | 12,571 | 232,946 |
| **Restricted funds** | | | |
| Resource centre | - | 7,099 | 7,099 |
| Carers | 1,192 | 3,356 | 4,548 |
| Supported housing | 37,861 | 10,391 | 48,252 |
| Property purchase | - | 240,077 | 240,077 |
| | 39,053 | 260,923 | 299,976 |
| **TOTAL FUNDS** | 259,428 | 273,494 | 532,922 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 21,847 | (3,406) | 18,441 |
| Property maintenance fund | - | (5,870) | (5,870) |
| | 21,847 | (9,276) | 12,571 |
| **Restricted funds** | | | |
| Resource centre | 139,853 | (132,754) | 7,099 |
| Carers | 18,364 | (15,008) | 3,356 |
| Supported housing | 260,456 | (250,065) | 10,391 |
| Property purchase | 245,000 | (4,923) | 240,077 |
| | 663,673 | (402,750) | 260,923 |
| **TOTAL FUNDS** | 685,520 | (412,026) | 273,494 |



continued...

## 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.19 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 205,375 | 32,714 | (36,421) | 201,668 |
| Property maintenance fund | 15,000 | (51,421) | 36,421 | - |
| | 220,375 | (18,707) | - | 201,668 |
| **Restricted funds** | | | | |
| Resource centre | - | 76,245 | - | 76,245 |
| Carers | 1,192 | 9,154 | - | 10,346 |
| Supported housing | 37,861 | 169,205 | - | 207,066 |
| Property purchase | - | 235,154 | - | 235,154 |
| | 39,053 | 489,758 | - | 528,811 |
| **TOTAL FUNDS** | 259,428 | 471,051 | - | 730,479 |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 40,386 | (7,672) | 32,714 |
| Property maintenance fund | - | (51,421) | (51,421) |
| | 40,386 | (59,093) | (18,707) |
| **Restricted funds** | | | |
| Resource centre | 443,671 | (367,426) | 76,245 |
| Carers | 37,785 | (28,631) | 9,154 |
| Supported housing | 662,999 | (493,794) | 169,205 |
| Property purchase | 245,000 | (9,846) | 235,154 |
| | 1,389,455 | (899,697) | 489,758 |
| **TOTAL FUNDS** | 1,429,841 | (958,790) | 471,051 |

The restricted property purchase fund relates to a grant received from the Welsh Government for the purchase of a property. Welsh Government has a legal charge over this property.

The restricted funds carried forward for the Resource Centre, Carers and Supported Housing are intended for the improvement and expansion of service delivery, as well as to enhance and build the capacity of the organisation. The Trustees intend to utilise restricted monies to ensure safe and adequate conditions for users of our services, staff, volunteers and members of the public. Trustees are mindful that growth needs effective governance and management, this will ensure the sustainability and future proofing of the organisation.



continued...

## 18. RELATED PARTY DISCLOSURES

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

## 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| **Net income for the reporting period (as per the Statement of Financial Activities)** | 197,557 | 273,494 |
| **Adjustments for:** | | |
| Depreciation charges | 9,218 | 7,549 |
| (Increase)/decrease in debtors | (178,779) | 16,163 |
| Increase in creditors | 154,197 | 41,993 |
| **Net cash provided by operations** | 182,193 | 339,199 |

## 20. ANALYSIS OF CASH AND CASH EQUIVALENTS

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Notice deposits (less than 3 months) | 506,598 | 330,311 |
| Overdrafts included in bank loans and overdrafts falling due within one year | (1,173) | - |
| Total cash and cash equivalents | 505,425 | 330,311 |

## 21.. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.20 | Cash flow | At 31.3.21 |
|---|---|---|---|
| | £ | £ | £ |
| **Net cash** | | | |
| Cash at bank | 330,311 | 176,287 | 506,598 |
| Bank overdraft | - | (1,173) | (1,173) |
| | 330,311 | 175,114 | 505,425 |
| **Total** | 330,311 | 175,114 | 505,425 |

**Mind Pembrokeshire Limited**

**Detailed Statement of Financial Activities**
**for the Year Ended 31 March 2021**

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Management fee | 1,913 | 2,123 |
| Donations | 16,627 | 19,724 |
| | 18,540 | 21,847 |
| **Charitable activities** | | |
| Grants | 714,669 | 663,673 |
| **Other income** | | |
| Active monitoring management | 11,112 | - |
| **Total incoming resources** | 744,321 | 685,520 |
| **EXPENDITURE** | | |
| **Raising donations and legacies** | | |
| Wages | 2,313 | 2,054 |
| Social security | 167 | 101 |
| Pensions | 44 | 36 |
| Staff expenses | 36 | 90 |
| Premises costs | - | 8 |
| Office costs | 458 | 719 |
| Insurances and subscriptions | 62 | 108 |
| Plant and machinery | 1,186 | 290 |
| | 4,266 | 3,406 |
| **Charitable activities** | | |
| Wages | 266,300 | 191,441 |
| Social security | 19,111 | 9,372 |
| Pensions | 4,972 | 3,369 |
| Office rent and water rates | 35,924 | 51,023 |
| Pembs Housing Association | 14,472 | 14,453 |
| Light and heat | 5,762 | 7,365 |
| Repairs and maintenance | 64,097 | 8,354 |
| Cleaning | 209 | 978 |
| Television licence and rental | 1,995 | 1,846 |
| Refreshments | 842 | 1,914 |
| Activities | 4,505 | 4,414 |
| Staff travel and expenses | 8,960 | 18,379 |
| Volunteer expenses and training | 40 | 1,666 |
| Early intervention charge | 11,497 | 8,515 |
| | 438,686 | 323,089 |
| **Support costs** | | |
| **Management** | | |
| Wages | 33,569 | 29,790 |
| Carried forward | 33,569 | 29,790 |

**Mind Pembrokeshire Limited**

**Detailed Statement of Financial Activities**
**for the Year Ended 31 March 2021**

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| **Management** | | |
| Brought forward | 33,569 | 29,790 |
| Social security | 2,407 | 1,458 |
| Pensions | 626 | 524 |
| Staff expenses | 194 | 1,311 |
| Premises costs | - | 1,341 |
| Office costs | 13,427 | 10,427 |
| Staff training and recruitment | 7,440 | 3,187 |
| Insurances, affiliations and subscriptions | 8,145 | 2,047 |
| Promotional costs | 8,611 | 3,041 |
| Professional fees | 3,246 | 7,648 |
| Plant and machinery | 7,354 | 5,658 |
| | 85,019 | 66,432 |
| **Governance costs** | | |
| Wages | 10,420 | 9,244 |
| Social security | 746 | 453 |
| Pensions | 194 | 163 |
| Auditors' remuneration | 2,067 | 1,900 |
| Auditors' remuneration for non audit work | 1,750 | 1,700 |
| Staff expenses | 164 | 408 |
| AGM and trustee expenses | 415 | 38 |
| Premises costs | - | 34 |
| Office costs | 2,062 | 3,236 |
| Bank charges | 297 | 322 |
| Depreciation of tangible fixed assets | 678 | 1,601 |
| | 18,793 | 19,099 |
| Total resources expended | 546,764 | 412,026 |
| **Net income** | 197,557 | 273,494 |