

For the year ending 31 March 2024  
Name of Charity: Cornwall People First  
Charity registration Number: 1160773



# Annual report and financial statements

For the year ended 31 March 2024

Registered Charity Number: 1160773

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For the year ending 31 March 2024  
Name of Charity: Cornwall People First  
Charity registration Number: 1160773

## **Reference and administrative details - For the year ended 31 March 2024**

Name of charity: Cornwall People First

Charity registration number: 1160773

Governing Documentation: CIO - Association Registered 5 March 2015

### **Trustees:**

Linda Lake – resigned February 24  
Mark Hutchings – resigned February 24  
Laura Keeper – resigned February 24  
Sam Axon  
Daniel Ball  
Julie Pape  
Jason Pape  
Ann-Marie Dean since October 23

No trustee has a beneficial interest in the charity, although some benefit from the services provided, however these are only the same as anyone else with their disabilities.

**Principal address:** Cornwall People First  
C/O The Lescudjack Centre  
Penmere Close  
Penzance  
Cornwall TR18 3PE

For the year ending 31 March 2024  
Name of Charity: Cornwall People First  
Charity registration Number: 1160773

## **Independent**

### **Examiner:**

Mr R Maule  
The Cross House  
South Woodchester  
GL5 5EL

### **Bankers:**

Lloyds Bank Plc  
11 – 12 Killigrew Street  
Falmouth  
Cornwall TR11 3RA

## **Trustees' report**

For the year ended 31 March 2024

The Trustees of Cornwall People First present their annual report and audited accounts for the year ended 31 March 2024 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP 2015.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning their future activities. In particular the trustees consider how planned activities will contribute to those aims and objectives.

Cornwall People First is a user led charity. It is run by and for adults with learning disabilities and autism. It provides a platform where self-advocates can have a voice and be heard by those who commission services in Cornwall and surrounding areas. We offer a range of different self-advocacy Speak Up Groups across the area as part of the projects that we are working on, all with the aim of improving the lives of those with learning disabilities and/or autism. Cornwall People First can also signpost our members to appropriate people and services. We attract members from a variety of sources from residential homes, day services, social worker referrals and self-referrals.

Cornwall People First's membership has a wide diversity of age and gender. Our organisation assists and enables participation in policy development and planning of services for adults with learning disabilities and autism.

## **Results for the year**

The results for the year are shown in the statement of financial activities.

## **Review of Financial Activities**

This year saw the continuation of our two projects funded by the NHS Integrated Care Board (ICB). We received £19,054 in January for The Sunflower Project to continue for another year, and £70,034 for The Practice Partners Project. This money was split into two payments in May and January.

Alongside these projects we received £10,000 from the NHS to work with CIDER (Cornwall Intellectual Disability Equitable Research) on a research project called 'Count Me In!'. This work ran from December 2023 to March 2024 and was paid in March.

As well as our larger projects we continue to find funding for smaller pieces of work. In September we received £500 from the OPCC to facilitate a Speak Up Group for Hate Crime Awareness Week. We also facilitated a one-off event for Safer Streets. This was funded through The Women's Centre Cornwall and provided us with £704.

We were also paid for Easy Read work. We received £1850 from Cornwall Council and £2000 from The Women's Centre Cornwall.

We were able to support Cornwall Council with a piece of engagement work around housing in the Autumn. We received £2704.54 in October for this. The report led to another piece of work in early 2024 around the 7 Keys to Citizenship. We received £2784.11 for this second piece of work.

We continue to work without an office space and are paying for a storage facility to be able to hold our files, resources and equipment. Our volunteer treasurer Christopher Jordan offers his services to us for free.

The trustees would like to extend a special thanks to Christopher Jordan for working so tirelessly on our behalf.

We received £4850 on behalf of the Blue Light Day committee for the next Blue Light Day event.

We started and ended the year with three members of staff (2 full time equivalent). However for 6 months, June-November, we had an extra outreach worker. In November she needed to leave for personal reasons so we returned to our team of three.

Our volunteers have grown this year to 19.

## Our work

We continued our two NHS projects this year – The Sunflower Project and The Practice Partners Project. The Sunflower Project is a research project looking at death, dying and loss. This year our closed group came to an end and changed into a monthly ‘leading change’ group until the Summer. We facilitated a series of Sunflower Project workshops in day centres, talking about loss, grief, and then preparing for the future with a letter of wishes.

The Practice Partners project progressed this year. We continued to attend Patient Participation groups in GP Surgeries in St Austell, Saltash and Hayle with patients with LD/Autism. However in June 2023 we left St Austell PPG and joined Marazion PPG in November instead.

We attended the PPG meetings with a Self-Advocate and we worked together with the surgeries to support accessibility and better communication. This included the creation of a number of easy read resources, as well as surgeries taking on new practices such as one GP Surgery introducing new signage to make it easier to find rooms. We were able to provide support to the surgeries that were part of the project as well as others that got in touch for advice. In January 2024 we launched our first Access All Areas group as part of this project. We started with a bi-monthly group in Hayle and welcomed the surgery Learning Disability nurses, the Social Prescriber and the Learning Disability Liaison nurses to talk about health checks. These groups were very popular and provided a space for self-advocates to ask health professionals questions about their appointments, health conditions, or what they do.

Through both of these projects we have learnt a lot about how the NHS works and have been able to support our members to navigate the system more effectively.

In September 2023 we facilitated a half day event in Truro for Safer Streets. We talked about how safe people felt when they were out in Truro, in the day and evening. We also talked about the Safe Places scheme and we went out into Truro to test the scheme out.

In October we facilitated a Speak Up Group for Hate Crime Awareness week and welcomed the Police Diversity Team along to talk about what it is, and what they do.

Throughout September and October we met with groups in day services and out in the community to talk to them about the Council's Housing Engagement work. We found out what people were struggling with in terms of housing and choice, and put it into a report for the Council. We later presented the report at the Council with the help of two trustees.

This report then led to a further piece of work with the Council. We set up a group in January all about 'Home' and asked the group what it means to them. We then produced a report and a folder full of potential person-centred worksheets that could be used to fully explore how someone is feeling about where they live. We finished this in February and presented it to the Council in March alongside a trustee.

From December to March we worked with the NHS CIDER team on a project called 'Count Me In!'. This was all about creating a toolkit to give to commercial companies so that they know how to include people with learning disabilities and/or autism in research. We spent 4 sessions with a small closed group of Self-Advocates talking through the process of research and discussing the barriers to someone taking part. In the end we created a list of ways that they would like to be included.

In June we held a Big Walk, Talk and Art Day in celebration of Learning Disability Awareness week. These days are always a highlight of the year and we try to find something to do that fits within the national theme. This year's theme was about art so we took a walk with a nature art activity, then returned to the hall for lunch together and a chat.

We remain a part of the Blue Light Day planning committee and organised the stage and finances for the 2023 day. It was considerably busier this year than the previous year, possibly due to people relaxing about Covid.

We have continued to grow our social media presence. Facebook has been a really useful way of contacting people and sharing the groups and work we are doing.

Our Saltash group has continued to meet. Two of the group members are members of the Practice Partners Project so we have been able to talk about health related issues within the group and they have shared what they have learnt at the PPG meetings.



## **Holocaust Memorial Day**

Holocaust Memorial Day was held in person as well as being shown remotely and shared online afterwards. Our longstanding lead volunteer lit a candle.

## **Structure, Governance and Management**

The trustees are responsible for the overall management and control of Cornwall People First and meet as a minimum, quarterly. The treasurer gives regular finance reports. All trustees give of their time freely and a small remuneration and expenses were paid in the year.

## **Organisational Management**

The day to day running of the charity is delegated to the Operational and Development Leads, and is supported by Trustee Advisors and additionally by staff and Trustees.

## **Risk Management**

The trustees and advisors are responsible for the overseeing of the risks faced by the charity. Risks are identified and assessed, and controls established throughout the year. A formal review of the charity's risk management processes is undertaken.

Risk is managed under the headings of financial sustainability, safety, welfare, employment, events and community access. Through the risk management processes established for the Charity, the Trustees are satisfied that the major risks identified have been adequately lessened where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. The charity has taken out suitable insurance in order to cover any unforeseen problems

## **Reserves policy**

The trustees aim to create sufficient reserves to cover three months expenditure to ensure the charity's long term viability and maintain its activities if incoming resources temporarily cease. The trustees have

agreed a reserves policy for designated funds. This totals £102,700 [2023:£102.700]

This policy is reviewed annually.

## **Tax Status**

As a registered charity, Cornwall People First is exempt from corporation tax on its investments and other non-trading income.

## **Statement of Trustees' responsibilities**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. Law applicable to charities in England and Wales 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).

The financial statements are required by law to give a true and fair view of the state of the affairs of the charity and of the financial activities for that year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities. Laws applicable to charities in England and Wales require 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).

## **Statement of disclosure to independent examiner**

In so far as the trustees are aware:

There is no relevant information of which the charity's independent examiner is unaware; and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board

.....

C B Jordan (Treasurer)

C/O The Lescudjack Centre  
Penmere Close  
PENZANCE  
Cornwall TR18 3PE

## **Independent Examiner's Report to the Trustees of Cornwall People First**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2024 which are set out on pages 13 to 20.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Dick Maule FCA  
The Cross House  
South Woodchester GL5 5EL*

*Date*

## Cornwall People First

### Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>Income from</b>					
Donations		1,720	-	1,720	12,699
Investment income		2,308	-	2,308	413
Grants and contracts		10,500	91,588	102,088	88,914
Fee and miscellaneous income		<u>10,672</u>	<u>-</u>	<u>10,672</u>	<u>2,885</u>
<b>Total Income</b>		25,201	91,588	116,789	104,911
<b>Expenditure on</b>	(7)				
Charitable activities		<u>30,524</u>	<u>56,589</u>	<u>87,113</u>	<u>72,995</u>
<b>Net income/[expenditure]</b>		(5,323)	34,999	29,676	31,916
Reconciliation of funds					
Total funds brought forward		144,265	89,501	233,766	201,850
Tranfers between reserves		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds carried forward		<u><u>138,942</u></u>	<u><u>124,500</u></u>	<u><u>263,442</u></u>	<u><u>233,766</u></u>

# **Cornwall People First**

## **Balance sheet as at 31st. March 2024**

	Notes	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
<b>Tangible assets</b>	(2)		-		-
<b>Current assets</b>					
Debtors and prepayments		-		-	
Cash at bank and on hand		<u>264,192</u>		<u>234,516</u>	
<b>Total current assets</b>		264,192		234,516	
<b>Current liabilities</b>					
Creditors: amounts falling due within 12 months	(3)	<u>(750)</u>		<u>(750)</u>	
<b>Net Current assets</b>			<u>263,442</u>		<u>233,766</u>
<b>Net assets</b>			<u><u>263,442</u></u>		<u><u>233,766</u></u>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>	(6)				
General funds			36,242		41,565
Designated funds			102,700		102,700
<b>Restricted Funds</b>			<u>124,500</u>		<u>89,501</u>
<b>Total charity funds</b>			<u><u>263,442</u></u>		<u><u>233,766</u></u>

These financial statements were approved by the Trustees.....

On behalf of the Trustees .....

dated:-

**Notes to the accounts for the year ended 31st. March 2024**

**(1) Principal Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous years.

**(a) Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as updated by Update Bulletin 2, and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

**(b) Fund accounting**

- [i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- [ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- [iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(c) Income**

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- [i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities 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.
- [ii] Donated services and facilities are included at the value to the charity where this can be quantified.
- [iii] The value of services provided by volunteers has not been included in these accounts.
- [iv] Investment income is included when receivable.
- [v] Income from charitable trading activity are accounted for when earned.
- [vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**(d) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- [i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- [ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
- [iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

## Cornwall People First

### Notes to the accounts for the year ended 31st. March 2024

#### (1) Principal Accounting Policies

##### (e) Fixed assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method .

Items costing over £500 are capitalised.

#### (2) Fixed Assets

Fittings  
& equipment  
£

Cost : balance brought forward	6,285
Depreciation	
balance brought forward	6,285
charge for the year	-
	6,285
Net book value 31st. March 2024	-

Net book value 31st. March 2023	-
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#### (3) Debtors

	2024	2023
£	£	
Sundry debtors	-	-

#### (4) Creditors

Amounts falling due within 12 months

Sundry creditors	750	750
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#### (5) Employee information

Number of employees	2.5	2.5
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No employee received emoluments of more than £60,000.

The average weekly number of employees during the year were calculated on the average head count basis.

The total employee benefits of key management personnel were £54,203 [2023: £30,780]

	£	£
Salaries and wages	60,135	46,591
Pension	4,594	3,121
Social security costs	6,072	3,904
	70,801	53,616

#### (6) Trustees information

£	£
-	-

Expenses relate to Trustees' travel and subsistence at meetings.



Notes to the accounts for the year ended 31st. March 2024

(7) Movements in funds

	Balance 1st April 2023 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. March 2024 £
<b>Unrestricted funds</b>					
Designated Funds	<u>102,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>102,700</u>
General Fund	<u>41,565</u>	<u>25,201</u>	<u>(30,524)</u>	<u>-</u>	<u>36,242</u>
	<u>144,265</u>	<u>25,201</u>	<u>(30,524)</u>	<u>-</u>	<u>138,942</u>
<b>Restricted funds</b>					
Blue Light Day	2,467	2,500	(2,480)		2,487
Better Together	20,011	-	(14,854)		5,157
Practice Partners Project	21,998	70,034	(19,601)		72,431
Sunflower Project	<u>45,025</u>	<u>19,054</u>	<u>(19,654)</u>	<u>-</u>	<u>44,425</u>
	<u>89,501</u>	<u>91,588</u>	<u>(56,589)</u>	<u>-</u>	<u>124,500</u>
<b>Total funds</b>	<u>233,766</u>	<u>116,789</u>	<u>(87,113)</u>	<u>-</u>	<u>263,442</u>

**Designated Funds**

The trustees have designated the following funds:

	2024 £	2023 £
Long term staff sickness, maternity leave, staff leaving and recruitment costs	10,000	10,000
Redundancy costs	11,000	11,000
Legal and accountancy costs for closure of CPF	4,500	4,500
The time to the expiry of leases on property - 6 months (Penzance)	1,200	1,200
That staff can continue working, primarily to secure new funding (3 months)	30,000	30,000
Employee Pensions	1,000	1,000
Deficit through reduction in Cornwall Council funding	3,000	3,000
Grant not renewed CPF (6 months)	40,000	40,000
Other contingencies	<u>2,000</u>	<u>2,000</u>
<b>TOTAL</b>	<u>102,700</u>	<u>102,700</u>

## Cornwall People First

### Notes to the accounts for the year ended 31st. March 2024

#### (8) Movements in funds prior year

	Balance 1st April 2022 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. March 2023 £
<b>Unrestricted funds</b>					
Designated Funds	101,750	-	-	950	102,700
<b>General Fund</b>	<u>48,787</u>	<u>4,117</u>	<u>(28,353)</u>	<u>17,014</u>	<u>41,565</u>
	172,719	4,117	(28,353)	17,964	144,265
<b>Restricted funds</b>					
Cornwall County Council	-	-	-		-
Blue Light Day	3,000	2,280	(2,813)		2,467
Better Together	20,000	7,000	(6,989)		20,011
Disability Cornwall : COMF	28,313		(10,349)	(17,964)	-
Practice Partners Project	-	31,690	(9,692)		21,998
Sunflower Project	<u>-</u>	<u>59,824</u>	<u>(14,799)</u>	<u>-</u>	<u>45,025</u>
	<u>51,313</u>	<u>100,794</u>	<u>(44,642)</u>	<u>(17,964)</u>	<u>89,501</u>
<b>Total funds</b>	<u>224,032</u>	<u>104,911</u>	<u>(72,995)</u>	<u>-</u>	<u>233,766</u>

#### Designated Funds

The trustees have designated the following funds:

	2023 £	2022 £
Long term staff sickness, maternity leave, staff leaving and recruitment costs	10,000	3,000
Redundancy costs	11,000	7,500
Legal and accountancy costs for closure of CPF	4,500	3,500
The time to the expiry of leases on property - 6 months (Penzance)	1,200	250
That staff can continue working, primarily to secure new funding (3 months)	30,000	15,000
Employee Pensions	1,000	1,000
Deficit through reduction in Cornwall Council funding	3,000	15,000
Grant not renewed CPF (6 months)	40,000	35,000
Other contingencies	<u>2,000</u>	<u>2,000</u>
<b>TOTAL</b>	<u>102,700</u>	<u>82,250</u>

## Cornwall People First

### Notes to the accounts for the year ended 31st. March 2024

#### (7) Charitable expenditure

	Total	Total
	2024	2023
	£	£
Wages and salaries	70,801	53,616
Staff costs	1,163	-
Telephone	502	544
Print, post and stationery	349	87
Insurance and subscriptions	1,416	1,316
Room hire	1,950	2,096
Refreshments & CPF forums	670	1,246
Travel expenses	4,212	4,510
Computer and IT costs	1,073	1,975
Legal and professional fees	424	4,568
Reporting accountant's fees	750	750
Rent and rates	2,278	656
Depreciation	-	-
Sundry expenses	68	193
Office equipment charges	1,280	1,164
Non capitalised equipment	<u>178</u>	<u>273</u>
	<b><u>87,113</u></b>	<b><u>72,995</u></b>

#### (8) Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Fixed assets	-	-	-	-
Current assets	36,992	102,700	124,500	264,192
Current liabilities	<u>(750)</u>	<u>-</u>	<u>-</u>	<u>(750)</u>
Net assets at 31st March 2024	<b><u>36,242</u></b>	<b><u>102,700</u></b>	<b><u>124,500</u></b>	<b><u>263,442</u></b>

## Cornwall People First

### (9) Analysis of prior year funds

#### Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2023

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Income from				
Donations	699	12,000	12,699	-
Investment income	413	-	413	11
Grants and contracts	120	88,794	88,914	104,442
Fee income	<u>2,885</u>	<u>-</u>	<u>2,885</u>	<u>3,175</u>
<b>Total Income</b>	<u>4,117</u>	<u>100,794</u>	<u>104,911</u>	<u>107,628</u>
Expenditure on				
Charitable activities	<u>28,353</u>	<u>44,642</u>	<u>72,995</u>	<u>63,000</u>
Net income/[expenditure]	<u>(24,236)</u>	<u>56,152</u>	<u>31,916</u>	<u>44,628</u>
Reconciliation of funds				
Total funds brought forward	150,537	51,313	201,850	157,221
Tranfers between reserves	<u>17,964</u>	<u>(17,964)</u>	<u>-</u>	<u>-</u>
Total funds carried forward	<u><u>144,265</u></u>	<u><u>89,501</u></u>	<u><u>233,766</u></u>	<u><u>201,850</u></u>