Reports & Accounts

for the annual financial period ended

APRIL 2020 – MARCH 2021

for

Plymouth VCSE (POP)

Charitable Incorporated Organisation

Registered Charity CIO No: 1167515

Email: info@plymouthoctopus.org.uk Website: www.plymouthoctopus.org

REPORT OF THE TRUSTEES
for the 12 month period ended 31st March, 2021

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OUR YEAR IN NUMBERS 2020 – 2021

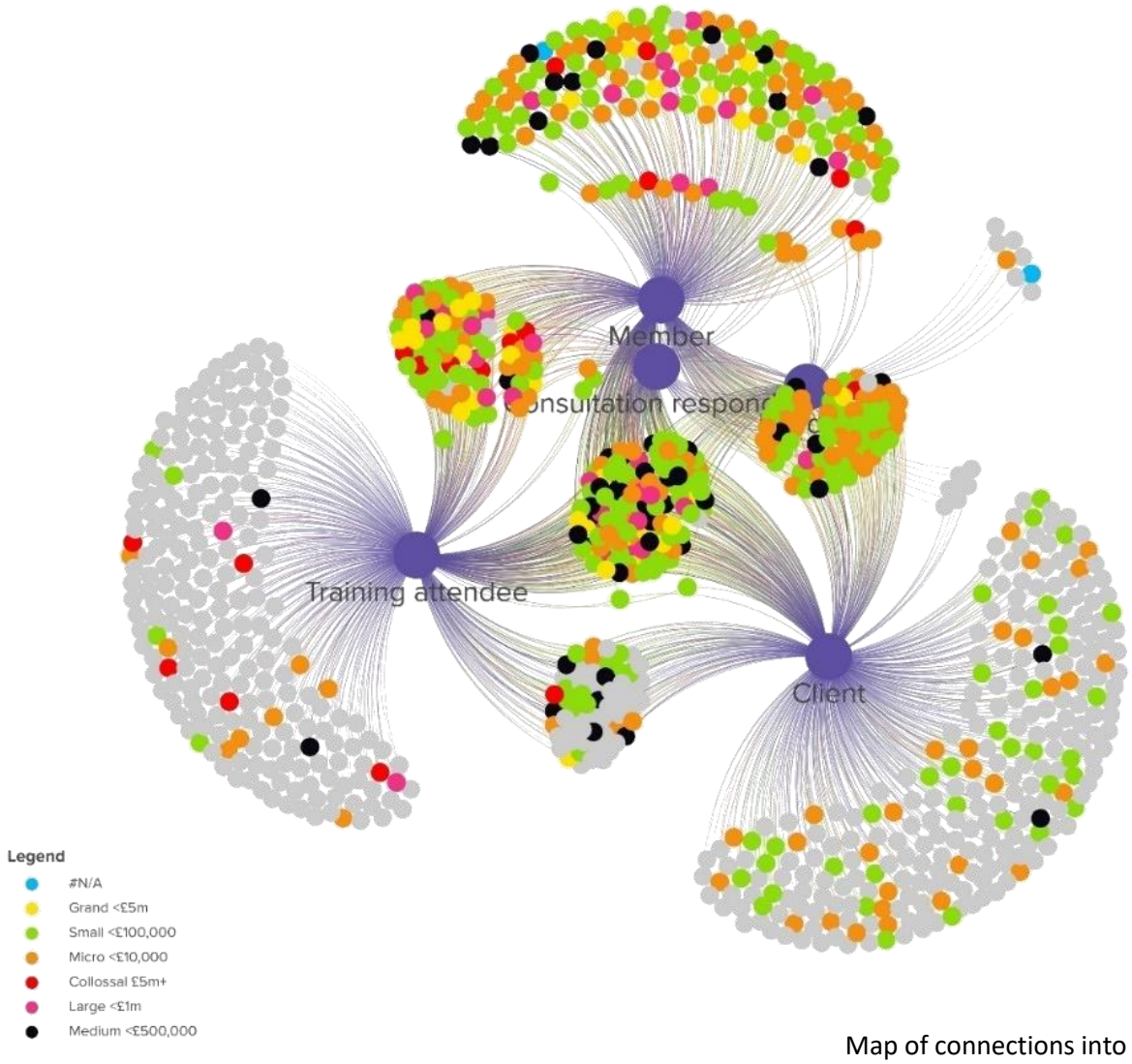
138 members joined

111 organisations supported via POP ideas with **255** hours of support

26 training courses delivered to **104** organisations covering **13** subjects

£889k worth of funding applications supported with **£646k** successful

113 members participated in our decision making, **86** in the rating of peer projects as part of our funding process



Map of connections into POPs work

CHAIR'S REPORT

This year has been extremely challenging both for the POP team and for the Plymouth Community. With strict restrictions in place, it has meant most of us having to change the way we work and being creative about how we provide services and support. Many of us were working from home and adapting our skills to meet the changing needs of our community during a very difficult year.

The POP Trustees are extremely proud of how the Team have adapted and changed their work practices to reflect the changing needs of our community. During the year we said farewell to Haidee Dampney who left in July 2020 and Kim Armstrong who left in March 2021. In February 2021 we welcomed Claire Law onto the team as Core Lead.

The Trustees welcomed Kay O'Shaugnessy and Kiven Emmanuel onto the board, both bring new skills and experience. We thanked and said goodbye to Chris Forster, Roger Mitchell, Wendy Hart and Sara Rhodes.

New developments

- Through funding from Devon Together, POP funded 'Our Plymouth' to create the initial portal that helped play a part in the recruitment of volunteers for the vaccination programme and developed the Neighbourhood Care Networks.
- A learning report was produced for the Esmée Fairbairn Funding Project.
- Funding streams were adapted introducing POP Collectives and £250 a POP.

Focusing on the forthcoming year

The challenges remain with Covid and adapting our services to meet the changing needs of our community. We are continuing to work more with online communication and offer training to support community organisations develop their skills. The focus going forward:

- The future evolution of POP's overall approach
- Continuing to build connections and effective networks
- Collaboration to meet our strategic direction
- Strengthening skills and capacity within our community
- Explore and apply for funding relevant to our organisation's aims and objectives
- Continue to run a lean organisation with strong strategic impact
- Continue to focus on the future direction of POP.

Lesley Coulton

Trustees and Chair of POP, September 2021.

OBJECTIVES & AIMS

"POP supports and leads real, purposeful and lasting change in Plymouth.

Our purpose is to build strong grassroots organisations, charities and social enterprises by supporting them to work together and take a lead role in creating change.

We are driven by the energy, passion and skills of local people taking action to make our society and environment a better place to live. A small team of dedicated staff, associates and trustees do this by influencing, connecting, training and creating opportunities.

Our values define everything we do: we are committed to building and strengthening trust and relationships; collaborating with others and being innovative. With all our work we strive to learn - and encourage learning - through our actions."

We fulfil this mission by:

- Advocating and supporting the growth of active citizens and social connectivity
- Nurturing a membership of grassroots groups and organisations through our core offer.
- Working strategically.

POP recognises the value of 'going with the energy' – of identifying, supporting, and building on ideas and initiatives that motivate those involved and carry their own momentum for change. But we are also committed to an inclusive sector and to a voice for all in the debate on shaping a better future for Plymouth. In all areas of our work, we actively seek opportunities to push forward on three key concerns:

- **Reaching and supporting grassroots activity** – COVID-19 has brought home just how vital a healthy and vibrant community infrastructure is. POP has made this a priority from the start of its EFF funding, investing in skills development, building, and connecting networks, micro funding grass roots initiatives, and engaging the change makers of the future.
- **Diversity and inclusion** – POP strives to create a platform and an approach for all voices to heard. We seek to learn from the wide range of ideas and approaches that can be applied to through empowering everyone to be input into the collective. More is to be done and will be done.
- **Participatory processes** - In a culture dominated by the idea of the 'heroic' individual leader, POP is firmly convinced that progress to resolve complex social and environmental challenges will only be achieved by embracing the power of 'We'. In everything we do, we champion open, collaborative, peer-led, participative processes and decision making as the norm.

Grant making policies

POPs grant making policies aim to deliver the core mission to strengthen grassroots organisations, voluntary organisations, charities and social enterprises through collaboration.

The charity is testing new approaches the preference collaboration and the necessary environment that allows this to flourish. We can link this directly back to the logic that lies behind everything POP does:

- The biggest issues, environmentally and social are complex.
- No one actor or set of actors can create the change we need.
- Networks and collaboration at a citizen and organisational level, and the behaviours required to be effective are most likely to allow the changes to emerge.
- **Traditional funding processes destroy, not build collaboration.**
- **The examples we have set, and the impacts we have had, when seen by other funders might lead to a greater change in how funding is used in Plymouth and further afield.**

As a result of testing and trying new processes, activities are under constant review and adaption. Current processes can be found here https://www.plymouthoctopus.org/funding/

ACHIEVEMENTS & PERFORMANCE

Every Annual Report this year must start by recognising the world was turned upside down on the 23rd March 2020. Within one month the POP team had:

- Within 2 days we had established a private facebook group to communicate with community groups in Plymouth
- Issued email bulletins every 2 weeks
- Issued a VCSE sector survey and of the 125 survey respondents we have made contact with 74 and directly supported 35.
- Funded Our Plymouth to establish a volunteer portal and worked with the City Council on the Good Neighbours Scheme.
- Committed to taking a page in every Plymouth Chronicle to shout about the work of small groups in Plymouth. With a circulation of over 92,000 this is an important communication tool.
- Helped organisations go online, training over 50 people in Zoom within 1 week and innovated our Zoom "Play & Learn" sessions
- Continued to support through online training: Writing a Funding Application, The Difference We Make and developed a new resource for mutual aid and informal community groups, Ideas into Action.
- Started the Plymouth Neighbourhood Care Networks to provide Plymouth with an infrastructure that will help communities build a future together, connecting critical people from across the community to maximise the resource, good will and effort across the streets of Plymouth.
- We worked with Plymouth City Council and other partners to respond positively and support the most vulnerable through the Good Neighbours Scheme and Caring for Plymouth.

Worked with the Plymouth Safeguarding Childrens Board helping to make connections and get messages out and feedback what is happening in the community groups.

- Linked with NAVCA to ensure messages are sent nationally. We will be representing the results and recommendations to NAVCA to achieve national representation.
- Linked with funders locally, regionally and nationally to discuss ways forward and support needed by the sector.

Across the whole year our most significant achievements have been:

- Managing the change and providing capacity building support to organisations throughout the year with no break in service and increasing support provided:
    - Provided 34 days worth of 1:1 support
    - Training courses provided went up to 39 on 13 subjects to 104 organisations
- Running an open and participative decision-making process for £30k funding resulting in POP Collectives & £250 a POP
- EFF Learning Report

- Establishing Neighbourhood Care Networks
- Continue to increase membership to 392 and 113 organisations engaging in POPs decision making

STATEMENT OF PUBLIC BENEFIT

Our main activities and who we try to help are described in this report. All our charitable activities focus on the support for grassroots organisations, voluntary organisations, charities and social enterprises in order to further our charitable purpose.

LEARNING AND EVALUATION

REFLECTIONS ON APRIL 2020 - MARCH 2021 – WHAT HAVE WE LEARNT?

The main piece of work done during 2020 was a co-written piece about the role of organisations like POP with our partners in the SIMPL project, Torbay Community Development Trust, PSEN, Essence, Torbay Local Spark and Co-Lab.

In this document we outline five areas of work that captures this value:

- **Networking**: We connect individuals and organisations with similar social and ecological ambitions to one another, sometimes providing the key introductions that lead to new possibilities.
- **Convening and co-design**: We support people to engage, to bring the context, to feel like equal partners and foster deep listening and observation to inform and shape solutions across sectors.
- **Advocacy and representation**: We represent our members by having a direct relationship with those that don't have the resource to make themselves heard by themselves.
- **Providing and/or supporting enterprise development:** Networks – our formal and informal relationships – mobilise the knowhow for the business support and investment needed for social enterprise success, which drives sustainable development of the social economy. Networks are often a first point of contact for entrepreneurs and changemakers – those starting community projects, socially enterprising organisations, etc.
- **Information and learning**: Networks create the conditions for learning, capacity building, linking information, experts, institutions, toolkits – and crucially, unlocking the peer learning and support developed by network members themselves. Networks also play an important role in distributing news, updates and other information such as government support measures in times of crises. This significantly helps smaller organisations to keep up to date with relevant developments.

This framing of POP's work as a 'network support agency' is part of our journey to define 'a CVS for the 21st Century', or in Esmee Fairbairn Foundation's words:

> *"As regards the structural support, we're keen to explore further the idea of 'a CVS for the 21st Century'…. Ideas that came up for us were the role of the organisation in brokering, advocacy, coordinating, facilitating new relationships, providing a place for thinking and incubation of ideas, as well as the broader points about being a single point of access and a mechanism for equalising the relationship of the VCS with the local authority. In practice though, what would this look like? We'd encourage you to think flexibly here. … We're open*

to hearing thoughts on how the organisation can remain nimble but still have the desired strategic impact."

Esmee Fairbairn April 2017

Building connections and effective networks

In 2020 POP concluded a review started in 2019 into the role of POP in supporting networks in Plymouth. POP remains based on the power of networks and balances this with the resources and capacity to build networks. One of the early lessons was that it is easy to underestimate the admin, organisation and therefore time to set up networks. We quickly realised that most of the work needed to be done by the networks themselves, yet this requires the network to absorb this work and we experience reluctance for people to take the lead, so POP can step back. To manage this, we now have a clear set of actions we take to build networks:

- **POP ideas capacity building**: POP ideas supports skills and knowledge development. Part of our support to member organisations is to connect them into networks, introduce them to other organisations be as well connected as we can achieve. For networks we support with diagnostic tools and workshops.
- **POP Bites**: come along and bring your own tasty morsels of ideas, knowledge and wisdom to share. We run this every 2 months for anyone to come and meet us, others, and generally join in.
- **POP Connections**: Bi monthly POP events to facilitate networking and project information sharing.
- **POP Diverse Voices**: we believe our efforts can be best spent in amplifying the voices of those on the edge of society. Where needed, we therefore support organisations and people to connect to ensure these voices are heard.
- **POP Network Facilitators Forum:** we support anyone who is invested in the networks and want to see them grow to come together to share news, hints and tips.
- **POP Network admin grants**: we have allocated £20k to the Network Facilitators Forum to further the purpose of that group.

Collaboration

In 2020 collaborative action happened immediately and across many different areas as organisations and people became aligned on one priority - to respond to the pandemic and the impacts on communities. We already knew collaboration emerges out of existing relationships and networks in response to a shared purpose or campaign and/or an opportunity to work together and the pandemic reinforced this.

Funding also shifted away from project towards core funding allowing organisations to adapt and change, playing the best role they could in the ecosystem of support that arose, highlighting the role funding can play in nurturing collaboration.

Strengthening skills and capacity

The COVID-19 pandemic has significantly impacted our work on strengthening skills and capacity this year. We acted quickly in March/April 2020 to move all our capacity building services to a digital model. Over the year we have delivered all our one-to-one advice and training and networking events online. This has meant we delivered many more events in 2020-2021 and we reached new audiences. Going forward we have sought the views of our beneficiaries and we will be delivering a hybrid model of both online and face-to-face support. This is so that we can capitalise on the advantages that a digital model gave us and meet the different ways in which people can and want to access the capacity building service.

Funding

Our learning and reflection on the way we grant fund is constant. We regularly review the processes we use and over 20-21 we adapted our offer in light of the pandemic.

One other significant area of learning is around the role of the Learning Champion. The post has existed since October 2019 and over this time we have learnt that:

- There is a tension that exists in the job role. We need relationships to be built with projects that have been funded and this is best achieved when the role sits within the POP team. However, because the role cannot always resolve issues directly caused by POP (problems with processes etc.). This can mean the role is drawn into operational 'fixing'. It can then be difficult to hold the objectivity needed to then hold conversations about learning with the projects.

- We need to be much clearer about expectations with those that are funded about the role of the Learning Champion.

- Have a clearer way for the Learning Champion role to log operational issues to be resolved.

Running a nimble organisation with strategic impact

Reflective Practice within the POP team took many forms during this year. A focus on personal wellbeing felt appropriate, especially with the added complexity of the pandemic. Wellbeing resources were shared amongst and by the team e.g. how to calm the nervous system, and wellbeing tips for working from home. Reflective models were introduced and tried out within team meetings and 1-1's. The POP team have made a commitment to regular reflective practice sessions, and we look forward to updating you in the next annual report! Our intention is that how we learn and reflect together as a team will ripple out and positively affect our collaborative work with the VCS.

NURTURING OUR MEMBERS

POP has always invested on building relationships with and supporting grassroots organisations and has steadily increased contact with these organisations. To encourage even greater participation, engagement in POP and improve sector 8 intelligence, POP Trustees agreed that, to receive POP support and (some of our) funding, we would make membership of POP, which is free, mandatory.

There has been a significant rise in the number of 'micro' organisations (income less than £10k) which have joined in the last 12 months. Small (under £100k annual turnover) and micro-organisations (under £10k annual turnover) now constitute nearly 70% of the membership. Capacity building data also shows a health and growing level of engagement. We have increased support to smaller organisations – 80% of our support now reaches organisations under £100k annual turnover. POP is now starting to use the data to chart progress in making and building connections:

POP capacity building service (POP Ideas)

POP ideas is a service that provides advice for small, large, new or established voluntary, community and social enterprise organisations in Plymouth. It is delivered in partnership between POP and Iridescent Ideas CIC.

This year has been astonishing and difficult but also surprisingly productive and, despite the undeniable sadness, at times it has been uplifting - with stories of innovation and tremendous community spirit.

The COVID-19 pandemic has significantly impacted on our work. We acted quickly in March 2020 to move all our services to a digital model. Over the year we have delivered all our one-to-one advice and training and networking events online. This has meant we have delivered many more events. Training sessions jumped from 13 in 2019-2020 to 39 in 2020-2021.

We are proud to have adapted well and to have maintained excellent quality of provision with 98% of beneficiaries saying that the service is excellent or good. This is the highest overall quality rating we have achieved in the seven years existence of POP ideas.

We worked very closely with funders and key partners to ensure that COVID response funding flowed into the city. This was made possible by us sharing information and influencing decisions and we supported many groups and organisations to access this funding.

COVID-19 has undoubtedly challenged the voluntary, community and social enterprise sector. We have witnessed some organizations close and others struggle to adjust to the new environment. But we have seen remarkable resilience and adaptability. Communities and community groups have often come together to support each other through the crisis.

The future is uncertain with job losses, health and other challenges to come. However, we are proud of our work and that of the voluntary, community and social enterprise groups we support. We believe that the COVID-19 crisis provides us all an opportunity to build back better, greener and fairer and we hope that civil society organizations will be at the heart of our recovery.

CASE STUDY

Farleys Food Co-op is a Plymouth grocery store that is run and owned by its members, selling fresh, and mostly sustainable produce to all.

After a successful crowdfunding campaign, Farleys received 1:1 support from POP ideas in business planning and legal structures to help prepare for its launch.

> *"POP ideas are so important to businesses and the voluntary sector in Plymouth because they're great at signposting and offering the support that you need. It's nice to have access to an expert or specialist in a field that you don't really know about, and a friendly team who really want to see you succeed." - Josh Puleston, Farleys Food Co-op*

Future plans

- We want to expand our offer to provide skills and capacity building support for the emerging networks and partnerships operating across Plymouth.
- We will refresh and significantly broaden our training workshop offer.
- We are going to pilot an 'impact journey' with clients to find out more about their experience with us and find out areas where we can improve our service.

This year

- This year we have supported **111** organizations in Plymouth. This includes community groups, voluntary sector organizations, social enterprises, charities and community businesses and more
- **£647k** raised in grant funding for **40** organizations
- Of this funding, we helped to secure **£385,735** from **50 bids** for COVID response work or for emergency funds for community groups
- **104** community groups have attended **26** training and networking sessions on things like: legal structures, presentations, project management, funding, financial management, social impact and social media
- In a recent survey **98%** of respondents said overall the quality of Pop ideas is excellent or good

Cumulative impact since 2014

- **£7.3 million** raised for **259** organizations in Plymouth
- We have delivered one-to-one advice to **over 550** voluntary, community and social enterprise organizations in the city
- Over **600** Plymouth-based community groups and organizations have attended over **130** training workshops
- Workshop attendees consistently report significant improvements in their learning and understanding

Outcomes 2020-2021

- **96%** felt better informed about relevant developments
- **87%** felt more confident applying for funding
- **70%** said their skills had improved
- **61%** felt better at proving the difference and impact they made
- **57%** had stronger foundations in place for their work (e.g., a legal structure or constitution)
- **59%** said they were delivering a better service for their clients.

ACTIVE CITIZENS AND SOCIAL CONNECTIVITY

Positive People Devon

Positive People's response at the beginning of the pandemic in March 2020 was to move all activities online to ensure that existing, previous and new participants would feel connected and reassured. We have supported people to come online and participate in workshops and events and our main goal was to reduce loneliness and social isolation and provide a way to remotely connect to others but also still gain new skills.

- Provided more than 100 online activities such as personal development workshops, arts and crafts, mindfulness and learning opportunities with local and national groups/individuals. These included Greenwood Music, K's New from Old and SeaDream
- Held over 90 drop-ins to maintain connection and support
- Provided one to one IT support to help people access activities online
- Worked closely with Torbay Community Development Trust to further develop a peer programme - 10 peers trained across Plymouth and Torbay by the end of December 2020
- With the help of our Community Guru, Haidee Dampney, a group of four peers co-designed a 5 week well-being programme which was successfully piloted and led by peers late in Autumn 2020 and run again in January/February 2021

Empowering communities

During 2020-21 we also wrote a short document to act as a call to action for Plymouth. In this document we highlight the power and value of having well connected and active communities, then make the following recommendations for Plymouth:

1. We need to collectively support the need for community building and citizen activation across the city.
2. We need to make a long-term investment in the infrastructure needed to support the grassroots.
3. We need to build on what is there already using funding to fuel this where collaboration, transparency and openness is a default and not an exception.

WORKING STRATEGICALLY

SIMPL – the Barrow Cadbury Connect Fund

The focus of this co-design process is on the question:

What helps and hinders someone stay independent as they get older?

This focus has been a result of conversations started in April 2019 with a range of different departments Plymouth City Council and other key partners in the city. In April 2020 we had started conversations and secured senior support from Plymouth City Council, but the pandemic significantly slowed progress.

We made steady progress in developing cross-sector conversations around this central question. The project has strategic sign up from the Strategic Director for People and the Plymouth City Council Cabinet portfolio holder. As well as the impact of the pandemic we experienced a further slight delay as the external capacity appointed to lead on the work could not fulfil the contract. Instead a new approach has been taken to create a series of community conversations (see below).

We sent out the brief to a wide range of partner organisations and had a good response with 8 organisations already responded and many suggesting they can add to the research without needing reimbursement. One good example of how this approach will increase the reach of the discovery phase and support action is the role Diversity Business Incubator is likely to take in both supporting it's young leaders to reach out and speak to members of the BAME community and then support them to think about potential social enterprise opportunities presented through this discovery phase.

Plymouth healthy communities

We heard that Plymouth was successful at securing funding from The National Lottery Community Fund and support via The Kings Fund. This co-design process is on:

What might make it easier or harder to feel connected to others, whether that's friends, family or the community?

This process started in April 2021.

Attendance at key meetings

There was a significant level of connection at a city level via the VCSE planning group during the coordination of the response over lockdown. POP also took on the Local Lead role for the Voluntary and Community Sector Emergency Partnership (VCS EP), a mechanism lead by NAVCA and the British Red Cross to bring regional and national support into local areas.

Our Plymouth

Matt Bell sits on the board of Our Plymouth. His role there is to maximise the role that Our Plymouth plays in supporting and connecting citizens to take civic action and volunteer.

Our Plymouth played a critical role across Devon in the recruitment of volunteers for the vaccination programme.

Plymouth partners & funders forum

POP has continued to host this forum which brings funding providers together in partnership every quarter to share strategic and creative dialogue.

Public relations

It has been an extraordinary year for POP; promoting the work of POP and to such a significant number of people. At the beginning of the Coronavirus a decision was made by the trustees to commit to a dedicated page each month in the Plymouth Chronicle. The Chronicle has a circulation of about 60,000: it is delivered extensively free-of-charge through the letter boxes of residents across the city. This page has – and continues to be - compiled and written by our Associate, Caroline Blackler:

"The POP Annual Report 2020-21 covers an extraordinary time for POP; Plymouth and its many diverse communities. As the lockdown took hold so it rapidly became clear to those at POP that the work that POP had been evolving for so long now, based around trust and collaboration, would – due to the pandemic - enable POP to increase its efforts; set aside more money and begin several new initiatives which would all help to encourage greater community support across the city as we all faced Coronavirus and lockdown.

The monthly articles allowed us to promote the extraordinary work that POP was doing to set up, support and sustain the newly established "Neighbourhood Care Networks" which took community support to a new level. The NCN's soon aligned with the city-wide Good Neighbours Scheme so that people's time could be put to best use in their own communities. This collaboration, along with the work of each NCN, reinforced POP's intrinsic message that "greater good can be achieved when we work together'.

Over the coming months we wrote about the community work in areas such as Stoke, Stonehouse, Keyham and Whitleigh. As the NCN's developed, and broadened, collaborating with city-wide organisations such as St Luke's Hospice, Citizens Advice Plymouth and Barnados along with (smaller) significant local community projects, so we were able to report on the development and expansion of these existing NCN's and the introduction of other NCN's in other areas of the city, such as, Efford, Devonport and Glenholt where people already working in the community had been inspired by those 'first-wave' networks.

We spoke with several individuals who were being supported by the NCN's and reported their stories of how their lives were being affected by the lockdown measures; how they were being helped by the NCN's and – ultimately – what difference the NCN's and its volunteers were making to their lives and their wellbeing. This included a wonderful initiative from Whitleigh Big Local. A hundred "Wellbeing Bags" handing out some tender loving care to those in need. The bags included:

A little bit of love
A work of (local) art
Teas to calm
Candles to soothe
Chocolate for endorphins
Advice for a good night's sleep
And contact details for professional help.

Our monthly page also enabled reporting to a wider audience than in normal circumstances, the outstanding work of POP ideas which, along with the Plymouth Social Enterprise Network, had highlighted, at regular meetings with the City Council's economic development team, the dire financial plight of many of the city's charities and social enterprises in the first lockdown which were unable to access any emergency funding. I was able to report that as a result of their intervention, emergency funding was made available and that "more than 350 charities; social enterprises; small and micro businesses have been given money to enable them to weather the economic storm brought about by Covid 19."

The page illustrated the significant difference POP ideas had been making across the city: we featured projects which had been at risk financially, such as The Island Trust and Pollenize, including quotations from employees about the difference POP ideas has had on their circumstances and how the financial support had kept them afloat.

The Chronicle page also became a regular place where we could publicise and promote the 'tech training courses' that we now know helped to play such an important role in enabling many of our members to transition from 'physical' meetings to those held 'digitally' via the zoom platform.

The Chronicle also gave POP the opportunity to report on the 'new' technical platforms it was making use of and the difference these were making, such as WhatsApp, Slack, Twilio and the neighbourhood 'virtual notice board' text alerts.

POP was also able to promote the new funds that were set up during the first lockdown: the £250 a POP fund (which was accessed by many charities, projects and organisations to pay for a zoom license) and the Learning and Collaboration Fund (round 2). Throughout the year we included stories about the successful projects and the difference they were making to people across the city, for example, Street Meets: Street Eats and Positively Diverse Action."

NETWORK SUPPORT & DEVELOPMENT

Neighbourhood care networks

Neighbourhood Care Networks were developed as a direct result of the pandemic and moved on from previous work with the Plymouth Neighbourhood and Community Network. In April 2020 we did not know:

- how long self-isolation or restrictive measures will be in place or the
- how badly hit Plymouth will be by Covid-19 and what the impact and fall-out will be for people, service providers or the VCS community.
- whether there will be one wave of Covid-19 or several.
- the level of demand for support in communities
- the level of attrition in terms of statutory workers, care providers and health workers

We made the assumption that there is an unmet need for support in the city that can best be met a neighbourhood level and that the top-down local authority response needs to interface effectively with emerging bottom-up efforts in order for Plymouth to respond effectively over the medium to long-term.

We felt that POPs role is best placed to shape a strategic VCS city-wide neighbourhood response infrastructure and work ensure it connects effectively with top-down efforts so we began working with Plymouth City Council and established community organisations, such as Nudge Community Builders; Whitleigh Big Local; Stoke Traders and Residents Association and The Hoe Neighbourhood Forum with the aim of increasing and strengthening their role in supporting their neighbours primarily during lockdown. Since then other Neighbourhood Networks have set up across the city as community groups, looking to provide greater support to people, have evolved. Significantly, the experience of the more-established groups has enabled the newer groups to work more quickly and more effectively, sharing information of what has – and has not – worked.

Each Neighbourhood Network is distinctive and unique to its own area of the city: there is no blueprint. Each has evolved according to the needs of the community; the people involved and, primarily, the capacity of those individuals. And these people are extraordinary driven by a combination of desire; determination and commitment to support others.

Events

AGM WEEK!

A creative challenge faced us when deciding how to hold our AGM. After much head scratching, we went with the POP Festival idea, and called it 'Better Together.' A week of diverse and interesting online events took place with many speakers, workshops and networking sessions available. Sessions were held at varying times in the week to give as many people as possible the opportunity to join in. The sessions held were:

- Tech Monday (Play & Learn)
- The Difference We Make
- What's Happening Now - For Me & My Community Group

- Promoting Your Work
- Recruiting, Retaining & Managing Volunteers
- Ready Steady Thrive
- What's Happening Now II
- Learning Through Doing
- Networks
- Communities Working Together
- Recipe for Success
- Writing a Funding Application
- Human Learning Systems

There were a total of 111 attendees (70 unique).

POP BITES

We moved what was our POP Thursday's face-face events to online events, and re-named it *POP Bites*. We enthusiastically embraced the technology available to enable continued connection across the VCS. Inspiring guest speakers were invited to stimulate conversation around themed topics. These events also enabled networking to continue via Zoom breakout rooms. 59 different people attendees these networking events between two events in January and March 2021; and they been held regularly since.

POP CONNECTIONS

Our team held conversations about how to best support our members, and to reach out to others within the VCS, during the periods of Covid lockdown. We decided to hold *POP Connections* events every other month (with POP Bites in between). These events were launched in February 2021 and purposely held with minimum input by POP, enabling more space for VCS networking. Organisations of varying sizes were invited to give short presentations of their work or projects followed by a short Q & A session, and networking in breakout rooms. These events have proved to be popular, with feedback telling us that exciting new connections have been made!

FUNDING

At the beginning of lockdown we paused our funding streams. By June 2020 we had re-opened Street-to-Scale and carried out a decision-making process with our members. The involvement of our members came out of a drive, identified as part of board development in 2019, to 'make better decisions', to significantly increase member involvement in the process and support the trustees in their governance role. We tested a decision-making model using a £30k fund available to support its membership.

Annie Broadbent carried out an independent review of the process mapping the £30k decision making process to date against what was set out in its original decision making and Governance paper. The review concluded

Has a good decision been made?

The decision making process for the £30K is not yet complete so this is a partial review against the measures of success laid out by POP+.

Measure of success	Outcomes
It is clear from the start what decision needs to be made	**Yes, though this evolved from how funds are spent to how they are accessed**
It maximises the pool of observable data by involving an appropriate range of relevant people	**Yes, though there was small number of members participating.**
It uses appropriate information and data from different sources	**Yes, direct input, email feedback, survey data, funding context all were used as sources of data.**
It builds a culture of strong decision making and invites advice, challenge and testing assumptions	**Yes, there has been robust challenge, some assumptions removed and new links formed between members**
It makes transparent all information, data, assumptions and people involved	**Yes, though this is evolving**
It creates collective buy-in from those impacted	**This will become clear from who accesses the funding and feedback on the process**
It is timely and 'good enough'.	**As above**

The results of the decision making process resulted in the following:

2 levels of funding

- Under £250 (£250 a POP)
- Under £3,000 (POP Collectives)

Core funding: For anything the group or organisation decides they need it for.

Total transparency: method of deployment via Open Collective https://opencollective.com/

In Feb 2021 we ran a review of both processes.

"This kind of sums up my journey with POP. How do we work out 'Street2Scale' with it's strange banking etc, how to do slack and work out fiscal hosts etc. But once we understand it seems to all work well."

The survey responses showed a good level of support for the funding processes adopted since October 2020 and particularly the principles upon which they are based.

POP Collectives

- Aimed at building connection and collaboration the early signs continue to be positive. Demand is high enough, participation levels are high enough and current feedback is mainly positive.
- However, there continue to be issues of access and use of technology.
- In order to keep the process 'moving', to keep learning and maintain continuity the short-term decision about the end of the process and how best to adapt the process is still valid.
- Attention needs to be brought to the longer-term future over the next few months. This larger review will be carried out as the pandemic restrictions are eased allowing for greater levels of face to face interaction.

£250 a POP

- There are very high levels of support for this fund continuing.

Street to scale - citizen led funding

Street-to-Scale continued, working in partnership with Ratio. Demand dropped off but over the year we funded 6 Street-to-Scale banks to form. The pattern of demand followed lockdown patterns of opening and closing – increase June 2020, increase Oct 2020, March 2021.

Inner City Seeds received £250 from 250 a POP to trial a gardening & crafts day at the Village Hub. They are now running a regular "Crafters & Grafters" day on Thursdays. They hope to extend the day to an after-school club and have plans to turn the alleyway that backs onto the hub garden into a wildlife corridor.

POP collectives

POP Collectives was developed as a direct result of member engagement in a decision-making process described above. It was developed to supercede the Learning & Collaboration Fund. 8 Collectives funded for £3000 by the end of March 2021. 1 application rejected (Funded: Mayflower Drama Project, Celebrating STEAM in South West, Plymouth Eco Collective, Kintsugi Radio, Digital Inclusion, Social Isolation Forum, JC's Youth, Environment Plymouth. Not Funded: An-noor Arabic School.)

Lewys & Eric from Kintsugi Radio - a community internet radio station creating opportunities for people with disabilities in Plymouth. It's a collaboration between The Kintsugi Project & Leadworks.

FINANCIAL REVIEW

Over the last 3 years POP has been in a privileged position with core funding awarded in 2018 by the Esmee Fairbairn Foundation. This however does pose its own risk in the medium to long term as the charity seeks to secure funding for after March 2023.

Over 2020/21 the charity secured just under £76k additional income from Covid related grants, £58k from Plymouth City Council for the Unify Plymouth collaboration and £50k from The National Lottery Community Fund's (TNLCF) Healthy Communities Together Fund, a national programme looking at creating better collaboration between charities, social enterprises and the health and care sector. Alongside this additional income the charity received secured funds from Esmee Fairbairn Foundation, Barrow Cadbury Trust, TNLCF - Building Better Opportunities, Plymouth City Council – High Street Heritage Action Zone and the core grant received from Plymouth City Council. Spending was in line or under predictions and the charity ended the year in a positive financial position, increasing reserves by £88,993 of which £4,325 were unrestricted and £84,668 restricted. In addition, a designated reserve was set up for continuance of the VCS EP work in order to separate these finances out clearly from general unrestricted reserves due to the aims of the original piece of work covering the whole of the Devon area.

RESERVES POLICY

The reserves policy specifies that in the event of POP having to cease its activities, sufficient funds should be available to pay for the cost of six months of charitable operation to cover the wind-down period and the redundancy costs of any remaining staff. The financial position against the policy is reviewed every quarter.

Money held on account

The charity holds funds on account for the royal cinema trust, with a balance of £8,696 at the year end.

Impact of covid on going concern

2020/21 has not had a detrimental impact on the financial position of the charity. There was a direct impact on delivery, but this resulted in a reduction in delivery costs. Overall, the change in operating environment could prove to be positive as funding authorities better recognise the role of community and the need of infrastructure organisations to successfully support this activity.

Risk management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established that enable regular reports to be produced so that the necessary steps can be taken to lessen the risks. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and clients. External risks such as over reliance on one funding source is a matter of significant focus with continued development of the rationale and description of POPs work and more generally the role of infrastructure in ensuring strong and healthy communities. Over the next year this will continue to develop and be used to secure greater diversity in income.

PLANS FOR FUTURE PERIOD

Our priorities for 2021/22 are:

- **Tell and 'live' the story of collective success.:** POP will build a strong narrative of collective action and stories of 'we'. We will do this through our communication routes, including the Plymouth Chronicle and through the leadership we as a team demonstrate with our partners, members, networks and strategically.

- **Champion the grassroots and community development:** By having an excellent grasp, robust data, and expert knowledge of informal and small organisations, we can describe, amplify and celebrate the efforts, turning the invisible, visible. To do this we need to continue to grow our membership, reach and use of data. POP also needs to look to the future of citizen action and grassroots activity and call for investment in community development within Plymouth.

- **Build connections and support effective networks:** POP will continue to hold open spaces for connections to grow and bring network leaders together to connect and amplify the work for which networks become conduits for. Specific effort will go into building a network infrastructure for hyper local groups and reaching into communities that traditionally do not have a voice, with the aim to increase diversity of perspective in the sector and beyond.

- **Develop co-design expertise:** Building from this, we believe that the valuable experience gained next year through our lead on two city-wide co-design processes, POP will continue to develop expertise and use this to tackle other complex issues faced in Plymouth.

- **Support learning, skills, and capacity building:** We all need organisations that are well run and individuals that can reflect on the skills they need. POP will curate, deliver and support reflection and learning on the critical aspects of running organisations, working collaboratively, and operating within networks. We will continue to focus on 'how we support peer learning'.

- **Bring other funders alongside:** POP believes we have a compelling offer for other funders. Many have identified problems with the current system, but do not yet have an answer. We believe the innovative approaches we are taking are significant. We need to continue our work and structure our learning and activity so that other funders can work with us.

- **Double down on digital:** Before the pandemic, the extent of POPs reach would not have been achievable, but in the last twelve months we have seen, through digital technology, how POP has extended its reach and helped to make a significant difference to work of our members, and, to other non-member organisations/individuals. There is a window of opportunity that both the pandemic and POPs use of technology has opened through which we can embed a digital platform that is designed for citizens and communities, by citizens and communities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document and objects

Plymouth VCSE (POP+) was approved by the Charity Commission on 7th June, 2016 and is a registered charity CIO No. 1167515. The objects of the charity are to promote the voluntary sector and to promote the efficiency and effectiveness of other charitable organisations for the benefit of the public in the area of Plymouth and its environs.

Governance and trustee appointments

New trustees are elected and appointed at POPs Annual General Meetings. They are also co-opted during the year as opportunities arise, to then be elected for a full term at the AGM. 10% of members are required to attend the AGM and elected new trustees.

Trustees meet every month avoiding the need for sub committees to be formed.

The trustees who have served during the period under review are set out below.

Trustee training and induction

All new Trustees are welcomed onto the Board and an informal induction process starts. Trustees are given access to all organisational documentation and encourage to integrate into the team.

Related party transactions and trustees' expenses and remuneration

All trustees gave their time freely and claimed no expenses or renumeration in the year.

Martin Mills is an employee of Our Plymouth, which was in receipt of a grant of £5,000 to develop a volunteer portal. Our Plymouth are the strategic digital lead for the city. Martin played no part in the decision making and left that section of the meeting.

Karen Pilkington is spouse to Managing Director of Cornerstone Vision, who are contracted on a monthly basis to advertise the activities of POP to their readership of 92,000 households in Plymouth via a free newspaper, the Chronicle. This was especially important in reaching those individuals who have limited or no access to digital news over lock down. Karen played no part in the decision making and left that section of the meeting.

Both Our Plymouth and The Chronicle occupy unique positions in Plymouth with no natural competitors.

PEOPLE

A POP Tribute:

Our dear friend and colleague Jan Horrocks, who retired from POP in 2019, sadly passed away in February 2021. Jan had been with POP since its inception, and with Zebra before that… so we feel that POP, and the city of Plymouth, have much to thank her for. She is warmly remembered by the POP team for her (sometimes wicked) sense of humour and the way she openly cared for us all. Jan was the

spreadsheet queen, so it's easy to bring her to mind when one she created is opened - her legacy lives on! Thinking of you now Jan with much love and warm hugs - your POP friends x

Within the Trustee Board we welcomed two new Trustees Kiven Emmanuel and Kay O'Shaunessy who have brought with them a significant amount of expertise onto the Board. In the same year we said fond farewells to Chris, Jabo, Roger, Sara & Wendy. The pressures of the day job was the main reason for these resignations and perhaps reflective of the pressure on our sector colleagues.

Within the staff team we also had a bit of movement and change, welcoming in Claire Law as our Core Lead, focussing on operations across the charity and said more fond farewells to Kim Armstrong and Haidee Dampney.

Staff:
Matt Bell (CEO)
Deborah Penprase
Imogen Potter
Chris Maccullie
Rowan Edwards
Charlotte Brew
Haidee (resigned July 2020)
Claire Law (joined Feb 2021)
Kim Armstrong (resigned Mar 2021)

Associates:
Annie Broadbent
Caroline Blacker
Chas Shaw
Donna Maughan
Gareth Hart
Jabo Butera
Jane Pightling
Nic Crosby
Paul Read
Stephane Kolinsky
Stuart Jones
Susan Moores

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name and Number

Plymouth VCSE (POP+): registered charity number: 1167515.
Charitable Incorporated Organisation registered on 7th June 2016.

Trustees

Alan Butler
Andi Higginson
Chris Forster (resigned 05/10/20)
Cindy Willcocks (stood down 14/03/2021)
Jabo Butera (resigned 01/04/21)
Josephine Bussell
Karen Pilkington
Lesley Coulton
Martin Eric Mills
Kay O'Shaugnessy (joined 05/10/20)
Kiven Emmanuel (joined 14/12/20)
Roger James Mitchell (resigned 05/10/20)
Sara Rhodes (resigned 05/10/20)
Wendy Hart (resigned 05/10/20)

Chairperson

Lesley Coulton

Principal office

Devonport Guildhall
Ker Street
Plymouth
PL1 4EL

Independent examiners

Wills Accountants Ltd
2 Endeavour House
Parkway Court
Longbridge Road
Plymouth
PL6 8LR

Bankers

CAF Bank Ltd.
25 Kings Hill Avenue
Kings Hill
West Malling
Kent

Plymouth VCSE (POP)

Statement of Directors' and Trustees' Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

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

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

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

This report was approved by the board of trustees on 9 November 2021

L Coulton

Director and Trustee

Plymouth VCSE (POP)
Statement of Financial Activities
for the year ended 31 March 2021

REPORT TO THE TRUSTEES

Report of the Independent Examiner to the trustees

on the accounts of the Charity for the year ended 31 March 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages - 32 to 45

Respective responsibilities of trustees and examiner

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

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

Independent examiner's statement

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

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

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

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

Mr Philip Wood Soutter FCCA P. Soutter

for and on behalf of

Wills Accountants Ltd

Chartered Certified Accountants

Endeavour House

Parkway Court Longbridge Road

Plymouth

PL6 8LR

The date upon which my opinion is expressed is :- 09 November 2021

Plymouth VCSE (POP)
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last Year Total Funds Restated 2020 £
Income and endowments from:					
Incoming resources from generated funds					
Donations and legacies		50,524	378,673	429,197	404,681
Other trading activities		850	-	850	211
Investment Income		-	-	-	-
Charitable activities		-	7,885	7,885	-
Other Incoming Resources		-	-	-	-
Total income and endowments		**51,374**	**386,558**	**437,932**	**404,892**
Expenditure on					
Costs of charitable activities		44,585	301,751	346,336	376,839
Other costs		2,473	130	2,603	940
Total expenditure		**47,058**	**301,881**	**348,939**	**377,779**
Net Income before transfers between funds		4,316	84,677	88,993	27,113
Gross transfers between funds		-	-	-	-
Net income before Other recognised gains and losses		4,316	84,677	88,993	27,113
Other recognised gains and losses		-	-	-	-
Net movement in funds		4,316	84,677	88,993	27,113
Reconciliation of funds					
Total funds brought forward	**9**	46,448	57,490	103,938	76,825
Total Funds carried forward	**9**	**50,764**	**142,167**	**192,931**	**103,938**

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice (The SORP) and is reconciled to the total funds as shown in the Balance Sheet on **page 15** as required by the SORP.

All activities derive from continuing operations

The notes on pages 37 to 42 form an integral part of these accounts.

Plymouth VCSE (POP)
Statement of Financial Activities
for the year ended 31 March 2021

Income and Expenditure Account as required by the Companies Act
for the year ended 31 March 2021

	Notes	2021	2020
		£	£
Turnover		437,932	404,892
Direct costs of turnover		346,336	376,839
Gross surplus		91,596	28,053
Other costs		2,603	940
Operating surplus		88,993	27,113
Interest receivable		-	-
Surplus on ordinary activities before tax		88,993	27,113
Surplus for the financial year		88,993	27,113
Gift Aid Payments		-	-
Retained surplus for the financial year		88,993	27,113

All activities derive from continuing operations

The notes on pages 37 to 42 form an integral part of these accounts.

Plymouth VCSE (POP)
Statement of Financial Activities
for the year ended 31 March 2021

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2021

	2021	2020
Excess of Expenditure over income before realisation of assets	88,993	27,113
Profit per Profit and Loss account	88,993	27,113
Grants for the acquisition of fixed assets	-	-
Net Movement in funds before taxation	88,993	27,113

Movements in revenue and capital funds
for the year ended 31 March 2021

Revenue accumulated funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	38,538	57,490	96,028	70,034
Recognised gains and losses before transfers	4,316	84,677	88,993	27,113
Dividend payments made	-	-	-	-
	42,854	142,167	185,021	97,147
Transfers between restricted and unrestricted funds	-	-	-	-
Transfers (to)/from designated funds	(4,000)	-	(4,000)	-
Closing revenue accumulated funds	38,854	142,167	181,021	97,147

Designated revenue funds

	Total Funds 2021 £	Last year Total Funds 2020 £
At 1 April	7,910	6,791
Transfer (to)/from revenue accumulated funds	4,000	1,119
At 31 March	11,910	7,910

The purposes for which the designated funds have been established are described in the notes to the accounts

Summary of funds

	Designated Funds 2021	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Last Year Total Funds 2020
Revenue accumulated funds	-	38,854	142,167	181,021	96,028
Revenue designated funds	11,910	-	-	11,910	7,910
Total funds	11,910	38,854	142,167	192,931	103,938

The notes on pages 37 to 42 form an integral part of these accounts.

Plymouth VCSE (POP)
Company Number

Balance Sheet

as at 31 March 2021

		2021	2021	2020	2020
Fixed assets		**£**	**£**	**£**	**£**
Intangible assets			-		-
Tangible assets	**5**		2,324		2,368
Total fixed assets			2,324		2,368
Current assets					
Debtors	**6**	6,838		24,198	
Cash at bank and in hand		196,488		80,781	
Total current assets		203,326		104,979	
Creditors:-					
amounts due within one year	**7**	(12,719)		(3,409)	
Net current assets			190,607		101,570
Total assets less current liabilities			192,931		103,938
Creditors:-					
amounts due after more than one year			-		-
Provisions for liabilities and charges			-		-
Net assets excluding pension asset / liability			192,931		103,938
Net assets including pension asset / liability			192,931		103,938
The funds of the charity :					
Unrestricted income funds					
Unrestricted revenue accumulated funds	**9**	38,854		38,538	
Designated revenue funds	**9**	11,910		7,910	
Total unrestricted funds			50,764		46,448
Restricted revenue funds					
Restricted revenue accumulated funds	**9**	142,167		57,490	
Restricted fixed asset funds					
Total restricted funds			142,167		57,490
Total charity funds			192,931		103,938

Plymouth VCSE (POP)
Company Number

Balance Sheet

as at 31 March 2021

The directors are satisfied that for the year ended on 31 July 2019 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Type text here

L Coulton

Trustee

Approved by the board of trustees on 9 November 2021

The notes on pages 37 to 42 form an integral part of these accounts.

Plymouth VCSE (POP)
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

The principle accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

Basis of preparation of the accounts

Plymnouth VCSE (POP+) l is a company limited by guarantee in England / Wales . In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.
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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £

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

Incoming Resources

Incoming resources are accounted for on a receivable basis deferred as described below where appropriate.

Except as described under the 'Deferred Income' accounting policy all grants, including grants for the purchase of fixed assets , are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Deferred income

In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- 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.
- Other costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity and those items not falling into the categories above.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource.
- Charitable giving: As a charity Plymouth VCSE (POP+) are proud that, when funds allow, they bless other charities. Such donations are shown under "Charitable Giving" within these accounts.

Fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

ICT equipment	– 5 years straight line
Office Equipment	– 5 years straight line

Taxation

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.
Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

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

- Designated funds are unrestricted funds earmarked by the Trustee Board for particular purposes.

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

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2	**Surplus for the financial year**	**2021**	**2020**
		£	**£**
	This is stated after crediting :-		
	Depreciation of owned fixed assets	1,163	940
	Pension costs	7,069	6,410
	Independent Examiner's Fees	1,440	-
		9,672	**7,350**

Plymouth VCSE (POP)
Notes to the Accounts
for the year ended 31 March 2021

3 Restatment of 2020 figures

The restatement of the 31 March 2020 figures within the SOFA and the Balance Sheet have been restated as the original figures did not cast correctly, there is no material change to the overall results..

4 Staff Costs and Emoluments

	2021	2020
	£	£
Gross Salaries	124,186	131,448
Employer's National Insurance	30,502	31,256
Pension Contributions	7,069	6,410
Consultancy & Associates fees	96,292	43,718
	258,049	**212,832**

There was no remuneration or expenses paid to the Trustees in the year (2020 - £0.00)

5 Tangible functional fixed assets

	Office Equipment	Total
	£	£
Asset cost, valuation or revalued amount		
At 1 April 2020	4,700	4,700
Additions	1,119	1,119
Disposals	-	-
Surplus on revaluation	-	-
At 31 March 2021	5,819	5,819
Accumulated depreciation and impairment provisions		
At 1 April 2020	2,332	2,332
Eliminated on disposals	-	-
Depreciation on revaluation	-	-
Charge for the year	1,163	1,163
At 31 March 2021	3,495	3,495
Net book value		
At 31 March 2021	2,324	2,324
At 31 March 2020	**2,368**	**2,368**

6 Debtors

	2021	2020
	£	£
Trade debtors	5,856	23,384
Other Debtors	-	-
Prepaid expenses	982	814
Accrued income	-	-
	6,838	**24,198**

7 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,583	3,409
Accrued expenses	1,440	-
Funds held for third parties	8,696	-
	12,719	**3,409**

Royal Cinema Trust

The charity acts as Agents for the Royal Cinema Trust, as such the creditor relates to the net monies held by the charity as behalf of the Royal Cinema Trust.

8 Analysis of the Net Movement in Funds

	2021	2020
	£	£
Net movement in funds from Statement of Financial Activities	88,993	27,113
Net resources applied on functional fixed assets	(1,119)	(277)
Net movement in funds available for future activities	**87,874**	**26,836**

9 Analysis of Individual Funds and of assets and liabilities representing funds

At 31 March 2021	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	1,428	-	896	2,324
Current Assets	51,458	7,910	188,402	203,326
Current Liabilities	(4,023)	-	(8,696)	(12,719)
	38,854	**11,910**	**142,167**	**192,931**

At 1 April 2020	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	2,368	-	-	2,368
Current Assets	39,579	7,910	57,490	104,979
Current Liabilities	(3,409)	-	-	(3,409)
	38,538	**7,910**	**57,490**	**103,938**

Plymouth VCSE (POP)
Notes to the Accounts
for the year ended 31 March 2021

The individual funds included above are :-

	Funds at 2020	Movements in Funds as below	Transfers Between funds	Funds at 2021
	£	£	£	£
Unrestricted:				
Free Reserves (General Fund)	38,538	316	-	38,854
Designated Reserves:				
Contingency Fund - Redundancy	7,910	-	-	7,910
VCSEP		4,000		4,000
Restricted funds				
Esmee Fairbairn	27,464	59,102	-	86,566
Barrow Cadbury - (SIPMPL)	15,022	(3,325)	-	11,697
National Lottery Community Fund - BBO	-	83	-	83
Devon Community Foundation	-	112	-	112
Access Foundation	4	(4)	-	-
Plymouth City Council - HSHAZ	-	1,250	-	1,250
Plymouth City Council - CMF	-	37,500	-	37,500
Devon CCG	15,000	(15,000)	-	-
HMRC JRS	-	-	-	-
National Lottery Community Fund - (HCT)	-	4,959	-	4,959
	103,938	**88,993**	**-**	**192,931**

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
Unrestricted:				
Free Reserves (General Fund)	41,874	(41,558)	-	316
Designated Reserves:				
Contingency Fund - Redundancy	-	-	-	
- VCSEP	9,500	(5,500)	-	
4,000				
Restricted funds				
Esmee Fairbairn	239,100	(179,998)	-	59,102
Barrow Cadbury - (SIPMPL)	14,000	(17,325)	-	(3,325)
National Lottery Community Fund - BBO	45,100	(45,017)	-	83
Devon Community Foundation	3,600	(3,488)	-	112
Access Foundation	-	(4)	-	(4)
Plymouth City Council - HSHAZ	13,317	(12,067)	-	1,250
Plymouth City Council - CMF	58,000	(20,500)	-	37,500
Devon CCG	-	(15,000)	-	(15,000)
HMRC JRS	7,885	(7,885)	-	-
National Lottery Community Fund - (HCT)	5,556	(597)	-	4,959
	437,932	**(348,939)**	**-**	**88,993**

10 Grant Allocation

Organisation	Funding Source	Amount £
Open Collective : Eco Collection	**EF**	18,000
Open Collective : Celebrating STEM OC	**EF**	3,000
Open Collective - JC Youth OC	**EF**	3,000
Open Colective - Env Plymouth	**EF**	3,000
Hoe Neighbourhood Forum	**EF**	500
Routeways Centre Limited	**EF**	1,000
Plymouth Play Association	**EF**	4,500
Friend of Wyndham Square	**EF**	5,000
City of Sanctuary - L&D Grant	**GF**	5,000
Wonderzoo - L&D Grant	**GF**	5,000
		48,000

Funding Source key
EF - Grant - Esmee Fairbairn
GF - Grant - General Fund

11 Purpose of Restricted Funds Received

Grant - Esmee Fairbairn	To contribute to the running of the organisation and the support it provides to the voluntary sector in Plymouth.
Grant - Barrow-Cadbury	Social Investment Made Simple (SIMPL) project to bring together investors, commissioners and service providers to explore transformative impact of social investment across Devon.
Grant - Big Lottery - Building Better Opportunities	This funding is to support and help people back to work project. The funding stream is over three years.
Grant - Access Foundation	Support for the development of a place-based proposal in Plymouth for the Local Access Programme.
Grant - Devon Clinical Commissioning Group	Covid-19 related volunteer co-ordination and community support to Devon STP/NHS Devon CCG.

Plymouth VCSE (POP)
Schedule to the Statement of Financial Activities for the year ended 31 March 2021
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Prior Period Total Funds 2020 Restated
	£	£	£	£
Incoming Resources				
Income from Donations and Legacies				
Donations	49,500	378,673	**428,173**	368,400
Service Fees	-	-	**-**	30,000
Training / Workshops	1,024	-	**1,024**	1,119
Engagement Work	-	-	**-**	5,162
Total	**50,524**	**378,673**	**429,197**	**404,681**
Total Donations & Legacies Received	**50,524**	**378,673**	**429,197**	**404,681**
Activities for generating funds				
Other activities for generating funds	850	-	**850**	**211**
Total of Other Trading Activities	**850**	**-**	**850**	**211**
Income from charitable activities				
Job Retention income	-	7,885	**7,885**	-
Total Incoming resources from charitable activities	**-**	**7,885**	**7,885**	**-**
	-	**-**	**-**	**-**
Total Income	**51,374**	**386,558**	**437,932**	**404,892**

Plymouth VCSE (POP)
Schedule to the Statement of Financial Activities for the year ended 31 March 2021
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Prior Period Total Funds 2020 Restated
	£	£	£	£
Charitable expenditure				
Support costs of charitable activities				
Direct support costs				
Net wages and salaries - charitable activities	5,500	118,686	124,186	131,448
PAYE and NI	-	30,502	30,502	31,256
Pension contributions charitable employees	-	7,069	7,069	6,410
Consultancy & Associates fees	28,793	67,499	96,292	43,718
Promotion & Recruitment	-	14,621	14,621	13,714
	34,293	**238,377**	**272,670**	**226,546**
Indirect employee costs				
Training and welfare	-	5,585	5,585	1,152
Travel and subsistence	-	1,993	1,993	4,137
	-	**7,578**	**7,578**	**5,289**
Premises Costs				
Rent & Venue Hire	-	4,590	4,590	5,687
Event Costs	-	194	194	15,275
Insurance	-	993	993	982
	-	**5,777**	**5,777**	**21,944**

Plymouth VCSE (POP)
Schedule to the Statement of Financial Activities for the year ended 31 March 2021
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Prior Period Total Funds 2020 Restated
	£	£	£	£
General administrative expenses:				
Telephone and Internet	-	2,090	2,090	1,944
Administration	-	194	194	1,187
Website	-	541	541	696
Membership & Subscriptions	292	1,158	1,450	904
IT & Software Support	-	2,931	2,931	2,073
Payroll costs	-	675	675	690
Bank charges	-	66	66	60
Sundry expenses	-	63	63	393
	292	**7,718**	**8,010**	**7,947**
Professional fees in support of charitable activities				
Professional fees	-	40	40	770
Bookkeeping fees	-	4,261	4,261	5,375
	-	**4,301**	**4,301**	**6,145**
Total costs	**34,585**	**263,751**	**298,336**	**267,871**

Grantmaking to achieve the objects of the charity

Grants paid including Gift Aid payments				
Grants allocated	10,000	38,000	48,000	108,968
Total Expended on Charitable Activities	**44,585**	**301,751**	**346,336**	**376,839**
Independent Examiner's Fees	1,310	130	1,440	-
Depreciation of fixed assets	1,163	-	1,163	940
Total Other costs	**2,473**	**130**	**2,603**	**940**

Plymouth VCSE (POP)

Appendices to the Statement of Financial Activities for the year ended 31 March 2021

The following appendices are attached to detail the activity analysis required by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008.

1. Analysis of Total Incoming & Outgoing Resources by Activity
2. Analysis of Total Support Costs by Activity
3. Analysis of charitable expenditure by activity

Plymouth VCSE (POP)

Appendix 1

Analysis of Total Incoming & Outgoing Resources by Activity
for the year ended 31 March 2021

		Designated Fund	Restricted Funds											
	General Fund	VCSEP	Esmee Fairbairn	Barrow Cadbury - (SIMPL)	National Lottery Community Fund - BBO	Devon Community Foundation	Access Foundation	Plymouth City Council - HSHAZ	Plymouth City Council - CMF	Devon CCG	HMRC JRS	National Lottery Community Fund - (HCT)	2021 Total	2020 Total
	£		£	£	£	£	£						£	£
Income and endowments from:														
Donations and legacies	41,024	9,500	239,100	14,000	45,100	3,600	-	13,317	58,000	-	-	5,556	429,197	404,681
Other trading activities	850	-	-	-	-	-	-	-	-	-	-	-	850	211
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charitable activities	-	-	-	-	-	-	-	-	-	-	7,885	-	7,885	-
Total Income	41,874	9,500	239,100	14,000	45,100	3,600	-	13,317	58,000	-	7,885	5,556	437,932	404,892
Expenditure on:														
Charitable activities	39,085	5,500	179,998	17,325	45,017	3,488	4	12,067	20,500	15,000	7,885	597	346,336	376,839
Other	2,473												2,603	940
Total resources expended	41,558	5,500	179,998	17,325	45,017	3,488	4	12,067	20,500	15,000	7,885	597	348,939	377,779
Net Incoming Resources by activity	316	4,000	59,102	(3,325)	83	112	(4)	1,250	37,500	(15,000)	-	4,959	88,993	27,113

Plymouth VCSE (POP)

Appendix 2

Analysis of Total Support Costs by Activity for the year ended 31 March 2021

		Designated Fund						Restricted Funds						
	General Fund	VCSEP	Esmee Fairbairn	Barrow Cadbury - (SIMPL)	National Lottery Community Fund - BBO	Devon Community Foundation	Access Foundation	Plymouth City Council - HSHAZ	Plymouth City Council - CMF	Devon CCG	HMRC JRS	National Lottery Community Fund - (HCT)	2021 Total	2020 Total
Nature of support costs	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Salaries	-	5,500	75,549	7,470	24,024	-	-	3,203	770	-	7,670	-	124,186	131,448
Tax & NI	-	-	23,607	-	6,165	-	-	325	190	-	215	-	30,502	31,256
Pensions	-	-	5,585	-	1,372	-	-	72	40	-	-	-	7,069	6,410
Associates & Sub-contractors	28,794	-	17,871	9,855	7,051	-	-	6,510	11,500	14,202	-	510	96,293	43,718
Grants	10,000	-	38,000	-	-	-	-	-	-	-	-	-	48,000	108,968
Bookkeeping/Financial Admin	-	-	3,370	-	887	-	4	-	-	-	-	-	4,261	5,375
Payroll	-	-	425	-	250	-	-	-	-	-	-	-	675	690
Office Rent	-	-	3,440		1,150	-	-	-	-	-	-	-	4,590	5,687
Events / venue hire	-	-	194	-	-	-	-	-	-	-	-	-	194	15,275
Telephone/broadband/mobiles	-	-	1,065	-	525	-	-	-	500	-	-	-	2,090	1,944
Insurance	-	-	752	-	241	-	-	-	-	-	-	-	993	982
Professional fees	-	-	30	-	10	-	-	-	-	-	-	-	40	770
Accountancy	1,310	-		-	130	-	-	-	-	-	-	-	1,440	-
Website/email hosting	-	-	416	-	125	-	-	-	-	-	-	-	541	696
Admin (Printing/Stationery/Postage)	-	-	144	-	50	-	-	-	-	-	-	-	194	1,187
Memb. Fees/Conferences	-	-	908	-	250	-	-	-	-	-	-	-	1,158	904
Training (Delivery & CPD)	-	-	507	-	1,278	-	-	1,800	2,000	-	-	-	5,585	1,152
Travel/subsistence	-	-	721	-	272	-	-	-	1,000	-	-	-	1,993	4,137
Marketing & promotion (General, website dev.)	-	-	5,377	-	458	3,488	-	-	4,500	798	-	-	14,621	13,714
IT Support/Software	-	-	1,987	-	700	-	-	157	-	-	-	87	2,931	2,073
Bank charges	-	-	50	-	16	-	-	-	-	-	-	-	66	60
Sundries/Misc/Equipment	-	-	-	-	63	-	-	-	-	-	-	-	63	393
Depreciation	1,163	-	-	-	-	-	-	-	-	-	-	-	1,163	940
Total support costs analysed by activity	41,267	5,500	179,998	17,325	45,017	3,488	4	12,067	20,500	15,000	7,885	597	348,648	377,779

The above amounts are shown in the accounts as	2021 £	2020 £
Support costs for charitable activities	298,336	267,871
Grantmaking to achieve the objects of the charity	48,000	108,968
Total Other costs	2,603	940
	348,939	**377,779**

The basis of allocation of costs and the methods used are described in note 1 to the account.

Plymouth VCSE (POP)

Independent Examiner's Report to the trustees of the charity