

FRIENDS OF GUYS MARSH PRISON

TRUSTEES'

REPORT AND ACCOUNTS

for the period

01 APRIL 2020 to 31 MARCH 2021

FRIENDS OF GUYS MARSH PRISON IS REGISTERED WITH
THE
CHARITY COMMISSION

REGISTRATION NUMBER 1168102

Registered and principal address:
Lovells Mill, Burton Street, Marnhull, Sturminster Newton DT10 1JJ

FRIENDS OF GUYS MARSH PRISON (FOGM)

Report of the Trustees For the period 1st April 2020 to 31st March 2021

OBJECTIVES

The Objectives are as set out in our Charity Trust deed dated 21 April 2017. They may be summarised as:

- To promote and support for the benefit of the public in Avon, Dorset, Somerset and Wiltshire and the public at large (in partnership with the staff and Governor at HMP Guys Marsh) viable programmes and initiatives aimed at the rehabilitation and resettlement of offenders who are or who have been inmates at HMP Guys Marsh.

BANKERS

The Charity's bankers are Lloyds TSB of Gillingham Dorset. The Investment Savings Account is with CCLA Investment Management Ltd in the COIF Charities Deposit Fund.

PATRONS, PRESIDENT, TRUSTEES & COMMITTEE MEMBERS

Patrons: Dr Fay Weldon CBE Mrs Anthony Pitt-Rivers CVO DL
President: to be appointed
Lifetime Presidents: Mr Derek Ross; Mr Terry Francis

Trustees: Giles Fearn – Chair; Ann Davis-Penson – Treasurer; Annie Henschel – Secretary; Stephen Penson (Vice Chair); Shaun Bracey; Mary-Ann Newson-Smith;

GOVERNING BODY

Friends of Guys Marsh Prison (FOGM) ends the year managed by the committee of six trustees, a decrease of two. One of our long-standing members, Roberta Primrose, retired from an active role with FOGM and another trustee resigned. Discussions are currently underway with a further two people who we hope will shortly be joining our committee. Our meetings are held monthly, attended by trustees for information, discussion and decision making. During the prevailing Covid-19 restrictions, the majority of our meetings this year have been held on-line. All trustees share the responsibility for decisions taken and their agreed actions. Sub-committees meet to plan the detail of some activities. The occasional Extra-ordinary General meetings are arranged as necessary. The Annual General Meeting is held in the autumn. We work closely with the Governors and staff and are part of the Network of charities and organisations who visit regularly to provide advice and support to inmates.

FINANCIAL REPORT

Our financial position remains stable although the challenges of the global pandemic have obviously had an impact on the usual fundraising activities we would normally undertake. During the course of the year, we have continued the separation of our funding into two distinct accounts, one for Friends of Guys Marsh and the other specifically for the Urban Beat Music Workshops (UBM). There remains a portion of the UBM funds held within the savings account under FOGM's name, however these continue to be transferred and over the course of the next financial year the two accounts should be completely independent of one another. Reporting to the committee has this year focussed on the remaining FOGM's funds only, which now reflect more accurately money at our disposal.

The charity's assets stand at £185,882 at the end of the financial year. A proportion of our assets are held in our income bearing deposit account whilst a working balance is maintained in the current account. Donations given to FOGM to cover specific projects are accounted for as individual entries. Open donations cover all other projects and administrative expenses.

Total Asset Comparisons between 2019/2020 and 2020/2021

This year shows an increase of c. £25,290 in the value of assets held. This is due mainly to income being held in the current account and not transferred to the CCLA account. Holding a working balance in the current account also helped clearly define between FOGM funds and those held for Urban Beat Music.

Sources of Income and Publicity

Much of our ongoing work is supported by several grants from charitable trusts, the generous annual subscriptions donated by our 'Friends', and our fund-raising activities. It is also supplemented by the small profit made from the refreshments our weekend volunteers serve in the Visitor Centre and from the nominal fee charged to the users of our Saturday transport provision.

With the Covid-19 restrictions in place, we have been unable to organise local events to publicise the charity and raise funds. Visits to the prison have been suspended so the small amounts made from refreshments and transport provision have not been forthcoming. Whilst some income streams have dried up we have been proactive in seeking support from community trusts and other concerns, who have made funds available specifically to help out during this time.

Furthermore, a number of our Trustees are now signed up to Amazon Smile, generating small but regular amounts whenever private purchases are made and we set up a Give as you Live funding page, specifically to help fund the Barnardo's playworker and this has seen a welcome amount being donated to which we would otherwise not have had access.

Our web site which was updated last year is a reflection of FOGM's CIO status and shows the work of our charity plus general information on the prison for visitors and the public. More regular updates and refreshing of the content will be a key aim for the forthcoming year.

The annual newsletter is compiled during the year for publication in the summer. It is distributed to 'Friends', donors and associated organisations. It is also used as an important and effective method to raise awareness of the rehabilitative category of the community's local prison and to highlight our part in the progressive work within it. In between times, email updates have been circulated to Friends to keep them aware that work is still ongoing even though "normality" is suspended.

A DIFFERENT YEAR - REHABILITATION and RESETTLEMENT PROJECTS

Along with the rest of the country, the prison has been in lockdown for much of this period and a lot of the usual activities, education and work has been suspended.

We have been able to provide some in-cell activities for the long periods when the men are confined and have worked closely with both the prison management and our Friends to supply or provide items requested.

The "pause" in normal support gave us the opportunity to reconsider the direction of our financial support and re-focus our efforts on the men and the links with their families. In practice, this may mean fewer individual requests for tools may be granted, however support for education or training which may lead to greater opportunities will be looked upon more favourably.

DIRECT PRISONER SUPPORT

We continue to provide Leavers Bags to those in need and have been able to enhance the contents with the addition of hand sanitiser, face masks and a cagoule.

The suspension of visits has meant that the community transport has not been required and indeed, the service was withdrawn as Nordcat were concentrating on supplying transport for key workers throughout the pandemic. As visits start up once again we need to ascertain the requirement for this particular support to see if an alternative should be sourced.

FAMILY SUPPORT

Keeping families together and strengthening bonds is crucial to satisfactory resettlement and our support in this area is a big part of our work.

The suspension of visits for the majority of the year has been very hard for the men and their families to deal with and we have been working closely with Barnardo's and the Activities Hub Manager to support where we can.

The monthly Family Days have also been suspended and we are waiting to hear when they will be reinstated and what format they will take.

A brief resumption of visits took place in December and we were able to take the opportunity to donate a small gift bag for any children visiting, containing sweets, snacks and a small toy. From anecdotal evidence, we know this was hugely appreciated by the men and helped overcome any potential difficulties following such a prolonged absence.

STAFF SUPPORT

We usually meet many staff during the year, listen to their concerns and praise their successes to support them in their work. As a token of our appreciation for their often difficult work we distribute tins of seasonal biscuits to the departments at Christmas. We also look for other means of acknowledging their dedication.

EVENTS AND PROJECTS

To increase awareness and also help with our fundraising, we have previously set up stalls at some local events, selling items made by the prison workshops, Christmas cards designed by

FRIENDS OF GUYS MARSH PRISON
Report of the Trustees for the period 1 April 2019 to 31 March 2020

the men, running tombola's and generally meeting with a larger cross section of the community, many of whom may not be aware of our aims and work.

We hope to resume these activities in the coming year and, as an interim measure, have undertaken broadcasts on local radio, messages on Facebook and more regular emails to Friends to keep our name at the forefront of people's minds.

With the opportunity forced upon us to press reset we will look to work more closely with the prison management to find ways of increasing our relevance to the men and their families. We are waiting to see the direction the prison will take before discussing any future projects over and above our usual remit.

LOCK-DOWN

The success of the sewing bee, enthusiastically supported by Friends with their donations proved a great motivational outlet for a number of the men. Their commitment and enjoyment of the project led to the prison seeking government funding for the establishment of a Textiles Workshop. This has been granted and once restrictions ease, outside tutors and an educational programme will be initiated to provide formal training in this skill.

We have again been called on to provide in-cell activities and entertainment and have managed to supply a number of occupations ranging from soft-ball juggling and model making to a 'Dragon's Den' style business planning activity.

FUTURE GOALS

Our goal remains to seek new possibilities for rehabilitative projects whilst continuing our existing activities. We will explore fresh ideas, aided by our networking with other charities and voluntary organisations and work as closely as possible with the prison management to help maintain the family structure, thus improving the chances of a successful rehabilitation into society on release.

WORKING STRUCTURE

Trustee committee meetings are normally held monthly in the prison library although due to the Covid-19 restrictions most meetings for 2020 were held via Zoom. This has meant we have not been able to have prison representation and updates have been forwarded and presented by the Chairman.

When permitted, members attend some internal prison meetings and ceremonies. Trustees undertake training courses and informative meetings when appropriate ones are available. Members officially attend local events when invited to give talks to publicise our charity. The Annual General Meeting is held in the autumn.

ACKNOWLEDGEMENTS

The Trustees wish to thank the following for their generous financial and/or voluntary support, many of whom have donated over and above their usual amounts to cover any shortfalls in these unusual times:

The Valentine Trust
Seven Anonymous Donors

Shaftesbury Society of Quakers
Pitt-Rivers Charitable Trust

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H. H. Charitable Trust
Alice Ellen Cooper Dean Charitable Trust
Tom's Field
Salisbury Diocese Mothers Union
Rachel Davies

FOGM 'Friends' & Volunteers
G.M. inmate's charitable donations
Daniel House FCCA

Additionally, this year, grants have been awarded from Asda plc, Tesco plc and Dorset Community Action Trust.

For partnership working – Nordcat, Barnardo's, G.M. Chaplaincy team, Brenda Birt (N.D. Mothers Union), Marie Waterman (Clinks), Dr Sarah Lewis (Prison Reform Solutions).

Signed on behalf of the Trustees:

Giles Fearn (Chairman)

Date:

8/14/20

FRIENDS OF GUYS MARSH PRISON				
RECEIPTS AND PAYMENTS ACCOUNT		for year ended 31 March 2021		
		Agrees to Receipts and Expenses tab		
	Unrestricted funds	Restricted funds	Total	Total '20
Income				
Donations Restricted:				
Miles Morland Foundation (TLG)		14000.00	14000.00	14000.00
H Hoare Charitable Trust (TLG)	-6000.00	6000.00	0.00	6000.00
Golden Bottle Trust (TLG)		6000.00	6000.00	6000.00
P Ripley Trust (TLG)		2400.00	2400.00	2400.00
Wychwood Charitable Trust (TLG)		2600.00	2600.00	2600.00
Adrian Swire Charitable Trust (TLG)		15000.00	15000.00	15000.00
Valentine Trust (Transport)			0.00	5000.00
Sacher Charitable Trust			0.00	1500.00
Sewing Project		2100.00	2100.00	0.00
Playworker		10282.60	10282.60	0.00
Leavers Bags		2000.00	2000.00	0.00
Donations Unrestricted			0.00	
Gift Aid - tax reclaim	741.67		741.67	0.00
H Hoare Ch Trust (FOGM)	0.00		0.00	11000.00
Pitt-Rivers Charitable Trust	500.00		500.00	0.00
Donations various (talks, misc)	330.00		330.00	783.50
Various (Amazon, fund raising event)	369.95		369.95	1012.57
Subscriptions	2257.00		2257.00	2286.00
Projects	61.00		61.00	957.10
Refreshment sales (Visitor Centre)	0.00		0.00	154.53
Interest received (CCLA)	144.84		144.84	743.44
	-1595.54	60382.60	58787.06	69437.14
Expenditure				
Restricted FOGM Transport		2138.00	2138.00	0.00
Resident support	1288.30		1288.30	0.00
Bus Hire (part Valentine Trust restricted)		0.00	0.00	2518.00
Visitor Centre		171.86	171.86	1041.24
Website & Newsletter	389.88		389.88	0.00
Events & Projects	400.86		400.86	0.00
Leavers Bags		1090.46	1090.46	0.00
Sewing Project		480.00	480.00	0.00
Playworker		2499.60	2499.60	0.00
Project (restricted TLG MMF + equipment)		14004.21	14004.21	1305.45
Project (restricted TLG MMF)		0.00	0.00	13200.00
Projects (restricted TLG UBS HH)		10800.00	10800.00	10800.00
Projects and support purchases		0.00	0.00	5551.21
Professional fees, accountant (Various)	175.00		175.00	210.00
Administration costs (Various)	3.52		3.52	733.76
Event expenses (Various)	0.00		0.00	447.16
Newsletter/publicity (Various)	0.00		0.00	551.80
Staff (Various)	55.00		55.00	475.50
Miscellaneous (Various)	0.00		0.00	50.00
	2312.56	31184.13	33496.69	36884.12
Excess of Expenditure over Receipts	3908.10	0.00		
Excess of Receipts over Expenditure	0.00	29198.47	25290.37	32553.02

FRIENDS OF GUYS MARSH PRISON BALANCE SHEET 31 March 2021				
	Unrestricted funds £	Restricted funds £	2021 £	2020 £
CURRENT ASSETS				
Cash at Bank	12873	80800	93673	38527
Cash in Deposit Account		92184	92184	122039
Cash in Hand	25		25	25
	12898	172984	185882	160591
NET ASSETS				
Represented by:				
Reserves				
Brought forward - opening balance	36650	123941	160591	128038
Excess of Expenditure over Receipts for year	3908			0
Excess of Receipts over Expenditure for year	0	29198	25290	32553
	32742	153140	185882	160591

FRIENDS OF GUYS MARSH PRISON

Notes to the Accounts For the period 1 April 2020 to 31 March 2021

1. Accounting policies

- a) The accounts are prepared on the cash basis.
- b) Fixed assets are written off over their estimated useful lives of five years.
- c) Utensils are written off as and when the expense is incurred.

2. Income

Restricted donations received in the year are noted on the Receipts and Payments Account.

All other income was 'unrestricted'.

3. Trustee Remuneration

The Trustees have not nor is it their intention to receive remuneration for their services to the charity.

4. Reserves

The reserves comprise restricted and unrestricted funds.

	20/21	19/20
<u>Restricted reserves</u>		
Opening balance	123941.00	100027.00
Excess of receipts over expenditure	29198.00	23914.00
Excess of expenditure over receipts	0.00	0.00
Closing balance	153140.00	123941.00
<u>Unrestricted reserves</u>		
Opening balance	36650.00	28011.00
Excess of receipts over expenditure	0.00	8639.00
Excess of expenditure over receipts	3908.00	0.00
Closing balance	32742.00	36650.00

5. Taxation

As a registered charity FOGMP is not liable to taxation on its excess of income over expenditure.

- 6. Gift Aid donations were unrestricted.
- 7. Comparisons with the previous year are distorted by the transfer of some assets from the Friends of Guys Marsh account to Urban Beat Music account.
- 8. £6000 of income mistakenly classified as unrestricted in 2019/20 has been correctly recognised as restricted income in 2020/21. To allow this, the income has been deducted from unrestricted funds. This action has given rise to the excess of expenditure over receipts in the unrestricted reserves this year.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Friends Of Guys Marsh Prison

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1168102

Set out on pages

1 - 9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2021.

**Responsibilities and
basis of report**

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

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

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

D. House

Date:

20/7/2021

Name:

Daniel House

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

Unit 16 The Wincombe Centre

Wincombe Business Park, Shaftesbury

Dorset, SP7 9QJ