

Charity registration number: 1168220

Company registration number: 9210780

Penparcau Community Forum Ltd

(a company limited by guarantee)

Report of the Trustees and

Unaudited Financial Statements

for the year ending 30 September 2020

Contents

	Page
Legal and administrative information	2
Trustees' report	3 – 11
Independent examiner's report	12
Statement of financial activities	13
Balance sheet	14 – 15
Notes to the financial statements	16 - 25

Penparcau Community Forum Ltd (a company limited by guarantee)

Legal and administrative information

Charity registration number	1168220
Company registration number	9210780
Registered office and principal address	Penparcau Community Centre Penparcau Road Penparcau Aberystwyth Ceredigion SY23 1RU
Website	www.facebook.com/PenparcauCommunityForum
Trustees	Dylan Jones Eva De Visscher George Barratt (to 14 January 2020) Alan Chamberlain (to 28 July 2020) Susan Thomas Samantha Hearne Kelvin Jones Rhian Jones Nicola Rees (to 20 February 2021) Patricia Griffiths (from 12 November 2020) Jennifer Jenkins (from 12 November 2020)
Key staff: Forum Manager	Karen Rees Roberts
Finance Officer	Kate Williams to 31/12/20
Volunteer & Events Co-ordinator	Julie Thomas to 31st July 2020
Local Conversations Officer	Andra Jones to 16/1/20 Clare Jackson from 1/1/20 Lee Coulson from 28/9/20
Cafe Manager	Lisa Holmes Geetha Owen from 28/9/20 (maternity cover)
Caretaker	Jonathan Evans
Armed Forces Peer Support Mentor	Colin Jones MBE
Independent examiner	Mark Baker FCCA Davies Lewis Baker 31 Bridge Street Aberystwyth Ceredigion SY23 1QB
Bankers	Natwest plc Aberystwyth Branch PO Box 5 Owain Glyndwr Square Aberystwyth Ceredigion SY23 2NB

Penparcau Community Forum Ltd (a company limited by guarantee)

Penparcau Community Centre, Penparcau, Aberystwyth, Ceredigion SY23 1RU

Company No: 09210780 Charity No: 1168220

Trustees' Report

1 October 2019 – 30 September 2020

The Trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ending 30th September 2020, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Mission Statement

Penparcau Community Forum Ltd are a community-based charity who actively engage with the community of Penparcau to develop sustainable and inclusive community activities and facilities for the benefit of all.

Our Charitable Objects:

- A. To promote for the benefit of the inhabitants of Penparcau without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for arts, culture, recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants.
- B. To establish or secure the establishment of a community centre (hereinafter called 'the centre') and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

Our Vision

To be a catalyst for connecting the community with other groups and sectors who determine and influence our future through enabling our community's needs to be heard and in turn be empowered to deliver a better Penparcau for all.

- To be trusted and valued as a charity that makes a real difference in our community.
- To represent all who need to be heard in Penparcau.
- To develop a positive image and strong identity for Penparcau.
- To be open, inclusive and accountable to our community.
- To strive towards good governance.
- To be financially sustainable.
- To respond as quickly as possible to new ideas.
- To be a respected and significant employer in Penparcau.
- To create opportunities for volunteering within the community.
- To empower our community to come together.
- To increase the skills of our residents, especially our young people.
- To utilise the power of social media as an engagement tool.

Trustees' Report continued

Organisational Background

The community of Penparcau is a large housing estate on the outskirts of Aberystwyth, Ceredigion. The whole area consists of over 1,200 homes with approximately 3,100 people within the wards of Penparcau 1 and Penparcau 2 (both LSOAs fall within the top 30% deprived wards identified in the overall score - WIMD August 2014). In addition, 40% of our 800 children and young people live in poverty (End Child Poverty Report).

Penparcau Community Forum Ltd is a Company Limited by Guarantee and registered charity that aims to enable residents and organisations to take full advantage of funding and resources available to the area, together with co-ordinating and organising community events and being a voice for the long-term needs of Penparcau. The Forum acts as a conduit for much needed funding for the area and works closely with statutory and voluntary agencies to make this happen.

The Forum would like to thank the People's Health Trust as they were instrumental in helping us to develop our 'Area Plan' through funding our 'Local Conversations' programme that ascertained what the community wanted to make Penparcau a better place for all. The resulting area plan and subsequent revisions (which continue to be funded by the People's Health Trust) is based on five identified community priorities. These included; 1. building and managing a new Community Centre, 2. developing the Youth Forum, 3. developing Community Transport links including use of the community Minibus, 4. developing the Environment group and 5. developing Education and Skills opportunities.

The Forum would also like to thank the National Lottery Community Fund following their successful grant application. This funding (£498,894 to November 2023) has enabled the Forum to employ extra staff and continue to develop the community centre and café for the use by the local community.

In addition, we have over 70 volunteers registered with the Forum and have upskilled many of them in food hygiene, minibus driving, First Aid, child protection and in the use of a defibrillator.

Penparcau Community Forum Ltd and Charity consists of the following experienced local individuals:

Dylan Jones (Trustee) is a retired Police officer, independent trainer and Estyn schools lay inspector with extensive knowledge of the area, education and legal systems.

Dr Eva De Visscher (Trustee) is a Penparcau resident. Originally from Belgium, she has lived in the UK for over 20 years and works at Aberystwyth University as a Development Officer and grants bid writer. She volunteers as one of the University's equality champions and has an interest in university/community partnerships, history, archaeology and heritage. Her two young children attend the Penparcau Cubs and Beavers.

George Barratt (Trustee) is a British Army veteran. He is a retired painter and decorator who has worked all over the UK and overseas. He is currently the Chairman of the Ceredigion Sea Angling Coaching Project working with vulnerable young people. He has extensive knowledge of local businesses, tradespeople and fundraising.

Dr Alan Chamberlain FRSA (Trustee) is a Penparcau resident and has worked in academia for over a decade, where he is currently a Senior Fellow at Nottingham University. His research is based on technology, community, rurality and participation. He has published widely and presented internationally. He has played a key role in writing successful high value grants, managing projects and liaising with policy makers. He is a Welsh learner.

Trustees' Report continued

Sue Thomas (Trustee) is a local resident and former Vice-Chair of Penparcau Football Club with over 20 years' experience of volunteering and organising local fundraising events within the community. She is a founder member of the original previous community forum in Penparcau.

Sam Hearne (Trustee) is an Administration Officer for Lifestyle Services and Business Support with Ceredigion County Council. She is a member and Treasurer for the Royal British Legion Aberystwyth Branch. An elected councillor for Aberystwyth Town Council from 2008-2012, she was Deputy Mayor in 2009, Mayor 2010 and Deputy Mayor again in 2011. Married with two grown up children, she attended Penparcau primary school.

Kelvin Jones (Trustee): after a twelve year career in the Royal Navy, he returned to Aberystwyth and worked for MANWEB / Scottish Power as a Logistic Team Leader for Aberystwyth and Oswestry District. He was later recruited by an IT company as an implementation consultant and worked throughout the UK and Ireland. At a local level, he joined Aberystwyth Sea Cadets in 1982 as an Instructor and worked up to the Commanding Officer role. He also worked for the Forum's predecessor Communities First in Penparcau and was a member of the Aberystwyth Youth Forum. Along with others, he set up the previous Forum in Penparcau that introduced various events to the community. In addition, he is a Community Governor in Penglais School, a position he has held for over 6 years.

Rhian Jones (Trustee) has lived in Penparcau with her husband and two children since 1994 and is a first-language Welsh speaker. Her working life has been shared between the fashion industry, child minding and running her own small retail business for several years in Carmarthen. She shares her working life between child minding and sewing. In 2000, she set up and still helps to run a local child minders group.

Nicola Rees – is an Aberystwyth resident who rose through the ranks of Penparcau Youth Forum and whose main interests are to promote the needs of the youth of Penparcau.

Goronwy Edwards MBE (Honorary President)

Affectionally known as Groxy, he has over 40 years' experience of representing Penparcau as a Town and County Councillor. Now retired, he is still hugely respected within the community of Penparcau and beyond.

Appointment of trustees

At every Annual General Meeting, one-third of the Trustees shall retire and may offer themselves for re-election. The trustees to retire shall be those trustees longest in office since their last election. Trustees will be elected annually by the members at the Annual General Meeting of the Charity. Retiring trustees shall be eligible for re-election without further nomination. If there is a choice between retiring trustees of equal service it shall be made by drawing lots.

Invitations for nominations for the position of trustee will be sent to all Members with the notice of the Annual General Meeting. Completed nominations will be accepted up to seven days before the date of the meeting. All nominations require the signature of the nominated person and the signature of a proposer and seconder all of which shall be Members of the Charity.

Unless otherwise determined by the Charity in General Meeting, the number of trustees shall be not less than four.

Trustees' Report continued

The trustees may at any time co-opt any person to the Board of Trustees, whether or not they are a member of the charity, provided that the maximum number prescribed in these Articles is not exceeded and that no more than three such co-options shall be made between one Annual General Meeting and the next. All persons so co-opted shall retire at the Annual General Meeting following their co-option but shall be eligible to be re-appointed thereafter. As set out in the Articles of Association, the Chair of the trustees is nominated by trustees at the AGM.

The day to day running of the organisation is implemented through the following staffing structure:

Forum Manager – Karen Rees Roberts (full time)

- Karen joined the Forum in September 2019 following the departure of the Forum Co-ordinator on retirement. The role was renamed to reflect its increased status.

Finance Officer – Kate Williams (part time)

- Kate has been with the Forum since January 2016.

Local Conversations Officers (part time)

- Clare Jackson Joined the Forum in January 2020.
- Andra Jones - Left the Forum on 16/1/2020 after 15 months service.
- Colin Jones was a temporary Local Conversations Officer between April 2020 and July 2020, working primarily as a Penparcau Action Team co-ordinator in response to the Covid-19 pandemic.
- Lee Coulson – Joined the Forum in September 2020.

Armed Forces Peer Support Mentor

- Colin Richard Jones MBE Joined the Forum in June 2019

Café Manager – Lisa Holmes (full time)

- Lisa joined the Forum in August 2019 and was on maternity leave from September 2020
- Geetha Owen – Started in September 2020 as maternity cover

Caretaker – Jonathan Evans (part time)

- Jon joined the Forum in September 2019

In addition, the Forum runs a Facebook page and has a Twitter account. These social media outlets greatly assist the charity in their day to day work and informs the community of developments on a daily basis. The website is also a great tool for archiving and informing the community of Penparcau.

Financial Review

The community centre and café (Hub), through a combination of community use and the hiring of facilities, continues to maintain the Forum's capacity for income generation and in turn is making a difference to the long-term financial sustainability of the organisation and assisting the charity in meeting its objects.

This is enhanced by a successful grant application to the National Lottery Community Fund that has enabled a staffing team to be put in place to take the Forum forward.

Trustees' Report continued

In addition, the support from our funders continues to be essential to maintaining our programme of activities as not all our activities are self-supported and our community development work relies on a mixed economy of funding to ensure a vibrant and wide programme of events and projects.

The Forum made a small surplus on unrestricted funds in the year. This was a result of Lockdown due to the Covid-19 pandemic from 23rd March 2020 restricting revenue from café sales and room hire plus the Board's strategic decision to use unrestricted funds to contribute to the refurbishment of the Main Hall in the Community Centre. The Forum received unrestricted grants that supported the loss of income due to the closure of the Centre. The Board of Trustees have confidence that the Covid-19 pandemic has not unduly altered the viability of the Forum.

Reserves policy and going concern

Penparcau Community Forum is a registered Charity providing community based activities for the residents of Penparcau in order to improve their well-being.

The majority of the income is from grants and earned income is mainly from the hire of the facilities at the community centre.

Penparcau Community Forum Board discussed the following factors in arriving at their reserves policy:

- Money should be kept in reserve only for specific reasons
- It is prudent to keep 2 to 3 months running costs in reserves (£4,000)
- It would also be good to have money in reserves to cover future repairs and maintenance work (£1,000)
- To cover two to three months' wages if there is any unexpected gap in grant funding (£20,000)

Policy: Penparcau Community Forum aims to keep approximately two to three months' running costs in reserves plus an amount to cover repairs and maintenance costs and wages (maximum of £25,000). To achieve this we aim to put £3,000 per year into reserves from earned income until that level is achieved. At 30 September 2020, the level of reserves held was £6,000, with £4,000 put into reserves at Year End as per the Forum's reserves policy. As such, the reserves carried forward to 2020-2021 stand at £10,000.

Objectives and Activities

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Our five community priorities are:

1. sustaining the new Community Centre
2. developing the Youth Forum
3. developing community transport links
4. developing the Environment group
5. develop Education and Skills opportunities

The Forum is a registered charity, number 1168220, and is constituted as a not for profit company limited by guarantee, number 09210780. The trustees are local people who are dedicated to making Penparcau a better place for all. New trustees are appointed by the existing trustees and serve for three years after which they may put themselves forward for re-appointment, with no more than three trustees due for re-appointment in any one year.

Trustees' Report continued

At the trustees' meetings, the trustees agree the broad strategy and areas of activity for the Forum. The day-to-day administration of the forum is delegated to the Forum Manager and part-time staff who report back to the trustees on progress towards our stated priorities above which is primarily at our monthly trustees meetings.

Our community based activities during 2019/20 can be summarised as:

- Halloween 2019: the Youth Forum organised a very successful party for the young children of Penparcau with over 300 in attendance and a great success for all involved. The pictures of all the costumes were amazing and prizes were given out to the best dressed.
- Christmas Party 2019: The Youth Forum was again involved with volunteers in organising a party in our community Hub for young children and local parents, with over 100 in attendance.
- Christmas Fayre and Christmas Lights 2019: this was held at our community Hub with many stalls and a very popular Santa's Grotto. The Christmas tree was funded through the Town Council.
- Easter Egg Hunt 2020: due to the Covid-19 pandemic, our usual activities such as an egg hunt were replaced by distributing activity bags and encouraging children to display their efforts on social media.
- Carnival 2020: this normally very popular event had to be postponed due to the Covid-19 pandemic.
- Annual village trip 2020: this had to be postponed due to the Covid-19 pandemic.

Due to the Covid-19 pandemic, a Penparcau Action Team (PAT) was set up to help distribute and deliver surplus foods and medication to residents. We have worked in tandem with local health surgeries and supermarkets to achieve this and have received numerous expressions of gratitude from vulnerable people within the community.

We work with Aber Food Surplus in distributing surplus foods from our local Marks & Spencer, Tesco, Lidl and Morrison's stores.

Many of our regular community events have had to be placed on hold due to the pandemic and Government guidelines.

Local Conversation Officers continued to keep in touch with residents whenever possible. A gardening project in the community has proven to be very popular with the residents of Penparcau who have helped where possible. This has helped transform the Hub grounds into an area that residents are proud of. A Steering Group has been in place so that locals can inform the Board of things that they would benefit from.

We have made a point of nurturing good relationships with the local press and have published numerous articles that portray a positive image for our village.

The Hub continues to make a big difference to many people with opportunities to volunteer being taken by our committed residents. Unfortunately, the café and Youth Forum have been closed since March 2020 due to Covid-19 and no rooms have been hired out. We are grateful that the boxing club continued with their rental during the period of lockdown.

Over the year we secured various grants and donations including from the People's Health Trust, National Lottery Community Fund, Blakemore Foundation, Barclays Bank Charities Trust, Banister Charitable Trust, Thriplow Charitable Trust, D'Oyly Carte Company, NINEVEH, Tesco, Charities Aid Foundation, Community Resilience Fund, CAVO, Community Foundation Wales, West Wales Housing Association, Tai Ceredigion, South Wales & Aberystwyth Rotary, Aberystwyth Fire Station, Welsh

Trustees' Report continued

Water, Aberystwyth Business Club, Mid & West Wales Reaching Wider Partnership. and the CFAP Grant from Welsh Assembly Government.

The Forum secured funding for the Veterans Hub from Carmarthenshire County Council and The Armed Forces Covenant Fund.

The total grants raised for the year were £450,074 per the accounts

The minibus and grant-funded ride-on mower have been utilised throughout the year and volunteers continue to be trained to MIDAS level which allows them to drive the minibus.

Penparcau Youth Forum is presently for 11-18 year-olds. Most of their activities were suspended due to the pandemic.

We continue to fundraise for additional defibrillators (*Heart start* machines) for Penparcau and as at 1st September 2020 there are 6 within the village.

The 'Nature of our Village' project (funded by the Nineveh Trust, the Banister Charitable Trust, the Thriplow Charitable Trust and D'Oyly Carte Company) set out to significantly increase how much we know about wildlife in Penparcau by involving local people in learning how to recognise and look after the nature of our area. It began in November 2015 as a partnership between the Penparcau Community Forum, the West Wales Biodiversity Information Centre and the Wildlife Trust for South and West Wales. It is a 5-year project and is run by Chloe Griffiths, an Ecologist living in Penparcau.

Chloe Griffiths co-ordinated and led a programme of community-based activities with volunteers and people of all ages up until the first Covid-19 lockdown in March 2020. This work included surveys on birds, reptiles, amphibians and dragonflies to name but a few. The group were involved in recording as much as possible of our local wildlife and also took part in some restoration work to enable wildlife to thrive on some local farmhouse ruins on Pen Dinas. The project lead presented regularly at meetings of the Wildlife Trust to share updates from the project and recruit new members, as well as advertising upcoming sessions to a wider audience. During the pandemic months, some activities were able to continue but mostly by individuals following social distancing guidelines and working alone or in family groups.

Colin Jones MBE continued in his role as the Armed Forces Veterans co-ordinator, working out of the Hub. He adjusted his role to allow for the pandemic and remained in touch with his ever expanding group of veterans.

Up until the pandemic lockdowns, our community office continued to be a 'one-stop-shop' for all kinds of information and support and some of our elected officials have popped in to see us including our local MP Ben Lake and AMs Elin Jones, Eluned Morgan and Joyce Watson, together with Baroness Kay Andrews, an ex-deputy-Speaker to the Lords.

Local organisations around us continued to utilise the Hub prior to the lockdowns to run many and varied courses during the year for our community. These included Flying Start, Coleg Ceredigion, Aberystwyth University, Hywel Dda Health Board. They brought in much needed funding through hire fees.

Social Media: Through our Facebook and Twitter accounts, we encourage anyone who lives or works in Penparcau, or who has roots in the village to let us know what they want and to get involved. These are powerful tools for community engagement and are very successful in informing and encouraging volunteers to be involved.

Trustees' Report continued

It is worth noting that all the above could not have been achieved without our fantastic volunteers and we thank them for all their hard work and dedication. Moreover, we would encourage anyone who has either a good idea or the time to lend a hand as a volunteer (or both) to visit or ring us. They'll get a great deal out of it and will be helping many others in our community.

The challenges we face:

The future will largely be determined by the Nation's response to the Covid-19 pandemic. Re-opening the Hub is a main objective along with continuing with the very effective Penparcau Action Team (PAT) as an outreach tool.

A further annex is nearing completion and will provide accommodation for art and heritage in the main.

Finally

We would like to recognise the invaluable financial assistance and support received from the National Lottery Community Fund, the People's Health Trust in London, Blakemore Foundation, Barclays Bank Charities Trust, Banister Charitable Trust, Thriplow Charitable Trust, D'Oyly Carte Company and NINEVEH, and all the local businesses and individuals who continue to support us, as without their funding and support the Forum would struggle to survive within this current financial climate and pandemic.

The Forum would also like to give a special thanks to our community who support the work we do here in Penparcau and are the reason why we exist.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Penparcau Community Forum Ltd for the purposes of company law) are responsible for preparing a trustees' annual report (which also contains a directors' report) and financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: *The Financial Reporting Standard Applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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

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

Trustees' Report continued

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Board of Trustees

Dylan Jones (Chair)

Date: 8th June 2021

Independent examiner's report to the trustees on the unaudited financial statements of Penparcau Community Forum Ltd

I report to the charity trustees on my examination of the accounts of Penparcau Community Forum Ltd for the year ended 30 September 2020, which are set out on pages 13 to 25.

Responsibilities and basis of report

As the charity's 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 charity'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 report

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 201 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:

- 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 accounting 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.

Mark Baker

Fellow of the Association of Chartered Certified Accountants

Independent Examiner

Davies Lewis Baker, 31 Bridge Street, Aberystwyth, Ceredigion, SY23 1QB

Date: 11 June 2021

Penparcau Community Forum Ltd (a company limited by guarantee)

Statement of Financial Activities (including income and expenditure account)
for the year ending 30 September 2020

	Note	Year ended 30 September 2020			Year ended 30 September 2019		
		Unrestricted	Restricted	Total funds	Unrestricted	Restricted	Total funds
		funds	funds		funds	funds	
		£	£	£	£	£	£
<i>Income</i>							
Donations and grants	3	28,827	425,473	454,300	12,526	142,258	154,784
Community centre hire		7,018	-	7,018	14,986	-	14,986
Café and catering income		12,933	-	12,933	18,417	-	18,417
Community events and activities		1,220	590	1,810	6,760	3,382	10,142
Boxing club rent		400	-	400	400	-	400
Food cooperative sales		-	-	-	72	-	72
Total income		50,398	426,063	476,461	53,161	145,640	198,801
<i>Expenditure</i>							
Cost of community events and activities	5	(3,416)	(26,154)	(29,570)	(7,810)	(27,524)	(35,334)
Café and catering costs		(8,439)	-	(8,439)	(9,509)	-	(9,509)
Donations and grants to others	6	-	(320)	(320)	(200)	(3,000)	(3,200)
Food cooperative purchases		-	-	-	(72)	-	(72)
Staff costs	7	(2,697)	(122,178)	(124,875)	(3,651)	(67,623)	(71,274)
Property and equipment costs	8	(23,184)	(47,017)	(70,201)	(9,186)	(19,694)	(28,880)
Cost of new buildings and improvements	9	-	(102,767)	(102,767)	-	-	-
Administration expenses	10	(12,070)	(10,827)	(22,897)	(9,758)	(11,298)	(21,056)
Total expenditure		(49,806)	(309,263)	(359,069)	(40,186)	(129,139)	(169,325)
Net income / (expenditure)	11	592	116,800	117,392	12,975	16,501	29,476
Transfers between funds	17	11,325	(11,325)	-	1,700	(1,700)	-
Net movement in funds		11,917	105,475	117,392	14,675	14,801	29,476
Total funds brought forward		82,828	59,452	142,280	68,153	44,651	112,804
Total funds carried forward		94,745	164,927	259,672	82,828	59,452	142,280

Notes 1 to 23 form an integral part of these accounts.

Balance Sheet as at 30 September 2020

	Note	30 September 2020			30 September 2019		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		funds	funds	funds	funds	funds	funds
		£	£	£	£	£	£
Fixed assets:							
Tangible assets	13	54,017	13,850	67,867	43,032	16,620	59,652
Current assets:							
Stock		50	-	50	695	-	695
Debtors	14	40	-	40	826	-	826
Cash at bank and in hand		41,934	159,837	201,771	40,579	80,016	120,595
Total current assets		42,024	159,837	201,861	42,100	80,016	122,116
Liabilities:							
Creditors falling due within 1 year	15	(96)	(4,060)	(4,156)	(1,104)	(2,803)	(3,907)
Net current assets		41,928	155,777	197,705	40,996	77,213	118,209
Total assets less current liabilities		95,945	169,627	265,572	84,028	93,833	177,861
Accruals and deferred income	16	(1,200)	(4,700)	(5,900)	(1,200)	(34,381)	(35,581)
Net assets		94,745	164,927	259,672	82,828	59,452	142,280
The funds of the charity:							
Restricted income funds	17			164,927			59,452
Unrestricted income funds	18			94,745			82,828
Total charity funds				259,672			142,280

Notes 1 to 23 form an integral part of these accounts

Penparcau Community Forum Ltd
(a company limited by guarantee)

Balance Sheet as at 30 September 2020 continued

For the year ended 30th September 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' 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 trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

These financial statements were approved by the trustees on 8th June 2021 and signed on their behalf by:

D Jones
Trustee

Company registered number 9210780

Notes 1 to 23 form an integral part of these accounts

Notes to the accounts for the year ending 30 September 2020

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared under the historical cost convention, and in accordance with applicable UK accounting standards, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Donated services and facilities and gifts in kind

Gifts in kind and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102) time donated by volunteers is not recognised. Refer to the trustees' annual report for more information about the contribution of volunteers.

On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

d) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work or for specific projects being undertaken by the charity.

e) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified according to the type of expenditure.

Irrecoverable VAT is charged as an additional cost of the related expenditure.

f) Operating leases

Penparcau Community Forum Ltd lease the boxing club premises owned by the county council to operate as a community centre, for a period of 21 years to 24 February 2036. Rent of £250 per annum is paid to the council

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

and charged on a straight line basis over the term of the lease. Any improvements to the premises are charged in the income and expenditure account when incurred.

g) Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Equipment, fixtures and fittings	10% - 25% per year
Motor vehicles	10% per year

Improvements to leasehold property are not capitalised as the lease restriction on the use of the building to sports and community use render its recoverable amount likely to be NIL.

Defibrillators supplied to Penparcau village and maintained by Penparcau Community Forum Ltd are not capitalised.

h) Stock

Stock is measured at the lower of cost and selling price less cost to complete and sell.

i) Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

l) Pensions

The charity is a member of the National Employment Savings Trust (NEST) defined contribution pension scheme. Employees of the charity are enrolled in the scheme unless they exercise their right to opt out of scheme membership. At the beginning of the year contributions to NEST were made by the employer only, at a rate of 5% of salary. During the year, employees started to make contributions themselves of 3% of salary. The charity has no liability beyond making its contributions. The contributions made for the year are included in staff costs and disclosed in notes 7 and 11 to the accounts. Pension contributions are charged as an expense of the same fund as that charged with the salary of the relevant employee.

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. Every member of the company promises to pay £1 towards the costs of dissolution and the liabilities incurred by the company whilst they were a member, in the event of the charity being wound up while they were a member or within one year after they cease to be a member. The company is registered in England & Wales and its registered office is situated in Wales, at Penparcau Community Centre, Penparcau Road, Penparcau, Aberystwyth, Ceredigion, SY23 1RU.

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

3 Income from donations and grants

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Donations	3,998	228	4,226	12,176	4,013	16,189
Carmarthenshire CC	-	24,000	24,000	-	12,500	12,500
Ceredigion CC Families First	-	250	250	-	-	-
Welsh Government Community Facility Programme	-	201,750	201,750	-	-	-
Grants from trusts:						
People's Health Trust	-	53,359	53,359	-	79,242	79,242
The Big Lottery	-	-	-	-	8,703	8,703
The National Lottery	-	123,583	123,583	-	22,669	22,669
Other trusts	24,829	22,303	47,132	250	15,131	15,381
Gifts in kind	-	-	-	100	-	100
	<u>28,827</u>	<u>425,473</u>	<u>454,300</u>	<u>12,526</u>	<u>142,258</u>	<u>154,784</u>

Grants received include £23,229 related to the Covid-19 pandemic, supporting the charity and the community it serves.

The community centre is rented from Ceredigion County Council at less than market rent, at £250 pa, but is responsible for the maintenance of the building. No value has been calculated for the donation of facilities associated with this arrangement, as its value to the charity cannot be reliably measured.

Gifts of goods and services supplied by local tradespeople and residents during the year have not been valued as their value cannot be reliably measured.

Gifts of surplus food for distribution received from Tesco, Marks & Spencer and Lidl are not valued as these cannot be reliably measured.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

Grant income comprises:

	£
Balance of deferred income at 1 October 2019	31,418
Grants received during the year	422,156
Balance of deferred income at 30 September 2020	<u>(3,500)</u>
Grants receivable for the year ended 30 September 2020	<u>450,074</u>

4 Turnover

Turnover arises from the provision of goods and services, and comprises sales of merchandise and food as disclosed in the Statement of Financial Activities. Amounts are stated including VAT.

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

5 Cost of community events and activities

Cost of community events and activities

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Events	1,070	5,683	6,753	6,132	7,037	13,169
Materials and other costs of activities and trips	151	6,777	6,928	1,149	4,680	5,829
Minibus running costs	2,195	2,540	4,735	529	2,241	2,770
Ecology project costs	-	10,751	10,751	-	13,566	13,566
Defibrillator upkeep	-	403	403	-	-	-
	<u>3,416</u>	<u>26,154</u>	<u>29,570</u>	<u>7,810</u>	<u>27,524</u>	<u>35,334</u>

6 Donations and grants to others

	2020	2019
	£	£
Grants to local associations	<u>320</u>	<u>3,200</u>
	<u>320</u>	<u>3,200</u>

7 Staff costs

	2020	2019
	£	£
Community centre staff wages	107,301	58,165
Social security costs	2,199	396
Employer pension costs	<u>3,332</u>	<u>2,600</u>
	112,832	61,161
Training, travel and other staff and volunteer costs	<u>12,043</u>	<u>10,113</u>
	<u>124,875</u>	<u>71,274</u>

Of this expenditure £2,697 was unrestricted (2019: £3,651) and £122,178 was restricted (2019: £67,623).

No employees had employee benefits in excess of £60,000 (2019: £NIL).

The key management personnel are the trustees, the forum manager, the finance officer, the local conversations officer and the café manager. The total employee benefits of the key management personnel of the charity were £87,398 (2019: £57,376).

The average monthly number of employees during the year was 7 (2019: 6).

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

8 Property costs and equipment

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Refurbishment of main hall	14,858	31,957	46,815	-	-	-
Other community centre rent, utilities, and maintenance	5,396	10,986	16,382	5,132	11,735	16,867
Equipment	2,930	4,074	7,004	4,054	7,959	12,013
	<u>23,184</u>	<u>47,017</u>	<u>70,201</u>	<u>9,186</u>	<u>19,694</u>	<u>28,880</u>

9 Cost of new buildings and improvements

	2020	2019
	£	£
Community centre extension	<u>102,767</u>	<u>-</u>

All of this expenditure was restricted.

10 Administration expenses

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Insurance	404	1,893	2,297	310	3,385	3,695
Office supplies	1,153	1,103	2,256	739	1,211	1,950
Telephone and internet	-	2,173	2,173	-	1,459	1,459
Publicity	-	60	60	153	201	354
Accountancy, legal and professional	888	2,610	3,498	(8)	2,272	2,264
Independent examination	1,200	-	1,200	1,200	-	1,200
Sundry	228	218	446	104	-	104
Depreciation	8,197	2,770	10,967	7,260	2,770	10,030
	<u>12,070</u>	<u>10,827</u>	<u>22,897</u>	<u>9,758</u>	<u>11,298</u>	<u>21,056</u>

11 Net income/(expenditure) for the year

	2020	2019
	£	£
This is stated after charging:		
Operating leases - property rental	250	250
Depreciation	10,967	10,030
Independent examiner's fees:		
Independent examination	1,200	1,200
Payroll services	445	395
Accountancy & other	1,950	894
Contributions to a defined contribution pension scheme	3,332	2,600

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

12 Corporation Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13 Tangible Fixed Assets

	Fixtures, fittings & equipment £	Minibus £	Total £
Cost			
At 1 October 2019	69,593	27,700	97,293
Additions	19,182	-	19,182
At 30 September 2020	88,775	27,700	116,475
Accumulated depreciation			
At 1 October 2019	26,561	11,080	37,641
Charge for the year	8,197	2,770	10,967
At 30 September 2019	34,758	13,850	48,608
Net book value			
At 30 September 2019	43,032	16,620	59,652
At 30 September 2020	54,017	13,850	67,867

The minibus is restricted to community use according to its original grant conditions. Assets of net book value £54,017 (2019: £43,032) are unrestricted.

14 Debtors

	2020 £	2019 £
Trade debtors	40	826

15 Creditors falling due within 1 year

	2020 £	2019 £
Trade creditors	900	2,609
Taxation & social security costs	1,336	1,298
Other creditors	1,920	-
	4,156	3,907

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

16 Accruals and deferred income

	2020	2019
	£	£
Deferred income (note 3)	3,500	31,418
Accruals	2,400	4,163
	<u>5,900</u>	<u>35,581</u>

Deferred income comprises grants received in advance of the grant budget period.

17 Movement in restricted funds

	Balance 1 Oct 2019 £	Income £	Expenditure £	Transfers out £	Balance 30 Sept 2020 £
People's Health Trust Local Conversations Grant	12,530	53,385	(52,970)	-	12,945
The National Lottery Community Fund	9,840	123,583	(122,878)	-	10,545
Armed Forces Veterans Hub:					
- Carmarthenshire CC	6,594	24,000	(8,706)	(9,825)	12,063
- Armed Forces Covenant	-	3,500	(3,246)	-	254
Welsh Government Community Facility Programme	-	201,750	(102,767)	-	98,983
Reaching Wider: North and Mid Wales Partnership	-	6,553	(2,016)	-	4,537
Nature in the Village	584	11,750	(10,754)	-	1,580
Youth forum	7,446	719	(677)	(1,500)	5,988
History group	1,006	-	-	-	1,006
Other funds	4,832	823	(2,479)		3,176
Fixed assets	16,620	-	(2,770)	-	13,850
	<u>59,452</u>	<u>426,063</u>	<u>(309,263)</u>	<u>(11,325)</u>	<u>164,927</u>

The transfer of £9,825 from the Carmarthenshire CC grant for the armed forces veterans hub to the general fund in unrestricted funds represents internal charges for the use by the project of the charity's own facilities.

The transfer of £1,500 from the youth forum to the unrestricted fixed assets fund represents the use of restricted funds on purchase of a fixed asset.

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

17 Movement in restricted funds (continued)

Name of restricted fund	Description, nature and purposes of the fund
People's Health Trust Local Conversations Grant	To enable the Forum to identify the community's needs and implement the subsequent 'Area Plan'
The Big Lottery Fund: People and Places 2: Penparcau Youth Project	To deliver a range of recreational and educational activities for young people
National Lottery Community Fund	To delivery a range of activities and events from the Penparcau Hub, to break down barriers to isolation and inclusion, improve health and wellbeing, learn new skills and develop citizenship by taking responsibility for their own community
Armed Forces Veterans Hub	To coordinate and facilitate activities for Veterans at the Penparcau Hub to reduce social isolation, provide mentoring support and signposting to specialist support where necessary and provide training opportunities for Veterans and their families in Ceredigion
Welsh Government Community Facility Programme	To construct an annexe to the Community Centre and refurbish the existing building in order to extend the available community space and develop an exhibition area
Reaching Wider: North and Mid Wales Partnership	To enable Penparcau Community Forum to deliver a pilot programme of activities with Penparcau Football club plus online delivery of short science courses for juniors from Penparcau
Nature in the village project	To support a wildlife research project conducted by the ecology group
Youth forum	To support the activities of the youth forum
History group	To support the activities of the history group

18 Movement in unrestricted funds

	Balance 1 Oct 2019 £	Income £	Expenditure £	Transfers in £	Balance 30 Sept 2020 £
Designated funds:					
Minibus	5,538	910	(1,503)	-	4,945
Unrestricted funds:					
Fixed assets	43,032	-	(8,197)	19,182	54,017
General fund	34,258	49,488	(40,106)	(7,857)	35,783
	<u>82,828</u>	<u>50,398</u>	<u>(49,806)</u>	<u>11,325</u>	<u>94,745</u>

The purpose of the minibus designated fund is to finance the future maintenance and replacement costs of the minibus.

Transfers to the unrestricted fixed assets fund are of £1,500 from restricted funds and £17,682 from the general fund, on the purchase of additions to the fixed assets.

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

19 Analysis of net assets between funds

Analysis of net assets between funds at 30 September 2020

	Unrestricted funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	54,017	13,850	67,867
Cash at bank and in hand	41,934	159,837	201,771
Other net current assets/(liabilities)	(6)	(4,060)	(4,066)
Accruals and deferred income	(1,200)	(4,700)	(5,900)
	<u>94,745</u>	<u>164,927</u>	<u>259,672</u>

Analysis of net assets between funds - previous year

	Unrestricted funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	43,032	16,620	59,652
Cash at bank and in hand	40,579	80,016	120,595
Other net current assets/(liabilities)	417	(2,803)	(2,386)
Accruals and deferred income	(1,200)	(34,381)	(35,581)
	<u>82,828</u>	<u>59,452</u>	<u>142,280</u>

20 Operating leases – as lessee

At 30 September 2020 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	2020	2019
	£	£
not later than one year	250	250
later than one year and not later than five years	1,000	1,000
later than five years	2,500	2,750
	<u>3,750</u>	<u>4,000</u>

Lease payments charged to income and expenditure during the year were £250 (2019: £250).

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2020

21 Operating leases – as lessor

The terms of the head-lease of the community centre occupied by the charity include a sub-lease of part of the community centre to be used exclusively as a boxing club. The rent of the sub-lease is £250 per year and £150 a year electricity rent, recognised on a straight line basis over the term of the lease. At 30 September 2020 the total future minimum lease payments for this lease were:

	2020	2019
	£	£
not later than one year	400	400
later than one year and not later than five years	1,600	1,600
later than five years	4,000	4,400
	<u>6,000</u>	<u>6,400</u>

22 Capital commitments

At 30th September 2020 the charity had entered into contracts to build an extension to the community centre, of which £98,983 works had yet to be completed (2019: NIL).

23 Related party transactions and trustees' expenses and remuneration

The charity trustees were not paid or received any other benefits from employment with the Trust or its subsidiary in the year (2019: £NIL), other than those received on the same basis as other participants in Penparcau Community Forum Ltd activities. No expenses were reimbursed to any trustees during the year (2019: £NIL).

The charity made contributions of £3,332 to the pension plan operated by NEST on behalf of the employees (2019: £2,600). For more information about the pension contributions refer to note 1 (I).