

FAMILY VOICE PETERBOROUGH

England & Wales · Charity number 1171389

Details

Other names	FVP
Status	Registered
Legal form	CIO
Registered	2017-01-31
Register	View on the Charity Commission register

Contact

Address	Brightfield Business Hub Bakewell Road Orton Southgate Peterborough PE2 6XU
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Activities

Objects: TO RELIEVE THE CHARITABLE NEEDS OF DISABLED CHILDREN AND CHILDREN WITH COMPLEX NEEDS AND THEIR FAMILIES AND CARERS IN PETERBOROUGH IN SUCH WAYS AS THE TRUSTEES SHALL THINK FIT, IN PARTICULAR BY THE PROVISION OF ADVICE, INFORMATION, SUPPORT AND ADVOCACY

Activities: RESEARCH AND TRAININGTRIPS AND ACTIVITIES FOR THE WHOLE FAMILYSTRATEGIC WORK. WORKING IN PARTNERSHIP WITH HEALTH, EDUCATION AND SOCIAL CARE.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Disability, Recreation
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- Peterborough City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£265,894	£322,995	-	-
2024-03-31	£411,667	£378,381	-	-
2023-03-31	£424,172	£338,145	-	-
2022-03-31	£198,084	£203,127	-	-
2021-03-31	£188,861	£160,295	-	-

Trustees

Name	Role	Appointed
Sarah Jane King	Chair	2025-01-22
Nicola Jane Sawyer		2026-05-27
Sophie Rebecca Brace		2024-05-15
julie-ann alisa markham		2025-11-21
laura elger		2025-11-21
tanya smith		2024-03-15

Accounts

SECTION 2 – FAMILY VOICE PETERBOROUGH AS A CHARITY

To relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

Chairs Foreword

This has been quite a year for FVP. We moved to new premises, going from our centre in Orton Goldhay, to The Eco-innovation Centre within central Peterborough. We streamlined our work, and concentrated more on the forum, while also delivering the PINS work in schools. The PINS project was very intense for our staff, but we feel we reached so many parents who were worried about their children's educational needs.

We, like everyone else, have had to make changes to how we work due to the continued cost of living crisis. We have administered a project to supply SEND parents with vouchers to help alleviate financial stress.

We have had to crunch the numbers, due to changes in minimum wage, National Insurance changes, and rising costs. We are determined to continue to deliver Signposting to those that need it, and to represent parents at various boards and meetings, to keep them at the centre of decisions made around services.

We told the Local Authority how parenting courses made parents feel blamed when their children have needs, and they listened, meaning they no longer have to do any before being referred for assessments. We feel this is a great example of the two way relationship we have.

We also had sessions at Activity World for SEND children, as well as trips to the seaside and theme parks. These are very much in demand, as we make children feel welcome, and understand that parents need to meet with others that are going through the same things.

We also lost our previous chair, Jason Merrill, who sadly passed away in March. It was quite unexpected, and hit us all hard. His funeral was packed, and there was a collection for FVP, which was exactly how he would have wanted it!!

As Jason's health was slowly getting worse, it was decided that he would step down, and I would take over. I've been in the role before, so he was happy to leave me in the driving seat!!

We saw the board members change, with new trustees coming on, and others leaving. We have a new secretary, who is phenomenal in the role and a new treasurer, who is more than qualified for the role. We also have another trustee who is very good at research. We lost a trustee, whose health has gotten worse over the last 6 months and wish her well in the future. We have another new trustee, who is relishing the role, and is keen to help influence services going forward, as a wheelchair user themselves.

We have had a full year, and this year looks to be just as busy! We, as always, will be here for the parents, and will always represent them at all levels of Local government, health, and social care boards.

Thank you very much for a great year, and here's to the next one.
Mandi Rennie

FVP Chairperson.

Trustees

Amanda Rennie – Trustee: August 2024; Chairperson: January 2025

Jason Merrill – Resigned: March 2025

Tanya Smith – Joined: March 2024

Donna Butler – Joined: May 2024

Sophie Brace – Joined: May 2024

Declarations of Interest

Jason Merrill and Donna Butler lived together.

Governance and Structure

Operating Model:	Constitution
Legal Structure:	Charitable Incorporated Organisation
Trusteeship:	(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. FVP has adopted a safer recruitment policy with associated procedures for the purposes of ensuring any appointed trustees: • Understand their role within FVP • Understand what FVP's purpose is, who its beneficiaries are where it operates. • Are eligible to act as a trustee and meet charity commission requirements and safeguarding requirements in relation to children and vulnerable adults • Bring skills and experience to the charity that mean it will continue meeting its purpose (3) New Trustees will be given an initial probation period of six months, which can be extended following a review. (4) Trustees must commit to a minimum of 20 hours a month.

FVP has a small, but team of staff and volunteers who have operational responsibility for managing the charity on a day-to-day basis. Due to the size of the charity the trustees still have some operational duties which are being gradually devolved to the staff team via delegation which takes account code of governance guidance principle 1.5. Trustees moved back to

committee meetings being held monthly. The Board and key staff members discuss the following areas - Finance & Resources, Health, Safety & Safeguarding, Assets, Parent Carer Forum as per their constitution.

FVP works with a number of other third sector organisations as well as acting as a strategic partner of Peterborough City Council in relation to offering collective information, advocacy, support and advice to parent carers which is in line with the purpose of the charity as defined in its objectives. FVP has also started working with a wider partnership of organisations both statutory and third sector as part of the expanding seldom heard communities' work.

Risk Statement

Risk management is reviewed at monthly meetings with dedicated time set aside to manage any issues as they arise. New Trustees have also benefitted from some basic risk management training in relation to organisational health and safety. Identified risks relate to:

1. Financial viability of the organisation,
2. Premises Management and Maintenance,
3. Organisational capacity and growth in relation to operational functions,
4. Trustee Board capacity, skills and sustainability,
5. Health and Safety,
6. External Relationships,
7. Reputation,
8. Staff and HR,
9. Conflict of Interest,
10. Equality, Diversity & Inclusion.

Assets and Ownership

All assets are under the ownership of the CIO with two trustees signing leases/contracts as required as per the constitution. The assets of the charity at the start of the financial year were the Goldhay Community Centre. The community centre was transferred back to the ownership of the Local Authority on 1st October 2024.

Staff 2024 to 2025

Operational management of the charity is the responsibility of the Chief Executive Officer (CEO). Due to recent changes in the organisation and funding constraints, the Senior Leadership Team (SLT) has been reduced. It now consists of the CEO and an Office Manager. The SLT team between them manage 12 employees. No staff member is remunerated over £60,000 and the staff costs are covered through specific grant funding and income that had been generated from the hire of the premises. Due to budgetary constraints, some staff have reduced their weekly hours and a freeze on recruitment has been agreed. The staffing for the charity covers the forum functions of FVP, all administration and management of the assets. All staff received a cost of living pay rise at the start of the new financial year, except the CEO and IT Manager.

The trustees have been made aware of risks associated with being employers, especially as the charity is a relatively small organisation. The trustees have continued to mitigate risk through suitable financial planning, employee support and trustee board development. All has continued to be underpinned by the risk management policy which is reviewed annually. The board continue to seek external advice with respect to employment where required. The board continues to focus on Equality and Diversity to ensure they are supportive and understanding of the diversity within the workforce.

Volunteers 2024 to 2025

FVP have secured the support of 2 active volunteers, some ad hoc volunteers' and volunteers for specific pieces of centre works from the Gambian Community of Peterborough.

All of the parent rep team are employees on term time contracts. We continued to run a Community Café until the end of June 2024. The Café was supported by a lead volunteer and other ad hoc volunteers. During April - June 2024 a total of 430 adults attended the Café.

It has not been possible this year to identify the number of volunteer hours given to the charity due to there being such variation in work conducted, and constant changes to work/volunteering due to personal commitments of the volunteers and changes within the charity itself.

Objectives and Activities

The objects of the CIO are to relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy.

The Board of Trustees have paid due regard to statutory guidance PB1, PB2 and PB3 issued by The Charity Commission when planning and undertaking activities in relation to the objects that define the purpose of the charity.

The trustees also look to consider social impact when undertaking work as means to demonstrate value for money and positive benefit to individuals and their families.

Social Impact – Regular Reviewed and Identified in Strategic Plans

Definition: The effect of an activity on the social fabric of the community and well-being of the individuals and families (<https://www.youfirstsupportservices.org.uk/page/social-impact/45/>).

Social impact is also about changes which improve people's lives and have positive consequences for the wider community.

The following outcomes matrix has been reviewed and amended as necessary over the last year, especially as the charity prepares for the next five years of planning. Much of the plan

has been achieved, so now is the right time to start reflecting, reviewing and forward planning accordingly.

Ongoing outcomes/ impact:

Priority	Outcome	Indicator
Parents Forum/SEND Continuing to support and deliver help advice and guidance around SEND. In particular ensuring co-production and the implementation of the priorities and action plans within the SEND agenda and all other associated strategies. Ensuring parent carers are included, heard and enabled to participate in a way which meets their individual needs and requirements.	All Parent Carers going through the SEND process are empowered to be involved and heard. Increased Parent Carer Representation and participation within the parent carer community. Parent Carers and families demonstrate increased personal and interpersonal resilience. Parents Carers are confident to manage meetings and challenges related to services that their child or charge require.	There will be an Increase in attendance figures at SEND based sessions ie focus groups, on-line forums, training. Using the latest census and SENI2 data FVP will collect data on disability and ethnicity to demonstrate an increase in reaching seldom heard and hard to reach groups. There will be an increase in engagement with more schools with the school offer. More parent carers will engage in training programmes. FVP will see an increase the number of parents attending setting based sessions. Families will self-report being more able to manage crises, or plan to avoid crises.
Community Provision Community centres to be used to provide families with training and support opportunities, food hubs, social events and activities that enable a diverse range of seldom heard groups to come together and celebrate various aspects of their lives. This has enabled the community space to be utilised for local residents to	Parents and carers feel able to contribute to the development of community activities and peer support Local Residents and Community Groups are supported to build more cohesive communities and become less isolated Volunteering Opportunities are afforded	There will be an Increase in footfall access services at the community centre. There will an increase in regular and private hall hire. Carers and local residents report less social isolation Increased engagement from more diverse user group

access services and support and allow participation in the wider community, thus decreasing isolation amongst specific groups or those impacted by caring for a child/ young person.	to the community Carers and families demonstrate increased personal and interpersonal resilience Improved social capital and interaction	
Activities SEND families and local communities have access to affordable and where possible free trips, activities and events. Improved wellbeing and decreased financial stress for parent carers and other community members.	Increased attendance figures, as shown on attendance records	12 activities will have taken place that have included coach trips, hire of local activity places, themed sessions and family based activities provided at the community centre, across Peterborough and to further destinations. Parent carers and other attendees report to FVP that being able to access affordable and/ or free trips and activities leads to improved wellbeing for SEND families.
Work Force & Trustee Board Development FVP is run by a Board of trustees who have overall responsibility and accountability for ensuring the charity runs according to the legal framework it was set up for. Staff and volunteers are responsible for the daily running of the charity The trustee board has several new members and with this they are bringing fresh ideas, links to the wider community and a renewed commitment to take FVP forwards.	New volunteering opportunities leading to increased numbers volunteering and gaining new skills Improved Staff capacity Clear Workforce planning Increased number of parent carers either working with us as volunteers, or looking for volunteering opportunities Increased number of parent carers taking up paid roles as parent representatives.	FVP has a workforce in place with capacity to deliver on other aspects of the business plan Increased confidence in ability to return to work/ volunteering after long periods as a carer.

Information Technology FVP will continue to utilise virtual working through our social media platforms We will continue to record workshop sessions and ensure they are accessible throughout social media sites to make them more accessible on virtual platforms i.e. YouTube Develop virtual training for parents and carers Look at an on line schools offer Update the website	People will report easy access to FVP media platforms Increased use of FVP YouTube channel to facilitate wider signposting and information sharing	More parent carers accessing what FVP has to offer via online systems, thus FVP make best use of information technology to facilitate an inclusive way of working that is cost effective and maximises engagement To keep social media platforms and the website live and current.
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Outcomes Grid

The next five years will be set out in the forward plan at the end of this report.

For FVP the social impact of the charity relates to activities that result in:

- Improved access to services for children/ young people with disabilities and additional needs.
- Increased parent participation which can include involvement, engagement, information sharing.
- Increased participation from a more diverse group of parent carers.
- Increased empowerment of parent carers leading to more involvement in the services accessed by their children and increased confidence.
- Increase community cohesion and working together.
- Improved relationships between parents and settings.

Measuring Social Impact – 2024 to 2025

To demonstrate social impact of the charity a range of qualitative and quantitative data is gathered. This is used to measure the outcomes and impact of the work of the charity; Some of the methods include activity/ event feedback, survey results, quotes, numbers in attendance, demographic information, changes to services for children/ young people with disabilities as shown in responses to the Topics of Importance. This past year has seen FVP continue a mixed delivery model, working both face-to-face and online.

1. Through a range of meetings, events, online activities, and Discussions, 466 known parent/carers including 55 fathers have participated in over 200 sessions. These

provided signposting, support, the opportunity to build new relationships and connections and increase social inclusion.

2. Parent carers, including those from seldom heard groups and local residents fed back that the provision of toys helped made the festive period more enjoyable and manageable. These worked well as an addition to face-to-face activities. Through the activities >1500 people have benefitted in some way.
3. Signposting support has been offered to 188 parent carers for accessing information relating to SEND services, benefits, mental health services and other areas.
4. The SEND newsletter continues to be produced for parent carers who want to receive it, ongoing EHCp documentation, practices and processes reviewed and changed in working groups as required. Parent Participation takes place using a hybrid method of engagement and participation, provision of food support and other activities there has been a marked increase in overall numbers accessing FVP.

	Number of Sessions			Beneficiaries		
Type of Session	22/23	23/24	24/25	22/23	23/24	24/25
EPP	0	0	0	0	0	0
CB	0	0	0	0	0	0
Wellbeing Training	5	1	2	16	5	28
Parent Carer Hub	5	5	6	13	21	34
Themed Workshops (Open Forum)	2	1	1	10	6	5
CETR	69	30	49	69	30	49
Information Stands	17	14	0	680	905	0
CDC Sessions	1	8	8	20	132	124
Focus Groups	6	11	0	14	67	0
Schools Offer	7	30	65	41	162	332
Virtual (Coffee/ Breakfast/ Lunch) Meeting	0	8	6	0	18	30
Conference	1	1	1	95	57	130
Surveys	16	8	7	515	351	832
Family Based Trips/ Activities	93	70	36	2584	2569	1763
Strategic Meetings	136	180	7	7	9	163
Volunteer Support	4	2	0	42	16	0
TOTALS	362	369	188	4106	4348	3490

Session and Beneficiary Comparison 2022 to 2025

Working face-to-face again and having the centre until September 2024 open for use has increased access to support and a clear decrease in social isolation.

Information

1. Training sessions in understanding mental health and wellbeing and understanding behaviour have provided parent carers/ family members with basic skills to self-manage and gain resilience in their caring role.
2. Information stands at various locations across the city, to enable direct contact with FVP. This enables literature to be handed out to members of the public, parent carers to have someone to talk to for signposting.
3. The ongoing development of an e-news to share messages and opportunities to engage. There are currently over 527 subscribers.
4. Use of social media to enable a wider and more diverse group of beneficiaries to receive information and participate in service change. There has been a marked increase in the audience for all platforms which has increased reach.

Advocacy (Collective)

1. Online participation sessions, face to face activities and the running of on-line surveys to facilitate parent carers raising concerns/ issues and sharing views with relevant organisations such as Local Authority Commissioning (Social Care and Education) via Topics of Importance.
2. Parent representation enabling parent carers to share concerns and views about disability services with education and social care commissioners.

Support

1. The provision of tickets and passes introduced in 2020/2021 has continued but linked more directly to completion of participation activities. There have also been far more trips and activities included enabling access to areas SEND families in particular may struggle to go to; support here is in the form of coordinating the activities and providing coaches etc.
2. Delivery of festive hampers including food, vouchers and gifts has provided support whereby households can cover the cost of their utilities without having to make a heat or eat choice.
3. The community café have enabled local residents, parent carers and seldom heard community members to have support through peer to peer engagement, a safe space to talk about what is impacting their lives, build friendships, have a warm place to meet and receive wherever possible food provisions.

Advice

1. Parent Carer Hub sessions have provided direct access to professionals from Education, Carers Support and SEND Partnership.
2. Signposting to a range of services/ support systems/ SEND professionals has occurred for 147 parent carers.

Community Premises

1. Community engagement continued to take place using the community café whilst the community centre was open and at a number of face-to-face community sessions.

Achievements and Performance

Family Activities & Parent Carer/ Community Support

Family Activity Opportunities

- Trips and Activities
 - Parent carers were provided the opportunity to take part in a range of local activities and coach trips.
 - Some of these were also accessed by parent carers from the Aiming High Group and Seldom Heard Community leaders and their families which led to an increase in diversity and engagement from more families with CYP with very complex health needs.
- Survey Response Vouchers
 - Vouchers are often used as an incentive for completion of surveys, as these are proven to increase participation. Parent carers have also reported valuing the recognition of their participation.
 - Vouchers are available to access Bowling, Activity World, Sacrewell Farm and Key Theatre.
- Parent Carer/ Community Support
 - FVP have also been providing phone line/ email signposting/ face to face support for a range of subjects including; how the move from DLA to PIP works through to how to make a complaint about SEND provision or what would be the best primary school to apply to.
 - Wellbeing, emotional support and information sessions with local services resulted in parent carers receiving direct support.

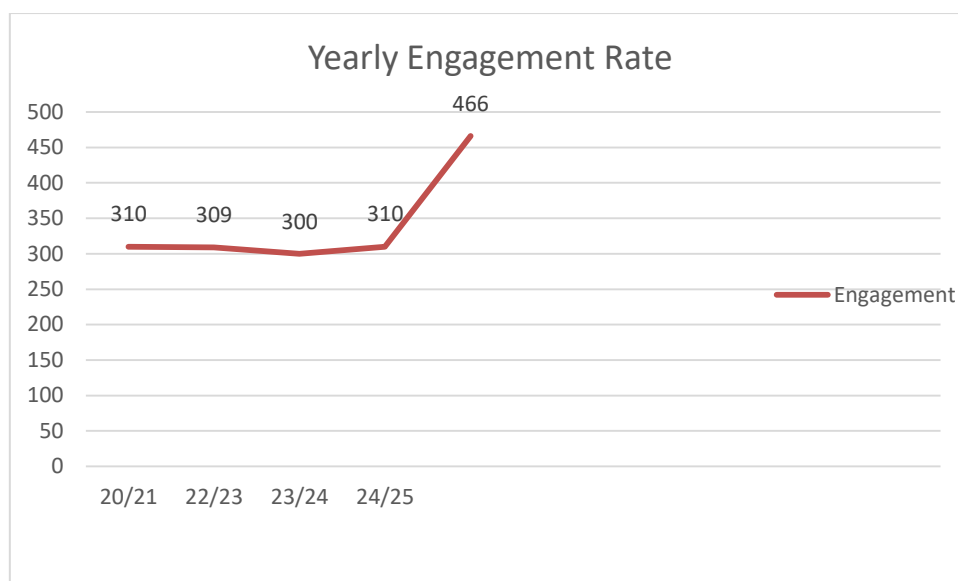
Participation and Engagement

Attendance at a range of participation and engagement sessions has increased this year. The following provides a snapshot of engagements levels:

- Parent Carer Hub – a total of 34 parent carers attended
- 1 Wellbeing Workshops a total of 28 parent carers attended
- 1 Themed Workshops - a total of 6 parent carers attended
- 65 School Based Meetings - a total of 332 parent carers attended

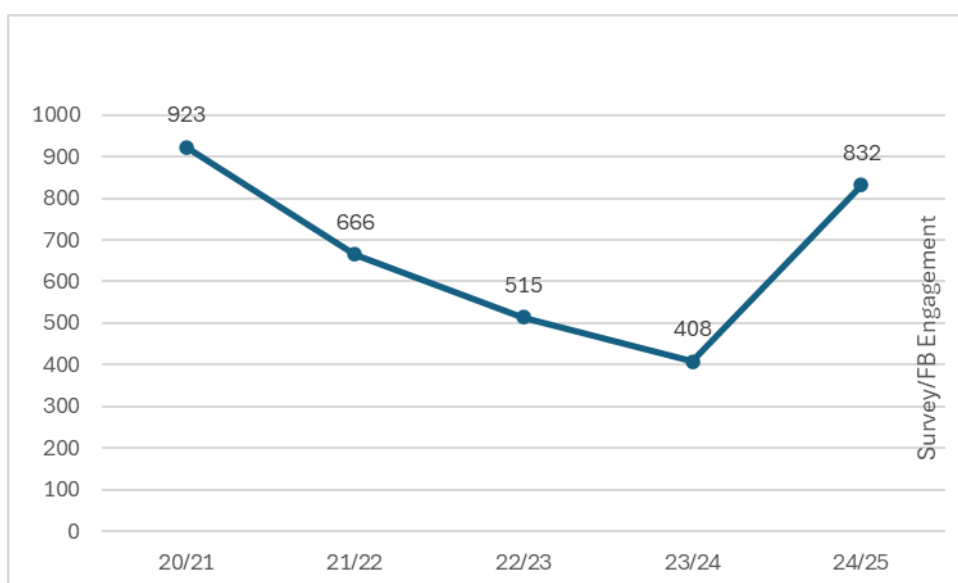
Parent Participation

The financial reporting period this relates to, 2024 to 2025, has seen for FVP the level of recorded individual participation increased, as can be seen in Figure 1.



Overall Engagement Rate

Online engagement rates have fluctuated across years. In the past year there have been no FB polls used due to having new staff who are not so adept at this function for participation purposes, however this financial year, participation doubled.



Engagement via surveys and FB

There has been continued investment by FVP in helping parent carers understand their “right” to be heard on a personal and collective level in the services accessed by their children and young people especially at face-to-face sessions in educational settings. Underpinning the Children and Families Act 2014 are the Section 19 Principles whereby Local Authorities have a duty to pay due regard to the views, wishes and feelings of children and young people with SEND and those of their parents and carers and support them to participate fully. The work conducted by FVP has been shared with the Local Authority to help them understand what the views and feelings of parent carers are. This was partly

achieved through an ongoing use of themed sessions and newly introduced coffee and signposting sessions.

Parent Representation

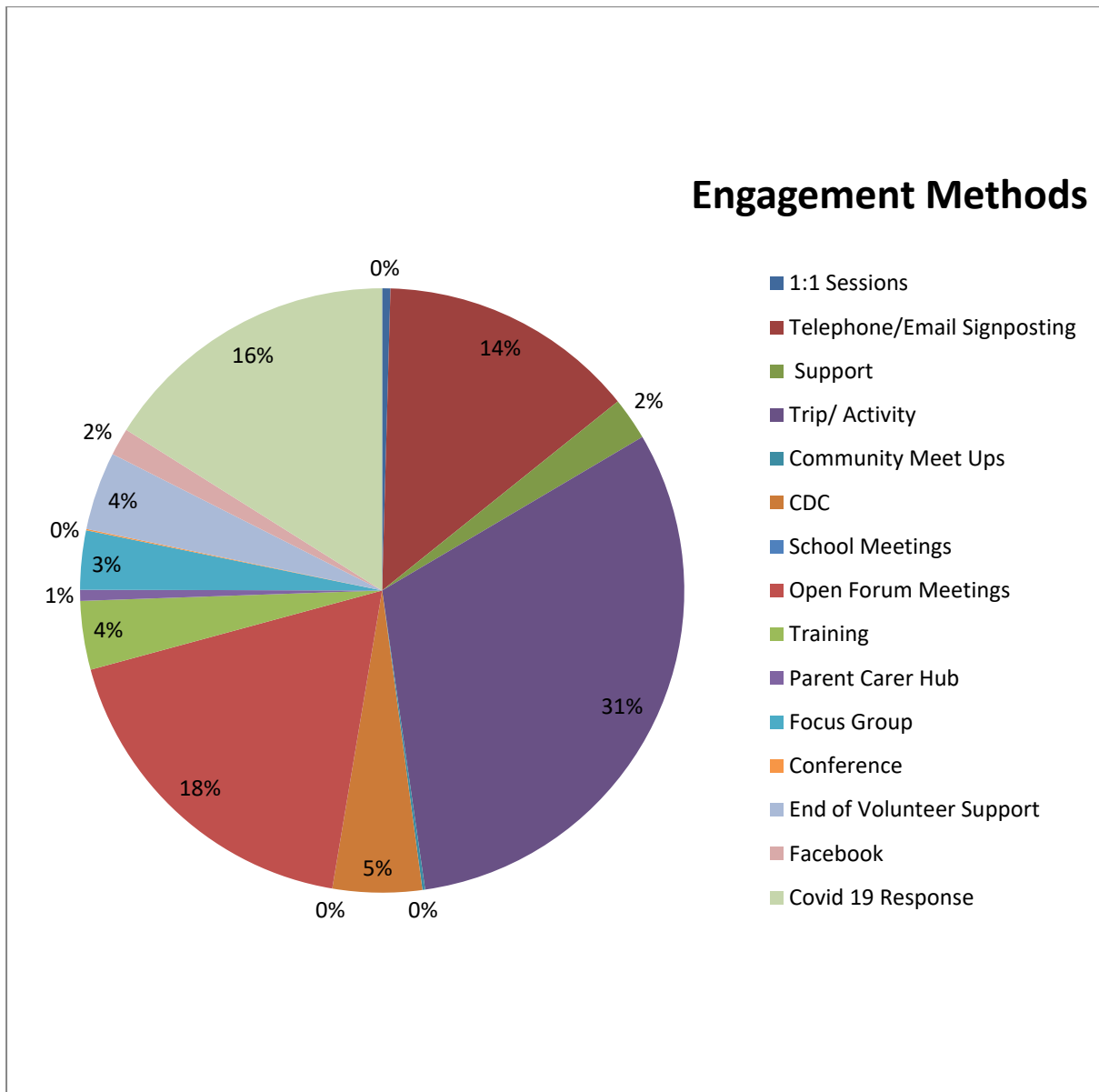
Nine parent carers acting as representatives have attended 161 strategic meetings investing 427 hours in terms of administration, travel time and actual meeting attendance.

Preferred Parent Participations Method

FVP have seen 609 parent carers, some of whom have participated more than once.

We have engaged with the following ethnicities over the last 3 years, which demonstrates how representative the organisation and community are.

Ethnicity				
Category	Adult			
	22/23	23/24	24/25 (Re-engaged)	24/25 (New)
White British	87	87	52	100
Gypsy or Irish Traveller	0	1	2	0
Roma	1	0	0	4
Any Other White Background	14	0	5	0
White and Black Caribbean	0	0	0	2
White and Black African	0	0	0	3
White and Asian	0	0	0	2
Any Other Mixed or Multiple Ethnic Background	1	3	1	2
Indian	5	4	3	8
Pakistani	12	18	19	18
Bangladeshi	1	0	0	0
Chinese	2	1	0	0
Any Other Asian Background	0	2	7	14
African	10	5	5	17
Caribbean	0	0	1	0
Black British	0	3	1	2
Any Other Black or Caribbean Background	0	0	0	2
Arab	2	1	0	1
Any Other Ethnic Group	0	2	0	2
Rather Not Say	1	0	0	0
Unknown	22	100	18	138



CHARITY ASSETS (Premises)

The Goldhay Centre provided a Community Centre for local residents and Offices for FVP. Due to financial constraints and the investment required for it to remain a community building, the asset was transferred back to the ownership of the Local Authority.

A range of services were provided from the Centre, e.g. the community hall for community activities, a range of sessions which have more recently included a community café and warm hub. Going forward, FVP will utilise other community provision to access parent carers and the wider local community.

Financial Review

Reserves Statement

The trustees are continuously working to establish sustainability and good governance for the charity and have developed various policies and procedures including a reserves policy to facilitate this. The policy establishes how reserves levels are set and how these relate to unrestricted funds and such levels will be managed.

The trustees have historically proposed to maintain the charity's free reserves at a level which is at least equivalent to six months operational expenditure and three months as a minimum. This year our total reserves have decreased to approximately 5.5 months equivalent of annual running costs, due to a number of factors including a general increase in charity running costs and wages. This policy will require review as the staffing structure changes and operational matters go through further change due to charity growth. It will be an ongoing priority of the Trustees to re-look at this as part of the wider business planning focus.

Principle Source of Income

The principle source of income for FVP remains grant funding which is linked to predefined outcomes. Grants have been allocated by Contact behalf of The Depart for Education (DfE) Peterborough City Council (PCC) on behalf of the Integrated Care Board (ICB) and PCC PCVS and The National Lottery. The total grant income equates to 90% of the charity income which is up 7% from 24/25. Income from sources such as hire from assets (rental) have now ceased.

Much work is being undertaken to secure other less restrictive grant funding that can be used to build in charity sustainability and enable the charity to explore other unrestricted income streams.

Fundraising/ Donations/ Legacies/ Consultancy (Public)

Donations and fundraising have netted £7,121.00 which is approximately the same as the previous year. This is an area the Trustees feel is important to focus on this year. This year, FVP did not secure income from fees for work (consultancy).

Any fundraising is managed under an ethical fundraising policy held by the CIO and as such work relating to joint fundraising falls under this. To demonstrate best practice, the CIO is also self-registered with the Fundraising Regulator.

Expenditure

The majority of the charity expenditure is from restricted funds from grants paid in year. 90.3% of overall expenditure was from restricted funds. This is the same as the previous financial year.

The majority of core costs fall into restricted funds expenditure with most staffing covered under restricted funds.

The majority of grant expenditure is set against pre-defined outcomes with specific outputs and measured against an outcomes matrix. The DfE grant although for a small amount is a receipted grant, where every receipt has to be allocated and spending has to be strictly kept within predefined budget. The outcomes match the objects of the charity. Expenditure has been on providing families with access to information, advocacy, support and advice; therefore meeting the objects of the charity.

Further Details

1. Staffing costs have increased to 44.5% of overall expenditure for the charity. This is the same as the previous financial year.
2. No employee is remunerated at £60,000 or over.
3. The majority of those employed have been parent carers who volunteer extra time to the charity over their contracted hours of employment. All costs relating to employment are linked to grants.

Accounts Preparation

In line with the charity's constitution and charity accounting guidelines as defined in CC15d 'charity reporting and accounting: the essentials' the accounts are prepared under an accruals system and the Trustees have taken the decision to secure the services of a suitably qualified accountant to conduct the accounts returns.

Trustee Statement

Due to the financial crisis facing the country, the charity still finds itself in unprecedented times economically. The Trustees have decided to again produce a more in-depth statement detailing the impact on the charity and its beneficiaries. They strived to keep charity services going, protect the assets that were held and ensure their ongoing availability for charity beneficiaries. Work was also undertaken to support the beneficiaries in any ways the trustees felt appropriate, and time, effort, resources and staffing were invested towards this.

Again, at the time of writing this annual report, the charity still finds itself in uncertain times, due to a number of factors; climate change/ crisis, rising cost of living, the increase in minimum wage, and the increasing inflation rate to name a few. The need of the charity beneficiaries is changing, and in some areas increasing, with wider societal concerns impacting on individual mental health and wellbeing. This is still being reflected in the five year strategy and plan for the charity.

Services

To deliver services the charity continued using hybrid and face-to-face methods based on demand. The return to trips and activities was well received, with requests for more of the same. Food support has continued to be required as a result of the economic impact of the rising cost of living. The community café had seen a marked increase in attendance with

some weeks 30 people popping in for a hot drink and food, if available. We now no longer have the café due to the closure of our centre in September 2024, but still offer support where needed.

Assets

There were greatly increased costs for utilities and ongoing repairs to for the centre, with a decrease in available funds to cover these so the difficult decision was made to close the centre. In September FVP moved to new premises in shared office complex, and downsized the community provision on offer, whilst preserving the Parent Carer Forum.

Staff and Volunteers

Over the past year it became more common for FVP team members to split their time between remote and office based working, and the flexibility to manage this has enabled the charity to work better in some areas. The team have reported feeling supported, with their needs being balanced well, with the needs of the charity. New employees are furnished with a laptop shortly after their start date to enable them to work from home and hot desk at the office. The new office layout has also been changed to enable hot desking and better, safer sharing of the space available.

FVP takes full account of Equality, Diversity and Inclusion (EDI) when supporting the team, enabling them to do their roles to the best of their abilities. EDI as well as Health and Safety (H&S) are considered at all levels of the charity, which is important to facilitate the growing team and enable them to continue meeting the needs of the charity beneficiaries.

Financial Stability

The financial stability of FVP is still an ongoing concern, with most grant funds still being on a year only basis, and revenue from the charity assets being below what would be required to cover their basic running costs. Much work has taken place throughout the past year to stabilise the accounts, move towards generating more revenue from the assets and encourage public donations and team fundraising.

The Lottery funding FVP were awarded ended March 2024, however an extension was allowed to carry over an underspend to 30th June 2024. Although this has helped in the interim it is still short term. Longer term funding, from other sources, including assets, would enable the charity to have time to work on developing growth and sustainability plans.

Beneficiaries

FVP have continued to gather information from parent carers as to how they are managing, what factors are impacting their lives and how they are coping in relation to their caring role.

Key themes identified impacting families are:

- 1 - Poor mental health and wellbeing including a feeling of isolation.
- 2 - Financial worries.
- 3 - Increased difficulty in identify sources of support
- 4 - Difficulty finding information in relation to SEND and in particular, concerns around PfA.

Forward Plan

After careful risk assessment and completion of a SWOT analysis which included input from various stakeholders the following areas have been prioritised with five areas highlighted and three others woven throughout:



Priority One - Parents Forum/ SEND

1. Continuing to support and deliver help advice and guidance around SEND. In particular ensuring co-production and the implementation of the priorities and action plans within the SEND agenda and all other associated strategies.
2. Ensuring parent carers are included, heard and enabled to participate in a way which meets their individual needs and requirements.

Priority Two - Community Engagement:

1. Utilise other community centres to facilitate wider community engagement.

Priority Three- Activities

1. FVP provide coach trips, hire local activity places, hold themed sessions and provide family based activities at the community centre, across Peterborough and to further destinations.
2. FVP know that being able to access affordable and/ or free trips and activities leads to improved wellbeing for SEND families.

Priority Four - Work Force and Trustee Board Development:

1. FVP is run by a Board of trustees who have overall responsibility and accountability for ensuring the charity runs according to the legal framework it was set up for.
2. Staff and volunteers are responsible for the daily running of the.
3. The trustee board has several new members and with this they are bringing fresh ideas, links to the wider community and a renewed commitment to take FVP forwards.

Priority Five - Information Technology:

1. FVP has always used virtual platforms such as their Website, Facebook, Twitter YouTube and WhatsApp to reach a wider audience, however much of the engagement work of FVP delivered focussed on face to face work with Parent Carers, their families and the wider community.
2. What covid 19 and the lockdown has shown is that a move to virtual work can be as beneficial as face to face is cost effective and has led to greater engagement from a wider and more diverse cohort of people.

FAMILY VOICE PETERBOROUGH

CHARITY COMMISSION REGISTERED NO. 1171389

FINANCIAL STATEMENTS

for the year ended 31 March 2025



ICAEW
CHARTERED
ACCOUNTANTS



FAMILY VOICE PETERBOROUGH

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for the year ended 31 March 2025

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Independent Examiner's Report to the Trustees of FAMILY VOICE PETERBOROUGH

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 2 to 11.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act').

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

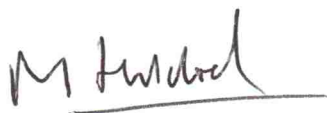
Independent examiner's statement

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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



M Hildred BA, FCA
Moore Thompson
Chartered Accountants

Dated: 27 May 2025

FAMILY VOICE PETERBOROUGH

Statement of Financial Activities

for the year ended 31 March 2025

	Unrestricted £	2025 Restricted £	Total £	2024 restated Total £
INCOME FROM:				
Donations, Legacies and Grants	8,671	233,515	242,186	350,949
Charitable activities				
Fees for Charitable Services	9,623	-	9,623	5,502
Hire of Community Premises	11,950	-	11,950	29,863
Rental Income / Loss on sale of Caravans	-	-	-	(16,880)
	21,573	-	21,573	18,485
Other trading activities				
Fundraising Events	542	-	542	1,020
Investments				
Interest Earned	1,593	-	1,593	995
Total income	32,379	233,515	265,894	371,449
EXPENDITURE ON:				
Raising funds				
Cost of Fundraising Events / Promotion	179	7,334	7,513	11,995
Professional Fees	5,578	19,176	24,754	40,348
	5,757	26,510	32,267	52,343
Charitable activities				
Staffing Costs	1,539	153,916	155,455	168,398
Volunteer and Parent Carers Expenses	450	2,224	2,674	6,507
Caravan Running Costs	-	-	-	3,595
Cost of SEND Services	35	8,391	8,426	37,678
Costs of Providing Trips/ Activities	10,541	55,147	65,688	48,724
Print, Post, Stationary, Equipment	1,486	7,136	8,622	3,495
Utilities, Insurance, Building Costs, Repairs	31,857	11,632	43,489	47,626
Independent Examiners Fees	-	1,080	1,080	1,080
Depreciation and Loss on Disposal	1,702	3,592	5,294	8,935
	47,610	243,118	290,728	326,038
TOTAL EXPENDITURE	53,367	269,628	322,995	378,381
Net income / (expenditure)	(20,988)	(36,113)	(57,101)	(6,932)
Transfers between funds	-	-	-	-
Reconciliation of funds				
Total funds at 1 April 2024	151,256	57,136	208,392	215,324
TOTAL FUNDS AT 31 March 2025	130,268	21,023	151,291	208,392
	Note 5	Note 5		

The notes on pages 4 to 11 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Statement of Financial Position

at 31 March 2025

	Note	Unrestricted £	2025 Restricted £	Total £	2024 restated Total £
FIXED ASSETS					
Tangible assets	4	3,809	3,623	7,432	12,726
CURRENT ASSETS					
Cash funds:					
Current account		55,051	-	55,051	91,163
Deposit account		71,715	21,536	93,251	111,107
		<u>126,766</u>	<u>21,536</u>	<u>148,302</u>	<u>202,270</u>
Other current assets:					
Prepayments		-	-	-	1,080
Accrued income		118	-	118	-
Total current assets		<u>126,884</u>	<u>21,536</u>	<u>148,420</u>	<u>203,350</u>
CURRENT LIABILITIES					
Accruals:					
Accrued expenses		(425)	(89)	(514)	(4,819)
Deferred income		-	-	-	-
Other creditors:					
PAYE liability		-	(3,103)	(3,103)	(2,116)
Pension liability		-	(944)	(944)	(749)
		<u>(425)</u>	<u>(4,136)</u>	<u>(4,561)</u>	<u>(7,684)</u>
NET CURRENT ASSETS		<u>126,459</u>	<u>17,400</u>	<u>143,859</u>	<u>195,666</u>
Total Assets		<u>130,268</u>	<u>21,023</u>	<u>151,291</u>	<u>208,392</u>
CHARITY FUNDS					
Restricted funds	5	-	21,023	21,023	57,136
Unrestricted funds:					
General		130,268	-	130,268	151,256
Total charity funds		<u>130,268</u>	<u>21,023</u>	<u>151,291</u>	<u>208,392</u>

These financial statements were approved and authorised for issue by the Trustees on 20 May 2025 and signed on their behalf by:



Amanda Rennie

Chairperson



Tanya Smith

Treasurer

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

1. Accounting policies

The charity is an incorporated charity registered in England and Wales with the Charity Commission with the registration number 1171389. The charity's registered address is Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough, PE2 5QP.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation of the 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 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and are presented in sterling which is the functional currency of the charity.

(b) Income recognition

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

(c) Expenditure recognition

Expenditure is included in the Statement of Financial Activities on an accruals basis and is allocated to a particular fund where the costs relate directly to that fund. Expenditure is categorised under the headings recorded in the Statement of Financial Activities.

(d) Gifts in Kind

Gifts in Kind are brought into the accounts where there is either a reasonable estimate of their fair value to the funds or the amount which is actually realised. Where a value cannot be determined, or a reasonable estimate applied, the gift is not included in the Statement of Financial Activities.

(e) Definition of Funds

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objects of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of administering such funds are charged against the specific fund. The intended use of each restricted fund is set out in the notes.

(f) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) 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 the next 12 months from authorising the financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

1. Accounting Policies *(Continued)*

(h) *Judgements and key sources of estimation uncertainty*

There are no significant judgements or estimations which have been made in the process of applying the above accounting policies, other than usual cut off judgements included in prepayments and accruals.

(i) *Pension costs*

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activity.

(j) *Operating leases*

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against or credited to profits on a straight line basis over the period of the lease.

(k) *Depreciation*

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

General Equipment	-	20% reducing balance
Computer Equipment	-	5 years straight line

2. Related party transactions

The charity is controlled by the trustees as a body and no individual does or could exert control.

3. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them.

4. Tangible fixed assets

	General	Computer	Total restated
	£	£	£
Cost			
At 1 April 2024	19,301	6,402	25,703
Additions	-	-	-
Disposals	(4,298)	(671)	(4,969)
At 31 March 2025	<u>15,003</u>	<u>5,731</u>	<u>20,734</u>
Depreciation			
At 1 April 2024	10,886	2,091	12,977
Charge for the year	1,087	790	1,877
On disposals	(1,310)	(242)	(1,552)
At 31 March 2025	<u>10,663</u>	<u>2,639</u>	<u>13,302</u>
Net book value			
At 31 March 2025	<u>4,340</u>	<u>3,092</u>	<u>7,432</u>
At 1 April 2024	<u>8,415</u>	<u>4,311</u>	<u>12,726</u>

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

5. Funds

	At 1 April 2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2025 £
Restricted funds					
CETR	4,103	30,750	(33,225)	-	1,628
ICB	2,921	25,000	(25,365)	-	2,556
PCC Hub	218	15,000	(15,044)	-	174
Lottery	16,903	18,281	(24,325)	-	10,859
SEND	20,620	85,000	(103,044)	-	2,576
DfE	276	16,637	(17,326)	-	(413)
HS Chairs (CLF)	195	-	(100)	-	95
LPC Chairs	480	-	(480)	-	-
CCF Microsoft	979	-	(195)	-	784
Aldi	1,000	500	(1,500)	-	-
CCF (Harry Cureton)	-	2,001	(2,001)	-	-
ICB PP x 2 (ICB Extra)	6,709	18,352	(25,061)	-	-
PCC Hub 2	432	17,250	(17,682)	-	-
CLF (PCC)	1,500	-	(1,500)	-	-
Other (YBS)	800	-	(800)	-	-
CCF (Olive & Jessie)	-	4,744	(1,980)	-	2,764
Restricted funds	57,136	233,515	(269,628)	-	21,023

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	1,628	-	1,628
ICB	421	2,819	(684)	2,556
PCC Hub	174	-	-	174
Lottery	752	10,107	-	10,859
SEND	1,397	4,631	(3,452)	2,576
DfE	-	(413)	-	(413)
HS Chairs (CLF)	95	-	-	95
CCF Microsoft	784	-	-	784
CCF (Olive & Jessie)	-	2,764	-	2,764
	3,623	21,536	(4,136)	21,023

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

6. Fund descriptions

Fund and provider	Purpose	Restriction and surplus / deficit
CETR funding provided by ICB – Health Commissioning (NHS).	Funds for payment of set NHS rate for EbE's to attend panels.	Fee is based on a predicted number of CETR's in a monthly period. Surplus at the end of the work programme will be returned, and any deficit would be covered by FVP.
ICB funding provided by ICB – Health Commissioning (NHS).	Funds to be used for the provision of parent participation services and administration of the provision of a team of EbE.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to occur.
PCC Hub represents funds provided by the Local Authority, Peterborough City Council passed on from DWP.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Small surplus allowed, but must be used for the intended purpose. The grant period was initially set for 12 months.
Lottery represents funds provided by the National Lottery Fund.	Project and core costs to facilitate charity growth and development. Aiming to increase engagement and support for parent carers especially from seldom heard communities.	Also covers running costs of caravans for two years to establish their viability while protecting them as an asset which are subject to subsidy control. Any surplus can be carried forward one year.
SEND represents funds received from Peterborough City Council.	Funds are to be used for the provision of parent participation services; •Representation and reporting of parents voices at strategic and operational boards across SEND results in making parent and child experiences visible, and contributes to service policy, and practice improvements. •Building trust and improving relationships between PCC services and parents. Programme runs over five years, ending March 2025 and any surplus can be carried forward but must still be spent on the same purposes.	
DfE represents funds from DfE being National Government.	Assist with costs to delivery PCF functions and facilitate parent carer participation including staffing, core costs and activity costs.	Must be spent in year, and underspend reported, underspend is deducted from following years grant amount.
HS Chairs (CLF) represents funds from the Community Leadership Fund – Councillors fund to distribute to local initiatives.	Chairs for the community hall.	Any surplus is retained for intended purpose.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

6. Fund descriptions *(continued)*

LPC Chairs represents funds from the Parish Council.	Funds are provided to enable the provision of chairs for the community centre.	Any surplus is to be used for future chairs and any deficit will be met by general funds.
CCF Microsoft represents funds from the same named Charity.	The funds are to provide equipment and staffing for the purpose of volunteer training and support.	Any surplus would need to be repaid.
Aldi funds were provided by the Aldi Business CSR programme.	The funds were for the operational costs and the café.	Any surpluses are to be used for continued provision.
CCF (Harry Cureton) funds were provided by CCF	These funds are to cover the costs of the Orton makers craft sessions.	Any surplus must be informed to donor CCF and they will then decide if they want it returning or it can be kept for the project.
ICB PP x 2 (ICB Extra) funds were provided by ICB – Health Commissioning (NHS).	The funds are to be used for the provision of Parent Participation in health key worker collaborative and the costs relating thereto.	Any surplus is used in continuation of this work.
PCC Hub 2 represents funds provided by the Local Authority, Peterborough City Council passed on from DWP	This is to cover costs related to the "warm Hubs"	Small surplus allowed, but must be used for the intended purpose
CLF (PCC) represents funds from the same named Charity.	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended
Yorkshire Building Society represents funds from the same named Charity.	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended purposes
CCF (Olive and Jessie) funds were provided by CCF	To provide a coach trip	Can only be spent as detailed on application, must be spent by end date of grant programme

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

7. Funds

Comparative figures

	At 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2024 £
Restricted funds					
CETR	2,850	23,200	(21,947)	-	4,103
ICB	3,087	25,000	(25,166)	-	2,921
ICB (Toolkit)	17,935	-	(17,935)	-	-
M&S	185	-	(185)	-	-
PCC Hub	1,973	-	(1,755)	-	218
Lottery	32,025	109,596	(124,718)	-	16,903
SERCO	3,539	-	(3,539)	-	-
SEND	5,795	85,000	(70,175)	-	20,620
PCC Health	-	-	-	-	-
DfE	1,090	24,589	(25,403)	-	276
Albert Hunt	1,255	-	(1,255)	-	-
HS Chairs (CLF)	244	-	(49)	-	195
LPC Hub	-	-	-	-	-
LPC Chairs	600	-	(120)	-	480
LPC Hamper	-	-	-	-	-
DEFRA	-	-	-	-	-
CCF Microsoft	1,223	-	(244)	-	979
Waterville PC	-	-	-	-	-
Longville PC	-	-	-	-	-
PCVS	-	-	-	-	-
Door Entry System	-	-	-	-	-
BGL	-	-	-	-	-
Aldi	1,000	-	-	-	1,000
Tesco	500	-	(500)	-	-
Asda	500	-	(500)	-	-
ICB PP	6,000	-	(6,000)	-	-
CCF (Harry Cureton)	-	5,000	(5,000)	-	-
ICB PP x 2 (ICB Extra)	-	22,000	(15,291)	-	6,709
PCC Hub 2	-	22,500	(22,068)	-	432
CLF (PCC)	-	1,500	-	-	1,500
Other	-	800	-	-	800
Restricted funds	79,801	319,185	(341,850)	-	57,136

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	4,103	-	4,103
ICB	664	3,572	(1,315)	2,921
PCC Hub	218	-	-	218
Lottery	1,060	18,152	(2,309)	16,903
SEND	3,187	20,149	(2,716)	20,620
DfE	-	449	(173)	276
HS Chairs (CLF)	195	-	-	195
LPC Chairs	480	-	-	480
CCF Microsoft	979	-	-	979
Aldi	-	1,000	-	1,000
ICB PP x 2 / ICB Extra	-	6,709	-	6,709
PCC Hub 2	432	-	-	432
CLF (PCC)	-	1,500	-	1,500
Other	-	800	-	800
	7,215	56,434	(6,513)	57,136

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

8 Funds comparatives - for the year ended 31 March 2024

	Unrestricted £	Restricted £	Total £
INCOME FROM:			
Donations, Legacies and Grants	31,764	319,185	350,949
Fundraising Events	1,020	-	1,020
Fees for Charitable Services	5,502	-	5,502
Hire of Community Premises	29,863	-	29,863
Rental Income / Loss on sale of Caravans	(16,880)	-	(16,880)
Interest Earned	995	-	995
Total income	52,264	319,185	371,449
EXPENDITURE FROM:			
Raising funds			
Cost of Fundraising Events / Promotion	11,995	-	11,995
Professional Fees	6,306	34,042	40,348
Charitable activities			
Staffing Costs	1,275	167,123	168,398
Human Resources	-	-	-
Volunteer and Parent Carers Expenses	2,679	3,828	6,507
Caravan Running Costs	-	3,595	3,595
Cost of SEND Services	-	37,678	37,678
Costs of Providing Trips/ Activities	2,868	45,856	48,724
Print, Post, Stationary, Equipment	37	3,458	3,495
Utilities, Insurance, Building Costs, Repairs	4,249	43,377	47,626
Independent Examiners Fees	-	1,080	1,080
Depreciation and Loss on Disposal	7,122	1,813	8,935
Total expenditure	36,531	341,850	378,381
Net income	15,733	(22,665)	(6,932)

FAMILY VOICE PETERBOROUGH

CHARITY COMMISSION REGISTERED NO. 1171389

FINANCIAL STATEMENTS

for the year ended 31 March 2025



ICAEW
CHARTERED
ACCOUNTANTS



FAMILY VOICE PETERBOROUGH

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Independent Examiner's Report to the Trustees of FAMILY VOICE PETERBOROUGH

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 2 to 11.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act').

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

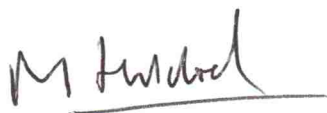
Independent examiner's statement

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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



M Hildred BA, FCA
Moore Thompson
Chartered Accountants

Dated: 27 May 2025

FAMILY VOICE PETERBOROUGH

Statement of Financial Activities

for the year ended 31 March 2025

	Unrestricted £	2025 Restricted £	Total £	2024 restated Total £
INCOME FROM:				
Donations, Legacies and Grants	8,671	233,515	242,186	350,949
Charitable activities				
Fees for Charitable Services	9,623	-	9,623	5,502
Hire of Community Premises	11,950	-	11,950	29,863
Rental Income / Loss on sale of Caravans	-	-	-	(16,880)
	21,573	-	21,573	18,485
Other trading activities				
Fundraising Events	542	-	542	1,020
Investments				
Interest Earned	1,593	-	1,593	995
Total income	32,379	233,515	265,894	371,449
EXPENDITURE ON:				
Raising funds				
Cost of Fundraising Events / Promotion	179	7,334	7,513	11,995
Professional Fees	5,578	19,176	24,754	40,348
	5,757	26,510	32,267	52,343
Charitable activities				
Staffing Costs	1,539	153,916	155,455	168,398
Volunteer and Parent Carers Expenses	450	2,224	2,674	6,507
Caravan Running Costs	-	-	-	3,595
Cost of SEND Services	35	8,391	8,426	37,678
Costs of Providing Trips/ Activities	10,541	55,147	65,688	48,724
Print, Post, Stationary, Equipment	1,486	7,136	8,622	3,495
Utilities, Insurance, Building Costs, Repairs	31,857	11,632	43,489	47,626
Independent Examiners Fees	-	1,080	1,080	1,080
Depreciation and Loss on Disposal	1,702	3,592	5,294	8,935
	47,610	243,118	290,728	326,038
TOTAL EXPENDITURE	53,367	269,628	322,995	378,381
Net income / (expenditure)	(20,988)	(36,113)	(57,101)	(6,932)
Transfers between funds	-	-	-	-
Reconciliation of funds				
Total funds at 1 April 2024	151,256	57,136	208,392	215,324
TOTAL FUNDS AT 31 March 2025	130,268	21,023	151,291	208,392
	Note 5	Note 5		

The notes on pages 4 to 11 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Statement of Financial Position

at 31 March 2025

	Note	Unrestricted £	2025 Restricted £	Total £	2024 restated Total £
FIXED ASSETS					
Tangible assets	4	3,809	3,623	7,432	12,726
CURRENT ASSETS					
Cash funds:					
Current account		55,051	-	55,051	91,163
Deposit account		71,715	21,536	93,251	111,107
		<u>126,766</u>	<u>21,536</u>	<u>148,302</u>	<u>202,270</u>
Other current assets:					
Prepayments		-	-	-	1,080
Accrued income		118	-	118	-
Total current assets		<u>126,884</u>	<u>21,536</u>	<u>148,420</u>	<u>203,350</u>
CURRENT LIABILITIES					
Accruals:					
Accrued expenses		(425)	(89)	(514)	(4,819)
Deferred income		-	-	-	-
Other creditors:					
PAYE liability		-	(3,103)	(3,103)	(2,116)
Pension liability		-	(944)	(944)	(749)
		<u>(425)</u>	<u>(4,136)</u>	<u>(4,561)</u>	<u>(7,684)</u>
NET CURRENT ASSETS		<u>126,459</u>	<u>17,400</u>	<u>143,859</u>	<u>195,666</u>
Total Assets		<u><u>130,268</u></u>	<u><u>21,023</u></u>	<u><u>151,291</u></u>	<u><u>208,392</u></u>
CHARITY FUNDS					
Restricted funds	5	-	21,023	21,023	57,136
Unrestricted funds:					
General		130,268	-	130,268	151,256
Total charity funds		<u><u>130,268</u></u>	<u><u>21,023</u></u>	<u><u>151,291</u></u>	<u><u>208,392</u></u>

These financial statements were approved and authorised for issue by the Trustees on 20 May 2025 and signed on their behalf by:



Amanda Rennie

Chairperson



Tanya Smith

Treasurer

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

1. Accounting policies

The charity is an incorporated charity registered in England and Wales with the Charity Commission with the registration number 1171389. The charity's registered address is Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough, PE2 5QP.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation of the 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 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and are presented in sterling which is the functional currency of the charity.

(b) Income recognition

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

(c) Expenditure recognition

Expenditure is included in the Statement of Financial Activities on an accruals basis and is allocated to a particular fund where the costs relate directly to that fund. Expenditure is categorised under the headings recorded in the Statement of Financial Activities.

(d) Gifts in Kind

Gifts in Kind are brought into the accounts where there is either a reasonable estimate of their fair value to the funds or the amount which is actually realised. Where a value cannot be determined, or a reasonable estimate applied, the gift is not included in the Statement of Financial Activities.

(e) Definition of Funds

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objects of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of administering such funds are charged against the specific fund. The intended use of each restricted fund is set out in the notes.

(f) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) 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 the next 12 months from authorising the financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

1. Accounting Policies *(Continued)*

(h) *Judgements and key sources of estimation uncertainty*

There are no significant judgements or estimations which have been made in the process of applying the above accounting policies, other than usual cut off judgements included in prepayments and accruals.

(i) *Pension costs*

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activity.

(j) *Operating leases*

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against or credited to profits on a straight line basis over the period of the lease.

(k) *Depreciation*

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

General Equipment	-	20% reducing balance
Computer Equipment	-	5 years straight line

2. Related party transactions

The charity is controlled by the trustees as a body and no individual does or could exert control.

3. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them.

4. Tangible fixed assets

	General	Computer	Total restated
	£	£	£
Cost			
At 1 April 2024	19,301	6,402	25,703
Additions	-	-	-
Disposals	(4,298)	(671)	(4,969)
At 31 March 2025	<u>15,003</u>	<u>5,731</u>	<u>20,734</u>
Depreciation			
At 1 April 2024	10,886	2,091	12,977
Charge for the year	1,087	790	1,877
On disposals	(1,310)	(242)	(1,552)
At 31 March 2025	<u>10,663</u>	<u>2,639</u>	<u>13,302</u>
Net book value			
At 31 March 2025	<u>4,340</u>	<u>3,092</u>	<u>7,432</u>
At 1 April 2024	<u>8,415</u>	<u>4,311</u>	<u>12,726</u>

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

5. Funds

	At 1 April 2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2025 £
Restricted funds					
CETR	4,103	30,750	(33,225)	-	1,628
ICB	2,921	25,000	(25,365)	-	2,556
PCC Hub	218	15,000	(15,044)	-	174
Lottery	16,903	18,281	(24,325)	-	10,859
SEND	20,620	85,000	(103,044)	-	2,576
DfE	276	16,637	(17,326)	-	(413)
HS Chairs (CLF)	195	-	(100)	-	95
LPC Chairs	480	-	(480)	-	-
CCF Microsoft	979	-	(195)	-	784
Aldi	1,000	500	(1,500)	-	-
CCF (Harry Cureton)	-	2,001	(2,001)	-	-
ICB PP x 2 (ICB Extra)	6,709	18,352	(25,061)	-	-
PCC Hub 2	432	17,250	(17,682)	-	-
CLF (PCC)	1,500	-	(1,500)	-	-
Other (YBS)	800	-	(800)	-	-
CCF (Olive & Jessie)	-	4,744	(1,980)	-	2,764
Restricted funds	57,136	233,515	(269,628)	-	21,023

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	1,628	-	1,628
ICB	421	2,819	(684)	2,556
PCC Hub	174	-	-	174
Lottery	752	10,107	-	10,859
SEND	1,397	4,631	(3,452)	2,576
DfE	-	(413)	-	(413)
HS Chairs (CLF)	95	-	-	95
CCF Microsoft	784	-	-	784
CCF (Olive & Jessie)	-	2,764	-	2,764
	3,623	21,536	(4,136)	21,023

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

6. Fund descriptions

Fund and provider	Purpose	Restriction and surplus / deficit
CETR funding provided by ICB – Health Commissioning (NHS).	Funds for payment of set NHS rate for EbE's to attend panels.	Fee is based on a predicted number of CETR's in a monthly period. Surplus at the end of the work programme will be returned, and any deficit would be covered by FVP.
ICB funding provided by ICB – Health Commissioning (NHS).	Funds to be used for the provision of parent participation services and administration of the provision of a team of EbE.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to occur.
PCC Hub represents funds provided by the Local Authority, Peterborough City Council passed on from DWP.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Small surplus allowed, but must be used for the intended purpose. The grant period was initially set for 12 months.
Lottery represents funds provided by the National Lottery Fund.	Project and core costs to facilitate charity growth and development. Aiming to increase engagement and support for parent carers especially from seldom heard communities.	Also covers running costs of caravans for two years to establish their viability while protecting them as an asset which are subject to subsidy control. Any surplus can be carried forward one year.
SEND represents funds received from Peterborough City Council.	Funds are to be used for the provision of parent participation services; •Representation and reporting of parents voices at strategic and operational boards across SEND results in making parent and child experiences visible, and contributes to service policy, and practice improvements. •Building trust and improving relationships between PCC services and parents. Programme runs over five years, ending March 2025 and any surplus can be carried forward but must still be spent on the same purposes.	
DfE represents funds from DfE being National Government.	Assist with costs to delivery PCF functions and facilitate parent carer participation including staffing, core costs and activity costs.	Must be spent in year, and underspend reported, underspend is deducted from following years grant amount.
HS Chairs (CLF) represents funds from the Community Leadership Fund – Councillors fund to distribute to local initiatives.	Chairs for the community hall.	Any surplus is retained for intended purpose.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

6. Fund descriptions *(continued)*

LPC Chairs represents funds from the Parish Council.	Funds are provided to enable the provision of chairs for the community centre.	Any surplus is to be used for future chairs and any deficit will be met by general funds.
CCF Microsoft represents funds from the same named Charity.	The funds are to provide equipment and staffing for the purpose of volunteer training and support.	Any surplus would need to be repaid.
Aldi funds were provided by the Aldi Business CSR programme.	The funds were for the operational costs and the café.	Any surpluses are to be used for continued provision.
CCF (Harry Cureton) funds were provided by CCF	These funds are to cover the costs of the Orton makers craft sessions.	Any surplus must be informed to donor CCF and they will then decide if they want it returning or it can be kept for the project.
ICB PP x 2 (ICB Extra) funds were provided by ICB – Health Commissioning (NHS).	The funds are to be used for the provision of Parent Participation in health key worker collaborative and the costs relating thereto.	Any surplus is used in continuation of this work.
PCC Hub 2 represents funds provided by the Local Authority, Peterborough City Council passed on from DWP	This is to cover costs related to the "warm Hubs"	Small surplus allowed, but must be used for the intended purpose
CLF (PCC) represents funds from the same named Charity.	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended
Yorkshire Building Society represents funds from the same named Charity.	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended purposes
CCF (Olive and Jessie) funds were provided by CCF	To provide a coach trip	Can only be spent as detailed on application, must be spent by end date of grant programme

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

7. Funds

Comparative figures

	At 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2024 £
Restricted funds					
CETR	2,850	23,200	(21,947)	-	4,103
ICB	3,087	25,000	(25,166)	-	2,921
ICB (Toolkit)	17,935	-	(17,935)	-	-
M&S	185	-	(185)	-	-
PCC Hub	1,973	-	(1,755)	-	218
Lottery	32,025	109,596	(124,718)	-	16,903
SERCO	3,539	-	(3,539)	-	-
SEND	5,795	85,000	(70,175)	-	20,620
PCC Health	-	-	-	-	-
DfE	1,090	24,589	(25,403)	-	276
Albert Hunt	1,255	-	(1,255)	-	-
HS Chairs (CLF)	244	-	(49)	-	195
LPC Hub	-	-	-	-	-
LPC Chairs	600	-	(120)	-	480
LPC Hamper	-	-	-	-	-
DEFRA	-	-	-	-	-
CCF Microsoft	1,223	-	(244)	-	979
Waterville PC	-	-	-	-	-
Longville PC	-	-	-	-	-
PCVS	-	-	-	-	-
Door Entry System	-	-	-	-	-
BGL	-	-	-	-	-
Aldi	1,000	-	-	-	1,000
Tesco	500	-	(500)	-	-
Asda	500	-	(500)	-	-
ICB PP	6,000	-	(6,000)	-	-
CCF (Harry Cureton)	-	5,000	(5,000)	-	-
ICB PP x 2 (ICB Extra)	-	22,000	(15,291)	-	6,709
PCC Hub 2	-	22,500	(22,068)	-	432
CLF (PCC)	-	1,500	-	-	1,500
Other	-	800	-	-	800
Restricted funds	79,801	319,185	(341,850)	-	57,136

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	4,103	-	4,103
ICB	664	3,572	(1,315)	2,921
PCC Hub	218	-	-	218
Lottery	1,060	18,152	(2,309)	16,903
SEND	3,187	20,149	(2,716)	20,620
DfE	-	449	(173)	276
HS Chairs (CLF)	195	-	-	195
LPC Chairs	480	-	-	480
CCF Microsoft	979	-	-	979
Aldi	-	1,000	-	1,000
ICB PP x 2 / ICB Extra	-	6,709	-	6,709
PCC Hub 2	432	-	-	432
CLF (PCC)	-	1,500	-	1,500
Other	-	800	-	800
	7,215	56,434	(6,513)	57,136

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2025

8 Funds comparatives - for the year ended 31 March 2024

	Unrestricted £	Restricted £	Total £
INCOME FROM:			
Donations, Legacies and Grants	31,764	319,185	350,949
Fundraising Events	1,020	-	1,020
Fees for Charitable Services	5,502	-	5,502
Hire of Community Premises	29,863	-	29,863
Rental Income / Loss on sale of Caravans	(16,880)	-	(16,880)
Interest Earned	995	-	995
Total income	52,264	319,185	371,449
EXPENDITURE FROM:			
Raising funds			
Cost of Fundraising Events / Promotion	11,995	-	11,995
Professional Fees	6,306	34,042	40,348
Charitable activities			
Staffing Costs	1,275	167,123	168,398
Human Resources	-	-	-
Volunteer and Parent Carers Expenses	2,679	3,828	6,507
Caravan Running Costs	-	3,595	3,595
Cost of SEND Services	-	37,678	37,678
Costs of Providing Trips/ Activities	2,868	45,856	48,724
Print, Post, Stationary, Equipment	37	3,458	3,495
Utilities, Insurance, Building Costs, Repairs	4,249	43,377	47,626
Independent Examiners Fees	-	1,080	1,080
Depreciation and Loss on Disposal	7,122	1,813	8,935
Total expenditure	36,531	341,850	378,381
Net income	15,733	(22,665)	(6,932)

Accounts

Trustees Annual Report



To relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough is such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

Janet Brown

Chairs Forward

As Chair of Family Voice Peterborough, I have great pleasure in introducing this report. Since last year, we have again seen changes to the board with members continuing to bring a range of skills and experience, with the newest members joining at the end of 2023. As a Parent Carer and a disabled person, I have been involved with the charity now for several years, as a Parent Carer Rep and now a Trustee. This past year, the centre has been fully open for community groups etc, however due to the economic downturn and cuts to statutory funding, usage has decreased. Despite this, we are confident that even with a decrease in usage, the centre has still been a focus for much needed community cohesion.

The community café which brings local residents together, combats loneliness and provides a centre for support and social networking has continued to be a valuable resource in our local area. The café, which is held every Wednesday morning, continues to grow from strength to strength with increasing numbers of people attending and volunteering. The café also uses the fareshare surplus food to offer to attendees; this weekly food hub has proved very popular and much needed during this cost of living crisis. In addition to this, we provide Christmas hampers for those in need of help, and continue to host litter picking sessions twice a month to create a sense of community pride.

We continued to use the National Lottery bid which is funding staffing costs as well as centre and caravan costs of caravans until 31st March 2024. Due to an underspend, in part, because of the delay in recruiting staff, the project has been extended to 30th June 2024. We will need to apply for further funding to continue to run the charity after next year. Sadly, the caravans became unviable and had to be sold. Whilst we understand that this is a disappointment to users who relied on it, unfortunately we had no choice.

FVP continue to host community barbeques that involve local people together with the Gambian community. As well as meals at a Turkish restaurant for seldom heard families; play activity sessions for children and families at Activity World, and the supply of vouchers for a trampoline park. These events are well attended and enjoyed by local residents from different communities and the charity. These events created a sense of community cohesion where staff, trustees and volunteers came together to create a wonderful fun and inclusive atmosphere.

Our signposting service has expanded we supported over 200 households and look forward to continuing to support the community.

I look forward to another year of working with Louise, trustees, staff and volunteers

Jason Merrill Chair FVP

Trustees

Jason Merrill – Trustee: April 2023 – October 2023; Chairperson: October 2023 onwards

Tanya Smith – Joined: March 2024

Heather Skibsted – Chairperson: April 2023 – October 2023; Resigned: March 2024

Oluyemisi Anthonia Williams – Resigned: March 2024

Yi White – Resigned: March 2024

Aishat Idris – Joined: December 2023

Maggie Romjom – Joined: December 23; Resigned: January 2024

Declarations of Interest

Heather Skibsted is Ward Councillor (Orton Longueville Ward, Parish Councillor Orton Longueville).

Governance and Structure

Operating Model:	Constitution
Legal Structure:	Charitable Incorporated Organisation
Trusteeship:	(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. FVP has adopted a safer recruitment policy with associated procedures for the purposes of ensuring any appointed trustees: • Understand their role within FVP • Understand what FVP's purpose is, who its beneficiaries are where it operates. • Are eligible to act as a trustee and meet charity commission requirements and safeguarding requirements in relation to children and vulnerable adults • Bring skills and experience to the charity that mean it will continue meeting its purpose (3) New Trustees will be given an initial probation period of six months, which can be extended following a review. (4) Trustees must commit to a minimum of 20 hours a month.

FVP has a small, but growing team of staff and volunteers who have operational responsibility for managing the charity on a day-to-day basis. Due to the size of the charity the trustees still have some operational duties which are being gradually devolved to the staff team via delegation which takes account of governance guidance principle 1.5. The Trustees moved towards using sub-committees chaired by a trustee and attended by other board members and key staff, Finance & Resources, Health, Safety & Safeguarding, Assets, Parent Carer Forum as per their constitution.

FVP works with a number of other third sector organisations as well as acting as a strategic partner of Peterborough City Council in relation to offering collective information, advocacy, support and advice to parent carers which is in line with the purpose of the charity as defined in its objectives. FVP has also started working with a wider partnership of organisations both statutory and third sector as part of the expanding seldom heard communities' work.

Risk Statement

Risk management has changed this year, with an updated Risk Policy, risk log and use of dedicated time at sub-committees to manage any issues as they arise. The Trustees have also benefitted from some basic risk management training in relation to organisational health and safety. Identified risks relate to:

1. Financial viability of the organisation,
2. Premises Management and Maintenance,
3. Organisational capacity and growth in relation to operational functions,
4. Trustee Board capacity, skills and sustainability,
5. Caravan management, maintenance and sustainability,
6. Health and Safety,
7. External Relationships,
8. Reputation,
9. Staff and HR.

Assets and Ownership

All assets are under the ownership of the CIO with two trustees signing leases/contracts as required as per the constitution. The assets of the charity at the start of the financial year were the Goldhay Community Centre and two caravans which are sited at Haven Caister and Butlin's Skegness respectively. Both Caravans were sold in November 2023 because they were no longer financially viable, as were unable to rent them out at a rate that would cover the costs of running them. The community centre was transferred to the CIO in February 2020. However, it has been agreed with the Local Authority that the lease can be surrendered and returned to their ownership.

Staff 2023 to 2024

Operational management of the charity is the responsibility of the Chief Executive Officer (CEO). Due to recent changes in the organisation and funding constraints, the Senior Leadership Team (SLT) has been reduced. It now consists of the CEO and an Office Manager. The SLT team between them manage 10 employees. No staff member is remunerated over £50,000 and the staff costs are covered through specific grant funding and income generated from the hire of the premises. The staffing for the charity covers the forum functions of FVP, all administration and management of the assets. All staff received a cost of living pay rise at the start of the new financial year, except the CEO and IT Manager.

The trustees have been made aware of risks associated with being employers, especially as the charity is a relatively small organisation. The trustees have continued to mitigate risk through suitable financial planning, employee support and trustee board development. All has continued to be underpinned by the risk management policy which is reviewed annually. The board continue to seek external advice with respect to employment where required. The board have also had a renewed focus on Equality and Diversity to ensure they are supportive and understanding of the diversity within the workforce.

Volunteers 2023 to 2024

FVP have secured the support of 5 active volunteers, some ad hoc volunteers' courtesy of the Rotary club and volunteers for specific pieces of centre works from the Gambian Community of Peterborough.

The parent rep team has moved from voluntary status to employment with the majority being on term time contracts. We have continued to run a Community Café which is being supported by a lead volunteer and other ad hoc volunteers. This work alone probably equates to over 900 hours of volunteer time.

It has not been possible this year to identify the number of volunteer hours given to the charity due to there being such variation in work conducted, and constant changes to work/volunteering due to personal commitments of the volunteers and changes within the charity itself.

Objectives and Activities

The objects of the CIO are to relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy.

The Board of Trustees have paid due regard to statutory guidance PB1, PB2 and PB3 issued by The Charity Commission when planning and undertaking activities in relation to the objects that define the purpose of the charity.

The trustees also look to consider social impact when undertaking work as means to demonstrate value for money and positive benefit to individuals and their families.

Social Impact – Regular Reviewed and Identified in Strategic Plans

Definition: The effect of an activity on the social fabric of the community and well-being of the individuals and families (<https://www.youfirstsupportservices.org.uk/page/social-impact/45/>).

Social impact is also about changes which improve people's lives and have positive consequences for the wider community.

The following outcomes matrix has been reviewed and amended as necessary over the last year, especially as the charity prepares for the next five years of planning. Much of the plan has been achieved, so now is the right time to start reflecting, reviewing and forward planning accordingly.

Ongoing outcomes/ impact:

Priority	Outcome	Indicator
Parents Forum/SEND Continuing to support and deliver help advice and guidance around SEND. In particular ensuring co-production and the implementation of the priorities and action plans within the SEND agenda and all other associated strategies. Ensuring parent carers are included, heard and enabled to participate in a way which meets their individual needs and requirements.	All Parent Carers going through the SEND process are empowered to be involved and heard. Increased Parent Carer Representation and participation within the parent carer community. Parent Carers and families demonstrate increased personal and interpersonal resilience. Parents Carers are confident to manage meetings and challenges related to services that their child or charge require.	There will be an Increase in attendance figures at SEND based sessions ie focus groups, on-line forums, training. Using the latest census and SENI2 data FVP will collect data on disability and ethnicity to demonstrate an increase in reaching seldom heard and hard to reach groups. There will be an increase in engagement with more schools with the school offer. More parent carers will engage in training programmes. FVP will see an increase the number of parents attending setting based sessions. Families will self-report being more able to manage crises, or plan to avoid crises.
Community Provision Goldhay community centre is used to provide families	Parents and carers feel able to contribute to the	There will be an Increase in footfall access services at the

with training and support opportunities, food hubs, social events and activities that enable a diverse range of seldom heard groups to come together and celebrate various aspects of their lives. This has enabled the community space to be utilised for local residents and the wider community to access services and support and allow participation in the wider community, thus decreasing isolation amongst specific groups or those impacted by caring for a child/ young person.	development of community activities and peer support Local Residents and Community Groups are supported to build more cohesive communities and become less isolated Volunteering Opportunities are afforded to the community Carers and families demonstrate increased personal and interpersonal resilience Improved social capital and interaction	community centre There will an increase in regular and private hall hire. Carers and local residents report less social isolation Increased engagement from more diverse user group
Activities SEND families and local communities have access to affordable and where possible free trips, activities and events. Improved wellbeing and decreased financial stress for parent carers and other community members.	Increased attendance figures, as shown on attendance records	12 activities will have taken place that have included coach trips, hire of local activity places, themed sessions and family based activities provided at the community centre, across Peterborough and to further destinations. Parent carers and other attendees report to FVP that being able to access affordable and/ or free trips and activities leads to improved wellbeing for SEND families.
Work Force & Trustee Board Development FVP is run by a Board of trustees who have overall responsibility and accountability for ensuring the charity runs according to the legal framework it was set up for.	New volunteering opportunities leading to increased numbers volunteering and gaining new skills Improved Staff capacity	FVP has a workforce in place with capacity to deliver on other aspects of the business plan Increased confidence in ability to return to work/ volunteering after long periods as a carer.

Staff and volunteers are responsible for the daily running of the charity The trustee board has several new members and with this they are bringing fresh ideas, links to the wider community and a renewed commitment to take FVP forwards.	Clear Workforce planning Increased number of parent carers either working with us as volunteers, or looking for volunteering opportunities Increased number of parent carers taking up paid roles as parent representatives.	
Information Technology FVP will continue to utilise virtual working through our social media platforms will continue to record workshop sessions and ensure they are accessible throughout social media sites to make them more accessible on virtual platforms i.e. YouTube Develop virtual training for parents and carers Look at an on line schools offer Update the website	People will report easy access to FVP media platforms Increased use of FVP YouTube channel to facilitate wider signposting and information sharing	More parent carers accessing what FVP has to offer via online systems, thus FVP make best use of Information technology to facilitate an inclusive way of working that is cost effective and maximises engagement To keep social media platforms and the website live and current.

Outcomes Grid

The next five years will be set out in the forward plan at the end of this report.

For FVP the social impact of the charity relates to activities that result in:

- Improved access to services for children/ young people with disabilities and additional needs.
- Increased parent participation which can include involvement, engagement, information sharing.
- Increased participation from a more diverse group of parent carers.
- Increased empowerment of parent carers leading to more involvement in the services accessed by their children and increased confidence.
- Increase community cohesion and working together.
- Improved relationships between parents and settings.

Measuring Social Impact – 2023 to 2024

To demonstrate social impact of the charity a range of qualitative and quantitative data is gathered. This is used to measure the outcomes and impact of the work of the charity; Some of the methods include activity/ event feedback, survey results, quotes, numbers in attendance, demographic information, changes to services for children/ young people with disabilities as shown in responses to the Topics of Importance. This past year has also seen FVP continue the changed delivery model, working both face-to-face and online.

1. FVP has seen a new team of parent carers join the Parent Carer Forum (PCF) as parent carer representatives working under term time contracts. This has facilitated an increase in participation and engagement.
2. Through a range of meetings, events, online activities, Facebook Polls and Discussions, 310 parent/carers including 18 fathers have participated in 46 sessions. These provided signposting, support, the opportunity to build new relationships and connections and increase social inclusion.
3. Parent carers, including those from seldom heard groups and local residents fed back that the provision of hampers helped made the festive period more enjoyable and manageable. These worked well as an addition to face-to-face activities. Through the activities 2569 people have benefitted in some way.
4. 53 caravan bookings were secured in the past year leading to 171 people benefitting from a short break. Those who have used the caravan have reported improved wellbeing.
5. There has been a significant drop in use of the centre with 138 sessions equating to 330 hours, compared to the previous financial year where 509 sessions were held, equating to 1281 of activity hours. The usage has enabled increase social inclusion and improved mental health and wellbeing.
6. Signposting support has been offered to 206 parent carers for accessing information relating to SEND services, benefits, mental health services and other areas.
7. Improved communication and information from between the LA and parent carers have occurred as a result of the introduction of the Topics of Importance; the SEND newsletter continues to be produced for parent carers who want to receive it, ongoing EHCp documentation, practices and processes are reviewed in the EHCp improvement group, Parent Participation is actively encouraged at a strategic level using a hybrid method of engagement and participation, provision of food support and other activities there has been a marked increase in overall numbers accessing FVP.

Type of Session	21/22	22/23	23/24	21/22	22/23	23/24	21/22	22/23	23/24
EPP	1	0	0	9	0	0	10	0	0
CB	1	0	0	9	0	0	6	0	0
Wellbeing Training	4	5	1	20	30	12	17	16	5
Parent Carer Hub	4	5	5	16	24	72	8	13	21
Themed Workshops (Open Forum)	6	2	1	51	8	4.5	78	10	6
CETR	61	69	30	305	1035	0	61	69	30
Information Stands	15	17	14	90	92	0	727	680	905
Virtual Sessions (SHCF)	11	6	1	60.5	28	6	149	55	4
CDC Sessions	0	1	8	0	5	7	0	20	132
Focus Groups	6	6	11	16.5	12	52	21	14	67
Schools Offer	2	7	30	11	28	174	5	41	162
Virtual (Coffee/ Breakfast/ Lunch) Meeting	9	0	8	51.5	8	26.5	38	0	18
Conference	0	1	1	0	0	16	0	95	57
Facebook Polls	26		1	0	0	0	399		57
Surveys	12	16	8	0	0	0	267	515	351
Family Based Trips/ Activities	18	93	70	0	Unknown	0	917	2584	2569
Strategic Meetings	296	136	180	645	744	445.5	8	7	9
Volunteer Support	3	4	2	34	367	148	7	42	16
Hall Hire	138	509	557	330	3843	3581.6	574	Unknown	1500
Caravan Hire	70	64	53	0	Unknown	159	117	230	171
TOTALS	683	941	981	1648.5	6224	4704.1	3409	4391	6080

Session and Beneficiary Comparison 2021 to 2024

Working face-to-face again and having the centre and caravans until November 2023 open for use has increased access to support and a clear decrease in social isolation.

Information

1. Training sessions in understanding mental health and wellbeing and understanding behaviour have provided parent carers/ family members with basic skills to self-manage and gain resilience in their caring role.
2. Information stands at various locations across the city, to enable direct contact with FVP. This enables literature to be handed out to members of the public, parent carers to have someone to talk to for signposting. 14 stands and 905 people spoken to.
3. Online and face-to-face sessions based on specific SEND topics have been delivered, supported by BSL interpreters and made available online to increase their reach. The use of interpreters increased accessibility. The topics provided information and support in navigating the SEND system.
4. The ongoing development of an e-news to share messages and opportunities to engage. There are currently over 526 subscribers.
5. Use of social media to enable a wider and more diverse group of beneficiaries to receive information and participate in service change. There has been a marked increase in the audience for all platforms which has increased reach.

Advocacy (Collective)

1. Online participation sessions, face to face activities and the running of on-line surveys to facilitate parent carers raising concerns/ issues and sharing views with relevant organisations such as Local Authority Commissioning (Social Care and Education) via Topics of Importance.
2. Parent representation enabling parent carers to share concerns and views about disability services with education and social care commissioners.

Support

1. The provision of tickets and passes introduced in 2020/ 2021 has continued but linked more directly to completion of participation activities. There have also been far more trips and activities included enabling access to areas SEND families in particular may struggle to go to; support here is in the form of coordinating the activities and providing coaches etc.
2. Delivery of festive hampers including food, vouchers and gifts has provided support whereby households can cover the cost of their utilities without having to make a heat or eat choice.
3. A community café have enabled local residents, parent carers and seldom heard community members to have support through peer to peer engagement, a safe space to talk about what is impacting their lives, build friendships, have a warm place to meet and receive wherever possible food provisions.

Advice

1. Parent Carer Hub sessions have provided direct access to professionals from Education, Carers Support and SEND Partnership.
2. Signposting to a range of services/ support systems/ SEND professionals has occurred for 209 parent carers.

Community Premises

1. Community engagement has continued to take place using the community café and a number of face-to-face community sessions.

Achievements and Performance

Family Activities & Parent Carer/ Community Support

Family Activity Opportunities

- Trips and Activities
 - Parent carers were provided the opportunity to take part in a range of local activities and coach trips. (AT – 1st July – September)
 - Some of these were also accessed by parent carers from the Aiming High Group and Seldom Heard Community leaders and their families which led to an increase in diversity and engagement from more families with CYP with very complex health needs.
- Survey Response Vouchers
 - Vouchers are often used as an incentive for completion of surveys, as these are proven to increase participation. Parent carers have also reported valuing the recognition of their participation.
 - Vouchers are available to access Bowling, Activity World, Sacrewell Farm and Key Theatre.
- Parent Carer/ Community Support
 - FVP have also been providing phone line/ email signposting/ face to face support for a range of subjects including; how the move from DLA to PIP works through to how to make a complaint about SEND provision or what would be the best primary school to apply to.
 - Wellbeing, emotional support and information sessions with local services resulted in parent carers receiving direct support.

Participation and Engagement

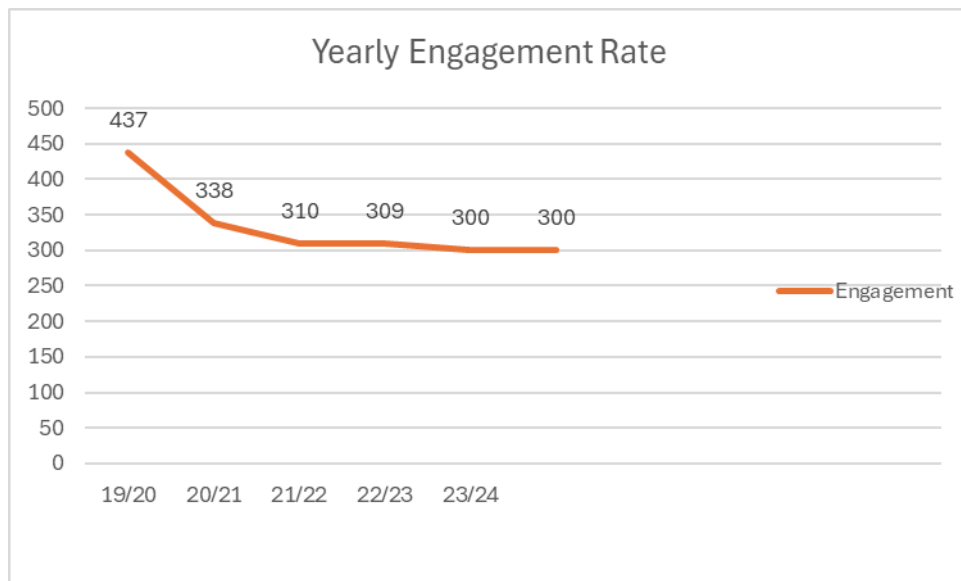
Attendance at a range of participation and engagement sessions has increased this year. The following provides a snapshot of engagements levels:

- Parent Carer Hub – a total of 21 parent carers attended
- 1 Wellbeing Workshops a total of 5 parent carers attended
- 1 Themed Workshops - a total of 6 parent carers attended
- 11 Focus Groups - a total of 67 parent carers attended
- 30 School Based Meetings - a total of 162 parent carers attended

Parent Participation

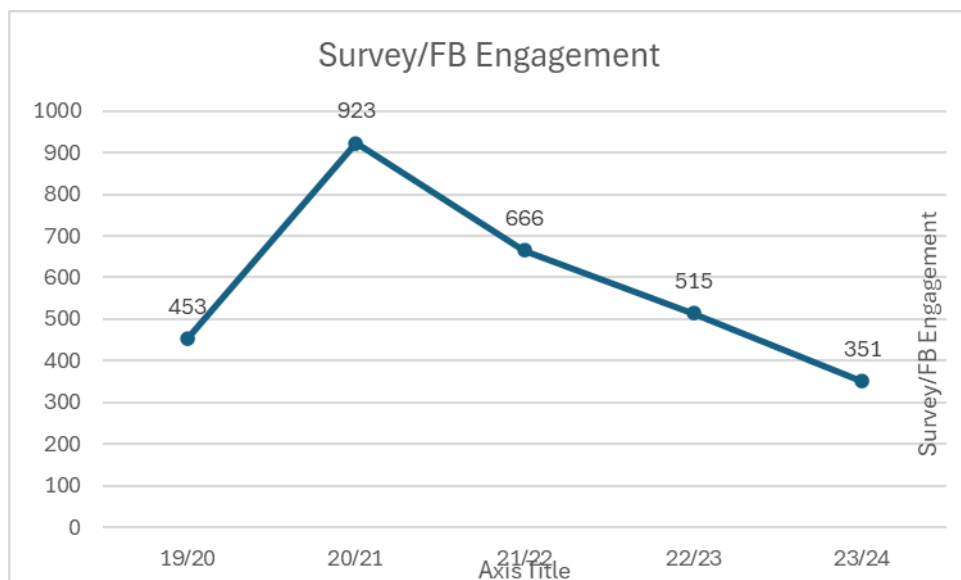
The financial reporting period this relates to, 2023 to 2024, has seen for FVP the level of recorded individual participation dip again, as can be seen in Fi.?, although the drop is

starting to slow down. However what is different is an increase in the number of parent carers re-engaging.



Overall Engagement Rate

Online engagement rates have fluctuated across years. In the past year there have been no FB polls used due to having new staff who are not so adept at this function for participation purposes, however the numbers are still relatively high due to the popularity and marketing of the small scale surveys used and in particular the annual survey.



Engagement via surveys and FB

There has been continued investment by FVP in helping parent carers understand their “right” to be heard on a personal and collective level in the services accessed by their children and young people especially at face-to-face sessions in educational settings.

Underpinning the Children and Families Act 2014 are the Section 19 Principles whereby Local Authorities have a duty to pay due regard to the views, wishes and feelings of children and young people with SEND and those of their parents and carers and support them to participate fully. The work conducted by FVP has been shared with the Local Authority to help them understand what the views and feelings of parent carers are. This was partly achieved through an ongoing use of themed sessions and newly introduced coffee and signposting sessions.

Parent Representation

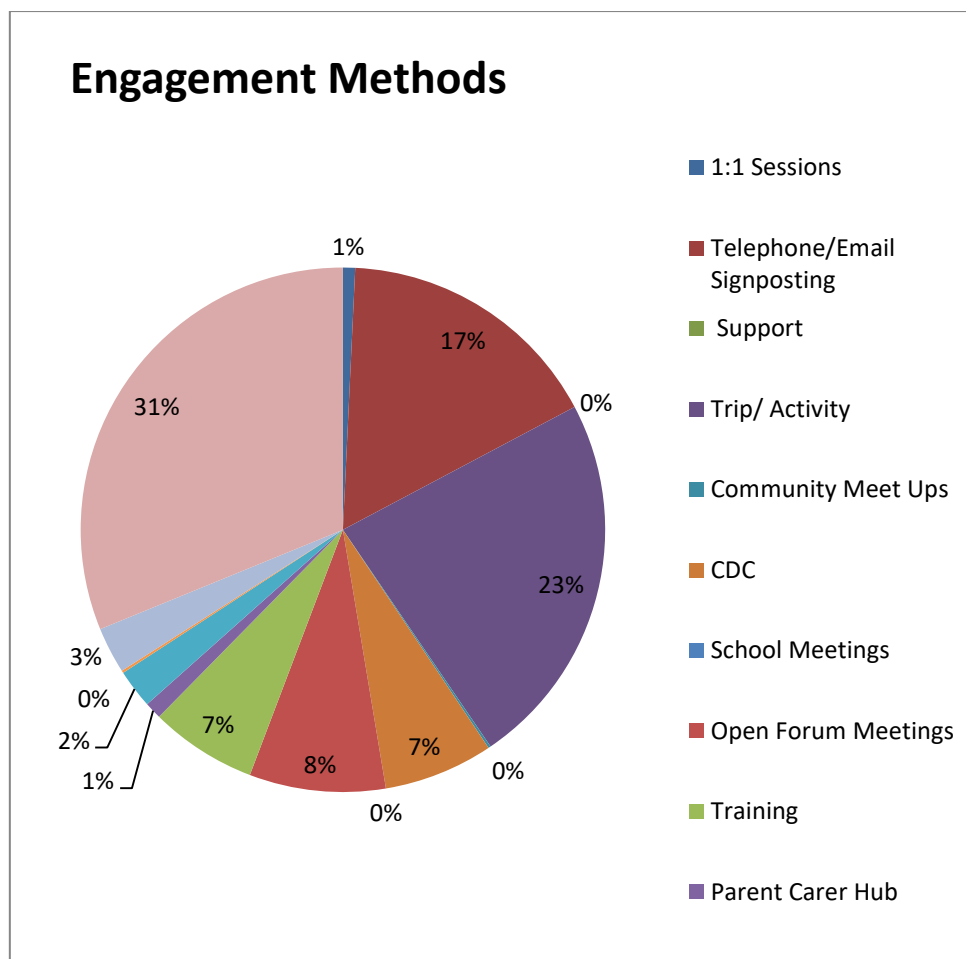
Nine parent carers acting as representatives have attended 180 strategic meetings investing 316.5 hours in terms of administration, travel time and actual meeting attendance.

Preferred Parent Participations Method

FVP have seen 332 parent carers, some of whom have participated more than once.

We have engaged with the following ethnicities over the last 3 years, which demonstrates how representative the organisation and community are.

Ethnicity				
Category	Adult			
	21/22	22/23	23/24 (Re-engaged)	23/24 (New)
White British	220	87	73	71
Gypsy or Irish Traveller	2	0	2	1
Roma	0	1	1	0
Any Other White Background	20	14	0	0
White and Black Caribbean	0	0	0	0
White and Black African	0	0	0	1
White and Asian	0	0	0	0
Any Other Mixed or Multiple Ethnic Background	4	1	1	2
Indian	8	5	3	4
Pakistani	12	12	13	18
Bangladeshi	0	1	0	0
Chinese	0	2	0	1
Any Other Asian Background	0	0	10	2
African	11	10	7	5
Caribbean	1	0	1	0
Black British	0	0	0	3
Any Other Black or Caribbean Background	0	0	0	0
Arab	0	2	1	1
Any Other Ethnic Group	7	0	1	2
Rather Not Say	1	1	0	0
Unknown	13	22	3	85



CHARITY ASSETS (Premises)

The Goldhay Centre is more than a Community Centre and Offices for FVP; it is a community provision under the terms of the community asset transfer lease. Part of the requirement of taking on the Goldhay Centre under asset transfer was to make it available to local residents and run it as a community centre.

As well as the groups who have hired the centre in the past and those currently hiring the centre, FVP also use the community hall for community activities. FVP have provided a range of sessions which have more recently included a community café and warm hub. The community café was well received and those who attended reported feeling less isolated. The centre is also used to provide events for community leaders and local seldom heard parent carers, as well as being available to hire by other groups and organisations.

The only separation between the community centre side and the FVP office side is the internal dividing door; there is no separation of heating, water, plumbing, electrics, fire safety, utility supply etc. It is impossible to ascertain the costs for the centre as a separate entity and expenditure relates to the building as a whole.

In September 2023, a report and survey were carried out by the LA on the community building in light of new regulations. This report highlighted more works and repairs that were required for the community centre to remain a public building. The cost to upgrade the roof and wiring as well as fireproofing have led to the need to re-evaluate the benefits of remaining responsible for this building as over £300k would be needed over the next 5 years.

In addition, the rising cost of living has meant many groups can no longer rent sessions and the bookings since November 2023 started to decrease; by March 2024 most regular bookings having been cancelled beyond 1st April 2024. This meant there would be no sustainability. With new building regulations especially in relation to reaching an energy rating of 'C' as part of central governments Net Zero targets we do not have the money to continue to run a community centre so we asked the LA if we could return the building to them.

The LA have agreed not only to take back the lease but as they value us and the benefit of a PCF so much, they are willing to find us suitable premises with the LA area to ensure the core PCF work is continued.

The decision has been made by our trustee board to give up the lease for the community centre and concentrate on their core role as a PCF.

Overall Usage

Over time there have always been more regular bookings than private bookings. However for 2023 to 2024 hire has significantly decreased with the centre running at 7.25% capacity.

Due to the financial crisis, several users of the Centre have had their funding cut, therefore they are unable to rent the Hall. This has had a significant negative impact on our income.

Parent Forum Opportunities

1. Having the premises has continued to make the forum more accessible to parent carers and provides FVP with more in-house participation and training opportunities. Now it is more established, more effort has gone into the promotion of the activities, training and participation opportunities in the centre leading to an increase in regular engagement with parent/carers at the centre and a decrease in external venue hire costs.
2. FVP staff, parent representatives and parent volunteers are also provided with space and office use to enable them to carry out their duties.
3. Parent carers can attend meetings at the office and seek information, signposting and face to face contact more easily.

Community Opportunities

The centre provides the opportunity for a range of providers of services to access a venue from which they can meet the needs of local residents. It has been beneficial to the local community to be able to set up a new service provided by FVP. Residents say the centre activities enable them to make friends, seek support and feel less lonely.

Financial Review

Reserves Statement

The trustees are continuously working to establish sustainability and good governance for the charity and have developed various policies and procedures including a reserves policy to facilitate this. The policy establishes how reserves levels are set and how these relate to unrestricted funds and such levels will be managed.

The trustees have historically proposed to maintain the charity's free reserves at a level which is at least equivalent to six months operational expenditure and three months as a minimum. This year the reserves have decreased to approximately 6 months equivalent of annual running costs, due to a number of factors including a general increase charity running costs. This policy will require review as the staffing structure changes and operational matters go through further change due to charity growth. It will an ongoing priority of the Trustees to re-look at this as part of the wider business planning focus.

Principle Source of Income

The principle source of income for FVP remains grant funding which is linked to predefined outcomes. Grants have been allocated by Contact behalf of The Depart for Education (DfE) Peterborough City Council (PCC) on behalf of the Integrated Care Board (ICB) and PCC PCVS and The National Lottery. The total grant income equates to 83% of the charity income which is up slightly down from 22/23 by 2%. Income from sources such as hire from assets (rental) and donations/ fundraising (public) has decreased slightly and will be a focus going forwards to try and move further away from reliance on grants.

Much work has also been taking place to secure other less restrictive grant funding that can be used to build in charity sustainability and enable the charity to explore other unrestricted income streams.

Fundraising/ Donations/ Legacies/ Consultancy (Public)

Donations and fundraising have netted £7,700.09 which is a 59% decrease from the previous year. This is an area the Trustees felt to be important to focus in the last Trustees Annual Report. This year, FVP did not secure income from fees for work (consultancy).

Any fundraising is managed under an ethical fundraising policy held by the CIO and as such work relating to joint fundraising falls under this. To demonstrate best practice, the CIO is also self-registered with the Fundraising Regulator.

Expenditure

The majority of the charity expenditure is from restricted funds from grants paid in year. 90% of overall expenditure was from restricted funds. This is down by 8% from 22/23. The majority of core costs fall into restricted funds expenditure with most staffing covered under restricted funds.

The majority of grant expenditure is set against pre-defined outcomes with specific outputs and measured against an outcomes matrix. The DfE grant although for a small amount is a receipted grant, where every receipt has to be allocated and spending has to be strictly kept within predefined budget. The outcomes match the objects of the charity. Expenditure has been on providing families with access to information, advocacy, support and advice; therefore meeting the objects of the charity.

Further Details

1. Staffing costs have increased to 45% of overall expenditure for the charity. This is up from 37% in 22/23.
2. No employee is remunerated at £60,000 or over.
3. The majority of those employed have been parent carers who volunteer extra time to the charity over their contracted hours of employment. All costs relating to employment are linked to grants.

Accounts Preparation

In line with the charity's constitution and charity accounting guidelines as defined in CC15d 'charity reporting and accounting: the essentials' the accounts are prepared under an accruals system and the Trustees have taken the decision to secure the services of a suitably qualified accountant to conduct the accounts returns.

Trustee Statement

Because of the financial crisis, it has been felt that the charity still finds itself in unprecedented times as a result of the subsequent and ongoing cost of living crisis, so the Trustees have decided to again produce a more in-depth statement detailing the impact on the charity and its beneficiaries. They strive to keep charity services going, protect the assets to ensure their ongoing availability for charity beneficiaries and work to support the beneficiaries in any ways the trustees feel appropriate has been taken time, effort, resources and staffing in difficult economic circumstances.

Again at the time of writing this annual report, the charity still finds itself in uncertain times, due to a number of factors; climate change/ crisis, rising cost of living, the increase in minimum wage, increasing inflation rate to name a few. The need of the charity beneficiaries is changing, and in some areas increasing, with wider societal concerns impacting on individual mental health and wellbeing. This has all been reflected in the next five year strategy and plan for the charity as a result.

Services

Services have continued using hybrid and face-to-face methods based on demand. There has been a return to trips and activities which have been well received with requests for more of the same. Food support is still required as a result of the economic impact of the rising cost of living. The community café has seen a marked increase in attendance with some weeks 30 people popping in for hot drink and food if available.

Assets

There have been greatly increased costs for utilities and we have continued with ongoing repairs to the Centre as needed. Additionally, we replaced the Playhouse

Staff and Volunteers

It has now become more common for FVP team members to split their time between remote and office based working, and the flexibility to manage this has been enabled the charity to work better in some areas. The team report feeling supported with their needs being balanced well with the needs of the charity. New employees are furnished with a laptop shortly after their start date to enable them to work from home and hot desk at the office. The office layout has also been changed to enable hot desking and better, safer sharing of the space available.

FVP takes full account of Equality, Diversity and Inclusion (EDI) when supporting the team, enabling them to do their roles to the best of their abilities. EDI as well as Health and Safety (H&S) are considered at all levels of the charity, which is important to facilitate the growing team and enable them to continue meeting the needs of the charity beneficiaries.

Financial Stability

The financial stability of FVP is still an ongoing concern, with most grant funds still being on a year only basis, and revenue from the charity assets being below what would be required to cover their basic running costs. Much work has taken place throughout the past year to stabilise the accounts, move towards generating more revenue from the assets and encourage public donations and team fundraising.

Our Lottery funding ended March 2024, although we were allowed to carry over an underspend to 30th June 2024. Although this has helped in the interim it is still short term. Longer term funding, from other sources including assets would enable the charity to have time to work on developing growth and sustainability plans.

Beneficiaries

FVP have continued to gather information from parent carers as to how they are managing, what factors are impacting their lives and how they are coping in relation to their caring role. Key themes identified impacting families are:

1. Poor mental health and wellbeing including a feeling of isolation.
2. Financial worries.
3. Increased difficulty in identify sources of support
4. Difficulty finding information in relation to SEND and particular concerns around PfA.

Forward Plan

After careful risk assessment and completion of a SWOT analysis which included input from various stakeholders the following areas have been prioritised with five areas highlighted and three others woven throughout:



Priority One - Parents Forum/ SEND

1. Continuing to support and deliver help advice and guidance around SEND. In particular ensuring co-production and the implementation of the priorities and action plans within the SEND agenda and all other associated strategies.
2. Ensuring parent carers are included, heard and enabled to participate in a way which meets their individual needs and requirements.

Priority Two - Community Provision:

1. Goldhay community centre is used to provide families with training and support opportunities, food hubs, social events and activities that enable a diverse range of seldom heard groups to come together and celebrate various aspects of their lives.
2. This has enabled the community space to be utilised for local residents and the wider community to access services and support and allow participation in the wider community, thus decreasing isolation amongst specific groups or those impacted by caring for a child/ young person.

Priority Three- Activities

1. FVP provide coach trips, hire local activity places, hold themed sessions and provide family based activities at the community centre, across Peterborough and to further destinations.
2. FVP know that being able to access affordable and/ or free trips and activities leads to improved wellbeing for SEND families.

Priority Four - Work Force and Trustee Board Development:

1. FVP is run by a Board of trustees who have overall responsibility and accountability for ensuring the charity runs according to the legal framework it was set up for.
2. Staff and volunteers are responsible for the daily running of the.
3. The trustee board has several new members and with this they are bringing fresh ideas, links to the wider community and a renewed commitment to take FVP forwards.

Priority Five - Information Technology:

1. FVP has always used virtual platforms such as their Website, Facebook, Twitter YouTube and WhatsApp to reach a wider audience, however much of the engagement work of FVP delivered focussed on face to face work with Parent Carers, their families and the wider community.
2. What covid 19 and the lockdown has shown is that a move to virtual work can be as beneficial as face to face is cost effective and has led to greater engagement from a wider and more diverse cohort of people.

FAMILY VOICE PETERBOROUGH

CHARITY COMMISSION REGISTERED NO. 1171389

FINANCIAL STATEMENTS

for the year ended 31 March 2024



FAMILY VOICE PETERBOROUGH

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for the year ended 31 March 2024

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**Independent Examiner's Report to the Trustees of
FAMILY VOICE PETERBOROUGH**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 2 to 11.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



H. J. Bright F.C.A., B.A.
Moore Thompson
Chartered Accountants

Dated: 17.7.24

FAMILY VOICE PETERBOROUGH

Statement of Financial Activities

for the year ended 31 March 2024

	Unrestricted £	2024 Restricted £	Total £	2023 Total £
INCOME FROM:				
Donations, Legacies and Grants	31,764	319,185	350,949	388,272
Charitable activities				
Fees for Charitable Services	5,502	-	5,502	3,690
Hire of Community Premises	29,863	-	29,863	15,048
Sale of Caravans	23,338	-	23,338	13,461
	58,703	-	58,703	32,199
Other trading activities				
Fundraising Events	1,020	-	1,020	3,300
Investments				
Interest earned	995	-	995	401
Total income	92,482	319,185	411,667	424,172
EXPENDITURE ON:				
Raising funds				
Cost of Fundraising Events / Promotion	11,995	-	11,995	1,032
Professional fees	6,306	34,042	40,348	26,700
	18,301	34,042	52,343	27,732
Charitable activities				
Staffing Costs	1,275	167,123	168,398	130,591
Human Resources	-	-	-	20,152
Volunteer and Parent Carers Expenses	2,679	3,828	6,507	6,861
Caravan Running Costs	-	3,595	3,595	19,476
Cost of SEND Services	-	37,678	37,678	41,305
Costs of providing trips/ activities	2,868	45,856	48,724	33,338
Print, Post, Stationary, Equipment	37	3,458	3,495	6,532
Utilities, Insurance, Building Costs, Repairs	4,249	43,377	47,626	42,158
Independent examiners fees	-	1,080	1,080	1,080
Depreciation	7,122	1,813	8,935	8,920
	18,230	307,808	326,038	310,413
Total expenditure	36,531	341,850	378,381	338,145
Net income / (expenditure)	55,951	(22,665)	33,286	86,027
Transfers between funds	-	-	-	-
Reconciliation of funds				
Total funds at 1 April 2023	135,523	79,801	215,324	129,297
Total funds at 31 March 2024	191,474	57,136	248,610	215,324
	Note 5	Note 5		

The notes on pages 4 to 11 form part of these financial statements.

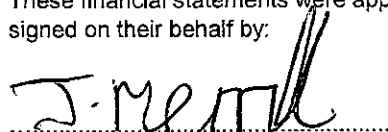
FAMILY VOICE PETERBOROUGH

Statement of Financial Position

at 31 March 2024

	Note	Unrestricted £	2024 Restricted £	Total £	2023 Total £
FIXED ASSETS					
Tangible assets	4	45,729	7,215	52,944	58,664
CURRENT ASSETS					
Cash funds:					
Current account		91,163	-	91,163	78,018
Deposit account		54,673	56,434	111,107	76,473
		145,836	56,434	202,270	154,491
Other current assets:					
Prepayments		-	1,080	1,080	12,544
Accrued income		-	-	-	119
Total current assets		145,836	57,514	203,350	167,154
CURRENT LIABILITIES					
Accruals:					
Accrued expenses		(91)	(4,728)	(4,819)	(2,777)
Deferred income		-	-	-	(4,798)
Other creditors:					
PAYE liability		-	(2,116)	(2,116)	(2,494)
Pension liability		-	(749)	(749)	(425)
		(91)	(7,593)	(7,684)	(10,494)
NET CURRENT ASSETS		145,745	49,921	195,666	156,660
Total Assets		191,474	57,136	248,610	215,324
CHARITY FUNDS					
Restricted funds	5	-	57,136	57,136	79,801
Unrestricted funds:					
General		151,256	-	151,256	89,560
Designated - Caravans		40,218	-	40,218	45,963
Total charity funds		191,474	57,136	248,610	215,324

These financial statements were approved and authorised for issue by the Trustees on 12/7/24 and signed on their behalf by:


 Jason Merrill

Chair


 Louise Ravenscroft

Chief Executive Officer

The notes on pages 4 to 11 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

1. Accounting policies

The charity is an incorporated charity registered in England and Wales with the Charity Commission with the registration number 1171389. The charity's registered address is Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough, PE2 5QP.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation of the 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 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and are presented in sterling which is the functional currency of the charity.

Change of Accounting Basis

This is a change of accounting format. The previous years had been prepared on a Receipts and Payments basis but has changed to an Accruals basis due to the level of income now exceeding the thresholds.

(b) Income recognition

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

(c) Expenditure recognition

Expenditure is included in the Statement of Financial Activities on an accruals basis and is allocated to a particular fund where the costs relate directly to that fund. Expenditure is categorised under the headings recorded in the Statement of Financial Activities.

(d) Gifts in Kind

Gifts in Kind are brought into the accounts where there is either a reasonable estimate of their fair value to the funds or the amount which is actually realised. Where a value cannot be determined, or a reasonable estimate applied, the gift is not included in the Statement of Financial Activities.

(e) Definition of Funds

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objects of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of administering such funds are charged against the specific fund. The intended use of each restricted fund is set out in the notes.

(f) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) 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 the next 12 months from authorising the financial statements.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

1. Accounting Policies (Continued)

(h) Judgements and key sources of estimation uncertainty

There are no significant judgements or estimations which have been made in the process of applying the above accounting policies, other than usual cut off judgements included in prepayments and accruals.

(i) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activity.

(j) Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against or credited to profits on a straight line basis over the period of the lease.

(k) Depreciation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Caravans	-	15 years straight line
General Equipment	-	20% reducing balance
Computer Equipment	-	5 years straight line

2. Related party transactions

The charity is controlled by the trustees as a body and no individual does or could exert control.

3. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

4. Tangible fixed assets

	Caravans £	General Equipment £	Computer Equipment £	Total £
Cost				
At 1 April 2023	86,178	17,474	5,014	108,666
Additions	-	1,828	1,387	3,215
Disposals	-	-	-	-
At 31 March 2024	<u>86,178</u>	<u>19,302</u>	<u>6,401</u>	<u>111,881</u>
Depreciation				
At 1 April 2023	40,215	8,784	1,003	50,002
Charge for the year	5,745	2,102	1,088	8,935
On disposals	-	-	-	-
At 31 March 2024	<u>45,960</u>	<u>10,886</u>	<u>2,091</u>	<u>58,937</u>
Net book value				
At 31 March 2024	<u>40,218</u>	<u>8,416</u>	<u>4,310</u>	<u>52,944</u>
At 1 April 2023	<u>45,963</u>	<u>8,690</u>	<u>4,011</u>	<u>58,664</u>

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

5. Funds

	At 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2024 £
Restricted funds					
CETR	2,850	23,200	(21,947)	-	4,103
ICB	3,087	25,000	(25,166)	-	2,921
ICB (Toolkit)	17,935	-	(17,935)	-	-
M&S	185	-	(185)	-	-
PCC Hub	1,973	-	(1,755)	-	218
Lottery	32,025	109,596	(124,718)	-	16,903
SERCO	3,539	-	(3,539)	-	-
SEND	5,795	85,000	(70,175)	-	20,620
PCC Health	-	-	-	-	-
DfE	1,090	24,589	(25,403)	-	276
Albert Hunt	1,255	-	(1,255)	-	-
HS Chairs (CLF)	244	-	(49)	-	195
LPC Hub	-	-	-	-	-
LPC Chairs	600	-	(120)	-	480
LPC Hamper	-	-	-	-	-
DEFRA	-	-	-	-	-
CCF Microsoft	1,223	-	(244)	-	979
Waterville PC	-	-	-	-	-
Longville PC	-	-	-	-	-
PCVS	-	-	-	-	-
Door Entry System	-	-	-	-	-
BGL	-	-	-	-	-
Aldi	1,000	-	-	-	1,000
Tesco	500	-	(500)	-	-
Asda	500	-	(500)	-	-
ICB PP	6,000	-	(6,000)	-	-
CCF (Harry Cureton)	-	5,000	(5,000)	-	-
ICB PP x 2 (ICB Extra)	-	22,000	(15,291)	-	6,709
PCC Hub 2	-	22,500	(22,068)	-	432
CLF (PCC)	-	1,500	-	-	1,500
Other	-	800	-	-	800
Restricted funds	79,801	319,185	(341,850)	-	57,136

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

5. Funds
Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	4,103	-	4,103
ICB	664	3,572	(1,315)	2,921
ICB (Toolkit)	-	-	-	-
M&S	-	-	-	-
PCC Hub	218	-	-	218
Lottery	1,060	18,152	(2,309)	16,903
SERCO	-	-	-	-
SEND	3,187	20,149	(2,716)	20,620
DfE	-	449	(173)	276
Albert Hunt	-	-	-	-
HS Chairs (CLF)	195	-	-	195
LPC Chairs	480	-	-	480
CCF Microsoft	979	-	-	979
Aldi	-	1,000	-	1,000
ICB PP x 2 / ICB Extra	-	6,709	-	6,709
PCC Hub 2	432	-	-	432
CLF (PCC)	-	1,500	-	1,500
Other	-	-	-	-
	<u>7,215</u>	<u>56,434</u>	<u>(6,513)</u>	<u>57,136</u>

6. Fund descriptions

Fund and provider	Purpose	Restriction and surplus / deficit
CETR funding provided by ICB – Health Commissioning (NHS).	Funds for payment of set NHS rate for EbE's to attend panels.	Fee is based on a predicted number of CETR's in a monthly period. Surplus at the end of the work programme will be returned, and any deficit would be covered by FVP.
ICB funding provided by ICB – Health Commissioning (NHS).	Funds to be used for the provision of parent participation services and administration of the provision of a team of EbE.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to occur.
ICB (Toolkit) funding provided by ICB – Health Commissioning (NHS).	Development and delivery of a resource to help families ait well as part of the neurodiversity pathway.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to be possible.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts (continued)

for the year ended 31 March 2024

6. Fund descriptions (continued)

M&S is provided by the Marks and Spencer Business CSR programme.	Funds are provided to enable staff and volunteer costs in respect of food and refreshment are covered.	At the end of a period, any surplus can be carried forward but must still be spent in line with intended purpose, i.e. indefinite period.
PCC Hub represents funds provided by the Local Authority, Peterborough City Council passed on from DWP.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Small surplus allowed, but must be used for the intended purpose. The grant period was initially set for 12 months.
Lottery represents funds provided by the National Lottery Fund.	Project and core costs to facilitate charity growth and development. Aiming to increase engagement and support for parent carers especially from seldom heard communities.	Also covers running costs of caravans for two years to establish their viability while protecting them as an asset which are subject to subsidy control. Any surplus can be carried forward one year.
SERCO funds are from their Business CSR programme.	The funds are to provide Trips and activities for SEND families over no specified period.	As no specific period then funds retained for this same purpose going forwards until spent. Any deficit will be met by general funds.
SEND represents funds received from Peterborough City Council.	Funds are to be used for the provision of parent participation services; - Representation and reporting of parents voices at strategic and operational boards across SEND results in making parent and child experiences visible, and contributes to service policy, and practice improvements. - Building trust and improving relationships between PCC services and parents. Programme runs over five years, ending March 2025 and any surplus can be carried forward but must still be spent on the same purposes.	
DfE represents funds from DfE being National Government.	Assist with costs to delivery PCF functions and facilitate parent carer participation including staffing, core costs and activity costs.	Must be spent in year, and underspend reported, underspend is deducted from following years grant amount.
Albert Hunt represents funds from the Albert Hunt charity.	Grant made to be spent on core costs only.	
HS Chairs (CLF) represents funds from the Community Leadership Fund – Councillors fund to distribute to local initiatives.	Chairs for the community hall.	Any surplus is retained for intended purpose.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

6. Fund descriptions (continued)

LPC Chairs represents funds from the Parish Council.	Funds are provided to enable the provision of chairs for the community centre.	Any surplus is to be used for future chairs and any deficit will be met by general funds.
CCF Microsoft represents funds from the same named	The funds are to provide equipment and staffing for the purpose of volunteer training and support.	Any surplus would need to be repaid.
Aldi funds were provided by the Aldi Business CSR programme.	The funds were for the operational costs and the café.	Any surpluses are to be used for continued provision.
Tesco funds came from through Tesco Business CSR programme – Blue Token Scheme.	These funds are for the Seldom Heard engagement to meet the staffing and activity costs.	Any surplus must be returned and any deficit will be met from general Funds.
Asda funds came from their Business CSR programme – Green Token Scheme.	Funds were provided for the charity to provide parent carer support, as required.	No surplus expected and any deficit will be met from General funds.
ICB PP funds were provided by ICB – Health Commissioning (NHS).	The funds are to be used for the provision of Parent Participation in health key worker collaborative and the costs relating thereto.	Any surplus is used in continuation of this work.
CCF (Harry Cureton)	These funds are to cover the costs of the Orton makers craft sessions.	Any surplus must be informed to donor CCF and they will then decide if they want it returning or it can be kept for the project.
PCC Hub 2 represents funds provided by the Local Authority, Peterborough City Council passed on from DWP	This is to cover costs related to the "warm Hubs"	Small surplus allowed, but must be used for the intended purpose
CLF (PCC)	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended
Other (Yorkshire Building Society)	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

7. Funds

Comparative figures

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
Restricted funds					
CETR	1,550	13,200	(11,900)	-	2,850
ICB	-	25,000	(21,913)	-	3,087
ICB (Toolkit)	-	20,500	(2,565)	-	17,935
M&S	-	1,000	(815)	-	185
PCC Hub	-	20,000	(18,027)	-	1,973
Lottery	-	133,305	(101,280)	-	32,025
SERCO	-	4,500	(961)	-	3,539
SEND	-	80,000	(74,205)	-	5,795
PCC Health	-	8,000	(8,000)	-	-
DfE	-	27,545	(26,455)	-	1,090
Albert Hunt	-	2,000	(745)	-	1,255
HS Chairs (CLF)	17	500	(273)	-	244
LPC Hub	-	5,000	(5,002)	2	-
LPC Chairs	-	750	(150)	-	600
LPC Hamper	-	3,000	(3,000)	-	-
DEFRA	-	1,000	(1,000)	-	-
CCF Microsoft	-	1,968	(745)	-	1,223
Waterville PC	-	500	(500)	-	-
Longville PC	76	-	-	(76)	-
PCVS	1,148	8,920	(10,068)	-	-
Door Entry System	-	3,812	(3,812)	-	-
BGL	-	250	(250)	-	-
Aldi	-	1,000	-	-	1,000
Tesco	-	500	-	-	500
Asda	-	500	-	-	500
ICB PP	-	6,000	-	-	6,000
Restricted funds	2,791	368,750	(291,666)	(74)	79,801

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

7. Funds

Comparative figures

Analysis of net assets

	<i>Tangible net assets</i>	<i>Bank Accounts</i>	<i>Other net assets</i>	<i>Total</i>
Restricted funds				
CETR	-	3,450	(600)	2,850
ICB	830	2,257	-	3,087
ICB (Toolkit)	-	17,935	-	17,935
M&S	-	185	-	185
PCC Hub	272	1,416	285	1,973
Lottery	-	30,914	1,111	32,025
SERCO	-	3,089	450	3,539
SEND	3,649	2,146	-	5,795
PCC Health	-	-	-	-
DfE	-	-	1,090	1,090
Albert Hunt	-	-	1,255	1,255
HS Chairs (CLF)	244	-	-	244
LPC Hub	-	-	-	-
LPC Chairs	600	-	-	600
LPC Hamper	-	-	-	-
DEFRA	-	-	-	-
CCF Microsoft	1,223	-	-	1,223
Aldi	-	1,000	-	1,000
Tesco	-	500	-	500
Asda	-	500	-	500
ICB PP	-	6,000	-	6,000
	<u>6,818</u>	<u>69,392</u>	<u>3,591</u>	<u>79,801</u>

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

8 Funds comparatives - for the year ended 31 March 2023

	Unrestricted £	Restricted £	Total £
INCOME FROM:			
Donations, Legacies and Grants	19,522	368,750	388,272
Fundraising Events	3,300	-	3,300
Fees for Charitable Services	3,690	-	3,690
Hire of Community Premises	15,048	-	15,048
Sale of Caravans	13,461	-	13,461
Interest earned	401	-	401
Total income	<u>55,422</u>	<u>368,750</u>	<u>424,172</u>
			0
EXPENDITURE FROM:			
Raising funds			
Cost of Fundraising Events / Promotion	20	1,012	1,032
Professional fees	1,057	25,643	26,700
Charitable activities			
Staffing Costs	-	130,591	130,591
Human Resources	20,152	-	20,152
Volunteer and Parent Carers Expenses	117	6,744	6,861
Caravan Running Costs	3,481	15,995	19,476
Cost of SEND Services	-	41,305	41,305
Costs of providing trips/ activities	753	32,585	33,338
Print, Post, Stationary, Equipment	608	5,924	6,532
Utilities, Insurance, Building Costs, Repairs	13,076	29,082	42,158
Independent examiners fees	-	1,080	1,080
Depreciation	7,215	1,705	8,920
Total expenditure	<u>46,479</u>	<u>291,666</u>	<u>338,145</u>
Net income	<u><u>8,943</u></u>	<u><u>77,084</u></u>	<u><u>86,027</u></u>

FAMILY VOICE PETERBOROUGH

CHARITY COMMISSION REGISTERED NO. 1171389

FINANCIAL STATEMENTS

for the year ended 31 March 2024



FAMILY VOICE PETERBOROUGH

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for the year ended 31 March 2024

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- 2 Statement of Financial Activities
- 3 Statement of Financial Position
- 4 - 9 Notes to the Accounts
- 9 - 11 Comparative Figures - Notes to the Accounts

**Independent Examiner's Report to the Trustees of
FAMILY VOICE PETERBOROUGH**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 2 to 11.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



H. J. Bright F.C.A., B.A.
Moore Thompson
Chartered Accountants

Dated: 17.7.24

FAMILY VOICE PETERBOROUGH

Statement of Financial Activities

for the year ended 31 March 2024

	Unrestricted £	2024 Restricted £	Total £	2023 Total £
INCOME FROM:				
Donations, Legacies and Grants	31,764	319,185	350,949	388,272
Charitable activities				
Fees for Charitable Services	5,502	-	5,502	3,690
Hire of Community Premises	29,863	-	29,863	15,048
Sale of Caravans	23,338	-	23,338	13,461
	58,703	-	58,703	32,199
Other trading activities				
Fundraising Events	1,020	-	1,020	3,300
Investments				
Interest earned	995	-	995	401
Total income	92,482	319,185	411,667	424,172
EXPENDITURE ON:				
Raising funds				
Cost of Fundraising Events / Promotion	11,995	-	11,995	1,032
Professional fees	6,306	34,042	40,348	26,700
	18,301	34,042	52,343	27,732
Charitable activities				
Staffing Costs	1,275	167,123	168,398	130,591
Human Resources	-	-	-	20,152
Volunteer and Parent Carers Expenses	2,679	3,828	6,507	6,861
Caravan Running Costs	-	3,595	3,595	19,476
Cost of SEND Services	-	37,678	37,678	41,305
Costs of providing trips/ activities	2,868	45,856	48,724	33,338
Print, Post, Stationary, Equipment	37	3,458	3,495	6,532
Utilities, Insurance, Building Costs, Repairs	4,249	43,377	47,626	42,158
Independent examiners fees	-	1,080	1,080	1,080
Depreciation	7,122	1,813	8,935	8,920
	18,230	307,808	326,038	310,413
Total expenditure	36,531	341,850	378,381	338,145
Net income / (expenditure)	55,951	(22,665)	33,286	86,027
Transfers between funds	-	-	-	-
Reconciliation of funds				
Total funds at 1 April 2023	135,523	79,801	215,324	129,297
Total funds at 31 March 2024	191,474	57,136	248,610	215,324
	Note 5	Note 5		

The notes on pages 4 to 11 form part of these financial statements.

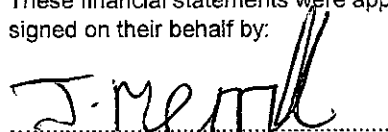
FAMILY VOICE PETERBOROUGH

Statement of Financial Position

at 31 March 2024

	Note	Unrestricted £	2024 Restricted £	Total £	2023 Total £
FIXED ASSETS					
Tangible assets	4	45,729	7,215	52,944	58,664
CURRENT ASSETS					
Cash funds:					
Current account		91,163	-	91,163	78,018
Deposit account		54,673	56,434	111,107	76,473
		145,836	56,434	202,270	154,491
Other current assets:					
Prepayments		-	1,080	1,080	12,544
Accrued income		-	-	-	119
Total current assets		145,836	57,514	203,350	167,154
CURRENT LIABILITIES					
Accruals:					
Accrued expenses		(91)	(4,728)	(4,819)	(2,777)
Deferred income		-	-	-	(4,798)
Other creditors:					
PAYE liability		-	(2,116)	(2,116)	(2,494)
Pension liability		-	(749)	(749)	(425)
		(91)	(7,593)	(7,684)	(10,494)
NET CURRENT ASSETS		145,745	49,921	195,666	156,660
Total Assets		191,474	57,136	248,610	215,324
CHARITY FUNDS					
Restricted funds	5	-	57,136	57,136	79,801
Unrestricted funds:					
General		151,256	-	151,256	89,560
Designated - Caravans		40,218	-	40,218	45,963
Total charity funds		191,474	57,136	248,610	215,324

These financial statements were approved and authorised for issue by the Trustees on 12/7/24 and signed on their behalf by:


 Jason Merrill

Chair


 Louise Ravenscroft

Chief Executive Officer

The notes on pages 4 to 11 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

1. Accounting policies

The charity is an incorporated charity registered in England and Wales with the Charity Commission with the registration number 1171389. The charity's registered address is Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough, PE2 5QP.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation of the 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 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and are presented in sterling which is the functional currency of the charity.

Change of Accounting Basis

This is a change of accounting format. The previous years had been prepared on a Receipts and Payments basis but has changed to an Accruals basis due to the level of income now exceeding the thresholds.

(b) Income recognition

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

(c) Expenditure recognition

Expenditure is included in the Statement of Financial Activities on an accruals basis and is allocated to a particular fund where the costs relate directly to that fund. Expenditure is categorised under the headings recorded in the Statement of Financial Activities.

(d) Gifts in Kind

Gifts in Kind are brought into the accounts where there is either a reasonable estimate of their fair value to the funds or the amount which is actually realised. Where a value cannot be determined, or a reasonable estimate applied, the gift is not included in the Statement of Financial Activities.

(e) Definition of Funds

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objects of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of administering such funds are charged against the specific fund. The intended use of each restricted fund is set out in the notes.

(f) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) 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 the next 12 months from authorising the financial statements.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

1. Accounting Policies (Continued)

(h) Judgements and key sources of estimation uncertainty

There are no significant judgements or estimations which have been made in the process of applying the above accounting policies, other than usual cut off judgements included in prepayments and accruals.

(i) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activity.

(j) Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against or credited to profits on a straight line basis over the period of the lease.

(k) Depreciation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Caravans	-	15 years straight line
General Equipment	-	20% reducing balance
Computer Equipment	-	5 years straight line

2. Related party transactions

The charity is controlled by the trustees as a body and no individual does or could exert control.

3. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

4. Tangible fixed assets

	Caravans £	General Equipment £	Computer Equipment £	Total £
Cost				
At 1 April 2023	86,178	17,474	5,014	108,666
Additions	-	1,828	1,387	3,215
Disposals	-	-	-	-
At 31 March 2024	<u>86,178</u>	<u>19,302</u>	<u>6,401</u>	<u>111,881</u>
Depreciation				
At 1 April 2023	40,215	8,784	1,003	50,002
Charge for the year	5,745	2,102	1,088	8,935
On disposals	-	-	-	-
At 31 March 2024	<u>45,960</u>	<u>10,886</u>	<u>2,091</u>	<u>58,937</u>
Net book value				
At 31 March 2024	<u>40,218</u>	<u>8,416</u>	<u>4,310</u>	<u>52,944</u>
At 1 April 2023	<u>45,963</u>	<u>8,690</u>	<u>4,011</u>	<u>58,664</u>

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

5. Funds

	At 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2024 £
Restricted funds					
CETR	2,850	23,200	(21,947)	-	4,103
ICB	3,087	25,000	(25,166)	-	2,921
ICB (Toolkit)	17,935	-	(17,935)	-	-
M&S	185	-	(185)	-	-
PCC Hub	1,973	-	(1,755)	-	218
Lottery	32,025	109,596	(124,718)	-	16,903
SERCO	3,539	-	(3,539)	-	-
SEND	5,795	85,000	(70,175)	-	20,620
PCC Health	-	-	-	-	-
DfE	1,090	24,589	(25,403)	-	276
Albert Hunt	1,255	-	(1,255)	-	-
HS Chairs (CLF)	244	-	(49)	-	195
LPC Hub	-	-	-	-	-
LPC Chairs	600	-	(120)	-	480
LPC Hamper	-	-	-	-	-
DEFRA	-	-	-	-	-
CCF Microsoft	1,223	-	(244)	-	979
Waterville PC	-	-	-	-	-
Longville PC	-	-	-	-	-
PCVS	-	-	-	-	-
Door Entry System	-	-	-	-	-
BGL	-	-	-	-	-
Aldi	1,000	-	-	-	1,000
Tesco	500	-	(500)	-	-
Asda	500	-	(500)	-	-
ICB PP	6,000	-	(6,000)	-	-
CCF (Harry Cureton)	-	5,000	(5,000)	-	-
ICB PP x 2 (ICB Extra)	-	22,000	(15,291)	-	6,709
PCC Hub 2	-	22,500	(22,068)	-	432
CLF (PCC)	-	1,500	-	-	1,500
Other	-	800	-	-	800
Restricted funds	79,801	319,185	(341,850)	-	57,136

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

5. Funds
Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	4,103	-	4,103
ICB	664	3,572	(1,315)	2,921
ICB (Toolkit)	-	-	-	-
M&S	-	-	-	-
PCC Hub	218	-	-	218
Lottery	1,060	18,152	(2,309)	16,903
SERCO	-	-	-	-
SEND	3,187	20,149	(2,716)	20,620
DfE	-	449	(173)	276
Albert Hunt	-	-	-	-
HS Chairs (CLF)	195	-	-	195
LPC Chairs	480	-	-	480
CCF Microsoft	979	-	-	979
Aldi	-	1,000	-	1,000
ICB PP x 2 / ICB Extra	-	6,709	-	6,709
PCC Hub 2	432	-	-	432
CLF (PCC)	-	1,500	-	1,500
Other	-	-	-	-
	<u>7,215</u>	<u>56,434</u>	<u>(6,513)</u>	<u>57,136</u>

6. Fund descriptions

Fund and provider	Purpose	Restriction and surplus / deficit
CETR funding provided by ICB – Health Commissioning (NHS).	Funds for payment of set NHS rate for EbE's to attend panels.	Fee is based on a predicted number of CETR's in a monthly period. Surplus at the end of the work programme will be returned, and any deficit would be covered by FVP.
ICB funding provided by ICB – Health Commissioning (NHS).	Funds to be used for the provision of parent participation services and administration of the provision of a team of EbE.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to occur.
ICB (Toolkit) funding provided by ICB – Health Commissioning (NHS).	Development and delivery of a resource to help families ait well as part of the neurodiversity pathway.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to be possible.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts (continued)

for the year ended 31 March 2024

6. Fund descriptions (continued)

M&S is provided by the Marks and Spencer Business CSR programme.	Funds are provided to enable staff and volunteer costs in respect of food and refreshment are covered.	At the end of a period, any surplus can be carried forward but must still be spent in line with intended purpose, i.e. indefinite period.
PCC Hub represents funds provided by the Local Authority, Peterborough City Council passed on from DWP.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Small surplus allowed, but must be used for the intended purpose. The grant period was initially set for 12 months.
Lottery represents funds provided by the National Lottery Fund.	Project and core costs to facilitate charity growth and development. Aiming to increase engagement and support for parent carers especially from seldom heard communities.	Also covers running costs of caravans for two years to establish their viability while protecting them as an asset which are subject to subsidy control. Any surplus can be carried forward one year.
SERCO funds are from their Business CSR programme.	The funds are to provide Trips and activities for SEND families over no specified period.	As no specific period then funds retained for this same purpose going forwards until spent. Any deficit will be met by general funds.
SEND represents funds received from Peterborough City Council.	Funds are to be used for the provision of parent participation services; • Representation and reporting of parents voices at strategic and operational boards across SEND results in making parent and child experiences visible, and contributes to service policy, and practice improvements. • Building trust and improving relationships between PCC services and parents. Programme runs over five years, ending March 2025 and any surplus can be carried forward but must still be spent on the same purposes.	
DfE represents funds from DfE being National Government.	Assist with costs to delivery PCF functions and facilitate parent carer participation including staffing, core costs and activity costs.	Must be spent in year, and underspend reported, underspend is deducted from following years grant amount.
Albert Hunt represents funds from the Albert Hunt charity.	Grant made to be spent on core costs only.	
HS Chairs (CLF) represents funds from the Community Leadership Fund – Councillors fund to distribute to local initiatives.	Chairs for the community hall.	Any surplus is retained for intended purpose.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2024

6. Fund descriptions (continued)

LPC Chairs represents funds from the Parish Council.	Funds are provided to enable the provision of chairs for the community centre.	Any surplus is to be used for future chairs and any deficit will be met by general funds.
CCF Microsoft represents funds from the same named	The funds are to provide equipment and staffing for the purpose of volunteer training and support.	Any surplus would need to be repaid.
Aldi funds were provided by the Aldi Business CSR programme.	The funds were for the operational costs and the café.	Any surpluses are to be used for continued provision.
Tesco funds came from through Tesco Business CSR programme – Blue Token Scheme.	These funds are for the Seldom Heard engagement to meet the staffing and activity costs.	Any surplus must be returned and any deficit will be met from general Funds.
Asda funds came from their Business CSR programme – Green Token Scheme.	Funds were provided for the charity to provide parent carer support, as required.	No surplus expected and any deficit will be met from General funds.
ICB PP funds were provided by ICB – Health Commissioning (NHS)..	The funds are to be used for the provision of Parent Participation in health key worker collaborative and the costs relating thereto.	Any surplus is used in continuation of this work.
CCF (Harry Cureton)	These funds are to cover the costs of the Orton makers craft sessions.	Any surplus must be informed to donor CCF and they will then decide if they want it returning or it can be kept for the project.
PCC Hub 2 represents funds provided by the Local Authority, Peterborough City Council passed on from DWP	This is to cover costs related to the "warm Hubs"	Small surplus allowed, but must be used for the intended purpose
CLF (PCC)	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended
Other (Yorkshire Building Society)	Capital project for centre play equipment	No timescale for use. Can be carried forward and used for intended

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

7. Funds

Comparative figures

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
Restricted funds					
CETR	1,550	13,200	(11,900)	-	2,850
ICB	-	25,000	(21,913)	-	3,087
ICB (Toolkit)	-	20,500	(2,565)	-	17,935
M&S	-	1,000	(815)	-	185
PCC Hub	-	20,000	(18,027)	-	1,973
Lottery	-	133,305	(101,280)	-	32,025
SERCO	-	4,500	(961)	-	3,539
SEND	-	80,000	(74,205)	-	5,795
PCC Health	-	8,000	(8,000)	-	-
DfE	-	27,545	(26,455)	-	1,090
Albert Hunt	-	2,000	(745)	-	1,255
HS Chairs (CLF)	17	500	(273)	-	244
LPC Hub	-	5,000	(5,002)	2	-
LPC Chairs	-	750	(150)	-	600
LPC Hamper	-	3,000	(3,000)	-	-
DEFRA	-	1,000	(1,000)	-	-
CCF Microsoft	-	1,968	(745)	-	1,223
Waterville PC	-	500	(500)	-	-
Longville PC	76	-	-	(76)	-
PCVS	1,148	8,920	(10,068)	-	-
Door Entry System	-	3,812	(3,812)	-	-
BGL	-	250	(250)	-	-
Aldi	-	1,000	-	-	1,000
Tesco	-	500	-	-	500
Asda	-	500	-	-	500
ICB PP	-	6,000	-	-	6,000
Restricted funds	2,791	368,750	(291,666)	(74)	79,801

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

7. Funds

Comparative figures

Analysis of net assets

	<i>Tangible net assets</i>	<i>Bank Accounts</i>	<i>Other net assets</i>	<i>Total</i>
Restricted funds				
CETR	-	3,450	(600)	2,850
ICB	830	2,257	-	3,087
ICB (Toolkit)	-	17,935	-	17,935
M&S	-	185	-	185
PCC Hub	272	1,416	285	1,973
Lottery	-	30,914	1,111	32,025
SERCO	-	3,089	450	3,539
SEND	3,649	2,146	-	5,795
PCC Health	-	-	-	-
DfE	-	-	1,090	1,090
Albert Hunt	-	-	1,255	1,255
HS Chairs (CLF)	244	-	-	244
LPC Hub	-	-	-	-
LPC Chairs	600	-	-	600
LPC Hamper	-	-	-	-
DEFRA	-	-	-	-
CCF Microsoft	1,223	-	-	1,223
Aldi	-	1,000	-	1,000
Tesco	-	500	-	500
Asda	-	500	-	500
ICB PP	-	6,000	-	6,000
	<u>6,818</u>	<u>69,392</u>	<u>3,591</u>	<u>79,801</u>

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2024

8 Funds comparatives - for the year ended 31 March 2023

	Unrestricted £	Restricted £	Total £
INCOME FROM:			
Donations, Legacies and Grants	19,522	368,750	388,272
Fundraising Events	3,300	-	3,300
Fees for Charitable Services	3,690	-	3,690
Hire of Community Premises	15,048	-	15,048
Sale of Caravans	13,461	-	13,461
Interest earned	401	-	401
Total income	<u>55,422</u>	<u>368,750</u>	<u>424,172</u>
			0
EXPENDITURE FROM:			
Raising funds			
Cost of Fundraising Events / Promotion	20	1,012	1,032
Professional fees	1,057	25,643	26,700
Charitable activities			
Staffing Costs	-	130,591	130,591
Human Resources	20,152	-	20,152
Volunteer and Parent Carers Expenses	117	6,744	6,861
Caravan Running Costs	3,481	15,995	19,476
Cost of SEND Services	-	41,305	41,305
Costs of providing trips/ activities	753	32,585	33,338
Print, Post, Stationary, Equipment	608	5,924	6,532
Utilities, Insurance, Building Costs, Repairs	13,076	29,082	42,158
Independent examiners fees	-	1,080	1,080
Depreciation	7,215	1,705	8,920
Total expenditure	<u>46,479</u>	<u>291,666</u>	<u>338,145</u>
Net income	<u><u>8,943</u></u>	<u><u>77,084</u></u>	<u><u>86,027</u></u>

Accounts

Trustees Annual Report



To relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough is such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

Chairs Forward

As Chair of Family Voice Peterborough I have great pleasure in introducing this report. Since last year, we have again seen changes to the board with members continuing to bring a range of skills and experience, with the newest member joining just a few weeks ago. I have been involved with the charity now for several years now as local councillor, and have seen how the pandemic and closures of the Goldhay Centre have brought huge challenges for the charity to overcome. For the past year the centre has been fully open once again for community groups etc and are confident that the increase in usage bringing funds to the charity will continue to increase to make us more sustainable and also to create much needed community cohesion.

Early in 2022 we opened a community café which intended to bring local residents together, combat loneliness and provide a centre for support and social networking. The café is now open every Wednesday morning. We have had support for Orton Longueville Parish Council (OLPC) to set up and run this café which is going from strength to strength with increasing numbers of people attending and volunteering. The café also uses the fareshare surplus food to offer to attendees as well as fruit and vegetables from Riverford Organic Farm and this weekly food hub has proved very popular and much needed during this cost of living crisis.

During the winter months 2022-2023 we received funding from PCC to run a winter warmth hub which was also well attended by local residents and OLPC also helped to fund this as well as Christmas hampers for those in need of help. FVP also continues to host litter picking sessions twice a month to create a sense of community pride.

In 2022 we won a National Lottery bid which is funding staffing costs as well as centre and caravan costs for two years – we are now in the second year of this funding. We will need to apply for further funding to continue to run the charity after next year.

The caravans are a valued asset to the charity but due to the rising cost of living, they are currently under review. The trustees are looking at ways to ensure this offer continues.

We have hosted two very successful community events in connection with the Queen's diamond Jubilee of 2022 and the recent Coronation of King Charles. These events were well attended and enjoyed by local residents from different communities as well as key partners of the charity. Both times these events created a sense of community cohesion where staff, trustees and volunteers came together to create a wonderful fun and inclusive atmosphere.

I look forward to another year of working with Louise, trustees, staff and volunteers

Cllr Heather Skibsted
Chair FVP

Trustees

Heather Skibsted (Chair Person – Joined August 2021)

Oluyemisi Anthonia Williams (Joined December 2021)

Faustina Yang (Joined January 2022)

Amanda Rennie (Joined June 2022)

Yi White (Joined June 2022)

Asta Remezaite (Resigned August 2022 and stepped down to Forum Coordinator Role)

Snieguole Maliavskaja (Resigned February 2023)

Declarations of Interest

- Heather Skibsted is Ward Councillor (Orton Longueville Ward, Parish Councillor Orton Longueville).
- Faustina Yang has been providing HR services to FVP on a remunerated basis.

Governance and Structure

Operating Model:	Constitution
Legal Structure:	Charitable Incorporated Organisation
Trusteeship:	(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. FVP has adopted a safer recruitment policy with associated procedures for the purposes of ensuring any appointed trustees: • Understand their role within FVP • Understand what FVP's purpose is, who its beneficiaries are where it operates. • Are eligible to act as a trustee and meet charity commission requirements and safeguarding requirements in relation to children and vulnerable adults • Bring skills and experience to the charity that mean it will continue meeting its purpose

Fig. 1 Governance and Structure for FVP

FVP has a small, but growing team of staff and volunteers who have operational responsibility for managing the charity on a day to day basis. Due to the size of the charity the trustees still have some operational duties which are being gradually devolved to the staff team via delegation which takes account of governance guidance principle 1.5. The Trustees have also moved towards using sub-committees chaired by a trustee and attended by other board members and key staff; Finance & Resources, Health, Safety & Safeguarding, Assets, Parent Carer Forum as per their constitution.

FVP works with a number of other third sector organisations including Peterborough and District Deaf Children's Society (PDDCS), Peterborough Area Down Syndrome Group, Pinpoint and The Aiming High Group as well as acting as a strategic partner of Peterborough City Council in relation to offering collective information, advocacy, support and advice to parent carers which is in line with the purpose of the charity as defined in its objects. FVP has also started working with a wider partnership of organisations both statutory and third sector as part of the expanding seldom heard communities work.

Risk Statement

Risk management has changed this year, with an updated Risk Policy, risk log and use of dedicated time at sub-committees to manage any issues as they arise. The Trustees have also benefitted from some basic risk management training in relation to organisational health and safety. There is an ongoing risk in relation to the use of Trustees for some specific remunerated work and this is being monitored closely.

1. Identified risks relate to:
2. Financial viability of the organisation,
3. Premises Management and Maintenance,
4. Organisational capacity and growth in relation to operational functions,
5. Trustee Board capacity, skills and sustainability,
6. Caravan management, maintenance and sustainability,
7. Health and Safety,
8. External Relationships,
9. Reputation,
10. Staff and HR.

Assets and Ownership

All assets are under the ownership of the CIO with two trustees signing leases/ contracts as required as per the constitution. The assets of the charity are the Goldhay Community Centre and two caravans which are sited at Haven Caister and Butlin's Skegness respectively. The community centre was transferred to the CIO in February 2020.

Staff 2022 to 2023

In 2022 to 2023 the Chief Operating Officer was promoted to Chief Executive Officer (CEO) who is operational responsible for the charity. A new Senior Leadership Team (SLT) has been developed in part through increased from a number of sources including The National Lottery. The SLT consists of an Office Manager, Forum Manager and Fundraising & Engagement Manager and Participation Project Officer. The SLT team between them manage 7 employees. No staff member is remunerated over £50,000 and the staff costs are covered through specific grant funding and income generated from the hire of the premises. The staffing for the charity covers the forum functions of FVP, all administration and management of the assets. Through a period of contract review all zero hour contracts have been phased out and replaced with more stable contracts.

The trustees are aware of risks associated with being employers, especially as the charity is a relatively small organisation. The trustees will continue to mitigate risk through suitable financial planning, employee support and trustee board development. All work will continue to be underpinned by the risk management policy which is reviewed annually. The board continue to seek with respect to employment where required. The board have also had a renewed focus on Equality and Diversity to ensure they are supportive and understanding of the diversity within the workforce.

Volunteers 2022 to 2023

FVP have secured the support of 10 regular volunteers, some ad hoc volunteers courtesy of the Rotary club and volunteers for specific pieces of centre works from the Gambian Community of Peterborough.

The parent rep team has moved from voluntary status to employment with the majority being on term time contracts. This past year, has also seen the introduction of a Community Café which is being supported by a lead volunteer and other ad hoc volunteers. This work alone probably equates to over 100 hours of volunteer time.

It has not been possible this year to identify the number of volunteer hours given to the charity due to there being such variation in work conducted, and constant changes to work/volunteering due to personal commitments of the volunteers and changes within the charity itself.

Objectives and Activities

The objects of the CIO are to relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

The Board of Trustees have paid due regard to statutory guidance PB1, PB2 and PB3 issued by The Charity Commission when planning and undertaking activities in relation to the objects that define the purpose of the charity.

The trustees also look to consider social impact when undertaking work as means to demonstrate value for money and positive benefit to individuals and their families.

Social Impact – Regular Reviewed and Identified in Strategic Plans

Definition: The effect of an activity on the social fabric of the community and well-being of the individuals and families (<http://www.businessdictionary.com/definition/social-impact.html>)

Social impact is also about changes which improve people's lives and have positive consequences for the wider community.

The following outcomes matrix has been reviewed and amended as necessary over the last year, especially as the charity prepares for the next five years of planning. Much of the plan has been achieved, so now is the right time to start reflecting, reviewing and forward planning accordingly.

Ongoing outcomes/ impact:

Outcome	Indicator	Activity
Supporting parents/carers: Increased Parent Representation and participation within our target group Increased confidence in ability to return to work after long periods as a carer	Number of parent carers engaging in training programmes Higher number of parent carers working Number of parent carers either working with us as volunteers, or looking for volunteering opportunities Increased number of parent carers taking up paid roles as parent representatives.	Training: Expert Parenting Programme – facilitates an understanding how to navigated the NHS System (empowering parents to engage) Participation Programme (supports parents/carers to develop skills to engage with professionals strategically) Challenging behaviour workshop Volunteering: Parent carers acting as parent representatives Parent carers conducting volunteer duties. Paid Employment: Use of casual worker (employment contracts) for parent rep role
Improved health and wellbeing: Carers and families demonstrate increased personal and interpersonal resilience Improved social capital and interaction	Carers accessing activities remotely and in time face to face Carers utilising those activities in a progressive way. e.g. moving from training to employment or supporting peers Families more able to manage crises, or plan to	Virtual open forum sessions on a range of topics driven by feedback from carers Virtual Parent carer hub (monthly drop in session) Caravan breaks (families accessing holidays together) under new Covid-19 ways of working Use of tickets/ passes/

	avoid crises Carers report less social isolation Carers offering to support peers Carers report decreased levels of anxiety relating to financial hardship	vouchers to a range of local places for families to attend safely under Covid-19 restrictions Food delivery and support programme through fare share/ corporate partnership Use of wellbeing/activity packs
Targeted Community Engagement and Empowerment: Contributes to improved emotional health and wellbeing outcomes. Parents/carers are confident to manage meetings and challenges related to services that their child or charge require Parents and carers feel able to contribute to the development of community activities and peer support Local Residents and Community Groups are supported to build more cohesive communities and become less isolated Volunteering Opportunities are afforded to the community	Parent/carers accessing less advocacy services Parents/carers offering experiences and solutions to peers Parents/ carer accessing advocacy training Increased engagement from more diverse user group New volunteering opportunities leading to increased numbers volunteering and gaining new skills	Virtual and sign-supported Community sessions (awareness of diversity and needs, improving the local environment etc.) Themed virtual training and workshop sessions Volunteering opportunities across FVP, which enable building of work based skills Videos of sessions uploaded to YouTube with sub-titles and signed support available to the wider community

Fig.2 Outcomes Grid

The next five years will be set out in the forward plan at the end of this report.

For FVP the social impact of the charity relates to activities that result in:

- Improved access to services for children/ young people with disabilities and additional needs.
- Increased parent participation which can include involvement, engagement, information sharing.

- Increased participation from a more diverse group of parent carers.
- Increased empowerment of parent carers leading to more involvement in the services accessed by their children and increased confidence.
- Increase community cohesion and working together
- Improved relationships between parents and settings

Measuring Social Impact – 2022 to 2023

To demonstrate social impact of the charity a range of qualitative and quantitative data is gathered. This is used to measure the outcomes and impact of the work of the charity; Some of the methods include activity/ event feedback, survey results, quotes, numbers in attendance, demographic information, changes to services for children/ young people with disabilities as shown in responses to the Topics of Importance. This past year has also seen FVP continue the changed delivery model, working both face to face and online.

1. FVP has seen a new team parent carers join the Parent Carer Forum (PCF) as parent carer representatives working under term time contracts. This has facilitated an increase in participation and engagement.
2. Through a range of virtual workshops, face to face sessions, the parent carer hub and engagement with schools covering 32 sessions 244 people were afforded the opportunity to participate. These provided sign-posting, support, the opportunity build new relationships and connections and increase social inclusion.
3. Parent carers, seldom heard community leaders and local residents fed back that the provision of hampers helped made the festive period more enjoyable and manageable. These worked well as an addition to face to face activities. Through the activities 2584 people have benefitted in some way.
4. 64 caravan bookings were secured in the past year leading to 230 people benefitting from a short break. Those who have used the caravan have reported improved wellbeing.
5. There has been good use of the community centre with 509 sessions equating to 1281 of activity hours. The usage has enabled increase social inclusion and improved mental health and wellbeing
6. Signposting support has been offered to 129 parent carers for accessing information relating to SEND services, benefits, mental health services and other areas.
7. Improved communication and information from between the LA and parent carers has occurred as a result of the introduction of the Topics of Importance; the SEND newsletter continues to be produced for parent carers who want to receive it, ongoing EHCp documentation, practices and processes are reviewed in the EHCp improvement group, Parent Participation is actively encouraged at a strategic level

Using a hybrid method of engagement and participation, provision of food support and other activities there has been a marked increase in overall numbers accessing FVP.

Type of Session	Number of Sessions			Total Hours			Beneficiaries		
	20/21	21/22	22/23	20/21	21/22	22/23	20/21	21/22	22/23
EPP	1	1	0	7	9	0	6	10	0
CB	3	1	0	13	9	0	15	6	0
Wellbeing Training	0	4	5	0	20	30	0	17	16
Parent Carer Hub	3	4	5	6	16	24	4	8	13
Themed Workshops (Open Forum)	1	6	2	2	51	8	6	78	10
CETR	59	61	69	354	305	1035	59	61	69
Information Stands	0	15	17	0	90	92	0	727	680
Virtual Sessions (SHCF)	9	11	6	66	60.5	28	121	149	55
CDC Sessions	0	0	1	0	0	5	0	0	20
Focus Groups	2	6	6	2	16.5	12	5	21	14
Schools Offer	0	2	7	0	11	28	0	5	41
Virtual (Coffee/ Breakfast/ Lunch) Meeting	3	9	0	6	51.5	8	15	38	0
Conference	0	0	1	0	0	0	0	0	95
Facebook Polls	38	26		0	0	0	550	399	
Surveys	16	12	16	0	0	0	363	267	515
Family Based Trips/ Activities	22	18	93	7.5	0	Unknown	1070	917	2584
Strategic Meetings	216	296	136	499.5	645	744	7	8	7
Volunteer Support	12	3	4	131	34	367.0	32	7	42
Hall Hire	0	138	509	0	330	3843	0	574	Unknown
Caravan Hire	40	70	64	0	0	Unknown	89	117	230
TOTALS	425	683	941	1094	1648.5	6224	2342	3409	4391

Fig. 3 Session and Beneficiary Comparison 2020 to 2023

Working face to face again, and having the centre and caravans open for use has enabled an increase in access to support and a clear decrease in social isolation.

Information

1. Training sessions in understanding mental health and wellbeing and understanding behaviour have provided parent carers/ family members with basic skills to self-manage and gain resilience in their caring role.
2. Information stands at various locations across the city, to enable direct contact with FVP. This enables literature to be handed out to members of the public, parent carers to have someone to talk to for signposting. 17 stands and 680 people spoken to.
3. Online and Face to Face sessions based on specific SEND topics have been delivered, supported by BSL interpreters and made available on line to increase their reach. The use of interpreters increased accessibility. The topics provided information and support in navigating the SEND system.
4. The ongoing development of an e-news to share messages and opportunities to engage. There are currently over 500 subscribers.

5. Use of social media to enable a wider and more diverse group of beneficiaries to receive information and participate in service change. There has been a marked increase in the audience for all platforms which has increased reach.

Advocacy (Collective)

1. Online participation sessions, face to face activities and the running of on-line surveys to facilitate parent carers raising concerns/ issues and sharing views with relevant organisations such as Local Authority Commissioning (Social Care and Education) via Topics of Importance.
2. Parent representation enabling parent carers to share concerns and views about disability services with education and social care commissioners.

Support

1. The provision of tickets and passes introduced in 2020/ 2021 has continued but linked more directly to completion of participation activities. There have also been far more trips and activities included enabling access to areas SEND families in particular may struggle to go to; support here is in the form of coordinating the activities and providing coaches etc.
2. Delivery of festive hampers including food, vouchers and gifts has provided support whereby households can cover the cost of their utilities without having to make a heat or eat choice.
3. Provision of two caravans for families who have children with disabilities and complex needs to use for a small fee. The caravans enable families to have holidays at seaside locations at an affordable price. The holidays help families to have the same opportunities afforded to families who are not impacted by disability. The costs of holidays can be prohibitive and having the opportunity to access caravans with some adaption and ramped access provides families with opportunities not normally open to them.
4. A warm hub and community café have enabled local residents, parent carers and seldom heard community members to have support through peer to peer engagement, a safe space to talk about what is impacting their lives, build friendships, have a warm place to meet and receive wherever possible food provisions.

Advice

1. Parent Carer Hub sessions have provided direct access to professionals from Education, Carers Support and SEND Partnership.
2. Signposting to a range of services/ support systems/ SEND professionals has occurred for 129 parent carers.

Community Premises

1. The centre use has seen an increase in usage by over 350% between 21/22 and 22/23 especially in relation to regular bookings. This includes regular use by PCC to facilitate PfA work.
2. Community engagement has continued to take place with a hybrid model; some people still prefer online whilst others are welcoming a return to face to face sessions.

Achievements and Performance

Family Activities & Parent Carer/ Community Support

Family Activity Opportunities

- Trips and Activities
 - Parent carers were provided the opportunity to take part in a range of local activities and two coach trips
 - Some of these were also accessed by parent carers from the Aiming High Group and Seldom Heard Community leaders and their families which led to an increase in diversity and engagement from more families with CYP with very complex health needs.
 - 1012 people (SEND families and seldom heard communities) benefitted from access to the trips and activities.
- Survey Response Vouchers
 - Vouchers are often used as an incentive for completion of surveys, as these are proven to increase participation. Parent carers have also reported valuing the recognition of their participation.
 - Vouchers are available to access Nene Valley Railway, Bowling, Activity World, Sacrewell Farm and Key Theatre. 145 children and 100 adults have benefitted from this scheme.
- Parent Carer/ Community Support
 - FVP have also been providing phone line/ email signposting/ face to face support for a range of subjects including; how the move from DLA to PIP works through to how to make a complaint about SEND provision or what would be the best primary school to apply to. FVP sign-posted 148 parent carers with growing number who were new to the SEND system
 - Festive hampers was afforded to 89 households with a total of 130 adults 62 CYP without SEND and 172 CYP with SEND.
 - Wellbeing, emotional support and signposting sessions with local services resulted in 29 parent carers receiving direct support.

Participation and Engagement

The attendance at the following has varied according to the topics and need; numbers have been anywhere from 2 and 30. Some numbers have dropped compared to 21/22 due to a change in engagement style preferences and topics that matter to parent carers.

1. 5 Parent Carer Hub
2. 5 Wellbeing Workshops
3. 2 Themed Workshops
4. 6 Virtual Topics Based Sessions
5. 6 Focus Groups
6. 7 School Based Meetings

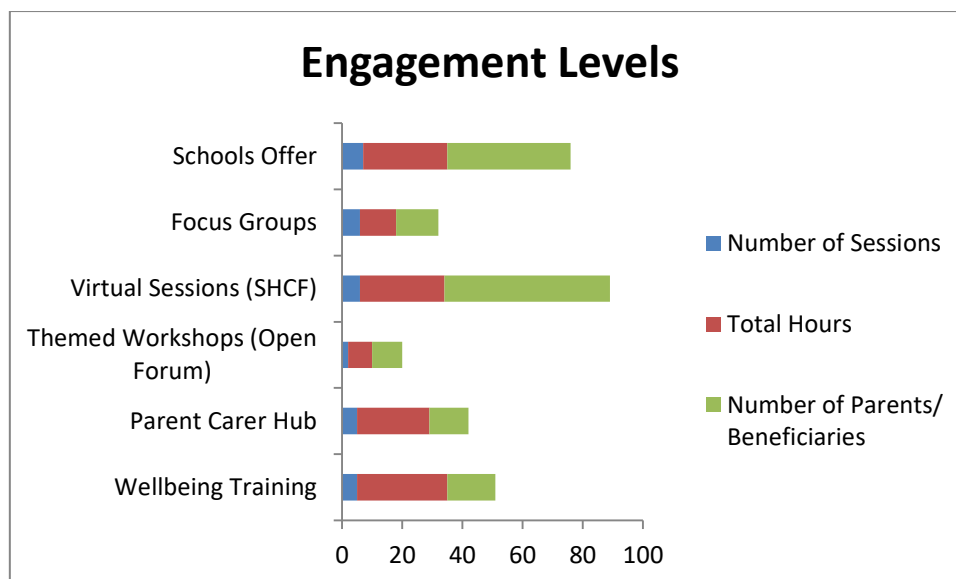


Fig. 4 Overall Hours, Sessions and Beneficiaries across Forum work of FVP

Parent Participation

The financial reporting period this relates to, 2022 to 2023, has seen for FVP the level of recorded individual participation dip again, as can be seen in Fi.5, although the drop is starting to slow down. However what is different is an increase in the number of parent carers re-engaging.

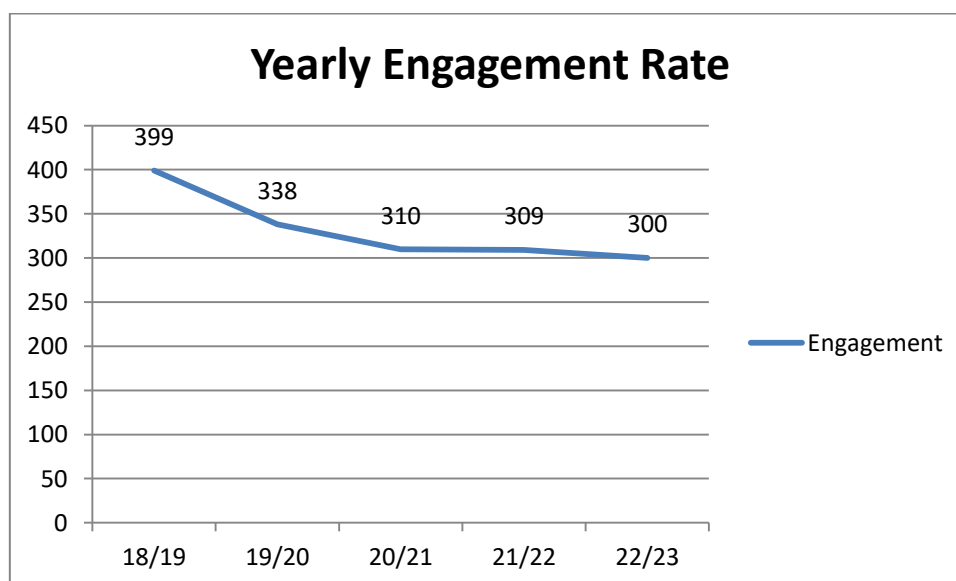


Fig.5 Overall Engagement Rate

Online engagement rates have fluctuated across years, with a marked increase during the C-19 periods of lock down and with FB Polls being used regularly during this period. In the past year there have been no FB polls used due to having new staff who are not so adept at this function for participation purposes, however the numbers are still relatively high due to the popularity and marketing of the small scale surveys used and in particular the annual survey.

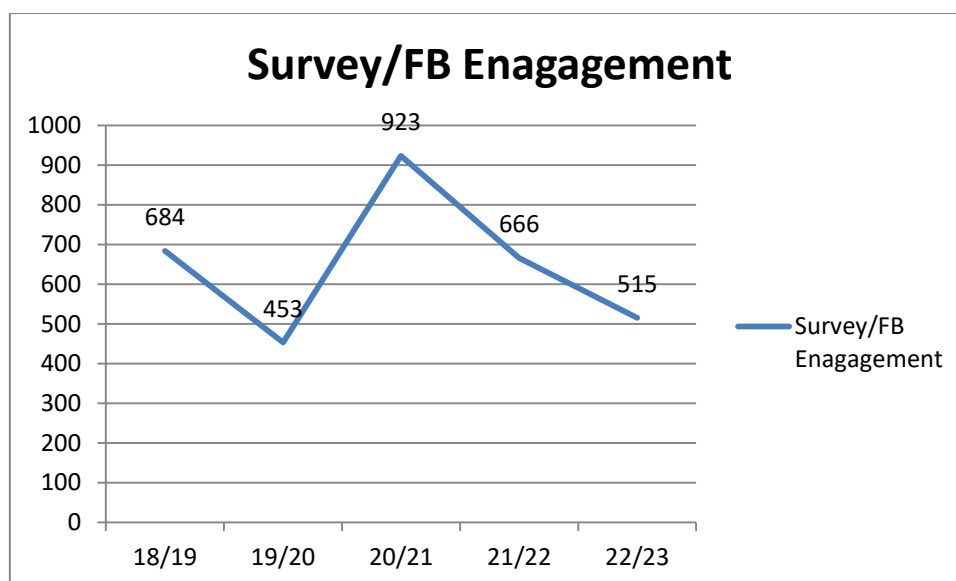


Fig.6 Engagement via surveys and FB

There has been continued investment by FVP in helping parent carers understand their “right” to be heard on a personal and collective level in the services accessed by their children and young people especially at face to face sessions in educational settings. Underpinning the Children and Families Act 2014 are the Section 19 Principles whereby Local Authorities have a duty to pay due regard to the views, wishes and feelings of children and young people with SEND and those of their parents and carers and support them to participate fully. The work conducted by FVP has been shared with the Local Authority to help them understand what the views and feelings of parent carers are. This was partly achieved through an ongoing use of themed sessions and newly introduced coffee and signposting sessions.

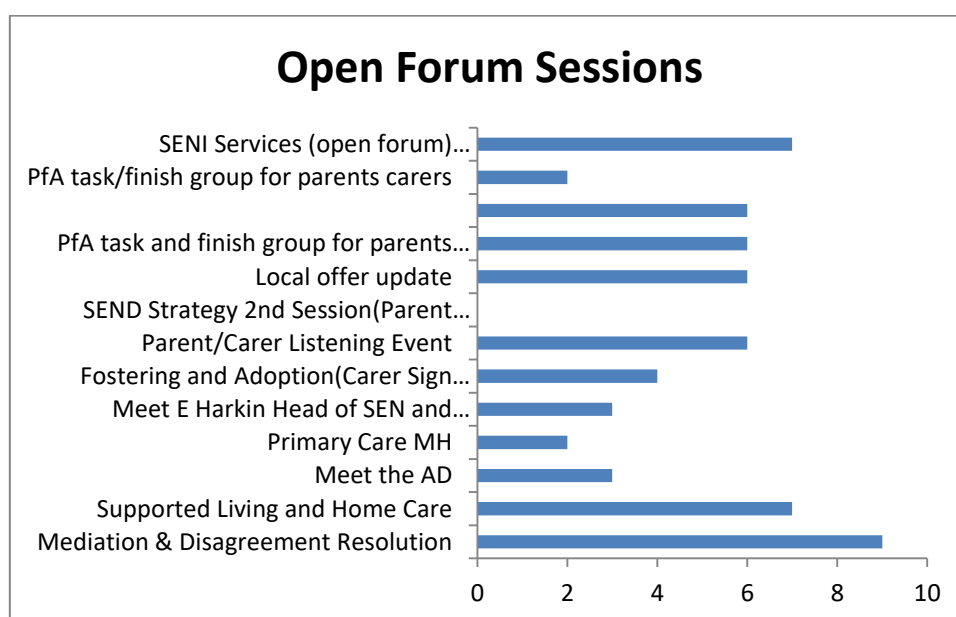


Fig.7 Attendance at Open Forum Sessions

Participation/ Engagement/ Involvement April 2022 to March 2023

Headlines

1. 300 known parents in total have been involved at some level via virtual meetings/ events/ online activities/ Facebook Polls and Discussions.
2. >100 professionals have been involved at some level via virtual meetings.
3. 515 parent carers have taken part 16 online surveys or face book polls.
4. Parents have self-reported being members/ attendees at; Peterborough District Deaf Children Society (PDDCS), Peterborough Area Down Syndrome Group (PADSG), Little Miracles (LM), National Autistic Society (NAS), Autism Peterborough, Shine, Caring Together and the Aiming High Group (AHG)
5. Children's/ Young people disabilities/ needs have been reported by parents as including (This list is not exhaustive);
 - a. ASD, ADHD, (This is the most prevalent condition reported)
 - b. Global Developmental Delay (GDD),
 - c. Foetal alcohol spectrum disorder (FASD)
 - d. Speech, Language and Communication Needs (SLCN),
 - e. Complex Health, Obsessive Compulsive Disorder (OCD),
 - f. Cerebral Palsy (CP),
 - g. Tourette's,
 - h. Learning Disability and Difficulty (LDD),
 - i. Hearing Impairment (HI), Depression, Behavioural Needs,
 - j. Achondroplasia,
 - k. Goldenhar Syndrome,
 - l. Downs Syndrome,
 - m. Hypochondroplasia,
 - n. Health Needs including conditions such as Epilepsy and Type 1 Diabetes
 - o. Spina bifida and Hydrocephalus
 - p. Physical Disabilities
 - q. Anxiety Disorder
6. 13 new fathers have been involved which is a decrease on the previous year and 1 father has had regular involvement in person and another via social media.
7. Parent carers reported the ages of their children/ young people as between 2 to 34.
8. Participation methods used included; Online sessions (Open Forum and Seldom Heard), Coffee Mornings in person and online, some community activities where possible, Surveys and feedback forms.
9. Evidence is both qualitative and quantitative in nature.
10. Ethnicity has been self-reported as; White British, Gypsy or Irish Traveller, Roma, Any Other White background, Any Other Mixed or Multiple Ethnic Background, Indian, Pakistani, Chinese, African, Black British, Any Other Ethnicities

Parent Representation

7 parent carers acting as representatives have attended 136 strategic meetings investing 777 hours in terms of administration, travel time and actual meeting attendance.

Preferred Parent Participations Method

FVP have seen 300 parent carers, some of whom have participated more than once, participate 547 times.

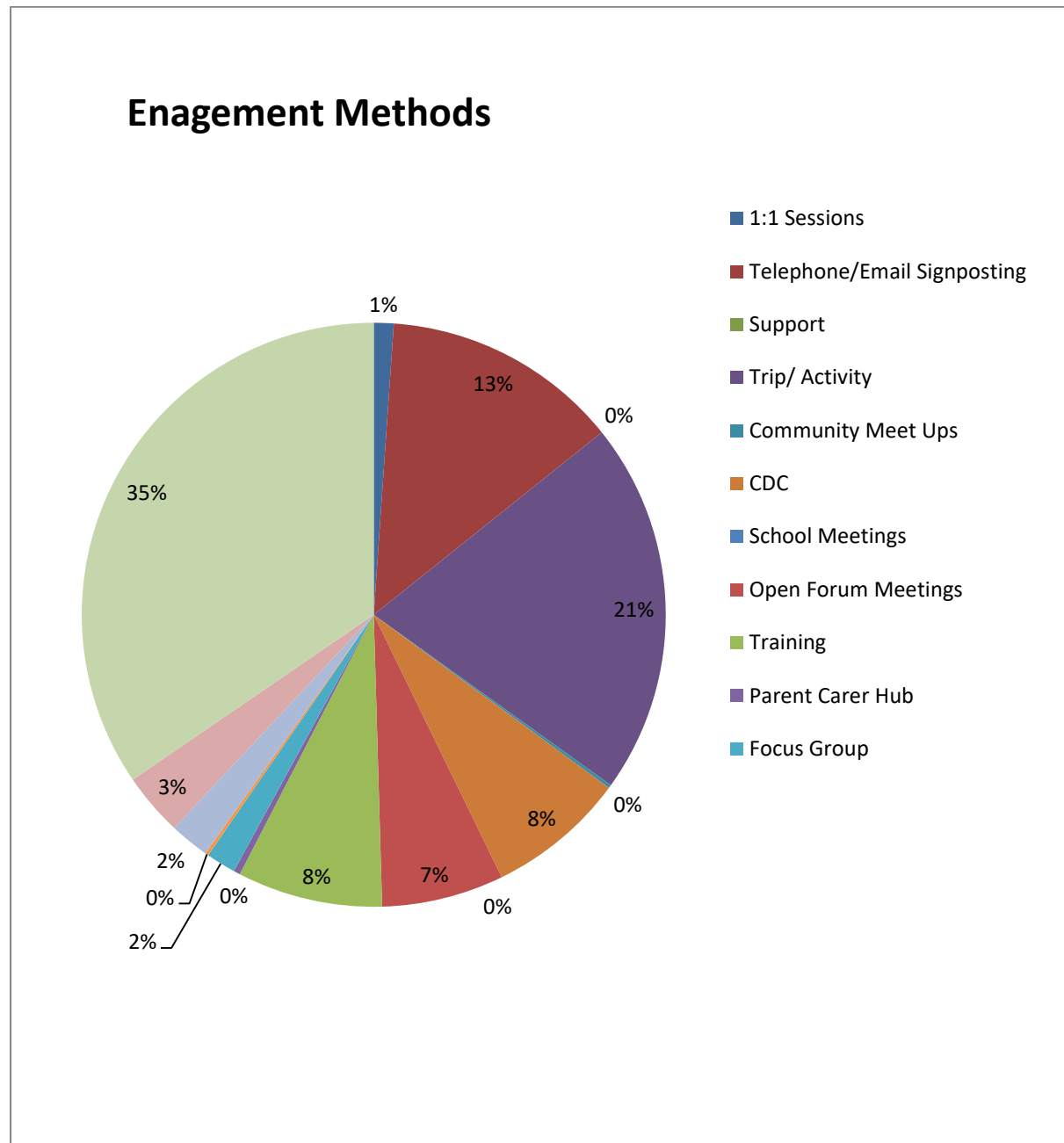


Fig.8 Preferred Participation Method

Community Participation and Engagement

Through a number of funding sources it has been possible to provide range of community based activities from the community centre for local residents, seldom heard community and SEND families. Attendance and sessions can be seen below in fig.9.

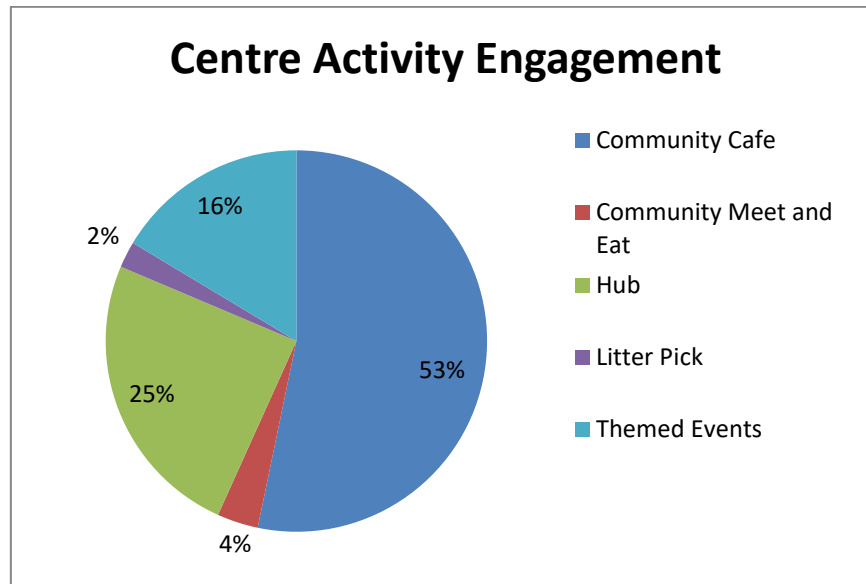


Fig.9 Community Engagement Sessions

As well as the sessions mentioned above specific sessions took place for Seldom Heard Community Leaders and Parent Carers across a range of subject matters. These sessions have progressed to taking place virtually and more frequently face to face.

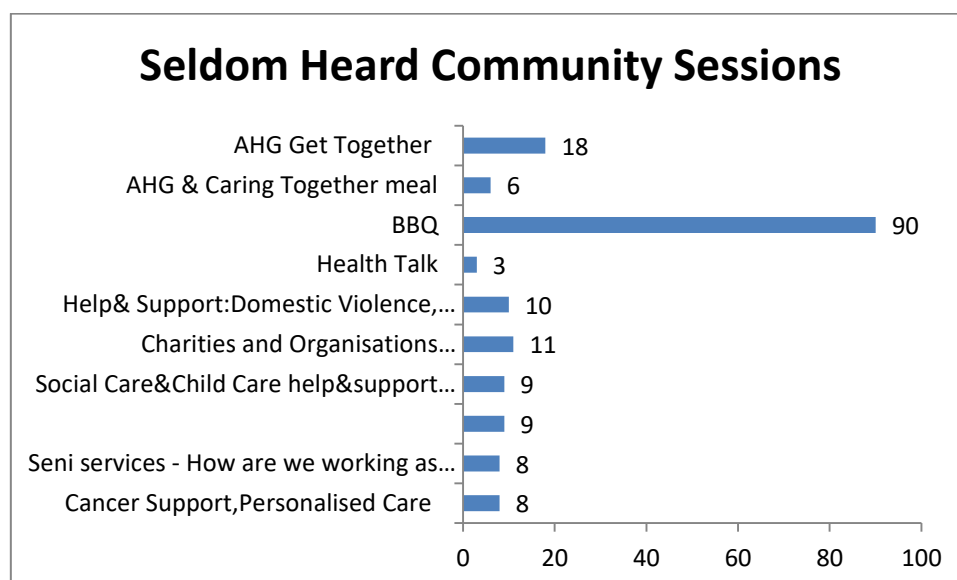


Fig.10 Themed Seldom Heard Sessions

Communities represented included: Pakistani, Indian, Gambian, Nigerian, Kenyan, Ghanaian, Goa, Kurdish, Polish, Chinese, Lithuanian, Czech, Roma, Ukrainian, Latvian, Portuguese and Black Caribbean. This list is not exhaustive, as other groups have also engaged but not always opted to declare ethnicity.

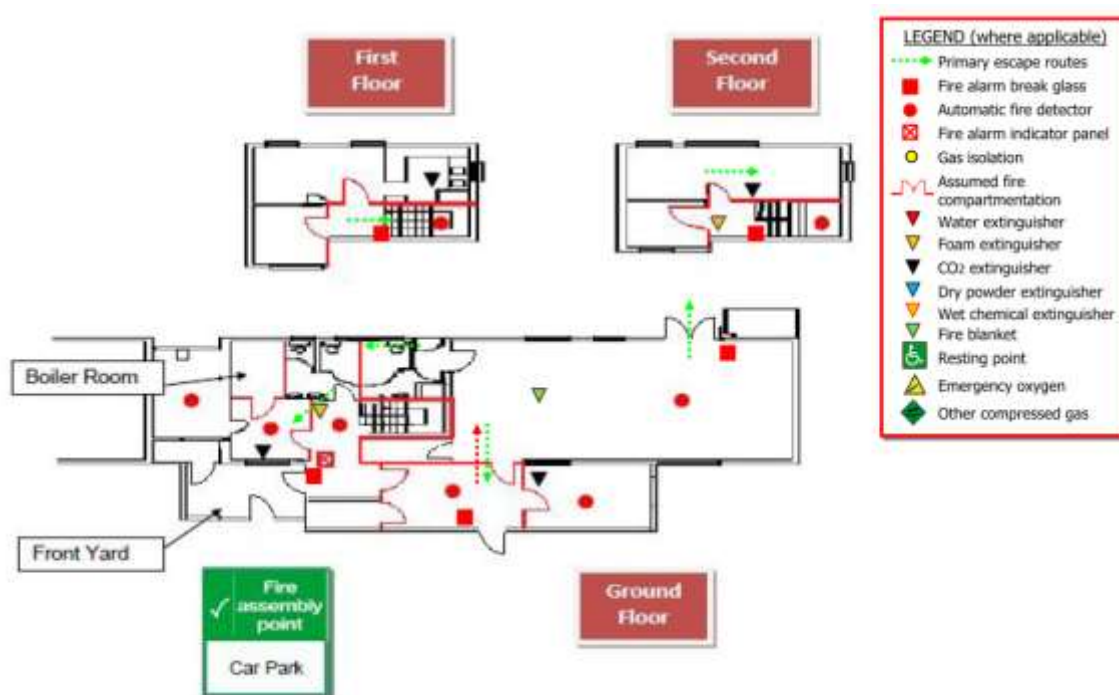
CHARITY ASSETS (Premises)

The Goldhay Centre is more than a Community Centre and Offices for FVP; it is a community provision under the terms of the community asset transfer lease. Part of the requirement of taking on the Goldhay Centre under asset transfer was to make it available to local residents and run it as a community centre.

As well as the groups who have hired the centre in the past and those currently hiring the centre, FVP also use the community hall for community activities. FVP have provided a range of sessions which have more recently included a community café and warm hub. The community café was well received and those who attended reported feeling less isolated. The centre is also used to provide events for community leaders and local seldom heard parent carers, as well as being available to hire by other groups and organisations.

Building Layout

It is important to note that the Goldhay Centre has a set layout and comprises a number of areas. The building as a whole has a community hall, kitchen, accessible WC, standard WC and outside areas all use by the public; further to this there is access via a dividing door to a set of offices across three floors, the boiler room, a stock room and further WC.



The only separation between the community centre side and the FVP office side is the internal dividing door; there is no separation of heating, water, plumbing, electrics, fire safety, utility supply etc. It is impossible to ascertain the costs for the centre as a separate entity and expenditure relates to the building as a whole.

Premises Costs

Centre expenditure covers the following areas; heat, power, light and water, IT Services, hall repairs and maintenance, premises expenses, telephone, regulatory fees and licences and insurance for which the yearly average cost is £22,500. Full annual expenditure can be seen in Fig.9 below. Some running costs have also increased as a direct result of the replacement of the community kitchen and the current cost of living crisis, which has directly impacted on utility costs. Utility costs have been pushed to over £10,000 for the past year alone.

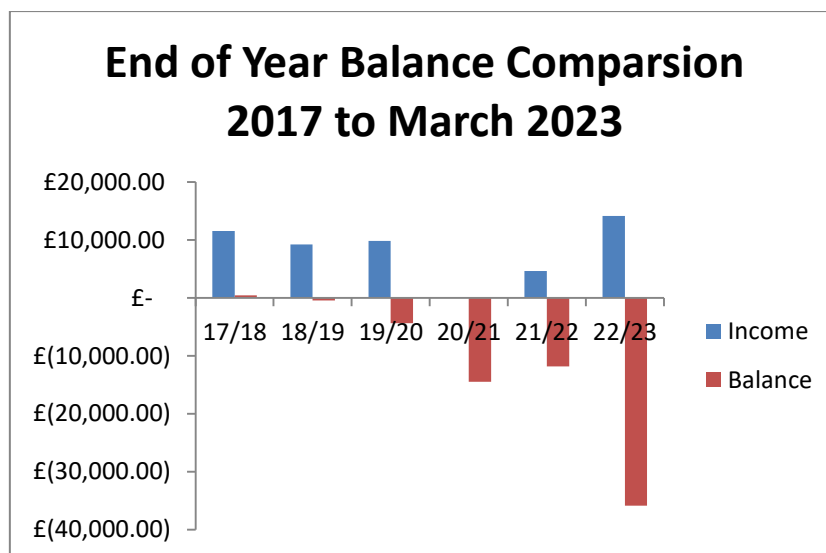


Fig. 11 Expenditure

Although centre use has exceeded pre C-19 levels the running costs have increased so much that income levels are nowhere near the level required to cover expenditure. Without grants to cover running costs the centre may have to close.

Premises Use

Based on lease requirements and availability to manage hall hire factors such as key holding there is a potential for the centre to be used for 4550 hours across a 50 week year (the centre is always shut for 2 weeks over the Christmas period).

Total Hours	Period
40	9am to 5pm - Mon to Fri
25	5pm to 10pm - Mon to Fri
26	9am to 10pm - Sat & Sun

Fig.12 Hall Hire Hours

There are 91 hours per week when the hall can be hired and it can be hired for 50 weeks per year.

Overall Usage

Over time there have always been more regular bookings than private bookings. It can be seen from fig.13 that usage has dropped dramatically as a result of C-19 between 2019 and 2021. However, for 2022 to 2023 hire has greatly increased with the centre running at 34.65% capacity.

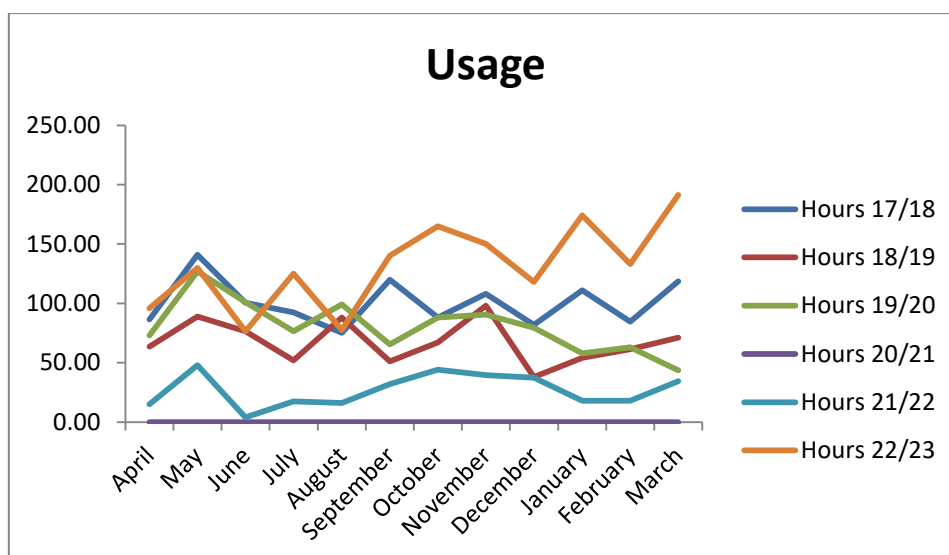


Fig. 13 Hall usage across months from 2017 to 2023

A capacity analysis fig.14 shows that prior to C-19 on average the centre was utilised at 21.84%. For 2022/23, it has been possible raise this to 34.65%

Year	Usage (Hours)	Capacity (Potential Hours/ Used Hours)
2017 to 2018	1207.5	26.54%
2018 to 2019	809.5	17.79%
2019 to 2020	964.5	21.20%
2020 to 2021	0	0.00%
2021 to 2022	329.7	7.25%
22/23	1,576.50	34.65%

Fig.14 Centre Capacity

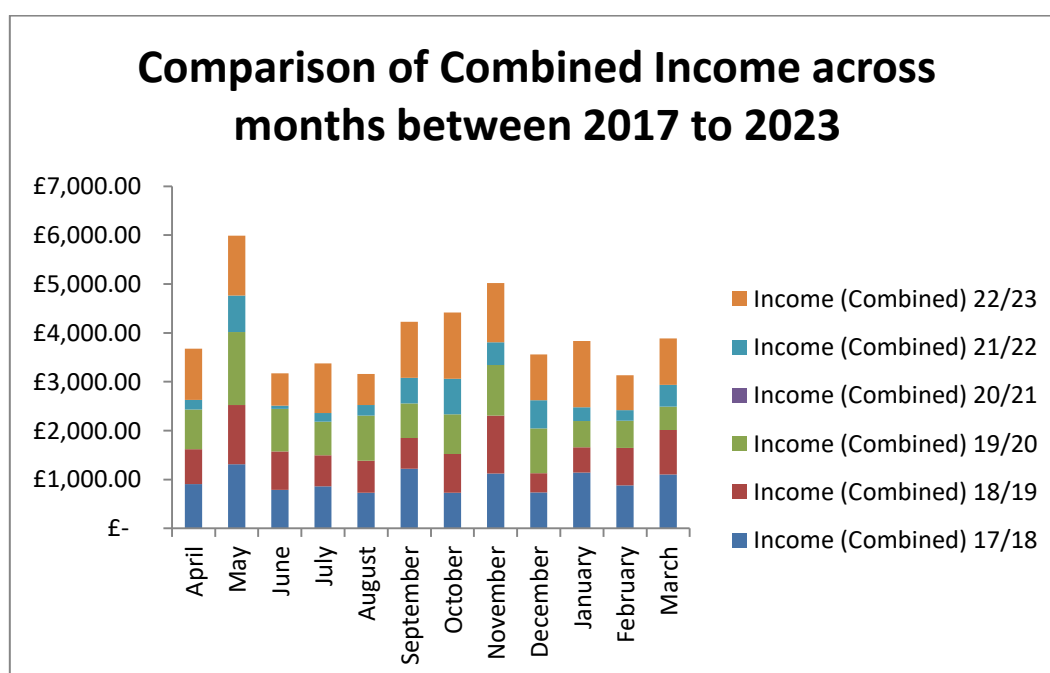


Fig.15 Hall income across years 2017 to 2023

C-19 really impacted on the charity, its assets and beneficiaries and the centre came close to full closure. What is good is that it has been possible to start generating an income again from hall hire, but there is still some way to go to get back to levels where running costs have the potential to be covered by these fees due to the subsequent, ongoing cost of living crisis.

Parent Forum Opportunities

1. Having the premises has continued to make the forum more accessible to parent carers and provides FVP with more in-house participation and training opportunities. Now it is more established, more effort has gone into the promotion of the activities, training and participation opportunities in the centre leading to an increase in regular engagement with parent/carers at the centre and a decrease in external venue hire costs.
2. FVP staff, parent representatives and parent volunteers are also provided with space and office use to enable them to carry out their duties.
3. Parent carers can attend meetings at the office and seek information, signposting and face to face contact more easily.

Community Opportunities

The centre provides the opportunity for a range of providers of services have access to a venue from which they can meet the needs of local residents. It has been beneficial to the local community to be able to set up a new service provided by FVP. Residents say the centre activities enable them to make friends, seek support and feel less lonely.

In 2022 to 2023 sessions have been run by:

1. Families First
2. Orton Longueville Parish Council
3. New Life Church
4. A second local faith group
5. The Gambian Community
6. SOS Lithuania
7. Hampton Tiddlers
8. Mind – Mood Café
9. FVP – Café/ Meet & Eat
10. FVP – Warm Hub
11. Tai Chi – Chinese Women of Peterborough
12. Table Tennis – Peterborough Women's Group
13. Bedazzled

Caravan

Management and Structure

The caravans are in the name of Family Voice Peterborough which is now a Charitable Incorporated Organisation (CIO). As a CIO any assets are in the name of the CIO as opposed to holding Trustees. The liability for the caravans rests with the CIO affording the Trustees some protection.

Some work relating to the day to day management and running of the caravans has been delegated to the Chief Executive Officer (CEO) and Office Manager (OM). The delegation includes; annual health and safety checks/ site visits, managing payments, hire oversight, cleaning oversight and liaison with the respective caravan parks.

Finances and Sustainability

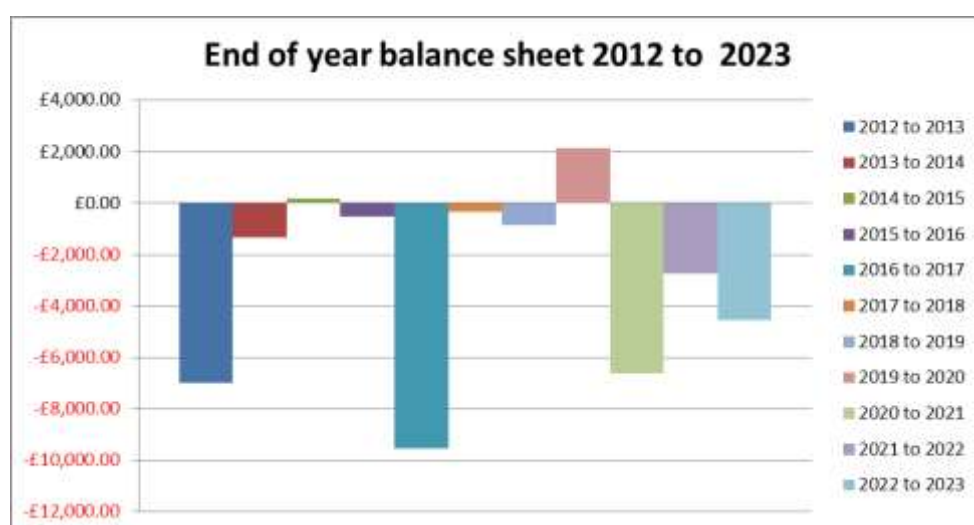


Fig. 16 End of Year Balance Comparison 2012 to 2023

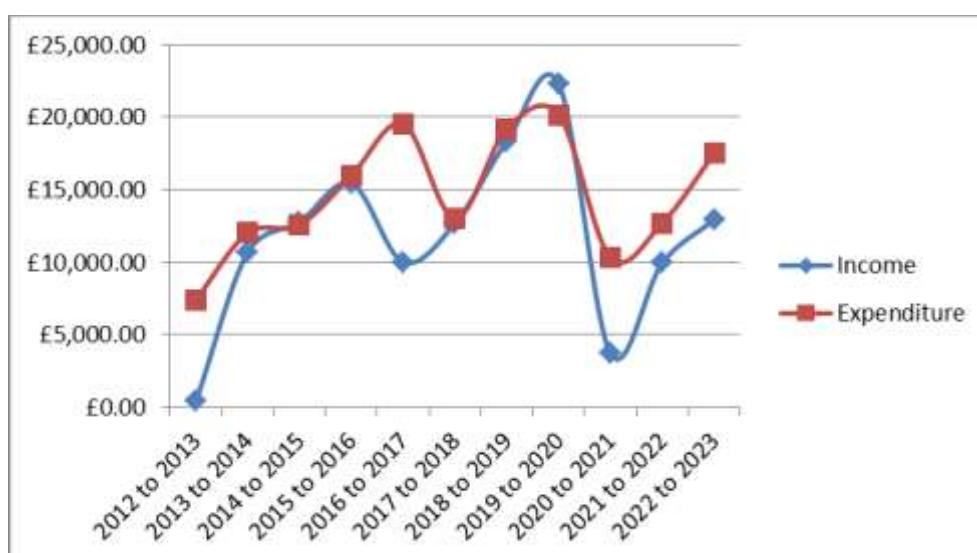


Fig. 17 Income and Expenditure 2012 to 2023

Expenditure has fluctuated in relation to periods of increased usage, the upgrade of the Butlins caravan, increased repairs required for the Haven caravan and increase site costs. It costs an average of £14,579.82 to run both caravans based on the data collated from the past

11 seasons with spikes in 16/17, 18/19/ 20/21 and 22/23. Each caravan costs on average £7,300 approx. to run. It is also important to note in general the more the caravans are used the more fees have to be covered for basics such as cleaning and maintenance.

It took three years to put the caravan finances in a stable position where the accounts were in the black at the financial year end 2015. For the financial year end 2016 the accounts were back in the red again. This was due to having to a high level of repairs across both caravans and having to replace all bedding across both caravans; also the bedding in the Butlins caravan was replaced with high quality waterproof bedding. The bedding in the Butlins caravan needed to be replaced with such bedding due to the state it was left in consistently at the end of each season. The bedding in the Haven caravan was replaced for the first time; the cleaners for both caravans have also provided a laundry service. When Haven started sub-letting some dates for the 2017 to 2020 seasons there were further cost implications through repairs and having to replace the bedding with Haven recommended products.

To make the caravans a viable venture and ensure sustainability charging for their use had to be introduced at a level that would at a minimum cover running costs. Costs have been kept at about 40% to 45% less that Butlins/ Haven would charge for hiring the same grade caravan up to the end of the 2022 season. Families also save money with FVP as wristbands/ privilege passes are provided for free. A cost analysis was conducted during the 2021 season which still stands (see table 3 below), and it was felt that using only 3 and 4 night options increased capacity which would help to achieve sustainability. There are the potential for 65 breaks for Butlins and 64 for Haven based on a 3 and 4 night stay currently.

The trustees had to make a decision as to what level to charge for use of the caravan season during 2023 and decided to freeze the prices based on 2022 prices due to the ongoing current cost of living crisis. This decision was taken with the interests of the charity beneficiaries upper most in mind at a time when some other variables that have now become apparent were not accounted for. As of 2023 this will be more difficult due to Haven in particular lowering their prices for a break booked directly through themselves in similar grade caravan at a rate that cannot be matched. Haven are letting breaks for 'off peak periods' at £49 per midweek and £69 per weekend.

Capacity and Usage Assessment 2022 / 2023

Haven had less usage than Butlins for a number of reasons during the 21/22 season as seen in fig.5 and 6:

1. Haven sub-let some dates were accepted and then handed back with no notice leave dates unlet.
2. Haven changes to service have led to less popularity
3. Butlins have offered a sub-let service and the caravan has wifi providing a better service.

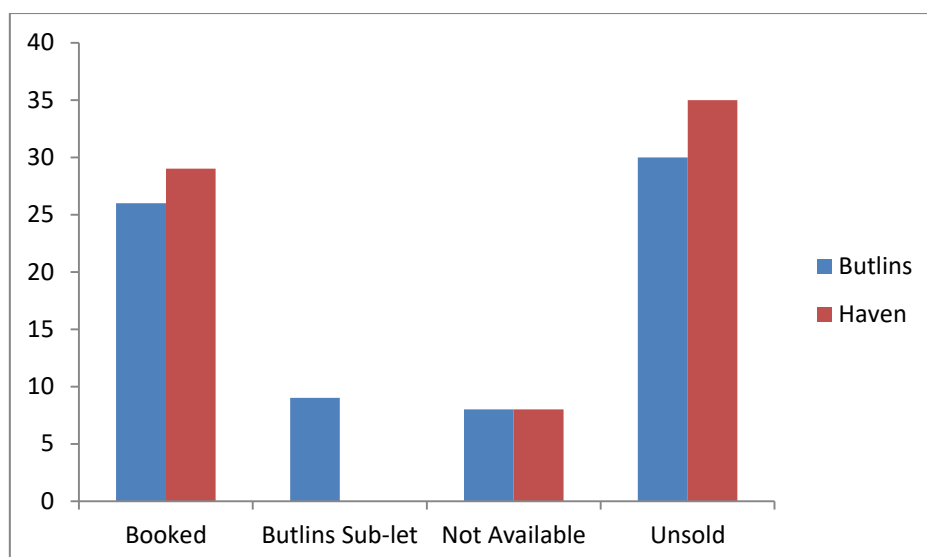


Fig. 18 Butlins and Haven Usage 2022

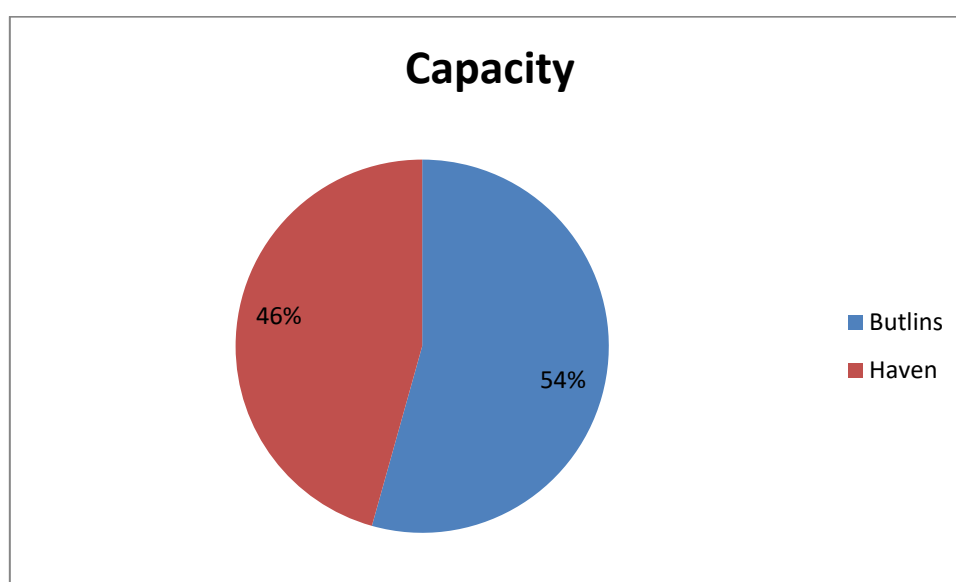


Fig. 18 Capacity Utilised

From fig. 18 it can be seen that the usage as a percentage of the overall capacity was more for Butlins as opposed to Haven.

	2012 to 2013	2013 to 2014	2014 to 2015	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019	2019 to 2020	2020 to 2021	2021 to 2022	2022 to 2023
Number of Bookings	4	28	48	45	42	53	62	103	40	70	64

Fig. 19 - Usage

The four bookings in 2012 to 2013 were confirmed by Butlins and before FVP took over ownership. Year two saw approximately 28 bookings of the caravans with about five of these being in the Haven caravan between September and October and in year three there were 48 bookings across both caravans. Over time the bookings across both caravans gradually increased until the C-19 lock down period where there was a drop in bookings. This past two seasons have seen an increase in bookings and then slight decrease but are still more than occurred during the lock downs (fig.19)

Financial Review

Reserves Statement

The trustees are continuously working to establish sustainability and good governance for the charity and have developed various policies and procedures including a reserves policy to facilitate this. The policy establishes how reserves levels are set and how these relate to unrestricted funds and such levels will be managed.

Although funds for the caravan are unrestricted they have been considered as designated and therefore not to be included in the free reserves of the charity as they are necessary to ensure the continued sustainability of the caravans to ensure ongoing short break provision.

The trustees have historically proposed to maintain the charity's free reserves at a level which is at least equivalent to six months operational expenditure and three months as a minimum. This year the reserves have decreased to approximately 4 months equivalent of annual running costs, due to a number of factors including a general increase charity running costs. This policy will require review as the staffing structure changes and operational matters go through further change due to charity growth. It will a priority of the Trustees in 23/24 to re-look at this as part of the wider business planning focus.

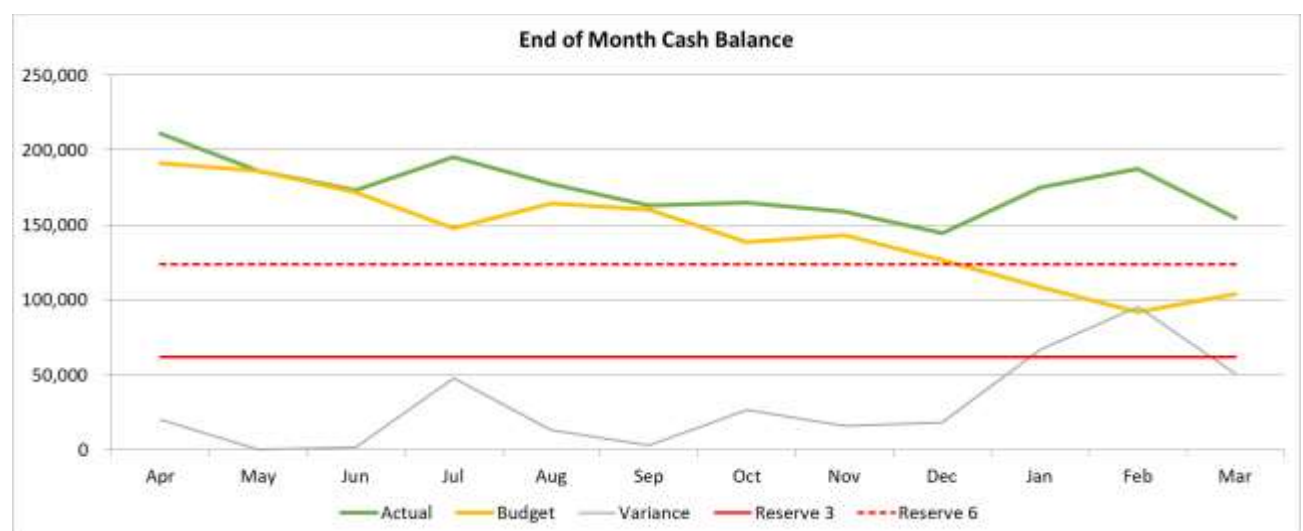


Fig. 20 Levels of Charity Reserves at March 2023

Principle Source of Income

The principle source of income for FVP remains grant funding which is linked to predefined outcomes. Grants have been allocated by Contact behalf of The Depart for Education (DfE) Peterborough City Council (PCC) on behalf of the Integrated Care Board (ICB) and PCC PCVS and The National Lottery. The total grant income equates to 85% of the charity income which is up slightly from 21/22 by 4%. . Income from sources such as hire from assets (rental) and donations/ fundraising (public) has increased slightly and will be a focus going forwards to try and move further away from reliance on grants.

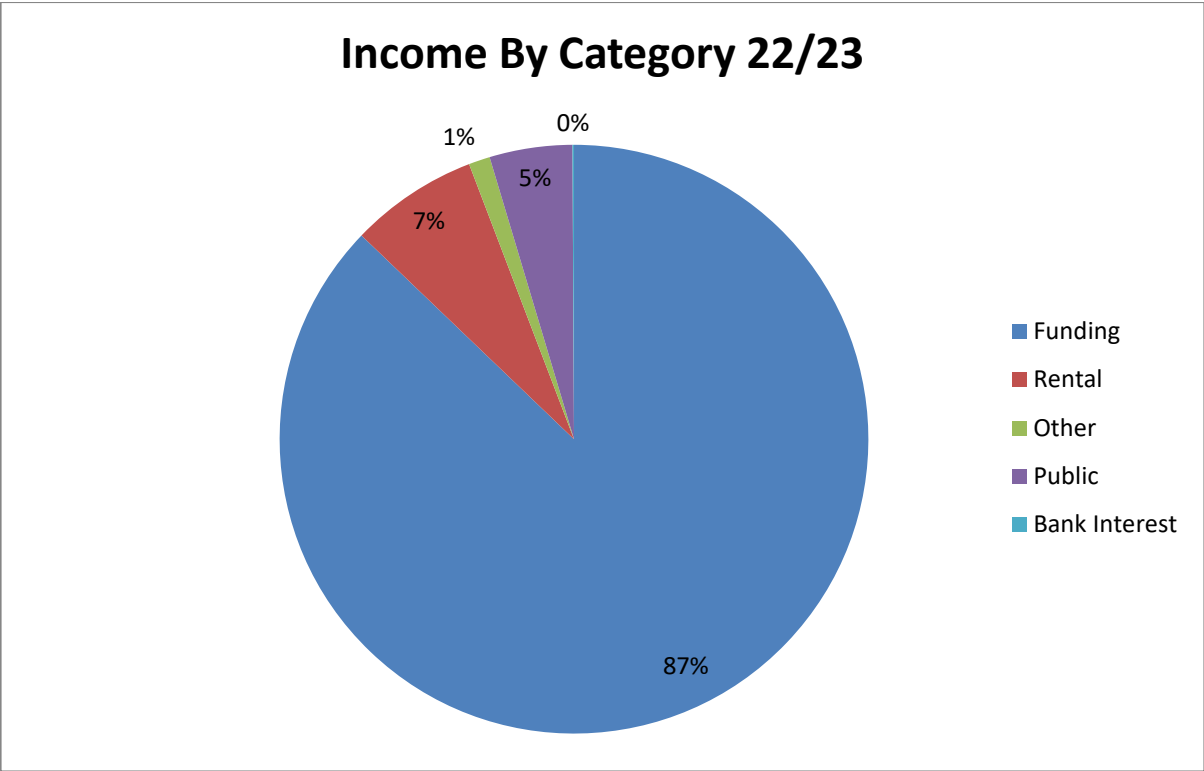


Fig. 21 percentages of different income streams for FVP (1171389)

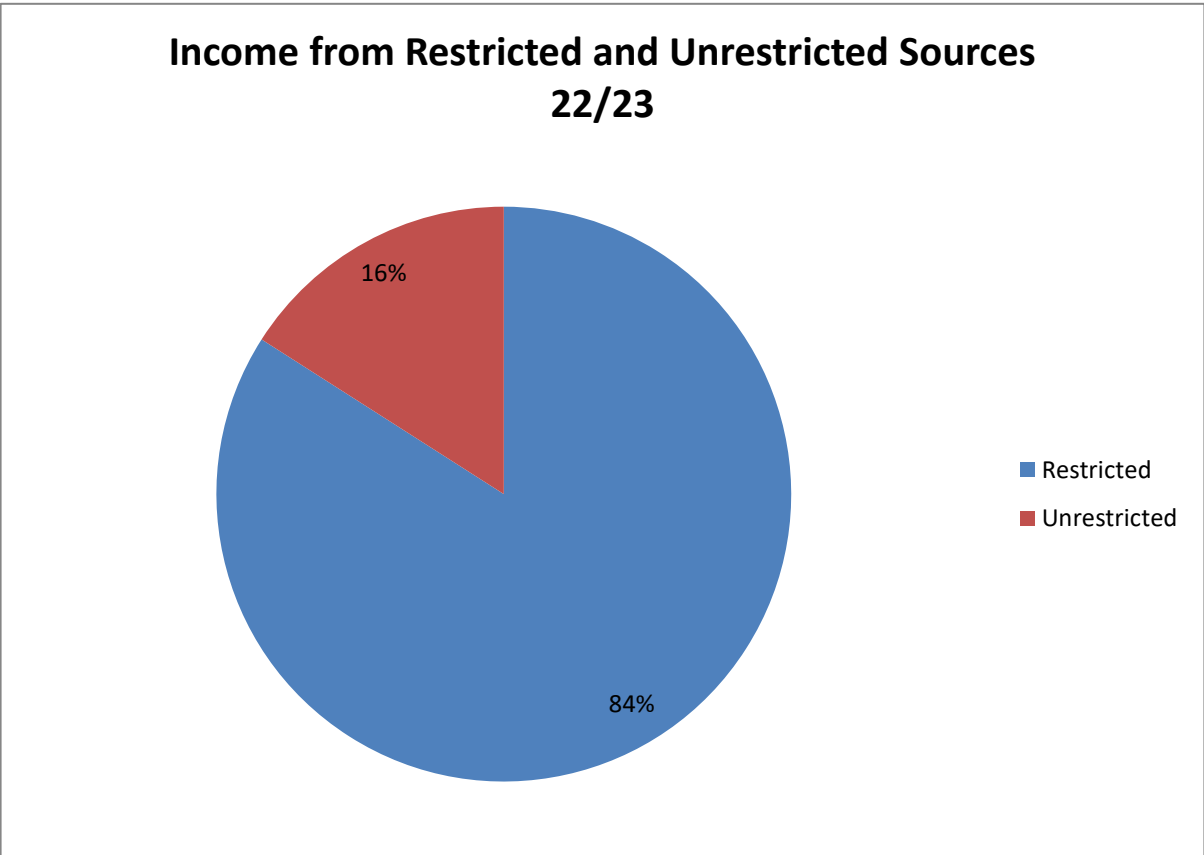


Fig. 22 percentage of income either restricted or unrestricted

Much work has also been taking place to secure other less restrictive grant funding that can be used to build in charity sustainability and enable the charity to explore other unrestricted income streams. FVP were during 22/23 also successful in a bid for Lottery Funding which was being processed in 21/22.

Fundraising/ Donations/ Legacies/ Consultancy (Public)

Donations and fundraising have netted £27,107.21 which is a marked increase from previous years and was an area the Trustees felt to be important to focus in the last Trustees Annual Report. Again FVP also secured income from fees for work (consultancy) but the level here was less than reported on in 21/22.

Any fundraising is managed under an ethical fundraising policy held by the CIO and as such work relating to joint fundraising falls under this. To demonstrate best practice, the CIO is also self-registered with the Fundraising Regulator.

Expenditure

The majority of the charity expenditure is from restricted funds from grants paid in year. Overall 87 % of expenditure was restricted up by 1% in 21/22 (Fig.23). The majority of core costs fall into restricted funds expenditure with most staffing covered under restricted funds.

The majority of grant expenditure is set against pre-defined outcomes with specific outputs and measured against an outcomes matrix. The DfE grant although for a small amount is a receipted grant, where every receipt has to be allocated and spending has to be strictly kept within predefined budget. The outcomes match the objects of the charity. Expenditure has been on providing families with access to information, advocacy, support and advice; therefore meeting the objects of the charity.

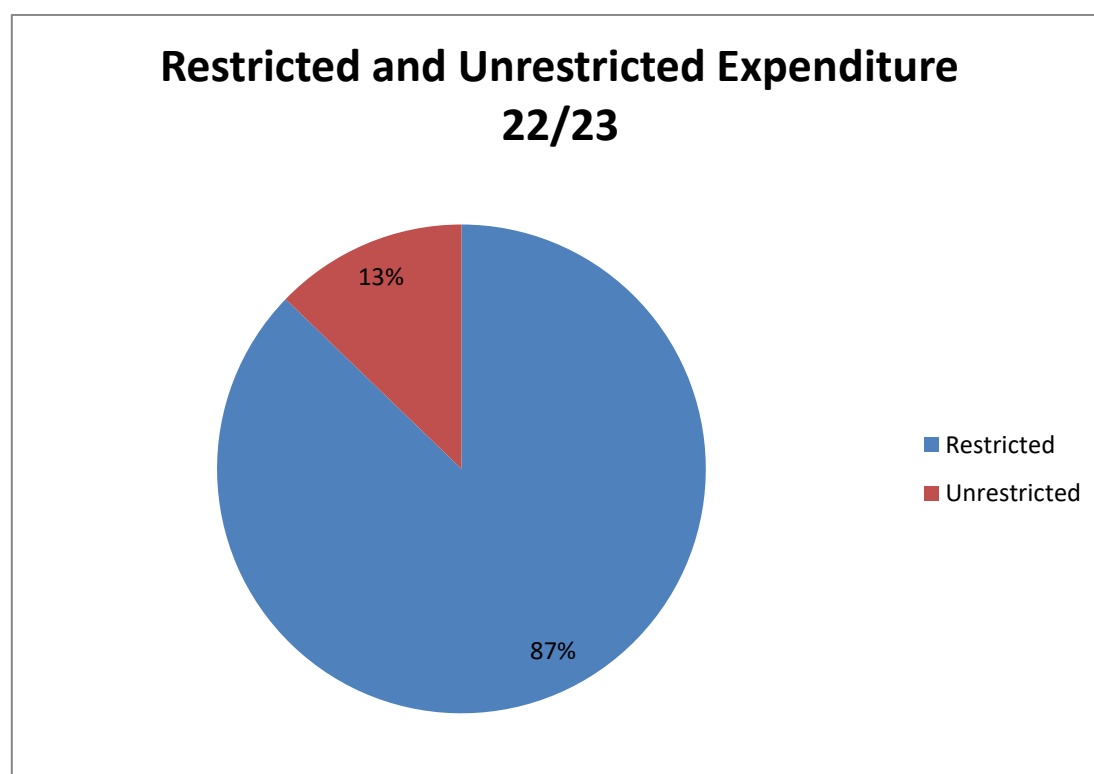


Fig. 23 percentage of expenditure under restricted and unrestricted funds

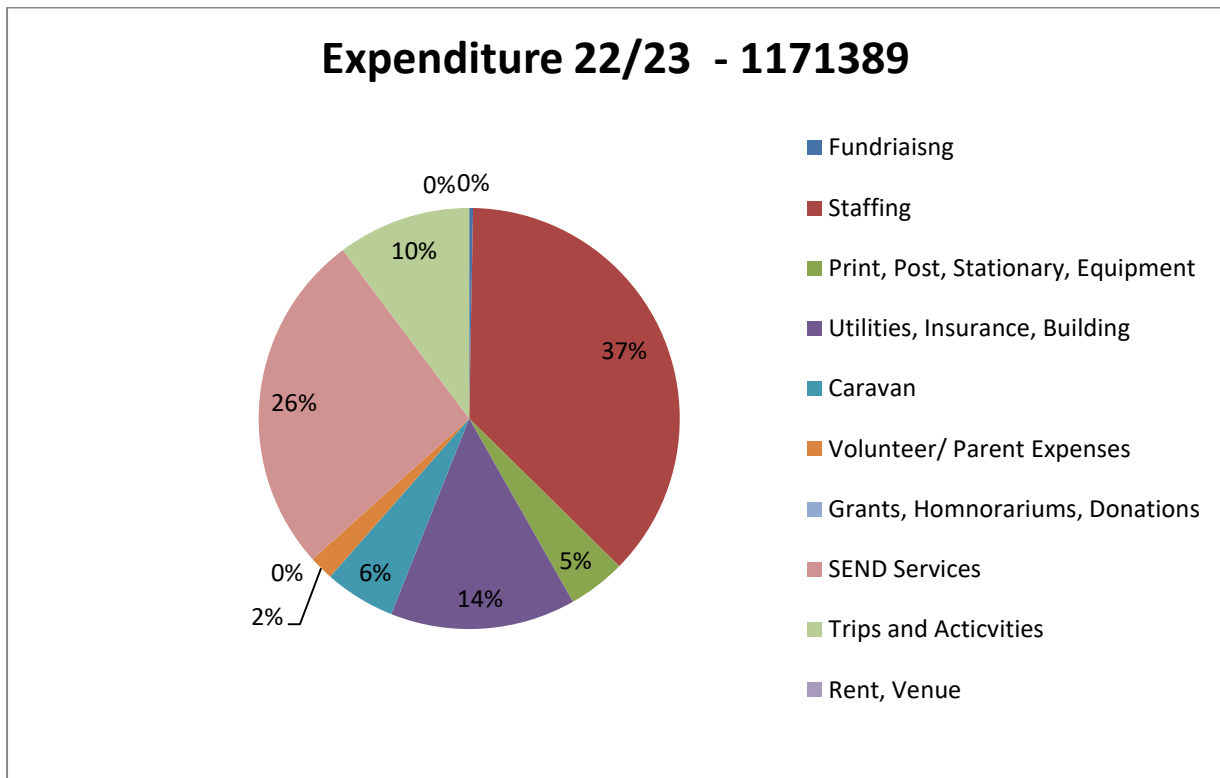


Fig. 24 Overall expenditure across natural payment categories

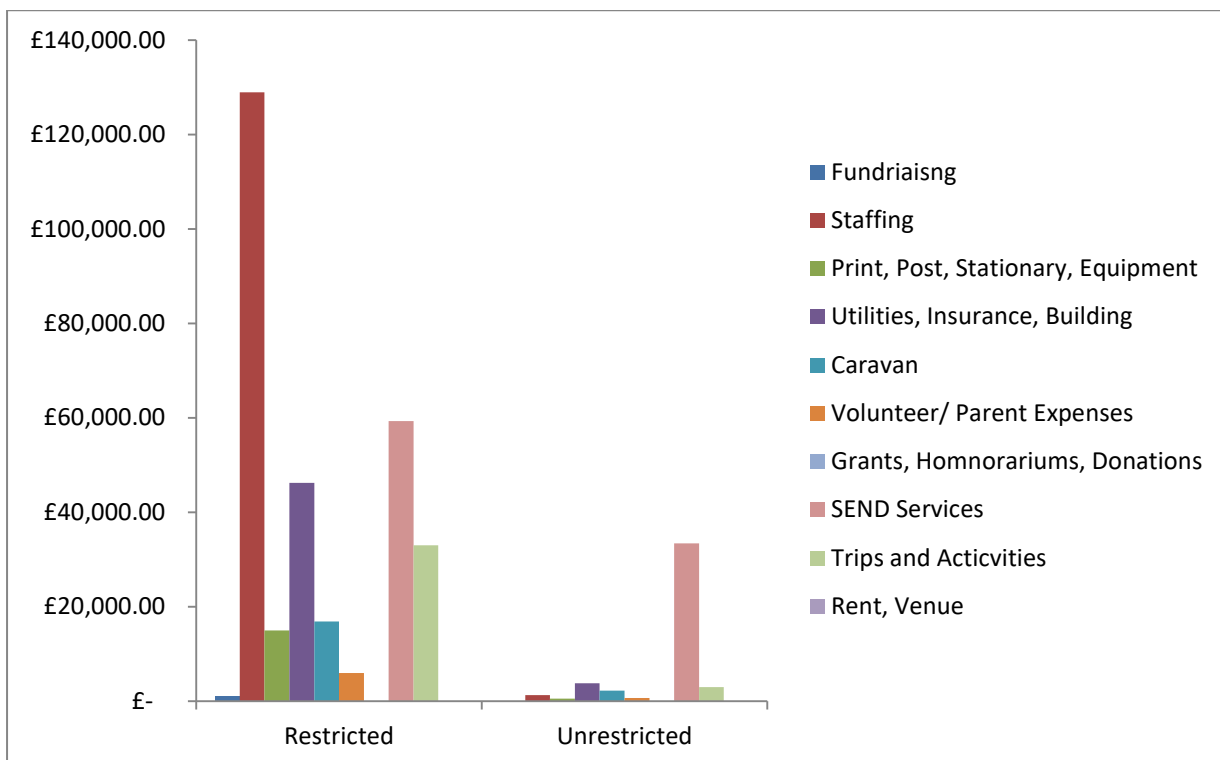


Fig. 25 Expenditure across budgets under restricted and unrestricted funds

Further Details

1. Staffing costs have decreased to 37% of overall charity expenditure. This is despite a growth in the number of employees within FVP. Staff time is utilised in delivering the charity objects.
2. No employee is remunerated at £60,000 or over.
3. The majority of those employed have been parent carers who volunteer extra time to the charity over their contracted hours of employment. All costs relating to employment are linked to grants.

Trustee Remuneration and Expenses

During the financial period 2021 to 2022 one trustees received remuneration for specialist work on relating to HR services to FVP to further the development of the workforce.

Accounts Preparation

In line with the charity's constitution and charity accounting guidelines as defined in CC15d 'charity reporting and accounting: the essentials' the accounts are prepared under an accruals system and the Trustees have taken the decision to secure the services of a suitably qualified accountant to conduct the accounts returns.

Trustee Statement

Despite the end of the pandemic and periods of lock down, it has been felt that the charity still finds itself in unprecedented times as a result of the subsequent and ongoing cost of living crisis so the Trustees have decided to again produce a more in-depth statement detailing the impact on the charity and its beneficiaries. The strive to keep charity services going, protect the assets to ensure their ongoing availability for charity beneficiaries and work to support the beneficiaries in any ways the trustees feel appropriate has been taken time, effort, resources and staffing in difficult economic circumstances.

Again at the time of writing this annual report, the charity still finds itself in uncertain times, due to a number of factors; climate change/ crisis, rising cost of living, economic cost of the C-19, the introduction of an increase in National Insurance, increasing inflation rate to name a few. The need of the charity beneficiaries is changing, and in some areas increasing, with wider societal concerns impacting on individual mental health and wellbeing. This has all been reflected in the next five year strategy and plan for the charity as a result.

Services

Services have continued using hybrid and face to face methods based on demand. There has been a return to trips and activities which have been well received with requests for more of the same. These pose extra risks but with careful management have gone ahead successfully. Food support is still required as a result of the economic impact of the pandemic and the rising cost of living. The community café has seen a marked increase in attendance with some weeks 30 people popping in for hot drink and food if available.

Assets

There have been greatly increased costs for utilities for the community centre, plus more repairs and work to bring some areas up to standard. This includes all lighting which has now been replaced with LED lighting and some minor wiring works.

Things have been hit and miss with caravan bookings due to continued changes to site rules at each caravan park. This has impacted on the experience of those using the caravans. Fortunately things have stabilised in to a 'new normal' and in some ways the new system is actually better from the point of view of FVP. Unfortunately due to issues at site it has not been possible to sub-let via Haven meaning more breaks have gone unlet. However FVP have fortunately been able to cover the running costs using the National Lottery Funding.

Staff and Volunteers

It has now become more common for FVP team members to split their time between remote and office based working, and the flexibility to manage this has been enabled the charity to work better in some areas. The team report feeling supported with their needs being balanced well with the needs of the charity. New employees are furnished with a laptop shortly after their start date to enable them to work from home and hot desk at the office. The office layout has also been changed to enable hot desking and better, safer sharing of the space available.

FVP takes full account of Equality, Diversity and Inclusion (EDI) when supporting the team, enabling them to do their roles to the best of their abilities. EDI as well as Health and Safety (H&S) are considered at all levels of the charity, which is important to facilitate the growing team and enable them to continue meeting the needs of the charity beneficiaries.

Financial Stability

The financial stability of FVP is still an ongoing concern, with most grant funds still being on a year only basis, and revenue from the charity assets being below what would be required to cover their basic running costs. Much work has taken place throughout the past year to stabilise the accounts, move towards generating more revenue from the assets and encourage public donations and team fundraising.

Towards the end of the financial year that this report applies to (year end March 31st 2022) FVP were successfully awarded two years funding from The National Lottery, and Peterborough City Council provided top up funds for schools engagement work specifically. Although this has helped in the interim it is still short term. Longer term funding, from other sources including assets would enable the charity to have time to work on developing growth and sustainability plans.

Beneficiaries

FVP have continued to gather information from parent carers as to how they are managing, what factors are impacting their lives and how they are coping in relation to their caring role. Key themes identified impacting families are:

1. Poor mental health and wellbeing including a feeling of isolation.
2. Financial worries.
3. Increased difficulty in identify sources of support
4. Difficulty finding information in relation to SEND and particular concerns around PfA.

Forward Plan

After careful risk assessment and completion of a SWOT analysis which included input from various stakeholders the following areas have been prioritised with five areas highlighted and three others woven throughout:



Priority One - Parents Forum/ SEND

1. Continuing to support and deliver help advice and guidance around SEND. In particular ensuring co-production and the implementation of the priorities and action plans within the SEND agenda and all other associated strategies.
2. Ensuring parent carers are included, heard and enabled to participate in a way which meets their individual needs and requirements.

Priority Two - Short Break Provision:

1. In order for families to have a short break, FVP provide an accessible and semi-accessible caravan adapted to suit the requirements of children and young people with disabilities to enable the family to have a holiday at a more affordable cost.
2. These two caravans generate income for the charity and have been helping families for the past 10 years who may not have otherwise had a break.
3. Parents have valued this provision and so something FVP wants to keep and fully utilise. The caravans need upgrading and there is potential to utilise them better.

Priority Three - Community Provision:

1. Goldhay community centre is used to provide families with training and support opportunities, food hubs, social events and activities that enable a diverse range of seldom heard groups to come together and celebrate various aspects of their lives.
2. This has enabled the community space to be utilised for local residents and the wider community to access services and support and allow participation in the wider community, thus decreasing isolation amongst specific groups or those impacted by caring for a child/ young person.

Priority Four - Work Force and Trustee Board Development:

1. FVP is run by a Board of trustees who have overall responsibility and accountability for ensuring the charity runs according to the legal framework it was set up for.
2. Staff and volunteers are responsible for the daily running of the.
3. The trustee board has several new members and with this they are bringing fresh ideas, links to the wider community and a renewed commitment to take FVP forwards.

Priority Five - Information Technology:

1. FVP has always used virtual platforms such as their Website, Facebook, Twitter YouTube and WhatsApp to reach a wider audience, however much of the engagement work of FVP delivered focussed on face to face work with Parent Carers, their families and the wider community.
2. What covid 19 and the lockdown has shown is that a move to virtual work can be as beneficial as face to face is cost effective and has led to greater engagement from a wider and more diverse cohort of people.

FAMILY VOICE PETERBOROUGH

CHARITY COMMISSION REGISTERED NO. 1171389

FINANCIAL STATEMENTS

for the year ended 31 March 2023



FAMILY VOICE PETERBOROUGH

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for the year ended 31 March 2023

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Independent Examiner's Report to the Trustees of FAMILY VOICE PETERBOROUGH

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 2 to 10.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....
K. J. Maggs F.C.A., B.A.
Moore Thompson
Chartered Accountants

Dated:**2023**

FAMILY VOICE PETERBOROUGH

Statement of Financial Activities

for the year ended 31 March 2023

	Unrestricted £	2023 Restricted £	Total £	2022 Total £
INCOME FROM:				
Donations, Legacies and Grants	19,522	368,750	388,272	167,770
Charitable activities				
Fees for Charitable Services	3,690	-	3,690	1,154
Hire of Community Premises	15,048	-	15,048	9,687
Hire of Caravans	13,461	-	13,461	19,359
	32,199	-	32,199	30,200
Other trading activities				
Fundraising Events	3,300	-	3,300	604
Investments				
Interest earned	401	-	401	209
Total income	55,422	368,750	424,172	198,783
EXPENDITURE ON:				
Raising funds				
Cost of Fundraising Events / Promotion	20	1,012	1,032	7,945
Professional fees	1,057	25,643	26,700	1,800
	1,077	26,655	27,732	9,745
Charitable activities				
Staffing Costs	-	130,591	130,591	106,638
Human Resources	20,152	-	20,152	-
Volunteer and Parent Carers Expenses	117	6,744	6,861	4,255
Caravan Running Costs	3,481	15,995	19,476	14,276
Cost of SEND Services	-	41,305	41,305	30,428
Costs of proving trips/ activities	753	32,585	33,338	17,720
Print, Post, Stationary, Equipment	608	5,924	6,532	6,966
Utilities, Insurance, Building Costs, Repairs	13,076	29,082	42,158	19,575
Independent examiners fees	-	1,080	1,080	-
Depreciation	7,215	1,705	8,920	7,479
	45,402	265,011	310,413	207,337
Total expenditure	46,479	291,666	338,145	217,082
Net income / (expenditure)	8,943	77,084	86,027	(18,299)
Transfers between funds	74	(74)	-	-
Reconciliation of funds				
Total funds at 1 April 2022	126,506	2,791	129,297	147,596
Total funds at 31 March 2023	135,523	79,801	215,324	129,297
	Note 5	Note 5		

The notes on pages 4 to 10 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Statement of Financial Position

at 31 March 2023

	Note	Unrestricted £	2023 Restricted £	Total £	2022 Total £
FIXED ASSETS					
Tangible assets	4	51,846	6,818	58,664	58,645
CURRENT ASSETS					
Cash funds:					
Current account		78,018	-	78,018	25,224
Deposit account		7,081	69,392	76,473	59,912
		85,099	69,392	154,491	85,136
Other current assets:					
Prepayments		3,812	8,732	12,544	2,231
Accrued income		119	-	119	699
Total current assets		89,030	78,124	167,154	88,066
CURRENT LIABILITIES					
Accruals:					
Accrued expenses		(555)	(2,222)	(2,777)	(5,595)
Deferred income		(4,798)	-	(4,798)	(9,284)
Other creditors:					
PAYE liability		-	(2,494)	(2,494)	(1,850)
Pension liability		-	(425)	(425)	(685)
		(5,353)	(5,141)	(10,494)	(17,414)
NET CURRENT ASSETS		83,677	72,983	156,660	70,652
Total Assets		135,523	79,801	215,324	129,297
CHARITY FUNDS					
Restricted funds	5	-	79,801	79,801	2,791
Unrestricted funds:					
General		89,560	-	89,560	74,798
Designated - Caravans		45,963	-	45,963	51,708
Total charity funds		135,523	79,801	215,324	129,297

These financial statements were approved and authorised for issue by the Trustees on
..... **2023** and signed on their behalf by:

.....
Heather Skibsted

Chair

.....
Louise Ravenscroft

Chief Executive Officer

The notes on pages 4 to 10 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2023

1. Accounting policies

The charity is an incorporated charity registered in England and Wales with the Charity Commission with the registration number 1171389. The charity's registered address is Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough, PE2 5QP.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) *Basis of preparation of the 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 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and are presented in sterling which is the functional currency of the charity.

Change of Accounting Basis

This is a change of accounting format. The previous years had been prepared on a Receipts and Payments basis but has changed to an Accruals basis due to the level of income now exceeding the thresholds.

(b) *Income recognition*

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

(c) *Expenditure recognition*

Expenditure is included in the Statement of Financial Activities on an accruals basis and is allocated to a particular fund where the costs relate directly to that fund. Expenditure is categorised under the headings recorded in the Statement of Financial Activities.

(d) *Gifts in Kind*

Gifts in Kind are brought into the accounts where there is either a reasonable estimate of their fair value to the funds or the amount which is actually realised. Where a value cannot be determined, or a reasonable estimate applied, the gift is not included in the Statement of Financial Activities.

(e) *Definition of Funds*

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objects of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of administering such funds are charged against the specific fund. The intended use of each restricted fund is set out in the notes.

(f) *Debtors and creditors receivable / payable within one year*

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) *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 the next 12 months from authorising the financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2023

1. Accounting Policies *(Continued)*

(h) **Judgements and key sources of estimation uncertainty**

There are no significant judgements or estimations which have been made in the process of applying the above accounting policies, other than usual cut off judgements included in prepayments and accruals.

(i) **Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activity.

(j) **Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against or credited to profits on a straight line basis over the period of the lease.

(k) **Depreciation**

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Caravans	-	15 years straight line
General Equipment	-	20% reducing balance
Computer Equipment	-	5 years straight line

2. Related party transactions

The charity is controlled by the trustees as a body and no individual does or could exert control.

The charity has paid Faustina Yang, a trustee for Human Resource advice an amount of £20,152 (2023 - nil).

3. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

4. Tangible fixed assets

	Caravans £	General Equipment £	Computer Equipment £	Total £
Cost				
At 1 April 2022	86,178	13,549	-	99,727
Additions	-	3,925	5,014	8,939
Disposals	-	-	-	-
At 31 March 2023	86,178	17,474	5,014	108,666
Depreciation				
At 1 April 2022	34,470	6,612	-	41,082
Charge for the year	5,745	2,172	1,003	8,920
On disposals	-	-	-	-
At 31 March 2023	40,215	8,784	1,003	50,002
Net book value				
At 31 March 2023	45,963	8,690	4,011	58,664
At 1 April 2022	51,708	6,937	-	58,645

FAMILY VOICE PETERBOROUGH

Notes to the Accounts (continued)

for the year ended 31 March 2023

5. Funds

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
Restricted funds					
CETR	1,550	13,200	(11,900)	-	2,850
ICB	-	25,000	(21,913)	-	3,087
ICB (Toolkit)	-	20,500	(2,565)	-	17,935
M&S	-	1,000	(815)	-	185
PCC Hub	-	20,000	(18,027)	-	1,973
Lottery	-	133,305	(101,280)	-	32,025
SERCO	-	4,500	(961)	-	3,539
SEND	-	80,000	(74,205)	-	5,795
PCC Health	-	8,000	(8,000)	-	-
DfE	-	27,545	(26,455)	-	1,090
Albert Hunt	-	2,000	(745)	-	1,255
HS Chairs (CLF)	17	500	(273)	-	244
LPC Hub	-	5,000	(5,002)	2	-
LPC Chairs	-	750	(150)	-	600
LPC Hamper	-	3,000	(3,000)	-	-
DEFRA	-	1,000	(1,000)	-	-
CCF Microsoft	-	1,968	(745)	-	1,223
Waterville PC	-	500	(500)	-	-
Longville PC	76	-	-	(76)	-
PCVS	1,148	8,920	(10,068)	-	-
Door Entry System	-	3,812	(3,812)	-	-
BGL	-	250	(250)	-	-
Aldi	-	1,000	-	-	1,000
Tesco	-	500	-	-	500
Asda	-	500	-	-	500
ICB PP	-	6,000	-	-	6,000
Restricted funds	2,791	368,750	(291,666)	(74)	79,801

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	3,450	(600)	2,850
ICB	830	2,257	-	3,087
ICB (Toolkit)	-	17,935	-	17,935
M&S	-	185	-	185
PCC Hub	272	1,416	285	1,973
Lottery	-	30,914	1,111	32,025
SERCO	-	3,089	450	3,539
SEND	3,649	2,146	-	5,795
DfE	-	-	1,090	1,090
Albert Hunt	-	-	1,255	1,255
HS Chairs (CLF)	244	-	-	244
LPC Chairs	600	-	-	600
CCF Microsoft	1,223	-	-	1,223
Aldi	-	1,000	-	1,000
Tesco	-	500	-	500
Asda	-	500	-	500
ICB PP	-	6,000	-	6,000
	6,818	69,392	3,591	79,801

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

5. Funds (continued)

Comparative figures

	At 1 April 2021	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2022
	£	£	£	£	£
Restricted funds					
CETR	-	10,800	(9,250)	-	1,550
SEND	17,782	78,000	(100,592)	4,810	-
PCC Health	-	8,170	(8,170)	-	-
DfE	-	20,270	(22,080)	1,810	-
HS Chairs (CLF)	-	1,250	(1,233)	-	17
Waterville PC	-	500	(500)	-	-
Longville PC	-	1,500	(1,424)	-	76
PCVS	(8,539)	34,155	(24,468)	-	1,148
BGL	-	500	(500)	-	-
Consultancy	-	1,550	(1,550)	-	-
Pears	-	9,780	(9,780)	-	-
Other	2,152	-	(1,975)	(177)	-
Restricted funds	11,395	166,475	(181,522)	6,443	2,791

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	1,650	(100)	1,550
DfE	-	232	(232)	-
HS Chairs (CLF)	-	17	-	17
Longville PC	-	76	-	76
PCVS	-	10,313	(9,165)	1,148
	-	12,288	(9,497)	2,791

6. Fund descriptions

Fund and provider	Purpose	Restriction and surplus / deficit
CETR funding provided by ICB – Health Commissioning (NHS).	Funds for payment of set NHS rate for EbE's to attend panels.	Fee is based on a predicted number of CETR's in a monthly period. Surplus at the end of the work programme will be returned, and any deficit would be covered by FVP.
ICB funding provided by ICB – Health Commissioning (NHS).	Funds to be used for the provision of parent participation services and administration of the provision of a team of EbE.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to occur.
ICB (Toolkit) funding provided by ICB – Health Commissioning (NHS).	Development and delivery of a resource to help families ait well as part of the neurodiversity pathway.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to be possible.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

6. Fund descriptions (continued)

M&S is provided by the Marks and Spencer Business CSR programme.	Funds are provided to enable staff and volunteer costs in respect of food and refreshment are covered.	At the end of a period, any surplus can be carried forward but must still be spent in line with intended purpose, i.e. indefinite period.
PCC Hub represents funds provided by the Local Authority, Peterborough City Council passed on from DWP.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Small surplus allowed, but must be used for the intended purpose. The grant period was initially set for 12 months.
Lottery represents funds provided by the National Lottery Fund.	Project and core costs to facilitate charity growth and development. Aiming to increase engagement and support for parent carers especially from seldom heard communities.	Also covers running costs of caravans for two years to establish their viability while protecting them as an asset which are subject to subsidy control. Any surplus can be carried forward one year.
SERCO funds are from their Business CSR programme.	The funds are to provide Trips and activities for SEND families over no specified period.	As no specific period then funds retained for this same purpose going forwards until spent. Any deficit will be met by general funds.
SEND represents funds received from Peterborough City Council.	Funds are to be used for the provision of parent participation services; • Representation and reporting of parents voices at strategic and operational boards across SEND results in making parent and child experiences visible, and contributes to service policy, and practice improvements. • Building trust and improving relationships between PCC services and parents. Programme runs over five years, ending March 2025 and any surplus can be carried forward but must still be spent on the same purposes.	
PCC Health represents funds provided by Peterborough City Council.	Funds are provided to assist with COVID/Flu awareness.	Any surplus can be used as required in delivery of core work.
DfE represents funds from DfE being National Government.	Assist with costs to delivery PCF functions and facilitate parent carer participation including staffing, core costs and activity costs.	Must be spent in year, and underspend reported, underspend is deducted from following years grant amount.
Albert Hunt represents funds from the Albert Hunt charity.	Grant made to be spent on core costs only.	
HS Chairs (CLF) represents funds from the Community Leadership Fund – Councillors fund to distribute to local initiatives.	Chairs for the community hall.	Any surplus is retained for intended purpose.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

6. Fund descriptions *(continued)*

LPC Hub represents funds from the Parish Council.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Any surplus is retained for intended purpose.
LPC Chairs represents funds from the Parish Council.	Funds are provided to enable the provision of chairs for the community centre.	Any surplus is to be used for future chairs and any deficit will be met by general funds.
LPC Hamper represents funds from the Parish Council.	Funds are provided to enable the provision of festive hampers for 50 local households.	Any surplus is to be used for future hampers and any deficit will be met by general funds.
DEFRA represents funds provided by the Central Government department.	Funds are provided for a Community Café and the associated running costs, including staffing and food.	Any surplus would have to be returned
CCF Microsoft represents funds from the same named Charity.	The funds are to provide equipment and staffing for the purpose of volunteer training and support.	Any surplus would need to be repaid.
Waterville PC represents funds from the Parish Council.	Funds for the purposes of a lighting upgrade.	Any surpluses to be retained for the same purpose.
PCVS represents funds provided by the Central Government fund for COVID through local Authorities to Peterborough CVS.	The funds were to provide COVID support and the related staffing costs.	The project is allocated over two years and some surplus is allowed as long as spent in spirit of work, which meets the charity's objects.
Door Entry System funds are provided by CLF, Earl Fitzwilliam, Coles Trust and the Community Leadership Fund.	Funds were raised so as to enable enhanced security for the centre improving the centre usage by adding to door entry system. Funds to be returned if they are not spent.	
BGL funds came from the BGL Business CSR programme.	The funds enabled the provision of themed gifts and items to assist parent carers.	Any surplus could be carried forward and used for intended purpose in future. Any deficit will be covered by general funds.
Aldi funds were provided by the Aldi Business CSR programme.	The funds were for the operational costs and the café.	Any surpluses are to be used for continued provision.
Tesco funds came from the Tesco Business CSR programme – Blue Token Scheme.	These funds are for the Seldom Heard engagement to meet the staffing and activity costs. Any surplus must be returned and any deficit will be met from general Funds.	
Asda funds came from their Business CSR programme – Green Token Scheme.	Funds were provided for the charity to provide parent carer support, as required.	No surplus expected and any deficit will be met from General funds.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts (continued)

for the year ended 31 March 2023

6. Fund descriptions *(continued)*

ICB PP funds were provided by ICB – Health Commissioning (NHS).	the funds are to be used for the provision of Parent Participation in health key worker collaborative and the costs relating thereto.	Any surplus is used in continuation of this work.
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7. Fund comparatives - for the year ended 31 March 2022

	Unrestricted £	Restricted £	Total £
INCOME FROM:			
Donations, Legacies and Grants	1,295	166,475	167,770
Fundraising Events	604	-	604
Fees for Charitable Services	1,154	-	1,154
Hire of Community Premises	9,687	-	9,687
Hire of Caravans	19,359	-	19,359
Interest earned	209	-	209
Total income	32,308	166,475	198,783
EXPENDITURE FROM:			
Raising funds			
Cost of Fundraising Events / Promotion	718	7,227	7,945
Professional fees	-	1,800	1,800
Charitable activities			
Staffing Costs	-	106,638	106,638
Volunteer and Parent Carers Expenses	1,972	2,283	4,255
Caravan Running Costs	10,276	4,000	14,276
Cost of SEND Services	5,901	24,527	30,428
Costs of proving trips/ activities	4,917	12,803	17,720
Print, Post, Stationary, Equipment	33	6,933	6,966
Utilities, Insurance, Building Costs, Repairs	4,264	15,311	19,575
Independent examiners fees	-	-	-
Depreciation	7,479	-	7,479
Total expenditure	35,560	181,522	217,082
Net income	(3,252)	(15,047)	(18,299)

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Signature 1

Signed by Heather Skibsted using authentication code bDE1OEIYcW0vITNx at IP address 86.150.228.225, on 2023/06/19 09:33:03 Z.

Heather Skibsted's e-mail address is: heather@familyvoice.org.

Heather Skibsted added the following comments:

"H.Skibsted"

Signature 2

Signed by Louise Ravenscroft using authentication code aSFsWGtiXHNvNmXU at IP address 85.255.236.183, on 2023/06/20 18:47:47 Z.

Louise Ravenscroft's e-mail address is: louise@familyvoice.org.

Signature 3

Signed by Ken Maggs using authentication code bj5FOSQkUWtNV21Z at IP address 20.58.21.182, on 2023/06/21 07:28:41 Z.

Ken Maggs's e-mail address is: ken@mooret.co.uk.

FAMILY VOICE PETERBOROUGH

CHARITY COMMISSION REGISTERED NO. 1171389

FINANCIAL STATEMENTS

for the year ended 31 March 2023



FAMILY VOICE PETERBOROUGH

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for the year ended 31 March 2023

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- 2 Statement of Financial Activities
- 3 Statement of Financial Position
- 4 - 10 Notes to the Accounts

Independent Examiner's Report to the Trustees of FAMILY VOICE PETERBOROUGH

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 2 to 10.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....
K. J. Maggs F.C.A., B.A.
Moore Thompson
Chartered Accountants

Dated:**2023**

FAMILY VOICE PETERBOROUGH

Statement of Financial Activities

for the year ended 31 March 2023

	Unrestricted £	2023 Restricted £	Total £	2022 Total £
INCOME FROM:				
Donations, Legacies and Grants	19,522	368,750	388,272	167,770
Charitable activities				
Fees for Charitable Services	3,690	-	3,690	1,154
Hire of Community Premises	15,048	-	15,048	9,687
Hire of Caravans	13,461	-	13,461	19,359
	32,199	-	32,199	30,200
Other trading activities				
Fundraising Events	3,300	-	3,300	604
Investments				
Interest earned	401	-	401	209
Total income	55,422	368,750	424,172	198,783
EXPENDITURE ON:				
Raising funds				
Cost of Fundraising Events / Promotion	20	1,012	1,032	7,945
Professional fees	1,057	25,643	26,700	1,800
	1,077	26,655	27,732	9,745
Charitable activities				
Staffing Costs	-	130,591	130,591	106,638
Human Resources	20,152	-	20,152	-
Volunteer and Parent Carers Expenses	117	6,744	6,861	4,255
Caravan Running Costs	3,481	15,995	19,476	14,276
Cost of SEND Services	-	41,305	41,305	30,428
Costs of proving trips/ activities	753	32,585	33,338	17,720
Print, Post, Stationary, Equipment	608	5,924	6,532	6,966
Utilities, Insurance, Building Costs, Repairs	13,076	29,082	42,158	19,575
Independent examiners fees	-	1,080	1,080	-
Depreciation	7,215	1,705	8,920	7,479
	45,402	265,011	310,413	207,337
Total expenditure	46,479	291,666	338,145	217,082
Net income / (expenditure)	8,943	77,084	86,027	(18,299)
Transfers between funds	74	(74)	-	-
Reconciliation of funds				
Total funds at 1 April 2022	126,506	2,791	129,297	147,596
Total funds at 31 March 2023	135,523	79,801	215,324	129,297
	Note 5	Note 5		

The notes on pages 4 to 10 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Statement of Financial Position

at 31 March 2023

	Note	Unrestricted £	2023 Restricted £	Total £	2022 Total £
FIXED ASSETS					
Tangible assets	4	51,846	6,818	58,664	58,645
CURRENT ASSETS					
Cash funds:					
Current account		78,018	-	78,018	25,224
Deposit account		7,081	69,392	76,473	59,912
		85,099	69,392	154,491	85,136
Other current assets:					
Prepayments		3,812	8,732	12,544	2,231
Accrued income		119	-	119	699
Total current assets		89,030	78,124	167,154	88,066
CURRENT LIABILITIES					
Accruals:					
Accrued expenses		(555)	(2,222)	(2,777)	(5,595)
Deferred income		(4,798)	-	(4,798)	(9,284)
Other creditors:					
PAYE liability		-	(2,494)	(2,494)	(1,850)
Pension liability		-	(425)	(425)	(685)
		(5,353)	(5,141)	(10,494)	(17,414)
NET CURRENT ASSETS		83,677	72,983	156,660	70,652
Total Assets		135,523	79,801	215,324	129,297
CHARITY FUNDS					
Restricted funds	5	-	79,801	79,801	2,791
Unrestricted funds:					
General		89,560	-	89,560	74,798
Designated - Caravans		45,963	-	45,963	51,708
Total charity funds		135,523	79,801	215,324	129,297

These financial statements were approved and authorised for issue by the Trustees on
 **2023** and signed on their behalf by:

.....
Heather Skibsted

Chair

.....
Louise Ravenscroft

Chief Executive Officer

The notes on pages 4 to 10 form part of these financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2023

1. Accounting policies

The charity is an incorporated charity registered in England and Wales with the Charity Commission with the registration number 1171389. The charity's registered address is Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough, PE2 5QP.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) *Basis of preparation of the 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 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and are presented in sterling which is the functional currency of the charity.

Change of Accounting Basis

This is a change of accounting format. The previous years had been prepared on a Receipts and Payments basis but has changed to an Accruals basis due to the level of income now exceeding the thresholds.

(b) *Income recognition*

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

(c) *Expenditure recognition*

Expenditure is included in the Statement of Financial Activities on an accruals basis and is allocated to a particular fund where the costs relate directly to that fund. Expenditure is categorised under the headings recorded in the Statement of Financial Activities.

(d) *Gifts in Kind*

Gifts in Kind are brought into the accounts where there is either a reasonable estimate of their fair value to the funds or the amount which is actually realised. Where a value cannot be determined, or a reasonable estimate applied, the gift is not included in the Statement of Financial Activities.

(e) *Definition of Funds*

Unrestricted funds are available for use at the discretion of the Trustees in the furtherance of the general objects of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of administering such funds are charged against the specific fund. The intended use of each restricted fund is set out in the notes.

(f) *Debtors and creditors receivable / payable within one year*

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) *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 the next 12 months from authorising the financial statements.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts

for the year ended 31 March 2023

1. Accounting Policies *(Continued)*

(h) **Judgements and key sources of estimation uncertainty**

There are no significant judgements or estimations which have been made in the process of applying the above accounting policies, other than usual cut off judgements included in prepayments and accruals.

(i) **Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activity.

(j) **Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against or credited to profits on a straight line basis over the period of the lease.

(k) **Depreciation**

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Caravans	-	15 years straight line
General Equipment	-	20% reducing balance
Computer Equipment	-	5 years straight line

2. Related party transactions

The charity is controlled by the trustees as a body and no individual does or could exert control.

The charity has paid Faustina Yang, a trustee for Human Resource advice an amount of £20,152 (2023 - nil).

3. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

4. Tangible fixed assets

	Caravans £	General Equipment £	Computer Equipment £	Total £
Cost				
At 1 April 2022	86,178	13,549	-	99,727
Additions	-	3,925	5,014	8,939
Disposals	-	-	-	-
At 31 March 2023	86,178	17,474	5,014	108,666
Depreciation				
At 1 April 2022	34,470	6,612	-	41,082
Charge for the year	5,745	2,172	1,003	8,920
On disposals	-	-	-	-
At 31 March 2023	40,215	8,784	1,003	50,002
Net book value				
At 31 March 2023	45,963	8,690	4,011	58,664
At 1 April 2022	51,708	6,937	-	58,645

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

5. Funds

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
Restricted funds					
CETR	1,550	13,200	(11,900)	-	2,850
ICB	-	25,000	(21,913)	-	3,087
ICB (Toolkit)	-	20,500	(2,565)	-	17,935
M&S	-	1,000	(815)	-	185
PCC Hub	-	20,000	(18,027)	-	1,973
Lottery	-	133,305	(101,280)	-	32,025
SERCO	-	4,500	(961)	-	3,539
SEND	-	80,000	(74,205)	-	5,795
PCC Health	-	8,000	(8,000)	-	-
DfE	-	27,545	(26,455)	-	1,090
Albert Hunt	-	2,000	(745)	-	1,255
HS Chairs (CLF)	17	500	(273)	-	244
LPC Hub	-	5,000	(5,002)	2	-
LPC Chairs	-	750	(150)	-	600
LPC Hamper	-	3,000	(3,000)	-	-
DEFRA	-	1,000	(1,000)	-	-
CCF Microsoft	-	1,968	(745)	-	1,223
Waterville PC	-	500	(500)	-	-
Longville PC	76	-	-	(76)	-
PCVS	1,148	8,920	(10,068)	-	-
Door Entry System	-	3,812	(3,812)	-	-
BGL	-	250	(250)	-	-
Aldi	-	1,000	-	-	1,000
Tesco	-	500	-	-	500
Asda	-	500	-	-	500
ICB PP	-	6,000	-	-	6,000
Restricted funds	2,791	368,750	(291,666)	(74)	79,801

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	3,450	(600)	2,850
ICB	830	2,257	-	3,087
ICB (Toolkit)	-	17,935	-	17,935
M&S	-	185	-	185
PCC Hub	272	1,416	285	1,973
Lottery	-	30,914	1,111	32,025
SERCO	-	3,089	450	3,539
SEND	3,649	2,146	-	5,795
DfE	-	-	1,090	1,090
Albert Hunt	-	-	1,255	1,255
HS Chairs (CLF)	244	-	-	244
LPC Chairs	600	-	-	600
CCF Microsoft	1,223	-	-	1,223
Aldi	-	1,000	-	1,000
Tesco	-	500	-	500
Asda	-	500	-	500
ICB PP	-	6,000	-	6,000
	6,818	69,392	3,591	79,801

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

5. Funds (continued)

Comparative figures

	At 1 April 2021	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2022
	£	£	£	£	£
Restricted funds					
CETR	-	10,800	(9,250)	-	1,550
SEND	17,782	78,000	(100,592)	4,810	-
PCC Health	-	8,170	(8,170)	-	-
DfE	-	20,270	(22,080)	1,810	-
HS Chairs (CLF)	-	1,250	(1,233)	-	17
Waterville PC	-	500	(500)	-	-
Longville PC	-	1,500	(1,424)	-	76
PCVS	(8,539)	34,155	(24,468)	-	1,148
BGL	-	500	(500)	-	-
Consultancy	-	1,550	(1,550)	-	-
Pears	-	9,780	(9,780)	-	-
Other	2,152	-	(1,975)	(177)	-
Restricted funds	11,395	166,475	(181,522)	6,443	2,791

Analysis of net assets

	Tangible net assets	Bank Accounts	Other net assets	Total
Restricted funds				
CETR	-	1,650	(100)	1,550
DfE	-	232	(232)	-
HS Chairs (CLF)	-	17	-	17
Longville PC	-	76	-	76
PCVS	-	10,313	(9,165)	1,148
	-	12,288	(9,497)	2,791

6. Fund descriptions

Fund and provider	Purpose	Restriction and surplus / deficit
CETR funding provided by ICB – Health Commissioning (NHS).	Funds for payment of set NHS rate for EbE's to attend panels.	Fee is based on a predicted number of CETR's in a monthly period. Surplus at the end of the work programme will be returned, and any deficit would be covered by FVP.
ICB funding provided by ICB – Health Commissioning (NHS).	Funds to be used for the provision of parent participation services and administration of the provision of a team of EbE.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to occur.
ICB (Toolkit) funding provided by ICB – Health Commissioning (NHS).	Development and delivery of a resource to help families ait well as part of the neurodiversity pathway.	Surplus can be kept by charity, must be used for general support of parent carers. No deficit is expected to be possible.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

6. Fund descriptions (continued)

M&S is provided by the Marks and Spencer Business CSR programme.	Funds are provided to enable staff and volunteer costs in respect of food and refreshment are covered.	At the end of a period, any surplus can be carried forward but must still be spent in line with intended purpose, i.e. indefinite period.
PCC Hub represents funds provided by the Local Authority, Peterborough City Council passed on from DWP.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Small surplus allowed, but must be used for the intended purpose. The grant period was initially set for 12 months.
Lottery represents funds provided by the National Lottery Fund.	Project and core costs to facilitate charity growth and development. Aiming to increase engagement and support for parent carers especially from seldom heard communities.	Also covers running costs of caravans for two years to establish their viability while protecting them as an asset which are subject to subsidy control. Any surplus can be carried forward one year.
SERCO funds are from their Business CSR programme.	The funds are to provide Trips and activities for SEND families over no specified period.	As no specific period then funds retained for this same purpose going forwards until spent. Any deficit will be met by general funds.
SEND represents funds received from Peterborough City Council.	Funds are to be used for the provision of parent participation services; • Representation and reporting of parents voices at strategic and operational boards across SEND results in making parent and child experiences visible, and contributes to service policy, and practice improvements. • Building trust and improving relationships between PCC services and parents. Programme runs over five years, ending March 2025 and any surplus can be carried forward but must still be spent on the same purposes.	
PCC Health represents funds provided by Peterborough City Council.	Funds are provided to assist with COVID/Flu awareness.	Any surplus can be used as required in delivery of core work.
DfE represents funds from DfE being National Government.	Assist with costs to delivery PCF functions and facilitate parent carer participation including staffing, core costs and activity costs.	Must be spent in year, and underspend reported, underspend is deducted from following years grant amount.
Albert Hunt represents funds from the Albert Hunt charity.	Grant made to be spent on core costs only.	
HS Chairs (CLF) represents funds from the Community Leadership Fund – Councillors fund to distribute to local initiatives.	Chairs for the community hall.	Any surplus is retained for intended purpose.

FAMILY VOICE PETERBOROUGH
Notes to the Accounts (continued)
for the year ended 31 March 2023

6. Fund descriptions *(continued)*

LPC Hub represents funds from the Parish Council.	Funds are provided to enable the provision of a warm Hub, food, energy support and to cover the associated costs such as staff costs and utilities.	Any surplus is retained for intended purpose.
LPC Chairs represents funds from the Parish Council.	Funds are provided to enable the provision of chairs for the community centre.	Any surplus is to be used for future chairs and any deficit will be met by general funds.
LPC Hamper represents funds from the Parish Council.	Funds are provided to enable the provision of festive hampers for 50 local households.	Any surplus is to be used for future hampers and any deficit will be met by general funds.
DEFRA represents funds provided by the Central Government department.	Funds are provided for a Community Café and the associated running costs, including staffing and food.	Any surplus would have to be returned
CCF Microsoft represents funds from the same named Charity.	The funds are to provide equipment and staffing for the purpose of volunteer training and support.	Any surplus would need to be repaid.
Waterville PC represents funds from the Parish Council.	Funds for the purposes of a lighting upgrade.	Any surpluses to be retained for the same purpose.
PCVS represents funds provided by the Central Government fund for COVID through local Authorities to Peterborough CVS.	The funds were to provide COVID support and the related staffing costs.	The project is allocated over two years and some surplus is allowed as long as spent in spirit of work, which meets the charity's objects.
Door Entry System funds are provided by CLF, Earl Fitzwilliam, Coles Trust and the Community Leadership Fund.	Funds were raised so as to enable enhanced security for the centre improving the centre usage by adding to door entry system. Funds to be returned if they are not spent.	
BGL funds came from the BGL Business CSR programme.	The funds enabled the provision of themed gifts and items to assist parent carers.	Any surplus could be carried forward and used for intended purpose in future. Any deficit will be covered by general funds.
Aldi funds were provided by the Aldi Business CSR programme.	The funds were for the operational costs and the café.	Any surpluses are to be used for continued provision.
Tesco funds came from the Tesco Business CSR programme – Blue Token Scheme.	These funds are for the Seldom Heard engagement to meet the staffing and activity costs. Any surplus must be returned and any deficit will be met from general Funds.	
Asda funds came from their Business CSR programme – Green Token Scheme.	Funds were provided for the charity to provide parent carer support, as required.	No surplus expected and any deficit will be met from General funds.

FAMILY VOICE PETERBOROUGH

Notes to the Accounts (continued)

for the year ended 31 March 2023

6. Fund descriptions (continued)

ICB PP funds were provided by ICB – Health Commissioning (NHS). the funds are to be used for the provision of Parent Participation in health key worker collaborative and the costs relating thereto. Any surplus is used in continuation of this work.

7. Fund comparatives - for the year ended 31 March 2022

	Unrestricted £	Restricted £	Total £
INCOME FROM:			
Donations, Legacies and Grants	1,295	166,475	167,770
Fundraising Events	604	-	604
Fees for Charitable Services	1,154	-	1,154
Hire of Community Premises	9,687	-	9,687
Hire of Caravans	19,359	-	19,359
Interest earned	209	-	209
Total income	32,308	166,475	198,783
EXPENDITURE FROM:			
Raising funds			
Cost of Fundraising Events / Promotion	718	7,227	7,945
Professional fees	-	1,800	1,800
Charitable activities			
Staffing Costs	-	106,638	106,638
Volunteer and Parent Carers Expenses	1,972	2,283	4,255
Caravan Running Costs	10,276	4,000	14,276
Cost of SEND Services	5,901	24,527	30,428
Costs of proving trips/ activities	4,917	12,803	17,720
Print, Post, Stationary, Equipment	33	6,933	6,966
Utilities, Insurance, Building Costs, Repairs	4,264	15,311	19,575
Independent examiners fees	-	-	-
Depreciation	7,479	-	7,479
Total expenditure	35,560	181,522	217,082
Net income	(3,252)	(15,047)	(18,299)

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Signature 1

Signed by Heather Skibsted using authentication code bDE1OEIYcW0vITNx at IP address 86.150.228.225, on 2023/06/19 09:33:03 Z.

Heather Skibsted's e-mail address is: heather@familyvoice.org.

Heather Skibsted added the following comments:

"H.Skibsted"

Signature 2

Signed by Louise Ravenscroft using authentication code aSFsWGtiXHNvNmXU at IP address 85.255.236.183, on 2023/06/20 18:47:47 Z.

Louise Ravenscroft's e-mail address is: louise@familyvoice.org.

Signature 3

Signed by Ken Maggs using authentication code bj5FOSQkUWtNV21Z at IP address 20.58.21.182, on 2023/06/21 07:28:41 Z.

Ken Maggs's e-mail address is: ken@mooret.co.uk.

Accounts

SECTION 2 – FAMILY VOICE PETERBOROUGH AS A CHARITY

To relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

Chairs Forward

I recently took over as chair of the charity a couple of months ago after joining the board of trustees in July 2021. The board of trustees has seen major changes and we are now a board of new members with a range of skills and experience and we look forward to working with the challenges ahead.

I have been involved with the charity for several years now as local councillor and have seen how the pandemic and closures of the Goldhay Centre has brought huge challenges for the charity to overcome. Since the latter part of 2021 we have been able to open the centre once again for community groups etc and are confident that the increase in usage bringing funds to the charity will continue to increase to make us more sustainable and also to create much needed community cohesion.

Early in 2022 we opened a community café which is intended to bring local residents together, combat loneliness and provide a centre for support and social networking. The café is open weekly and once a month a 2 course meal is provided on a donation basis. We have had support for Orton Longueville Parish Council to set up and run this and the café is going from strength to strength with increasing numbers of people attending and volunteering. The café also uses the fareshare surplus food to offer to attendees - we hope that this can become a permanent food hub/community fridge going forward as this is much needed in the local area with the increasing rise in cost of living.

Other community activities involve regular(monthly) litter picking and gardening projects which re started in the summer of 2021.

We are also in the final stages of a National Lottery Funding application, and are hopeful of success. If successful this will have a huge impact on the charity and enable us to do more for our beneficiaries. Our new website is now up and running which advertises very clearly what is on offer both to families with disabled children and the wider community in terms of the renting the centre for functions and booking the caravans. This will also enhance our profile and help create the sustainability we need to continue our vital work.

I look forward to another year of working with Louise, the staff and trustees.

Heather Skibsted

Family Voice Peterborough Chair Person

Trustees

John Ravenscroft (Chair Person – Resigned January 2022)
Samantha Ronnay (Interim Treasurer – Resigned April 2021)
Amanda Rennie (Secretary – Resigned December 2021)
Heather Skibsted (Chair Person – Joined August 2021)
Snieguole Maliavskaja (Joined November 2021)
Oluyemisi Anthonia Williams (Joined December 2021)
Faustina Yang (Joined January 2022)
Asta Remezaite (Joined February 2022)

Declarations of Interest

- An employee of FVP is married to John Ravenscroft.
- Heather Skibsted is Ward Councillor (Orton Longueville Ward, Parish Councillor Orton Longueville).

Governance and Structure

Operating Model:	Constitution
Legal Structure:	Charitable Incorporated Organisation
Trusteeship:	(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. FVP has adopted a safer recruitment policy with associated procedures for the purposes of ensuring any appointed trustees: • Understand their role within FVP • Understand what FVP's purpose is, who its beneficiaries are where it operates. • Are eligible to act as a trustee and meet charity commission requirements and safeguarding requirements in relation to children and vulnerable adults • Bring skills and experience to the charity that mean it will continue meeting its purpose

Fig. 1 Governance and Structure for FVP

FVP has a small, but growing team of staff and volunteers who have operational responsibility for managing the charity on a day to day basis. Due to the size of the charity the trustees still have some operational duties which are being gradually devolved to the staff team via delegation which takes account code of governance guidance principle 1.5. This is becoming less so over time, especially towards the end of the financial year this report applies to.

FVP works with a number of other third sector organisations including Peterborough and District Deaf Children's Society (PDDCS), Pinpoint and The Aiming High Group as well as acting as a strategic partner of Peterborough City Council in relation to offering collective information, advocacy, support and advice to parent carers which is in line with the purpose of the charity as defined in its objects. FVP has also started working with a wider partnership of organisations both statutory and third sector as part of the expanding seldom heard communities work.

Potential risks have changed over the past year, with a move towards ensuring growth is managed safely, and nearly a whole new board coming in towards the end of the financial year. The previous risk of a Trustee and Employee being married to one another has been removed with the resignation of the said Trustee. The constitution allows for beneficiaries and connected persons to be trustees and employees which, is handled via the declarations of interest/ loyalty policy and procedures. Regular risk assessment is conducted to ensure all matters are recognised and managed; furthermore recent work has taken place around a functions analysis to help inform the strategic plans of the charity whilst being mindful of all potential risks. Any risks are detailed appropriately on a risk log and at all times the risk policy is followed.

Assets and Ownership

All assets are under the ownership of the CIO with two trustees signing leases/ contracts as required as per the constitution. The assets of the charity are the Goldhay Community Centre and two caravans which are sited at Haven Caister and Butlin's Skegness respectively. The community centre was transferred to the CIO in February 2020.

Staff 2021 to 2022

A Chief Operating Officer has been employed to oversee all operational elements of the charity, supported by a team of Parent Representatives, a Senior Administrator, Finance Administrator, Office Assistant and Charity Development Worker. There have also been a couple of temporary roles namely a COVID Community Connector. No staff member is remunerated over £40,000 and the staff costs are covered through specific grant funding and income generated from the hire of the premises. The staffing for the charity covers the forum functions of FVP, all administration and management of the assets. There are currently 11 staff members employed by FVP.

The trustees are aware of risks associated with being employers, especially as the charity is a relatively small organisation. The trustees will continue to mitigate risk through suitable financial planning, employee support and trustee board development. All work will continue to be underpinned by the risk management policy which is reviewed annually. The board continue to seek with respect to employment where required. The board have also had a renewed focus on Equality and Diversity to ensure they are supportive and understanding of the diversity within the workforce.

Volunteers/ 2021 to 2022

FVP have secured the support of 5 regular volunteers, some ad hoc volunteers courtesy of the Rotary club who have supported with the upkeep of the premises where C-19 restrictions have allowed.

Although FVP still have two key parent representatives who volunteer their time, the majority have moved towards employment with FVP as zero hour workers in line with the longer term plans of the charity.

This past year, has also seen the introduction of a Community Café which is being supported by a lead volunteer and other ad hoc volunteers. This work alone probably equates to over 100 hours of volunteer time.

It has not been possible this year to identify the number of volunteer hours given to the charity due to there being such variation in work conducted, and constant changes to work/volunteering due to C-19 hesitancy, as the country moves to a 'new normal'

Objectives and Activities

The objects of the CIO are to relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

The Board of Trustees have paid due regard to statutory guidance PB1, PB2 and PB3 issued by The Charity Commission when planning and undertaking activities in relation to the objects that define the purpose of the charity.

The trustees also look to consider social impact when undertaking work as means to demonstrate value for money and positive benefit to individuals and their families.

Social Impact – Regular Reviewed and Identified in Strategic Plans

Definition: The effect of an activity on the social fabric of the community and well-being of the individuals and families (<http://www.businessdictionary.com/definition/social-impact.html>)

Social impact is also about changes which improve people's lives and have positive consequences for the wider community.

The following outcomes matrix is due to be reviewed and amended as necessary, especially as the charity approaches its last year of its current 5 year business plan. Much of the plan has been achieved, so now is the right time to start reflecting, reviewing and forward planning accordingly.

Ongoing outcomes/ impact:

Outcome	Indicator	Activity
Supporting parents/carers: Increased Parent Representation and participation within our target group Increased confidence in ability to return to work after long periods as a carer	Number of parent carers engaging in training programmes Higher number of parent carers working Number of parent carers either working with us as volunteers, or looking for volunteering opportunities Increased number of parent carers taking up paid roles as parent representatives.	Training: Expert Parenting Programme – facilitates an understanding how to navigated the NHS System (empowering parents to engage) Participation Programme (supports parents/carers to develop skills to engage with professionals strategically) Challenging behaviour workshop Volunteering: Parent carers acting as parent representatives Parent carers conducting volunteer duties. Paid Employment: Use of casual worker (employment contracts) for parent rep role
Improved health and wellbeing: Carers and families demonstrate increased personal and interpersonal resilience Improved social capital and interaction	Carers accessing activities remotely and in time face to face Carers utilising those activities in a progressive way. e.g. moving from training to employment or supporting peers Families more able to manage crises, or plan to avoid crises Carers report less social isolation Carers offering to support	Virtual open forum sessions on a range of topics driven by feedback from carers Virtual Parent carer hub (monthly drop in session) Caravan breaks (families accessing holidays together) under new Covid-19 ways of working Use of tickets/ passes/ vouchers to a range of local places for families to attend safely under Covid-19 restrictions Food delivery and support

	peers Carers report decreased levels of anxiety relating to financial hardship	programme through fare share/ corporate partnership Use of wellbeing/activity packs
Targeted Community Engagement and Empowerment: Contributes to improved emotional health and wellbeing outcomes. Parents/carers are confident to manage meetings and challenges related to services that their child or charge require Parents and carers feel able to contribute to the development of community activities and peer support Local Residents and Community Groups are supported to build more cohesive communities and become less isolated Volunteering Opportunities are afforded to the community	Parent/carers accessing less advocacy services Parents/carers offering experiences and solutions to peers Parents/ carer accessing advocacy training Increased engagement from more diverse user group New volunteering opportunities leading to increased numbers volunteering and gaining new skills	Virtual and sign-supported Community sessions (awareness of diversity and needs, improving the local environment etc.) Themed virtual training and workshop sessions Volunteering opportunities across FVP, which enable building of work based skills Videos of sessions uploaded to YouTube with sub-titles and signed support available to the wider community

Fig.2 Outcomes Grid

For FVP the social impact of the charity relates to activities that result in:

- Improved access to services for children/ young people with disabilities and additional needs.
- Increased parent participation which can include involvement, engagement, information sharing.
- Increased participation from a more diverse group of parent carers.
- Increased empowerment of parent carers leading to more involvement in the services accessed by their children and increased confidence.
- Increase community cohesion and working together
- Improved relationships between parents and settings

Measuring Social Impact – 2021 to 2022

To demonstrate social impact of the charity a range of qualitative and quantitative data is gathered. This is used to measure the outcomes and impact of the work of the charity; Some of the methods include activity/ event feedback, survey results, quotes, numbers in attendance, demographic information, changes to services for children/ young people with disabilities as shown in responses to the Topics of Importance introduced in 2019. This past year has also seen FVP continue the changed delivery model, working both face to face and online.

1. FVP has seen three new parent carers join the team as parent reps taking on strategic meeting and general forum administration duties.
2. Improved communication and information from between the LA and parent carers has occurred as a result of the introduction of the Topics of Importance; the SEND newsletter continues to be produced for parent carers who want to receive it, ongoing EHCp documentation, practices and processes are reviewed in the EHCp improvement group, Parent Participation is actively encouraged at a strategic level
3. Through a range of virtual workshops, online sessions, the parent carer hub and engagement with schools covering 32 sessions 266 people were afforded the opportunity to participate. These provided sign-posting, support, the opportunity build new relationships and connections and increase social inclusion.
4. Parent carers fed back that the deliveries of wellbeing and activity packs continued to be a welcome treat that made their days a little easier. These worked well as an addition to face to face activities. Through the activities 917 parents carers and their children and young people benefitted in some way.
5. 70 caravan bookings were secured in the past year with any low dates being sublet on behalf of the charity for Haven caravan in particular.
6. The community centre slowly reopened and bookings were secured on a more regular basis from September. Where know 138 sessions saw 574 people use the centre.
7. Practical support was afforded to families through the use of food deliveries which resulted in 33 households with a total of 67 adults 87 CYP without SEND and 46 CYP with SEND benefiting.

With the move to a 'new normal' and choosing to utilise hybrid working as well as wholly face to face and online sessions, numbers of those engaging with FVP have increased.

Type of Session	Number of Sessions		Total Hours		Beneficiaries	
	20/21	21/22	20/21	21/22	20/21	21/22
EPP	1	1	7	9	6	10
CB	3	1	13	9	15	6
Wellbeing Training	0	4	0	20	0	17
Parent Carer Hub	3	4	6	16	4	8
Themed Workshops (Open Forum)	1	6	2	51	6	78
CETR	59	61	354	305	59	61
Information Stands	0	15	0	90	0	727
Virtual Sessions (SHCF)	9	11	66	60.5	121	149
CDC Sessions	0	0	0	0	0	0
Focus Groups	2	6	2	16.5	5	21
Schools Offer	0	2	0	11	0	5
Virtual (Coffee/ Breakfast/ Lunch) Meeting	3	9	6	51.5	15	38
Conference	0	0	0	0	0	0
Facebook Polls	38	26	0	0	550	399
Surveys	16	12	0	0	363	267
Family Based Trips/ Activities	22	18	7.5	0	1070	917
Strategic Meetings	216	296	499.5	645	7	8
Volunteer Support	12	3	131	34	32	7
Hall Hire	0	138	0	330	0	574
Caravan Hire	40	70	0	0	89	117
	425	683	1094	1648.5	2342	3409

Fig. 3 Session and Beneficiary Comparison 2020 to 2022

Being able to re-open the centre and caravans has made a marked difference to FVP with a direct impact for FVP beneficiaries being access to services and support more easily a decrease in isolation.

Information

1. Training sessions in understanding behaviours that challenge related to social communication needs, attentional difficulties and learning difficulties providing parent carers/ family members with basic skills to self-manage and gain resilience have only been delivered once.
2. Training in the health system (EPP), parent participation and Children and Families Act 2014 (Section 19 Principles) to enable parent carers to navigate the new system

and help professionals understand what support their children require. A new online version has been developed, with one session being delivered via Beaches school.

3. Online and Face to Face sessions based on specific SEND topics have been delivered, supported by BSL interpreters and made available on line to increase their reach. The use of interpreters increased accessibility. The topics provided information and support in navigating the SEND system.
4. Information stands at various locations across the city, to enable direct contact with FVP. This enables literature to be handed out to members of the public, parent carers to have someone to talk to for signposting. 15 stands and 727 people spoken to.
5. The ongoing development of an e-news to share messages and opportunities to engage. There are currently over 500 subscribers.
6. Use of social media to enable a wider and more diverse group of beneficiaries to receive information and participate in service change.
7. The use of YouTube to increase the reach of information being provided.

Advocacy (Collective)

1. Online participation sessions, Facebook discussions and Polls and the running of on-line surveys to facilitate parent carers raising concerns/ issues and sharing views with relevant organisations such as Local Authority Commissioning (Social Care and Education) via Topics of Importance.
2. Parent representation enabling parent carers to share concerns and views about disability services with education and social care commissioners.

Support

1. In 2020 to 2021 as a way to continue working in light of C-19 FVP introduced the provision of tickets/ passes and vouchers to local places of interest and family fun from bowling to safari soft play. FVP also introduced the use of home delivered family activity craft packs to promote family participation and participation. This worked so well it was decided to continue this for 2021 to 2022
2. Delivery of wellbeing/ pamper packs for parent carers containing items to promote relaxation and mental wellbeing has also been conducted again.
3. Provision of two caravans for families who have children with disabilities and complex needs to use for a small fee. The caravans enable families to have holidays at seaside locations at an affordable price. The holidays help families to have the same opportunities afforded to families who are not impacted by disability. The costs of holidays can be prohibitive and having the opportunity to access caravans with some adaption and ramped access provides families with opportunities not normally open to them.
4. Food support was introduced in April to May 2020 during the first period of lock down to alleviate the financial stresses and anxiety of parent carers. Families reported having to choose between feeding their children or cover the increased costs of household budgets through factors such as utilities. Some families also struggled greatly to source the food types their children would eat especially those who have children with ASD. In 2021 to 2022 this has continued but the reason for the need has changed and is based more on household financial difficulties not C-19.

Advice

1. Parent Carer Hub providing direct access to professionals from Education, Carers Support and SEND Partnership.
2. Signposting to a range of services/ support systems/ SEND professionals.

Community Premises

1. The community centre has reopened, with usage slow at the start but increasing from September 2021. The user groups have changed, with more from Seldom Heard Communities looking to the centre for provision of services to their communities. One group that has remained is Families First and they have seen their usage increase with many more new families joining their sessions.
2. Community engagement has taken place with a hybrid model; some people still prefer online whilst others are welcoming a return to face to face sessions.

Achievements and Performance

Family Activities & Parent Carer/ Community Support

Family Activity Opportunities

- Use of Vouchers/ Tickets/ Passes
 - Parent carers were provided the opportunity participate and then apply for vouchers/ tickets/ passes for accessing things such as Bowling/ Sacrewell Farm Shopping Trips.
 - Some of these were also accessed by parent carers from the Aiming High Group and Lime Orton Academy which led to an increase in diversity and engagement from more families with CYP with very complex health needs.
 - 399 people (parent carers and their family members) benefitted from vouchers
- Activity Packs sourced from Mucky Pups
 - These packs were given to over 194 children for October Half Term all with a spooky theme.
- Themed Treats
 - 115 children with range of needs and from very diverse backgrounds received loot bags.
 - 42 adults and 71 children from households experiencing a range of issues from financial difficulty through to stress related to caring for SEND children and or adults with disabilities received a hand delivered hamper. This was part of the Christmas in Box campaign designed to ensure 25 local families would have a good Christmas with enough food to support their families over the holiday period.
- Parent Carer/ Community Support
 - Wellbeing and Pamper packs were hand packed and hand delivered for Carers Rights Day and Carers Week which saw 89 parent carers from across Peterborough benefit,
 - Food Support was afforded to 33 households with a total of 67 adults 87 CYP without SEND and 46 CYP with SEND.

- FVP have also been providing phone line/ email signposting support for a range of subjects including; how the move from DLA to PIP works through to how to make a complaint about SEND provision or what would be the best primary school to apply to. FVP sign-posted 61 parent carers with growing number who were new to the SEND system

Participation and Engagement

The attendance at the following has varied according to the topics and need; numbers have been anywhere from 2 and 30

1. 1 Expert Parent Programme
2. 1 Challenging Behaviour Sessions
3. 4 Parent Carer Hub
4. 6 Themed Workshops
5. 11 Virtual Topics Based Sessions
6. 6 Focus Groups
7. 11 School Based Meetings
8. 61 CETR Sessions

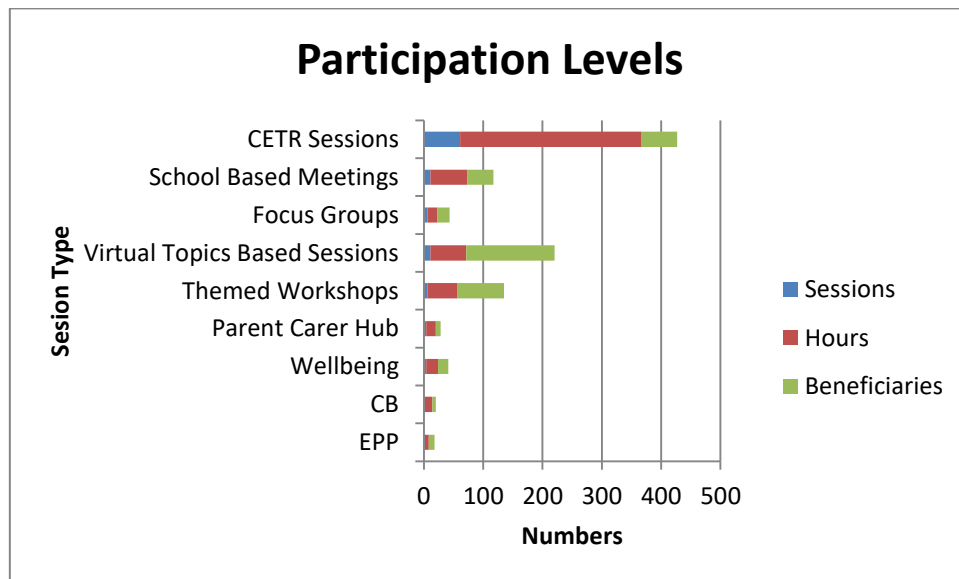


Fig. 4 Overall Hours, Sessions and Beneficiaries across Forum work of FVP

Parent Participation

The financial reporting period this relates to, 2021 to 2022, has seen for FVP the level of recorded individual participation dip again, as can be seen in Fi.5, although the drop is starting to slow down.

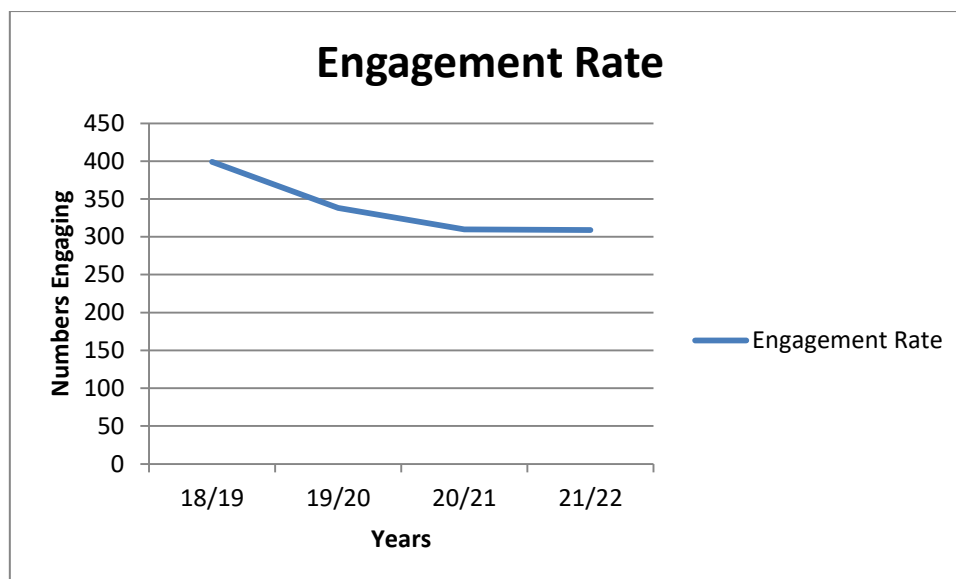


Fig.5 Overall Engagement Rate

The numbers of parent carers taking part in online surveys or Facebook polls have also fluctuated with increases and decreases across the years (see fig.6 below). The changes have a number of factors including but not exclusively; C-19 Impact and the need to work virtually, the increased popularity of engaging online and a newer group of parents engaging. FVP has also seen an increase in requests for parent participation from services across sectors operational and strategically.

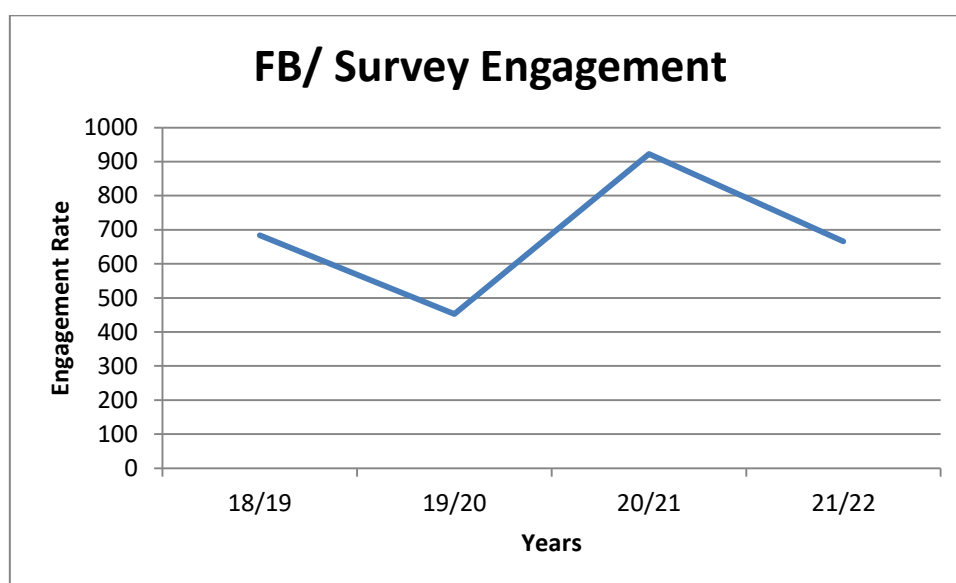


Fig.6 Engagement via surveys and FB

There has been continued investment by FVP in helping parent carers understand their “right” to be heard on a personal and collective level in the services accessed by their children and young people especially at face to face sessions in educational settings. Underpinning the Children and Families Act 2014 are the Section 19 Principles whereby Local Authorities have a duty to pay due regard to the views, wishes and feelings of children and young people with SEND and those of their parents and carers and support them to

participate fully. The work conducted by FVP has been shared with the Local Authority to help them understand what the views and feelings of parent carers are. This was partly achieved through the use of virtual themed sessions

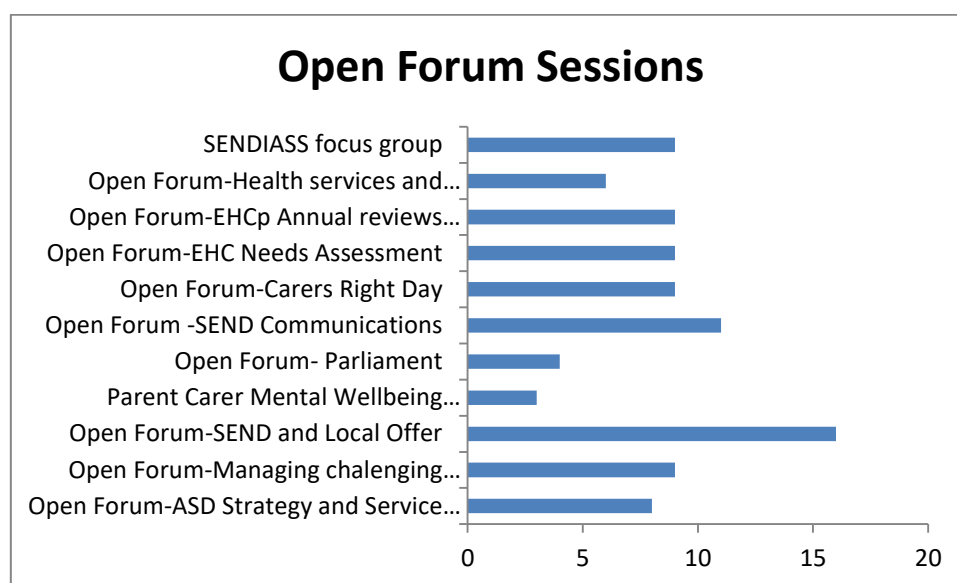


Fig.7 Attendance at Open Forum Sessions

Participation/ Engagement/ Involvement April 2021 to March 2022

Headlines

1. 310 known parents in total have been involved at some level via virtual meetings/ events/ online activities/ Facebook Polls and Discussions.
2. >100 professionals have been involved at some level via virtual meetings.
3. 666 parent carers have taken part 38 online surveys or face book polls. This is a decrease of 23.54% from 20/21
4. Parents have self-reported being members/ attendees at; Peterborough District Deaf Children Society (PDDCS), Peterborough Area Down Syndrome Group (PADSG), Little Miracles (LM), National Autistic Society (NAS), Autism Peterborough, Shine, Caring Together and the Aiming High Group (AHG)
5. Children's/ Young people disabilities/ needs have been reported by parents as including (This list is not exhaustive);
 - a. ASD, ADHD, (This is the most prevalent condition reported)
 - b. Global Developmental Delay (GDD),
 - c. Foetal alcohol spectrum disorder (FASD)
 - d. Speech, Language and Communication Needs (SLCN),
 - e. Complex Health, Obsessive Compulsive Disorder (OCD),
 - f. Cerebral Palsy (CP),
 - g. Tourette's,
 - h. Learning Disability and Difficulty (LDD),
 - i. Hearing Impairment (HI), Depression, Behavioural Needs,

- j. Achondroplasia,
 - k. Goldenhar Syndrome,
 - l. Downs Syndrome,
 - m. Hypochondroplasia,
 - n. Health Needs including conditions such as Epilepsy and Type 1 Diabetes
 - o. Spina bifida and Hydrocephalus
 - p. Physical Disabilities
 - q. Anxiety Disorder
6. 18 fathers have been involved which is a decrease on the previous year and 1 father has had regular involvement in person and another via social media.
 7. Parent carers reported the ages of their children/ young people as between 2 to 34.
 8. Participation methods used included; Online sessions (Open Forum and Seldom Heard), Coffee Mornings in person and online, some community activities where possible, Facebook Discussions, Facebook Polls, Surveys and feedback forms.
 9. Evidence is both qualitative and quantitative in nature.

Ethnicity has been self-reported as; White British, Asian, Lithuanian, Russian, Pakistani, Afghan, Ghanaian, Portuguese, Indian, Ugandan, American Indian, Canadian, Scottish, Latvian, Polish, Greek, Black British, Turkish Cypriot Brazilian, White Other, African, American, Irish

Parent Representation

8 parent carers acting as representatives have attended 296 strategic meetings investing 645 (under estimate) of hours in terms of administration, travel time and actual meeting attendance.

Preferred Parent Participations Method

FVP have seen 310 parent carers, some of whom have participated more than once, participate 1182 times.

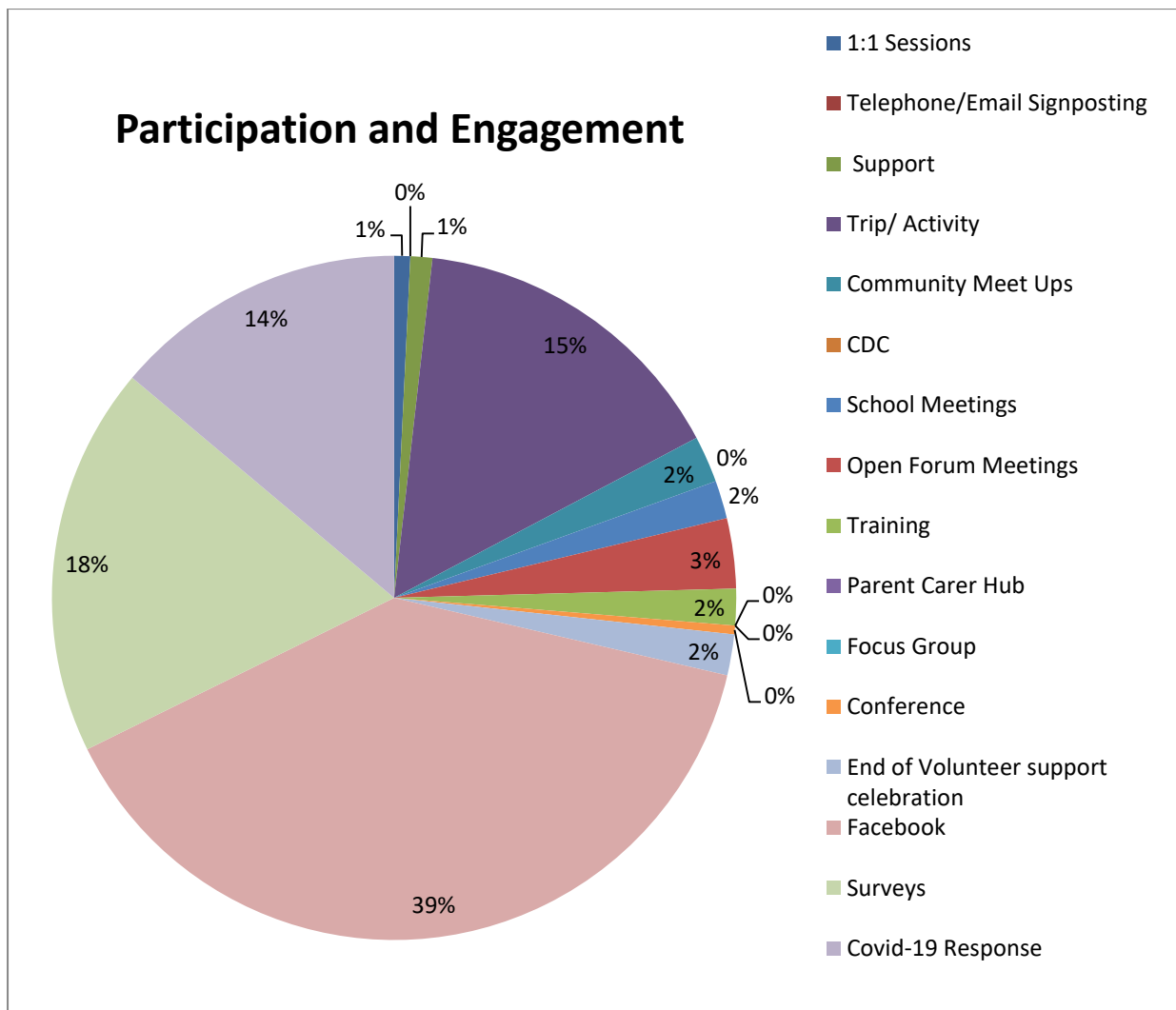


Fig.8 Preferred Participation Method

Community Participation and Engagement

With the move towards a new normal and a drive to make the centre open to the local community again, a slightly different approach was taken to engagement. A new initiative was also started, which is combination of a community café and a community meet & eat. This particular initiative was started after a grant was made available to FVP by Longueville Parish Council. Attendance and sessions can be seen below in fig.9.

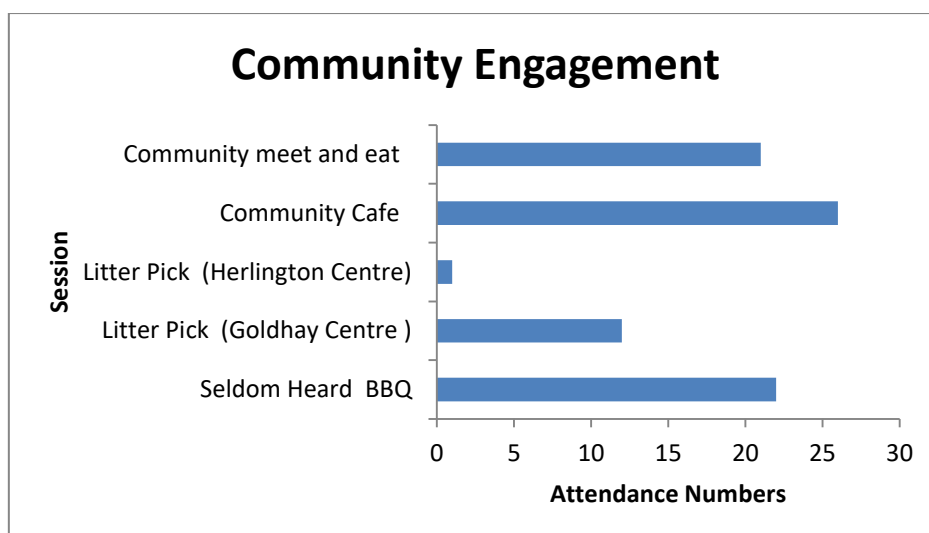


Fig.9 Community Engagement Sessions

As well as the sessions mentioned above specific sessions took place for Seldom Heard Community Leaders and Parent Carers across a range of subject matters. These sessions continued to be held virtually, as the method was seen to be working and preferred by some.

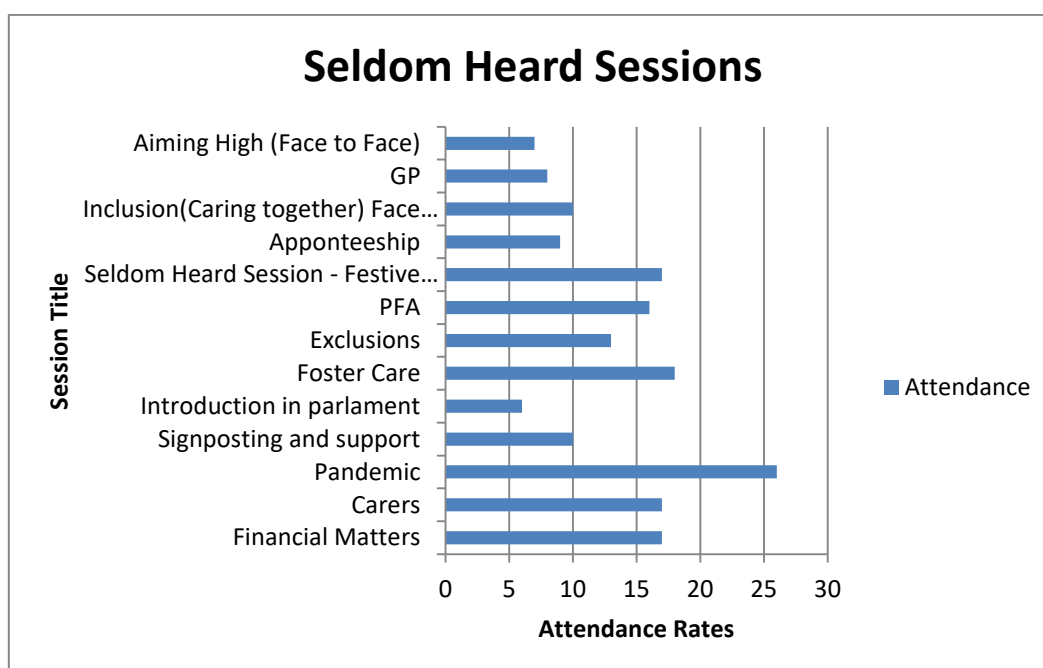


Fig.10 Themed Seldom Heard Sessions

Fig.10 shows that the sessions were needed and well attended. Also it was good to be able to start running face to face sessions again. The session focusing on C-19 saw the highest attendance rate.

Communities represented included: Pakistani, Indian, Gambian, Nigerian, Kenyan, Ghanaian, Goa, Kurdish, Polish, Chinese, Lithuanian, Czech, Roma, Ukrainian, Latvian, Portuguese and Black Caribbean. This list is not exhaustive, as other groups have also engaged but not always opted to declare ethnicity.

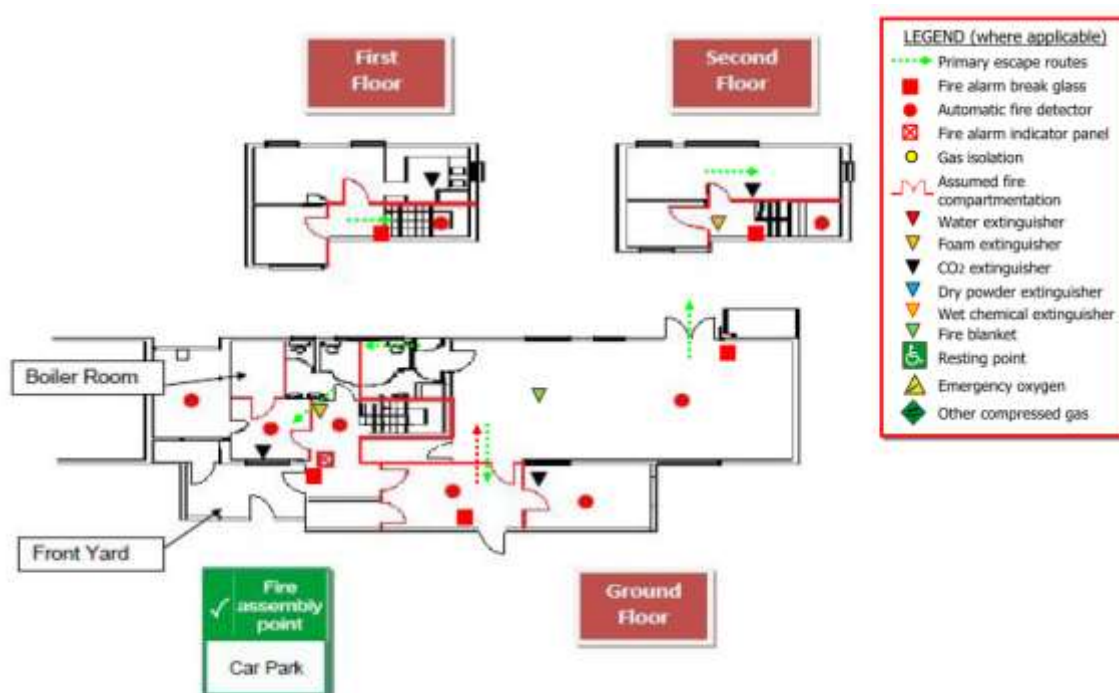
CHARITY ASSETS (Premises)

The Goldhay Centre is more than a Community Centre and Offices for FVP; it is a community provision under the terms of the community asset transfer lease. Part of the requirement of taking on the Goldhay Centre under asset transfer was to make it available to local residents and run it as a community centre.

As well as the groups who have hired the centre in the past and those currently hiring the centre, FVP also use the community hall for community activities. FVP have provided sessions for local residents from summer holiday open days before C-19 through to more recently a community café. The community café was well received and those who attended reported feeling less isolated. The centre is also used to provide events for community leaders and local seldom heard parent carers.

Building Layout

It is important to note that the Goldhay Centre has a set layout and comprises a number of areas. The building as a whole has a community hall, kitchen, accessible WC, standard WC and outside areas all use by the public; further to this there is access via a dividing door to a set of offices across three floors, the boiler room, a stock room and further WC.



The only separation between the community centre side and the FVP office side is the internal dividing door; there is no separation of heating, water, plumbing, electrics, fire safety, utility supply etc. It is impossible to ascertain the costs for the centre as a separate entity and expenditure relates to the building as a whole.

Premises Costs

Centre expenditure covers the following areas; heat, power, light and water, IT Services, hall repairs and maintenance, premises expenses, telephone, regulatory fees and licences and insurance for which the yearly average cost is £13,178.23 per annum. Full annual expenditure can be seen in Fig.9 below. Some running costs have also increased as a direct result of C-19 and these relate to cleaning and health & safety. Supplies have to be readily available of hand gel, wipes, extra soap, and other cleaning products. Also cleaning has to be carried out more regularly and in an enhanced manner.

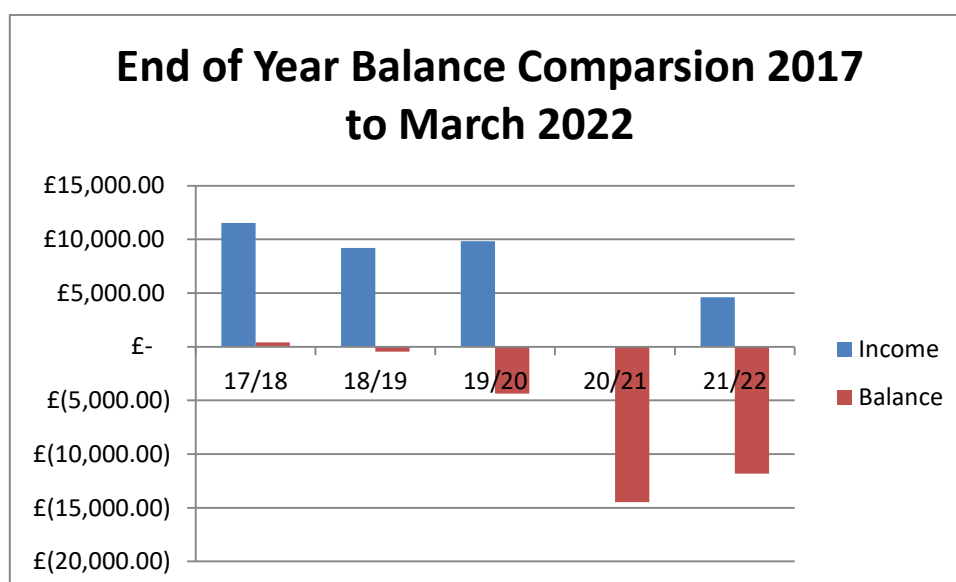


Fig. 9 Expenditure

Although the centre has now reopened, work is still required to get back to pre-19/20 booking levels, and this past year has seen an increase in general running costs.

Premises Use

Based on lease requirements and availability to manage hall hire factors such as key holding there is a potential for the centre to be used for 4550 hours across a 50 week year (the centre is always shut for 2 weeks over the Christmas period).

Total Hours	Period
40	9am to 5pm - Mon to Fri
25	5pm to 10pm - Mon to Fri
26	9am to 10pm - Sat & Sun

Fig.10 Hall Hire Hours

There are 91 hours per week when the hall can be hired and it can be hired for 50 weeks per year.

Overall Usage

Over time there have always been more regular bookings than private bookings. It can be seen from fig.11 that usage has dropped dramatically since the start of C-19. It is also possible to

see that certain months are busier than others. When the centre was being used well busier periods coincided with the academic year.

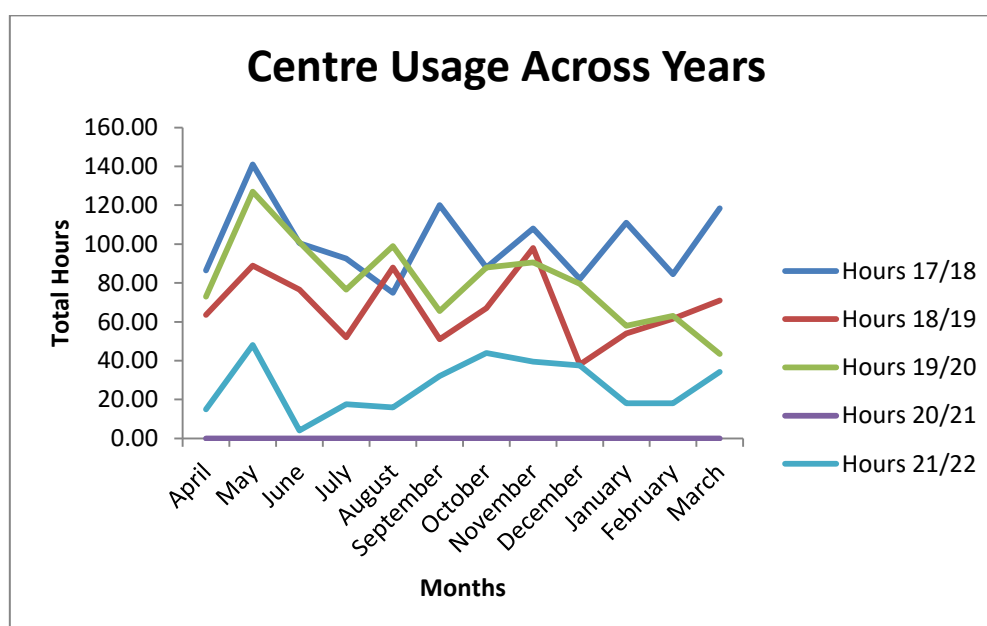


Fig. 11 Hall usage across months from 2017 to 2022

A capacity analysis fig.12 shows that prior to C-19 on average the centre was utilised at 21.84%. For 2021/22, since the centre has re-opened, it has been utilised at 7.25%.

Year	Usage (Hours)	Capacity (Potential Hours/ Used Hours)
2017 to 2018	1207.5	26.54%
2018 to 2019	809.5	17.79%
2019 to 2020	964.5	21.20%
2020 to 2021	0	0.00%
2021 to 2022	329.7	7.25%

Fig.12 Centre Capacity

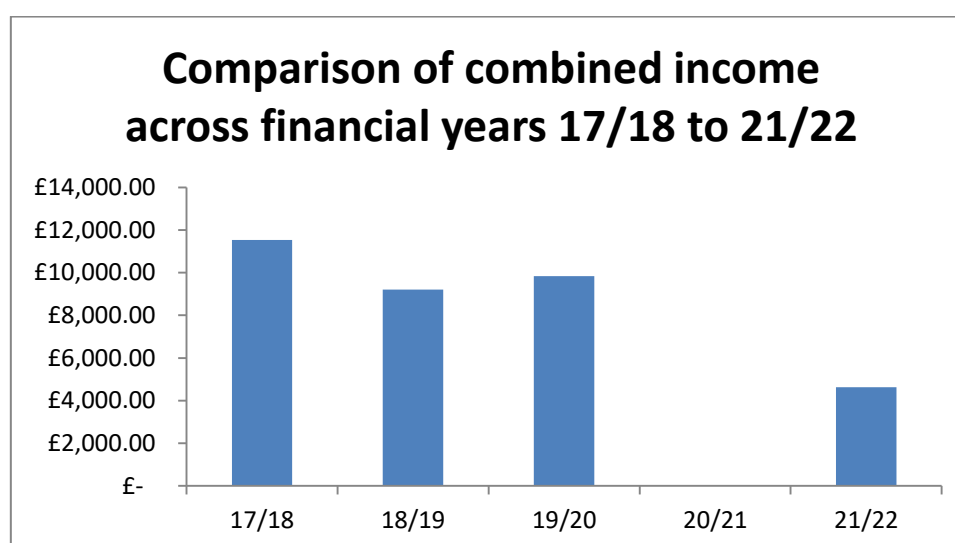


Fig.13 Hall income across years 2017 to 2022

There is no comparison data for 2020 to 2021 due to the closure and cancellation of all sessions. C-19 has really impacted on the charity, its assets and beneficiaries. What is good is that it has been possible to start generating an income again from hall hire, but there is still some way to go to get back to levels where running costs have the potential to be covered by these fees.

Parent Forum Opportunities

1. Having the premises has continued to make the forum more accessible to parent carers and provides FVP with more in-house participation and training opportunities. Now it is more established, more effort has gone into the promotion of the activities, training and participation opportunities in the centre leading to an increase in regular engagement with parent/carers at the centre and a decrease in external venue hire costs.
2. FVP staff, parent representatives and parent volunteers are also provided with space and office use to enable them to carry out their duties.
3. Parent carers can attend meetings at the office and seek information, signposting and face to face contact more easily.

Community Opportunities

The centre provides the opportunity for a range of providers of services have access to a venue from which they can meet the needs of local residents. It is has been beneficial to the local community to be able to set up a new service provided by FVP. Residents say the centre activities enable them to make friends, seek support and feel less lonely.

There are currently sessions run by:

1. Families First
2. Orton Longueville Parish Council
3. New Life Church
4. A second local faith group
5. The Gambian Community
6. SOS Lithuania
7. Hampton Tiddlers
8. Mind – Mood Café
9. FVP – Café/ Meet & Eat

Caravan

Management and Structure

The caravans are in the name of Family Voice Peterborough which is now a Charitable Incorporated Organisation (CIO). As a CIO any assets are in the name of the CIO as opposed to holding Trustees. The liability for the caravans rests with the CIO affording the Trustees some protection.

Some work relating to the day to day management and running of the caravans has been delegated to the COO and senior Administrator. The delegation includes; annual health and safety checks/ site visits, managing payments, hire oversight, cleaning oversight and liaison with the respective caravan parks.

Finances and Sustainability

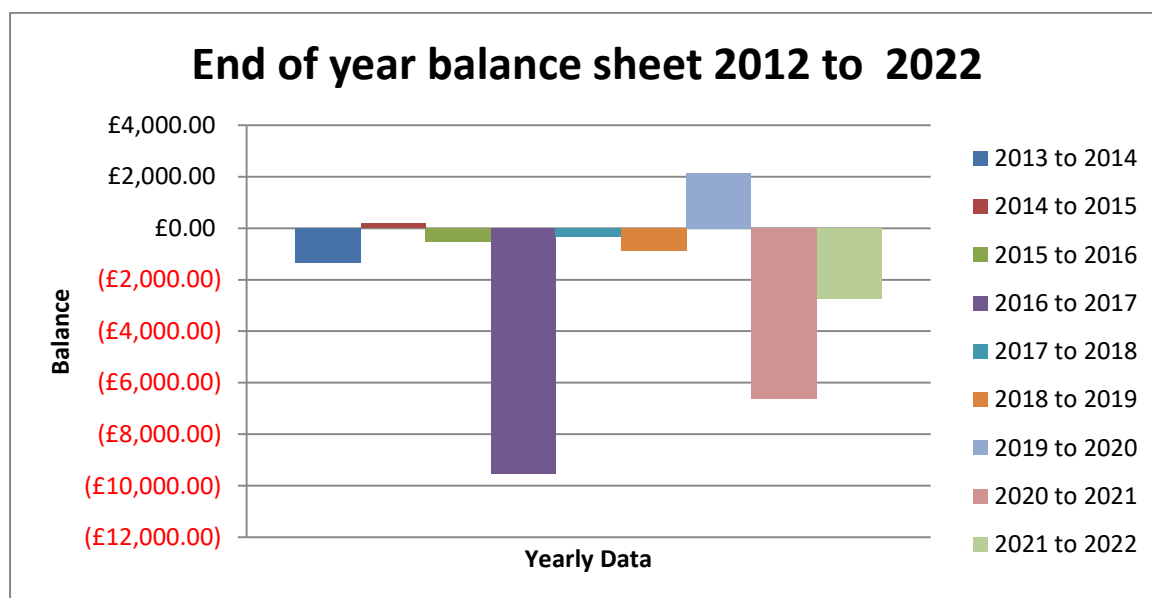


Fig. 14 End of Year Balance Comparison 2012 to 2022

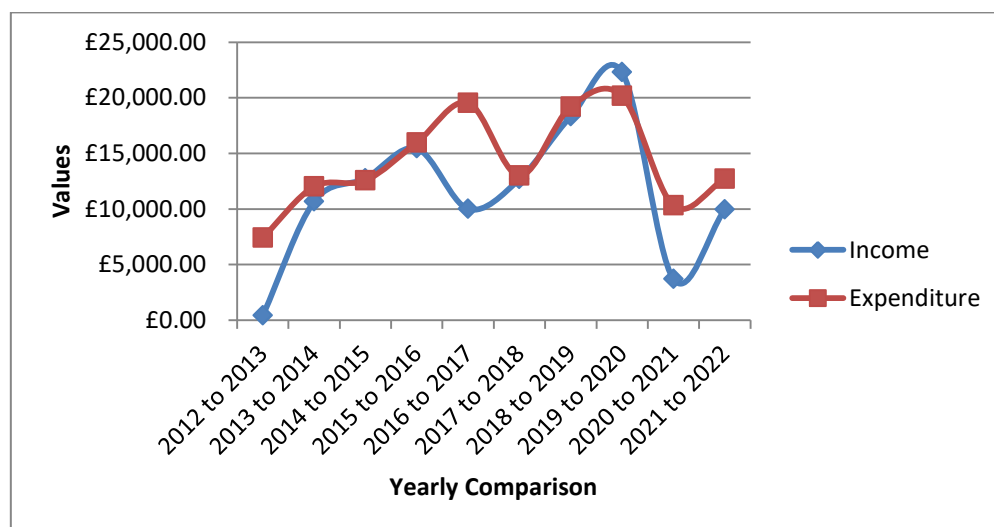


Fig. 15 Income and Expenditure 2012 to 2022

An analysis of Expenditure across the years has shown it was highest in 15/16 and 18/19 to 19/21 which corresponded with increased usage. The more the caravans are used the higher the running costs. The costs also increased in part due to repairs and maintenance, and increased site costs. A decision was taken to also replace all mattresses with wipe clean mattresses for hygiene purposes. The bedding in the Butlin's caravan was also replaced in 15/16 financial year.

With the increased use the income generated increased, and then prices were increased in 19/20 which pushed the income up further. The average income over the duration of caravan ownership has been £11,600. The average expenditure has been £14,200. It costs approximately £7,100 per annum to run each caravan.

There is some way to go to get back to the levels seen in 18/19 – 19/20 as shown in fig.14 and 15, however in 21/22 which this report relates to, some work has taken place to get back to these levels. It was also possible to hand some dates over to Haven for their sub-let programme which generated further revenue and ensured the caravans are still available.

To make the caravans a viable venture and ensure sustainability charging for their use had to be introduced at a level that would at a minimum cover running costs. Costs have been kept at about 40% to 45% less than Butlins/ Haven would charge for hiring the same grade caravan. Families also save money with FVP as wristbands/ privilege passes are provided for free. A further cost analysis was conducted during the 2021 season, and it was felt that using only 3 and 4 night options increased capacity which would help to achieve sustainability. There are the potential for 58 breaks per caravan based on a 3 and 4 night stay.

Capacity and Usage Assessment 2021/ 2022

Haven had more usage than Butlins for a number of reasons during the 21/22 season:

1. Haven sub-let some dates
2. Haven were despite COVID offering a better holiday package
3. Butlins has taken some time to establish what is on offer for sub-let guests, which up to the middle of the season was not much.

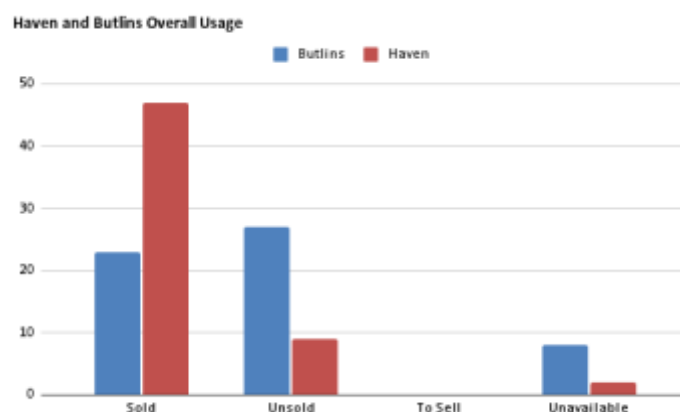


Fig. 16 Butlins and Haven Usage 2021

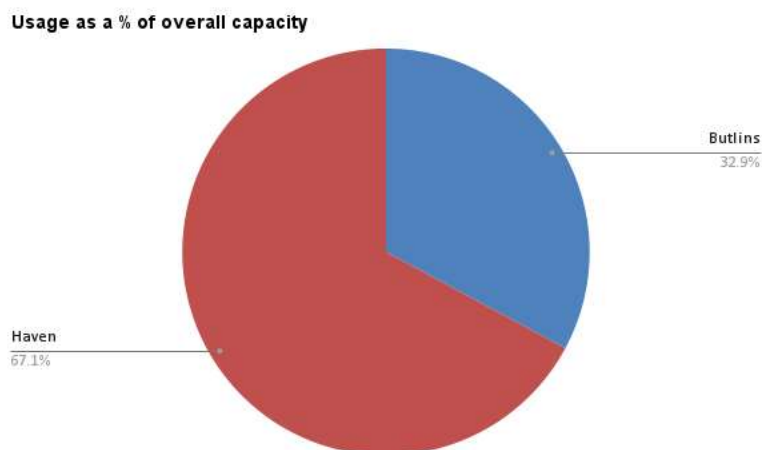


Fig. 17 Capacity Utilised

From fig. 17 it can be seen that the usage as a percentage of the overall capacity was approximately 50% less at Butlin's compared to Haven. For the first time, the Haven caravan has effectively subsidised the Butlin's caravan, which is usually the other way around

	2012 to 2013	2013 to 2014	2014 to 2015	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019	2019 to 2020	2020 to 2021	2021 to 2022
Number of Bookings	4	28	48	45	42	53	62	103	40	70

Fig. 18 - Usage

The four bookings in 2012 to 2013 were confirmed by Butlins and before FVP took over ownership. Year two saw approximately 28 bookings of the caravans with about five of these being in the Haven caravan between September and October and in year three there were 48 bookings across both caravans. Over time the bookings across both caravans gradually increased until the C-19 lock down period where there was a drop in bookings. However this past season has seen an increase in bookings again (fig.19)

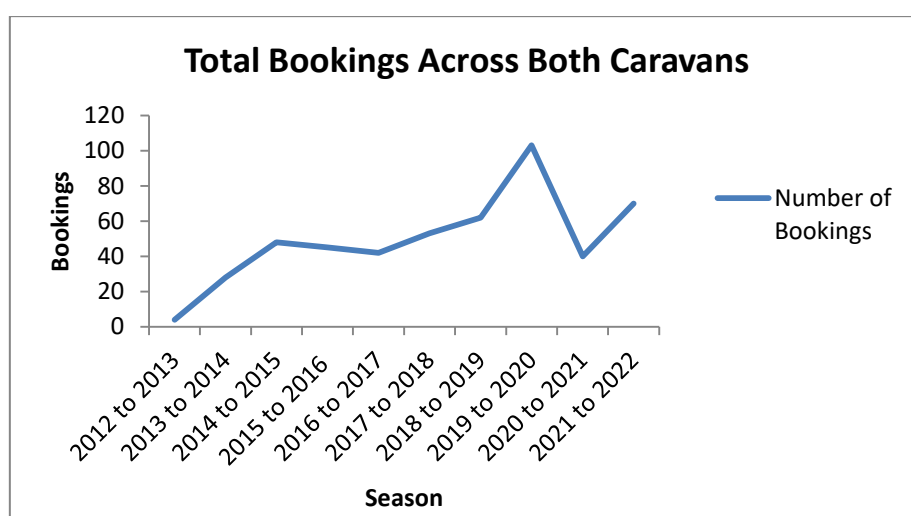


Fig. 19 Total Yearly Usage Comparison

Financial Review

Reserves Statement

The trustees are continuously working to establish sustainability and good governance for the charity and have developed various policies and procedures including a reserves policy to facilitate this. The policy establishes how reserves levels are set and how these relate to unrestricted funds and such levels will be managed.

Although funds for the caravan are unrestricted they have been considered as designated and therefore not to be included in the free reserves of the charity as they are necessary to ensure the continued sustainability of the caravans to ensure ongoing short break provision.

The trustees propose to maintain the charity's free reserves at a level which is at least equivalent to six months operational expenditure and three months as a minimum. This year the reserves have been increased to approximately 5 months equivalent of annual running costs. This policy will require review as the staffing structure changes and operational matters go through further change due to charity growth.

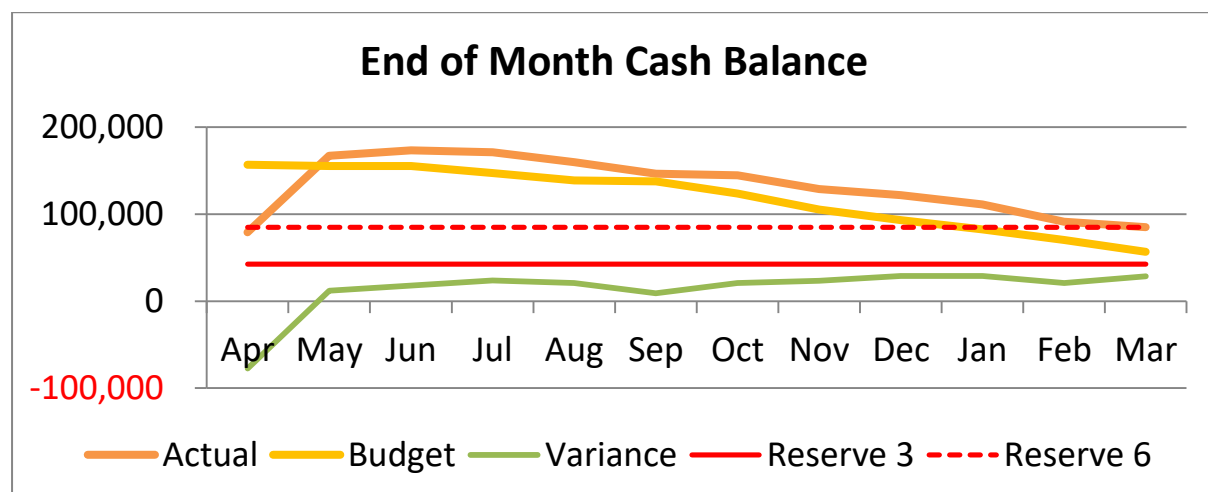


Fig. 20 Levels of Charity Reserves at March 2022

Principle Source of Income

The principle source of income for FVP remains grant funding which is linked to predefined outcomes. Grants have been allocated by Contact behalf of The DfE and Pears, The Local Authority on behalf of the CCG and The Local Authority and PCVS. The total grant income equates to 81% of the charity income down from 94% in 20/21. The difference between the two is mostly from services fees (consultancy), donations and asset revenue. Such an over reliance on grant income is still felt to be unsustainable. This is because in general most income from grants is for a maximum of a year only and has to be spent in the year in grant period in which it is received. In 20/21 it was noted that there had been a gradual decrease in income from unrestricted sources, this has changed this year with increase of 13% income from sources other than grants. Unrestricted income helps to increase reserve levels and enable expansion of the work of the charity.

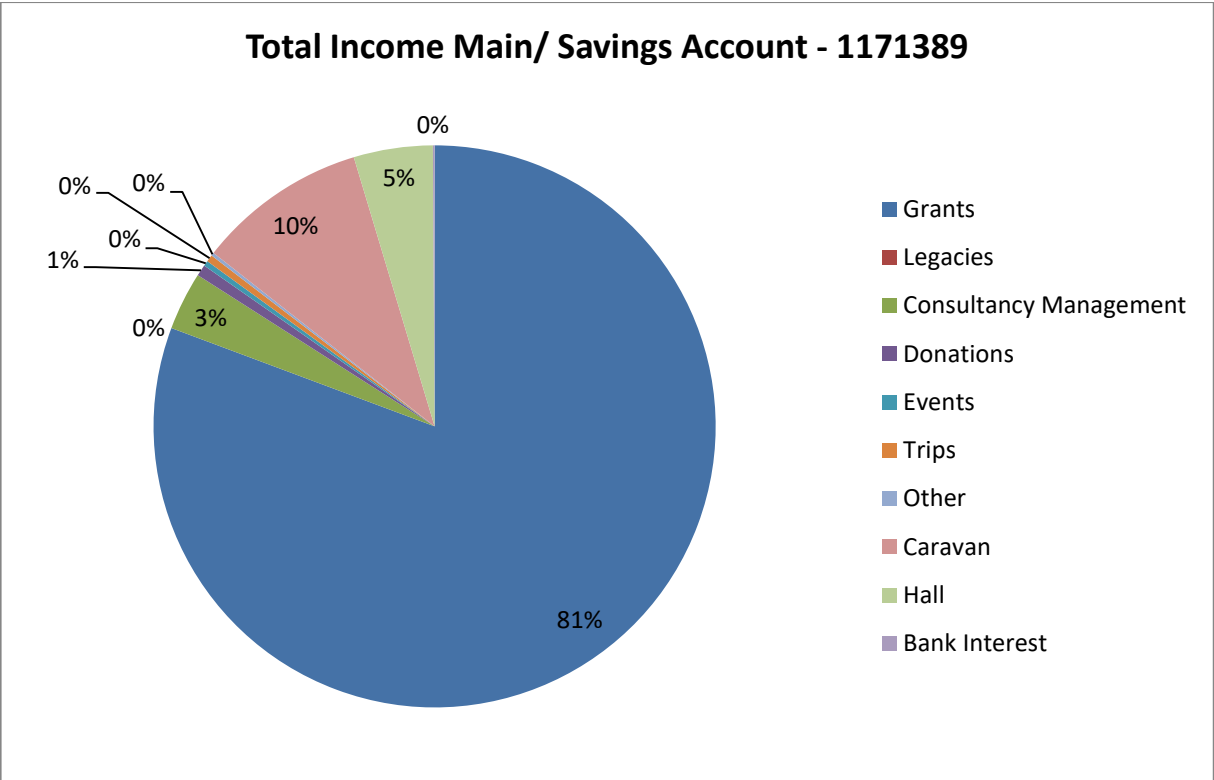


Fig. 21 percentages of different income streams for FVP (1171389)

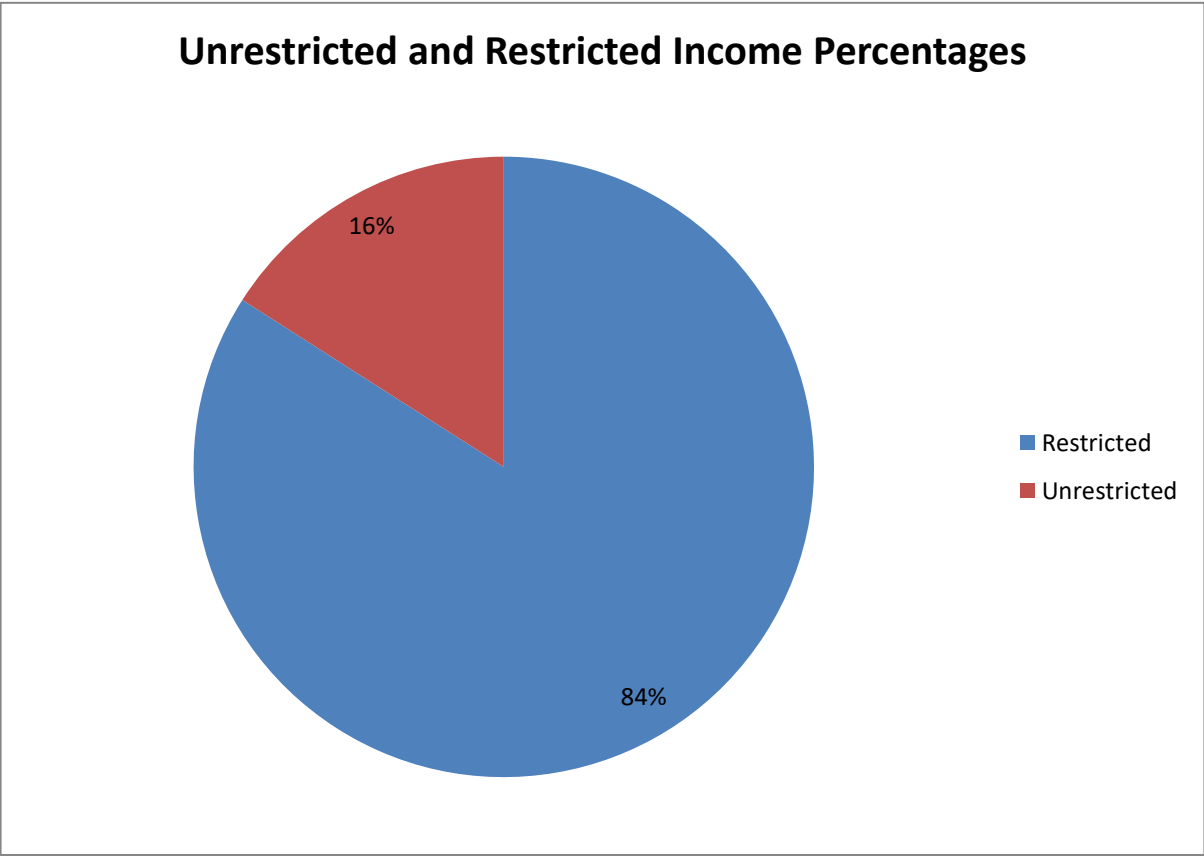


Fig. 22 percentage of income either restricted or unrestricted

Much work has also been taking place to secure other less restrictive grant funding that can be used to build in charity sustainability and enable the charity to explore other unrestricted income streams. At the time this report relates to, FVP are awaiting the outcome of an application for National Lottery funding. Funding is required to cover staffing and organisational running costs between grant programmes.

Fundraising/ Donations/ Consultancy

Donations and fundraising have netted £1899.77 which is down from £4426.45 in 20/21. This marks a continued yearly decrease, which was highlighted as a concern in the last Trustees Annual Report. What is different this year is that some income was secured from fees for work (consultancy) to the value of £6644.00.

Any fundraising is managed under an ethical fundraising policy held by the CIO and as such work relating to joint fundraising falls under this. To demonstrate best practice, the CIO is also self-registered with the Fundraising Regulator.

Expenditure

The majority of the charity expenditure is from restricted funds from grants paid in year. Overall 86 % of expenditure was restricted down by 10% in 20/21 (Fig.23). The majority of core costs fall into restricted funds expenditure with all staffing covered under restricted funds.

The majority of grant expenditure is set against pre-defined outcomes with specific outputs and measured against an outcomes matrix. The DfE grant although for a small amount is a receipted grant, where every receipt has to be allocated and spending has to be strictly kept within predefined budget. The outcomes match the objects of the charity. Expenditure has been on providing families with access to information, advocacy, support and advice; therefore meeting the objects of the charity.

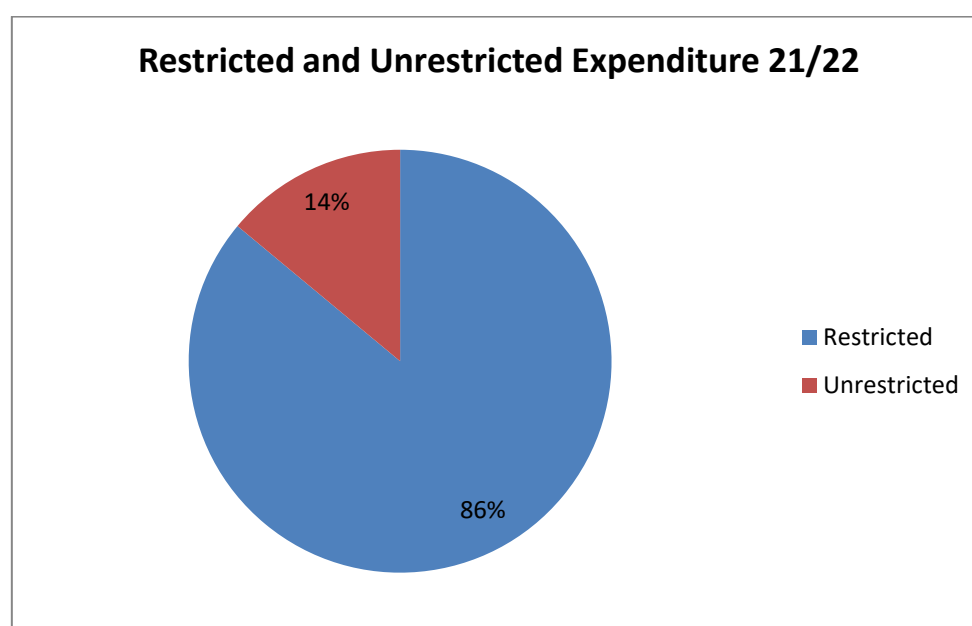


Fig. 23 percentage of expenditure under restricted and unrestricted funds

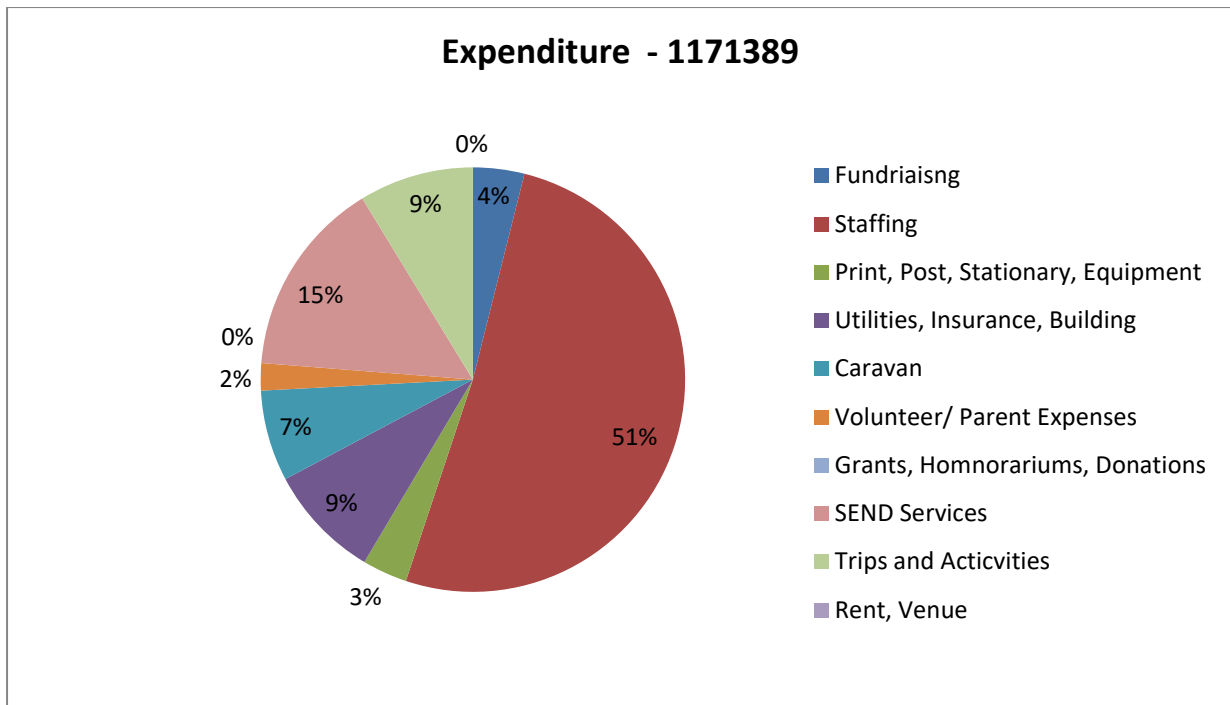


Fig. 24 Overall expenditure across natural payment categories

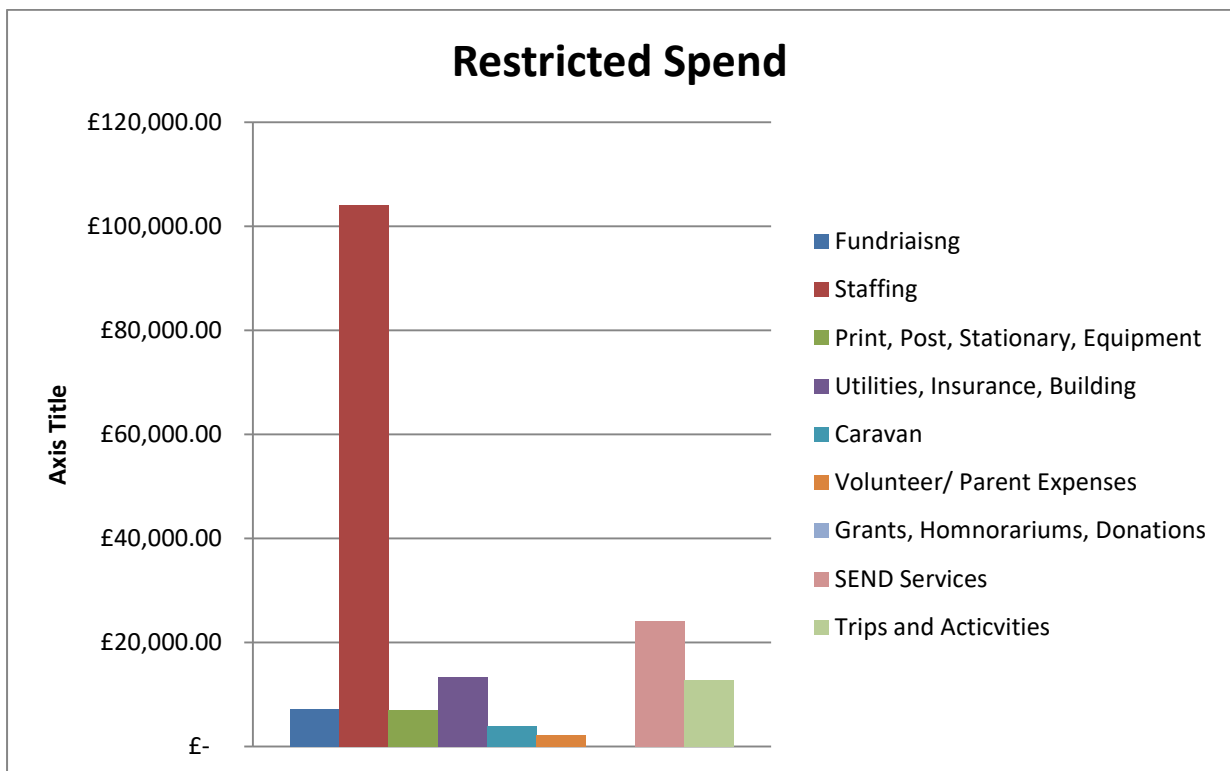


Fig. 25 Expenditure across budgets under restricted and unrestricted funds

Further Details

1. Staffing costs remain at 51% of overall charity expenditure. There has also been a growth in the number of employees within FVP. Staff time is utilised in delivering the charity objects.
2. No employee is remunerated at £60,000 or over.
3. The majority of those employed have been parent carers who volunteer extra time to the charity over their contracted hours of employment. All costs relating to employment are linked to grants.

Trustee Remuneration and Expenses

During the financial period 2020 to 2021, one trustees received remuneration for specialist work on behalf of the Clinical Commissioning Group (CCG) where the funding allocated was paid on behalf of the CCG.

Accounts Preparation

In line with the charity's constitution and charity accounting guidelines as defined in CC15d 'charity reporting and accounting: the essentials' a decision has been take to prepare the accounts using a payments and receipts system (using natural categories)

Statement of Accounts 2021 to 2022 - 1171389

 CHARITY COMMISSION FOR ENGLAND AND WALES	Family Voice Peterborough			1171389		CC16a
	Receipts and payments accounts					
	For the period from	1st April 2021	To	31st March 2022		
Section A Receipts and payments						
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £	
A1 Receipts						
Donations, Legacies and Grants	1,295	166,475	-	167,770	181,998	
Fundraising Events	604		-	604	-	
Fees for Charitable Services	1,154		-	1,154	2,705	
Hire of Community Premises	9,002		-	9,002	87	
Hire of Caravans	19,359		-	19,359	3,697	
			-	-		
Transfer into savings			-	-		
Interest	194		-	194	374	
Sub total (Gross income for AR)	31,609	166,475	-	198,084	188,861	
A2 Asset and investment sales, (see table).						
	-	-	-	-		
	-	-	-	-	-	
Sub total	-	-	-	-	-	
Total receipts	31,609	166,475	-	198,084	188,861	
A3 Payments						
Cost of Fundraising Events/ Promotion	718	7,227	-	7,944	2,623	
Staffing Costs (wages, pensions, HMRC)		104,003	-	104,003	82,249	
Print, Post, Stationary, Equipment	33	6,933	-	6,966	13,035	
Utilities, Insurance, Building Costs,	4,264	13,393	-	17,657	14,471	
Caravan Running Costs	10,088	4,000	-	14,088	10,309	
Volunteer and Parent Carers						
Expenses(childcare, travel, refreshments)	1,972	2,240	-	4,212	2,492	
Grants and donations paid			-	-	-	
Cost of SEND Services (training fees, delivery costs)	6,375	24,161	-	30,536	20,788	
Costs of proving trips/ activities (coach hire, entry fee etc)	4,917	12,803	-	17,720	14,328	
Rent/ Hire of rooms			-	-	-	
Transfer to savings			-	-		
			-	-		
Sub total	28,367	174,760	-	203,127	160,295	
A4 Asset and investment purchases, (see table)						
	-	-	-	-		
	-	-	-	-		
Sub total	-	-	-	-	-	
Total payments	28,367	174,760	-	203,127	160,295	
Net of receipts/(payments)	3,242	- 8,285	-	- 5,043	28,566	
A5 Transfers between funds			-	-	-	
A6 Cash funds last year end	71,488	18,691	-	90,179	90,179	
Cash funds this year end	74,730	10,406	-	85,136	118,745	

Trustee Statement

The past 18 months to two years have greatly impacted on FVP, to the extent the Trustees deemed it prudent to introduce a section to their Trustees Annual Report (TAR) focussing specifically on C-19 and what this has meant. Although this is not felt to be necessary for this report, it is still important to note that much has changed for the charity as a whole from service delivery through to physical changes to the Goldhay Centre to accommodate the health and safety of the beneficiaries and members of the public who access FVP.

At the time of writing this annual report, the charity still finds itself in uncertain times, due to a number of factors; climate change/ crisis, rising cost of living, economic cost of the C-19, the introduction of an increase in National Insurance, increasing inflation rate to name a few. The need of the charity beneficiaries is changing, and in some areas increasing, with wider societal concerns impacting on individual mental health and wellbeing.

Services

Work now takes place using face to face, online and hybrid working to ensure people are accommodated in a range of ways. There is still hesitancy relating to C-19 transmission especially for families where someone is deemed to be clinically vulnerable. Food support is continuing as the need has increased as opposed to decreased. Food support is still required as a result of the economic impact of the pandemic and the rising cost of living.

Assets

With the change to the centre to make it more C-19 secure and with the offices being separated from the centre by a secure system, it has been possible to re-open. There has been a steady, but slow increase in bookings for the centre. There were no bookings at the start of the financial year, but slowly more groups have started coming back.

Things have been hit and miss with caravan bookings due to continued changes to site rules at each caravan park. This has impacted on the experience of those using the caravans. Fortunately things have stabilised in to a 'new normal' and in some ways the new system is actually better from the point of view of FVP. It was also possible to sub-let some dates directly via Haven which helped with finances, and this added to the grants received to cover some running costs has meant the caravans are secured for the next season.

Staff and Volunteers

It has now become more common for FVP team members to split their time between remote and office based working, and the flexibility to manage this has been enabled the charity to work better in some areas. The team report feeling supported with their needs being balanced well with the needs of the charity. New employees are furnished with a laptop shortly after their start date to enable them to work from home and hot desk at the office. The office layout has also been changed to enable hot desking and better, safer sharing of the space available.

FVP takes full account of Equality, Diversity and Inclusion (EDI) when supporting the team, enabling them to do their roles to the best of their abilities. EDI as well as Health and Safety (H&S) are considered at all levels of the charity, which is important to facilitate the growing team and enable them to continue meeting the needs of the charity beneficiaries.

Financial Stability

The financial stability of FVP is still an ongoing concern, with most grant funds still being on a year only basis, and revenue from the charity assets being below what would be required to cover their basic running costs. Much work has taken place throughout the past year to stabilise the accounts, move towards generating more revenue from the assets and encourage public donations and team fundraising.

Towards the end of the financial year that this report applies to (year end March 31st 2021) FVP are waiting to hear the outcome of a bid for longer term National Lottery Funding, and in discussion with PCC to look at further funding increases for the work of the Parent Carer Forum (PCF). Longer term funding, with uplift would enable the charity to have time to work on developing growth and sustainability plans.

Beneficiaries

FVP have continued to gather information from parent carers as to how they are managing, what factors are impacting on their lives and how they are coping especially in relation to their caring role.

Key themes identified impacting families are:

1. Poor mental health and wellbeing.
2. Financial worries.
3. Feelings of isolation.
4. Increased difficulty in identify sources of support
5. Lack of information, involvement and support in relation to SEND.

Forward Plan

After careful risk assessment and completion of a SWOT analysis areas for development relate to sustainability, capacity and Trustee Board development. Work has been identified in relation to marketing, fund raising and increasing the charity work force. These are proposed plans, and may be subject to change for a range of reasons.

Short Term Goals

Over the coming year (year 5 of FVP's plan) FVP will:

1. Continue to utilise virtual working, recording of sessions and signing to make them more accessible and take account of social distancing measures Look to recruit more volunteers to increase capacity.
2. Respond to emerging need and research concerns/ issues and find solutions to inform participation work.
3. Continue the development of work identified in the marketing strategy for promoting use of assets.
4. Review trustee skills and training, consider widening membership.
5. Secure the next stage of lottery funding.
6. Look to develop better marketing of the community centre and find ways to attract new regular user groups.
7. Look to market the caravans differently and maximise income from a wider range of users.
8. Continue to identify and target potential corporate partners matched to services (events, caravans, centre etc.) based on changed landscape
9. Revisit and review schools engagement work and expand the schools offer.
10. Continue and expand on virtual work with seldom heard community leaders, and parent carers.
11. Review and continue to deliver and as required the food support programme to reach a wider number of families.
12. Continue to develop and expand on the new community café.

Long term goals

Over years 5 to 10 of FVP's longer term plans:

1. Look to develop more fully a trading are to FVP to generate income.
2. Identify opportunities for caravan sponsorship and look to upgrade the caravans.
3. Explore and implement ways of making our property carbon neutral and using environmental ways to maximise our efficiency.
4. Look to expand the use of the centre and make all areas accessible.
5. Continue with marketing to increase membership
6. Review and develop next five-year business plan.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Family Voice Peterborough

1171389

Receipts and payments accounts

CC16a

For the period
from

1st April 2021

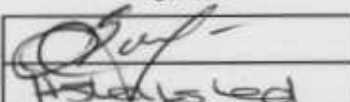
To

31st March 2022

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	-	-	-	-	-
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A5 Transfers between funds					
A6 Cash funds last year end	71,458	18,691	-	90,179	90,179
Cash funds this year end	74,730	10,406	-	85,136	118,745

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Main Account	5,479	19,745	-
	Savings Account	59,912	-	-
		-	-	-
	Total cash funds	65,391	19,745	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Willetby Rio Premier Wheelchair Caravan (Butlins)	Designated	40,183	20,050
	Swift Serenity Caravan (Haven)	Designated	45,995	22,995
	Community Centre	Unrestricted	-	-
	Computing and Other IT Equipment	Restricted	13,549	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Staff wages, Pensions, HMRC Costs	Restricted	8,760	17 April 2022
	Centre (Heat, Power, Light, Water)	Unrestricted	3,347	April to June
	Caravan (Utilities, Site Fees, Cleaning, Other)	Designated	1,866	April to June
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			HEATHER STABSTED	02/04/22
			Heather Stabsted	04/04/22



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Family Voice

**On accounts for the year
ended**

31st March 2022

**Charity no
(if any)**

1171389

Set out on pages

2

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent
examiner's statement**

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

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

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

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

Signed:

Date:

18th April

Name:

Jonathan Lewis

Relevant professional

Chartered Institute of Public Finance and Accountancy

qualification(s) or body
(if any):

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Address:

Peterborough Town Hall

45 Bridge Street

Peterborough, Cambridgeshire, PE1 1HF

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose.

Nothing to report.

Accounts

Family Voice Peterborough

April 16

2021

To relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough is such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

**Trustees
Annual
Report**

Chairs Forward

We are now in our fourth year as a CIO and we have continued to work during the Covid-19 pandemic, although this has been quite different in relation to pre Covid-19 years. FVP have continued to work as a forum, although this has almost all been online. We have been engaging with parent carers using zoom, some of our sessions were public and have been made available on our YouTube channel. As part of this work we have started engaging with more parents from seldom heard communities and have had themed sessions. We continued with the food support where the Goldhay centre was used as a Hub. We received support from Peterborough City Council (PCC), Fareshare donations and Foodbank. We also received support from the “British Red Cross” from their temporary Alconbury base during the initial Covid-19 lockdown. We really appreciated the support in helping us support some of our beneficiaries. I am glad that in times of real need we all worked together and as a charity we were able to productive.

Due to the restrictions we were closed as a community centre and our caravans remained closed, this was a financially challenging time although with the help of some Covid-19 related grants we have been able to protect the caravans and community hall, both of which are important community assets. We continue to operate in relation to guidelines and the caravans are now open and PCC have been using the community hall. Many of the groups that previously used the hall are still unable to do so due to the restrictions. We currently have twelve employees, this is a mixture of full time, part time and casual. In addition to this we currently have three regular volunteers and receive support from the Rotary Club of Peterborough Orton’s who have helped with the community centre and garden.

Trustees

John Ravenscroft (Chair Person)

Samantha Ronnay (Interim Treasurer – Joined September 2020)

Amanda Rennie (Secretary – Joined February 2021)

Graham Casey

Natasha Leahy (Resigned January 2021)

Declarations of Interest

- An employee of FVP is married to John Ravenscroft.
- Graham Casey is a local ward councillor where the charity premises is based
- Samantha Ronnay works for the BGL group who have supported FVP through their CSR program

Governance and Structure

Operating Model:	Constitution
Legal Structure:	Charitable Incorporated Organisation
Trusteeship:	(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. FVP has adopted a safer recruitment policy with associated procedures for the purposes of ensuring any appointed trustees: • Understand their role within FVP • Understand what FVP's purpose is, who its beneficiaries are where it operates. • Are eligible to act as a trustee and meet charity commission requirements and safeguarding requirements in relation to children and vulnerable adults • Bring skills and experience to the charity that mean it will continue meeting its purpose

Fig. 1 Governance and Structure for FVP

The following statement still applies: FVP is run operationally by a small team of paid employees, supported by volunteers. Due to the size of the charity the trustees still have some operational duties which are being gradually devolved to the staff team via delegation which takes account code of governance guidance principle 1.5.

FVP works with a number of other third sector organisations including Peterborough and District Deaf Children's Society (PDDCS), Pinpoint and The Aiming High Group as well as acting as a strategic partner of Peterborough City Council in relation to offering collective information, advocacy, support and advice to parent carers which is in line with the purpose

of the charity as defined in its objects. FVP has also started working with a wider partnership of organisations both statutory and third sector as part of the expanding seldom heard communities work.

Potential risk within the charity relates to the majority of the Board of Trustees being made a majority of parent carers and of a small number. Also one staff member is a connected person to a trustee. The constitution allows for beneficiaries and connected persons to be trustees and employees which, is handled via the declarations of interest/ loyalty policy and procedures. Regular risk assessment is conducted to ensure all matters are recognised and managed; furthermore recent work has taken place around a functions analysis to help inform the strategic plans of the charity whilst being mindful of all potential risks. Any risks are detailed appropriately on a risk log and at all times the risk policy is followed.

Assets and Ownership

All assets are under the ownership of the CIO with two trustees signing leases/ contracts as required as per the constitution. The assets of the charity are the Goldhay Community Centre and two caravans which are sited at Haven Caister and Butlin's Skegness respectively. The community centre was transferred to the CIO in February 2020.

Staff 2020 to 2021

A Chief Operating Officer has been employed to oversee all operational elements of the charity, supported by a team of Parent Representatives, a Senior Administrator, Office Assistant and Charity Development Worker, Cleaner. No staff member is remunerated over £40,000 and the staff costs are covered through specific grant funding and income generated from the hire of the premises. The staffing for the charity covers the forum functions of FVP, all administration and management of the assets. There are currently 11 staff members employed by FVP.

The trustees are aware of risks associated with being employers, especially as the charity is a relatively small organisation. The trustees will continue to mitigate risk through suitable financial planning, employee support and trustee board development. All work will continue to be underpinned by the risk management policy which is reviewed annually. The board continue to seek with respect to employment where required.

FVP have also had to rely on temporary staff members due to ongoing funding constraints in the past year and have introduced the use after careful consideration of zero hour contracts. More detail of the financial constraints is discussed in the financial reporting section.

Volunteers/ 2020 to 2021

FVP have secured the support of 3 regular volunteers, and a bank of over 30 ad hoc volunteers courtesy of The BGL group have continued to support with skills based volunteering and the Rotary club who have supported with the upkeep of the premises where C-19 restrictions have allowed.

Although FVP still have two key parent representatives who volunteer their time, the majority have moved towards employment with FVP as zero hour workers in line with the longer term plans of the charity.

The total number of volunteer hours across the charity equates to over **131**.

Objectives and Activities

The objects of the CIO are to relieve the charitable needs of disabled children and children with complex needs and their families and carers in Peterborough in such ways as the Trustees shall think fit, in particular by the provision of advice, information, support and advocacy

The Board of Trustees have paid due regard to statutory guidance PB1, PB2 and PB3 issued by The Charity Commission when planning and undertaking activities in relation to the objects that define the purpose of the charity.

The trustees also look to consider social impact when undertaking work as means to demonstrate value for money and positive benefit to individuals and their families.

Social Impact – Regular Reviewed and Identified in Strategic Plans

Definition: The effect of an activity on the social fabric of the community and well-being of the individuals and families (<http://www.businessdictionary.com/definition/social-impact.html>)

Social impact is also about changes which improve people's lives and have positive consequences for the wider community.

Ongoing outcomes/ impact:

Outcome	Indicator	Activity
Supporting parents/carers: Increased Parent Representation and participation within our target group Increased confidence in ability to return to work after long periods as a carer	Number of parent carers engaging in training programmes Higher number of parent carers working Number of parent carers either working with us as volunteers, or looking for volunteering opportunities Increased number of parent carers taking up paid roles as parent representatives.	Training: Expert Parenting Programme – facilitates an understanding how to navigated the NHS System (empowering parents to engage) Participation Programme (supports parents/carers to develop skills to engage with professionals strategically) Challenging behaviour workshop Volunteering:

		Parent carers acting as parent representatives Parent carers conducting volunteer duties. Paid Employment: Use of casual worker (employment contracts) for parent rep role
Improved health and wellbeing: Carers and families demonstrate increased personal and interpersonal resilience Improved social capital and interaction	Carers accessing activities remotely and in time face to face Carers utilising those activities in a progressive way. e.g. moving from training to employment or supporting peers Families more able to manage crises, or plan to avoid crises Carers report less social isolation Carers offering to support peers Carers report decreased levels of anxiety relating to financial hardship	Virtual open forum sessions on a range of topics driven by feedback from carers Virtual Parent carer hub (monthly drop in session) Caravan breaks (families accessing holidays together) under new Covid-19 ways of working Use of tickets/ passes/ vouchers to a range of local places for families to attend safely under Covid-19 restrictions Food delivery and support programme through fare share/ corporate partnership Use of wellbeing/activity packs
Targeted Community Engagement and Empowerment: Contributes to improved emotional health and wellbeing outcomes. Parents/carers are confident to manage meetings and challenges related to services that their child or charge require	Parent/carers accessing less advocacy services Parents/carers offering experiences and solutions to peers Parents/ carer accessing advocacy training	Virtual and sign-supported Community sessions (awareness of diversity and needs, improving the local environment etc.) Themed virtual training and workshop sessions

Parents and carers feel able to contribute to the development of community activities and peer support Local Residents and Community Groups are supported to build more cohesive communities and become less isolated Volunteering Opportunities are afforded to the community	Increased engagement from more diverse user group New volunteering opportunities leading to increased numbers volunteering and gaining new skills	Volunteering opportunities across FVP, which enable building of work based skills Videos of sessions uploaded to YouTube with sub-titles and signed support available to the wider community
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Fig.2 Outcomes Grid

For FVP the social impact of the charity relates to activities that result in:

- Improved access to services for children/ young people with disabilities and additional needs.
- Increased parent participation which can include involvement, engagement, information sharing.
- Increased participation from a more diverse group of parent carers.
- Increased empowerment of parent carers leading to more involvement in the services accessed by their children and increased confidence.
- Increase community cohesion and working together
- Improved relationships between parents and settings

Measuring Social Impact – 2020 to 2021

To demonstrate social impact of the charity a range of qualitative and quantitative data is gathered. This is used to measure the outcomes and impact of the work of the charity; Some of the methods include activity/ event feedback, survey results, quotes, numbers in attendance, demographic information, changes to services for children/ young people with disabilities as shown in responses to the Topics of Importance introduced in 2019. There has also been a change to the delivery model used this financial year as a result of C-19.

1. FVP has seen four new parent carers join the team as a trained parent reps taking on strategic meeting and general forum administration duties.
2. Improved communication and information from between the LA and parent carers has occurred as a result of the introduction of the Topics of Importance; this is demonstrated by the regular coproduced letters sent to SEND families, the introduction of an addendum to EHCp's called section M used during periods of lock down, clearer and better involvement in risk assessments related to school attendance, the addition of a Transport FAQ to the Local Offer as examples.
3. Through a range of virtual workshops, online sessions, the parent carer hub and engagement with schools covering 19 sessions 172 people were afforded the

opportunity to participate. These provided sign-posting, support, the opportunity build new relationships and connections and increase social inclusion.

4. Parent carers fed back that the deliveries of wellbeing and activity packs were a welcome treat especially during the lock down period. These worked well as an alternative to face to face activities. Through the activities 1070 parents carers and their children and young people benefitted in some way.
5. Only 40 caravan bookings were possible in the past year with the parks remaining shut most of the time due to the three lock down periods.
6. The community centre remained closed to the public throughout the whole year.
7. Practical support was afforded to families through the use of food deliveries which resulted in 27 households with a total of 39 adults 66 CYP without SEND and 32 CYP with SEND benefiting.

Due to C-19 there was an overall decrease in the number and types of sessions delivered and the total number of beneficiaries:

Type of Session	2019 to 2020		2020 to 2021		Variance
	Sessions	Beneficiaries	Sessions	Beneficiaries	
EPP	5	41	1	6	-35
CB	5	41	3	15	-26
Parent Carer Hub	6	20	3	4	-16
CETR Work	39	39	56	56	17
Themed Workshops	4	21	1	6	-15
Focus Groups	5	35	3	5	-30
Breakfast/ Lunch Meetings (School)	1		2	15	15
Conference/ Online Sessions	1	93	9	121	28
Coffee Mornings	18	47	0	0	-47
Facebook Polls	16	195	38	550	355
Surveys	9	253	14	373	120
Family Based Trips/ Activities	18	1018	19	1070	52
Strategic Meetings	117	5	216	7	2
Hall Hire	416.5	1189	0	0	-1189
Caravan Hire	92	349	40	89	-260

Fig. 3 Session and Beneficiary Comparison 2019 to 2021

Despite a marked change in delivery style and the closure of the centre and partial closure of the caravans work was still conducted that demonstrates that FVP met its purposes as a charity.

Information

1. Training sessions in understanding behaviours that challenge related to social communication needs, attentional difficulties and learning difficulties providing parent carers/ family members with basic skills to self-manage and gain resilience has continued but scaled back.

2. Training in the health system (EPP), parent participation and Children and Families Act 2014 (Section 19 Principles) to enable parent carers to navigate the new system and help professionals understand what support their children require. This work has been placed on hold and different sessions have been delivered instead.
3. Online sessions based on specific SEND topics have been delivered, supported by BSL interpreters and made available on line to increase their reach. The use of interpreters increased accessibility. The topics provided information and support in navigating the SEND system.
4. Production and provision of promotional literature such as hard copy and e-copy newsletters and leaflets detailing information relating to children with disabilities and complex needs and services they may access. The newsletters also provide information on changes to services and opportunities to get involved.
5. The development of information packs to be made available to settings when C-19 restrictions allow enabling settings to sign-post to FVP and help increase awareness amongst parent carers of the support available. Some literature has also been produced in Arabic and Lithuanian as the start of a piece of work designed to enable participation amongst seldom heard parent carers.
6. Use of social media to enable a wider and more diverse group of beneficiaries to receive information and participate in service change.
7. The use of YouTube to increase the reach of information being provided.

Advocacy (Collective)

1. Online participation sessions, Facebook discussions and Polls and the running of on-line surveys to facilitate parent carers raising concerns/ issues and sharing views with relevant organisations such as Local Authority Commissioning (Social Care and Education) via Topics of Importance.
2. Parent representation enabling parent carers to share concerns and views about disability services with education and social care commissioners.

Support

1. In place of face to face coach trips and activities FVP have provided tickets/ passes and vouchers to local places of interest and family fun from bowling to safari soft play. FVP have also introduced the use of home delivered family activity craft packs to promote family participation, learning and fun during lock down.
2. Delivery of wellbeing/ pamper packs for parent carers containing items to promote relaxation and mental wellbeing.
3. Provision of two caravans for families who have children with disabilities and complex needs to use for a small fee. The caravans enable families to have holidays at seaside locations at an affordable price. The holidays help families to have the same opportunities afforded to families who are not impacted by disability. The costs of holidays can be prohibitive and having the opportunity to access caravans with some adaption and ramped access provides families with opportunities not normally open to them.
4. Food support was introduced in April to May 2020 during the first period of lock down to alleviate the financial stresses and anxiety of parent carers. Families reported having to choose between feeding their children or cover the increased costs of household budgets through factors such as utilities. Some families also struggled

greatly to source the food types their children would eat especially those who have children with ASD.

Advice

1. Parent Carer Hub providing direct access to professionals from Education, Carers Support and SEND Partnership.

Community Premises

1. The community centre has remained shut to the public in line with government guidelines. This has meant all groups who would have access to the centre have had to be placed on hold.
2. Community engagement has taken place using virtual meetings based on topics such as mental health, C-19 and disability. These have proved successful and have brought diverse communities together in a C-19 safe way.

Achievements and Performance

Family Activities & Parent Carer/ Community Support

Family Activity Opportunities

- Use of Vouchers/ Tickets/ Passes
 - Instead of face to face activities with participation opportunities, parent carers were provided the opportunity participate and then apply for vouchers/ tickets/ passes for accessing things such as Bowling/ Sacrewell Farm Shopping Trips.
 - Some of these were also accessed by parent carers from the Aiming High Group and Lime Orton Academy which led to an increase in diversity and engagement from more families with CYP with very complex health needs.
 - 228 people (parent carers and their family members) benefitted from
- Activity Packs sourced from Mucky Pups
 - These packs were given to over 240 children for Feb Half Term and 70 children for Easter.
- Themed Treats
 - This year FVP focussed on Halloween and Christmas with two themed delivery activities. The work to put everything together and then deliver the items was conducted on a voluntary basis.
 - 70 children with arrange of needs and from very diverse backgrounds received loot bags.
 - 93 adults and 140 children from households experiencing a range of issues from financial difficulty through to stress related to caring for SEND children and or adults with disabilities received a hand delivered hamper. This was part of the Christmas in Box campaign designed to ensure 50 local families would have a good Christmas with enough food to support their families over the holiday period.
- Parent Carer/ Community Support
 - Wellbeing and Pamper packs were hand packed and hand delivered to parent carers for Carers Rights Day and Easter. 139 parent carers from across

Peterborough benefitted. One parent said the delivery “made their day, as no-one ever thought about the parents”

- Food Support was afforded to 27 households with a total of 39 adults 66 CYP without SEND and 32 CYP with SEND.
- FVP have also been providing phone line/ email signposting support for a range of subjects including; how the move from DLA to PIP works through to how to make a complaint about SEND provision or what would be the best primary school to apply to. FVP sign-posted 38 parent carers with growing number who were new to the SEND system

Participation and Engagement

The attendance at the following has varied according to the topics and need; numbers have been anywhere from 2 and 30

1. 1 Expert Parent Programme
2. 3 Challenging Behaviour Sessions
3. 3 Parent Carer Hub
4. 1 Themed Workshops
5. 9 Virtual Topics Based Sessions
6. 2 Focus Groups
7. 3 School Based Meetings
8. 59 CETR Sessions

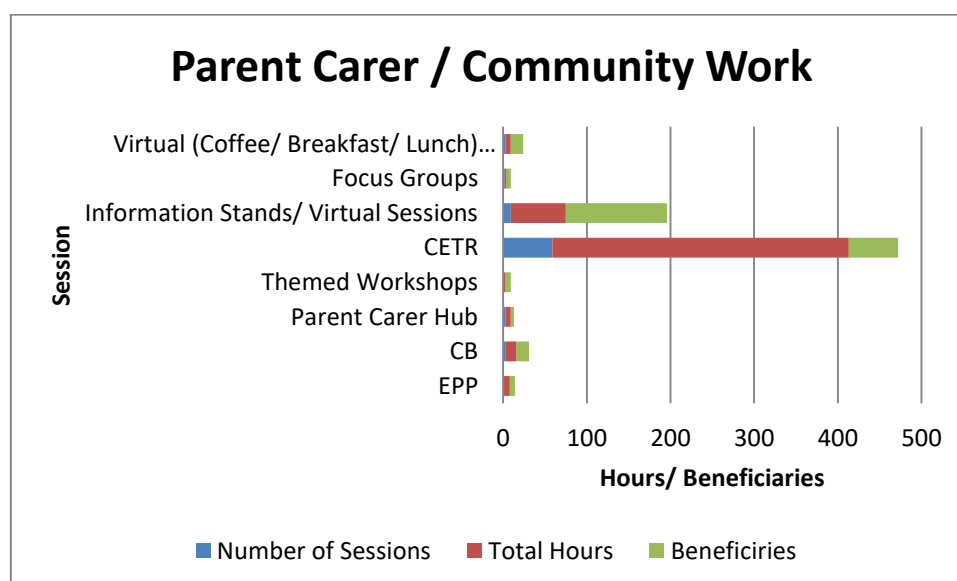


Fig. 4 Overall Hours, Sessions and Beneficiaries across Forum work of FVP

Parent Participation

The financial reporting period this relates to, 2020 to 2021, has seen for FVP the level of recorded individual participation dip again from 369 (18/19) and 338 (19/20) to 310 (20/21). The numbers of parent carers taking part in online surveys or Facebook polls has also

fluctuate and increased again from 684 (18/19) and 453(19/20) to 923 (20/21). The changes have a number of factors including but not exclusively; C-19 Impact and the need to work virtually, the increased popularity of engaging online and a newer group of parents engaging. FVP has also seen an increase in requests for parent participation from services across sectors operational and strategically.

There has been some investment by FVP in helping parent carers understand their “right” to be heard on a personal and collective level in the services accessed by their children and young people especially at face to face sessions in educational settings. Underpinning the Children and Families Act 2014 are the Section 19 Principles whereby Local Authorities have a duty to pay due regard to the views, wishes and feelings of children and young people with SEND and those of their parents and carers and support them to participate fully. The work conducted by FVP has been shared with the Local Authority to help them understand what the views and feelings of parent carers are. This was partly achieved through the use of virtual themed sessions

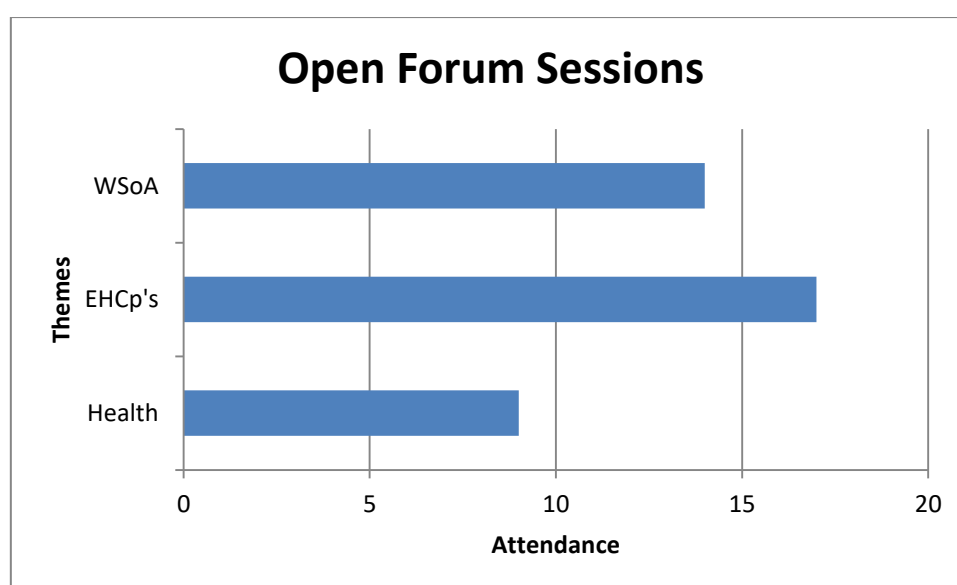


Fig.5 Attendance at Virtual Sessions

Parent Participation/ Engagement/ Involvement April 2020 to March 2021

Headlines

1. 310 known parents in total have been involved at some level via virtual meetings/ events/ online activities/ Facebook Polls and Discussions.
2. >100 professionals have been involved at some level via virtual meetings.
3. 871 parent carers have taken part 54 online surveys or face book polls.
4. Parents have self-reported being members/ attendees at; Peterborough District Deaf Children Society (PDDCS), Peterborough Area Down Syndrome Group (PADSG), Little Miracles (LM), National Autistic Society (NAS), Autism Peterborough, , Aiming High Group (AHG)

5. Children's/ Young people disabilities/ needs have been reported by parents as including (This list is not exhaustive);
 - a. ASD, ADHD,
 - b. Global Developmental Delay (GDD),
 - c. Speech, Language and Communication Needs (SLCN),
 - d. Complex Health, Obsessive Compulsive Disorder (OCD),
 - e. Cerebral Palsy (CP),
 - f. Tourette's,
 - g. Learning Disability and Difficulty (LDD),
 - h. Hearing Impairment (HI), Depression, Behavioural Needs,
 - i. Achondroplasia,
 - j. Goldenhar Syndrome,
 - k. Down's Syndrome,
 - l. Hypochondroplasia,
 - m. Physical Disabilities
 - n. Anxiety Disorder
6. 19 fathers have been involved which is a decrease on the previous year and 1 father has had regular involvement in person and another via social media
7. Parent carers reported the ages of their children/ young people as between 2 to 34.
8. Participation methods used included; one conference, focus groups, online surveys, paper surveys/ feedback forms at trips and activities, training – workshops, Facebook discussions and polls, working breakfast meetings, case studies, seldom heard group sessions and parent representation.
9. Evidence is both qualitative and quantitative in nature.
10. Ethnicity has been self-reported as; White British, Asian, Gambian, Lithuanian, Polish, Albanian, African, Portuguese, Scottish, Canadian, Bangladeshi, South African, Latvian, White European and American.

Parent Representation

7 parent carers acting as representatives have attended 216 strategic meetings investing 499.5 (under estimate) of hours in terms of administration, travel time and actual meeting attendance.

Preferred Parent Participations Method

FVP have seen 301 parent carers, some of whom have participated more than once, participate 1577 times.

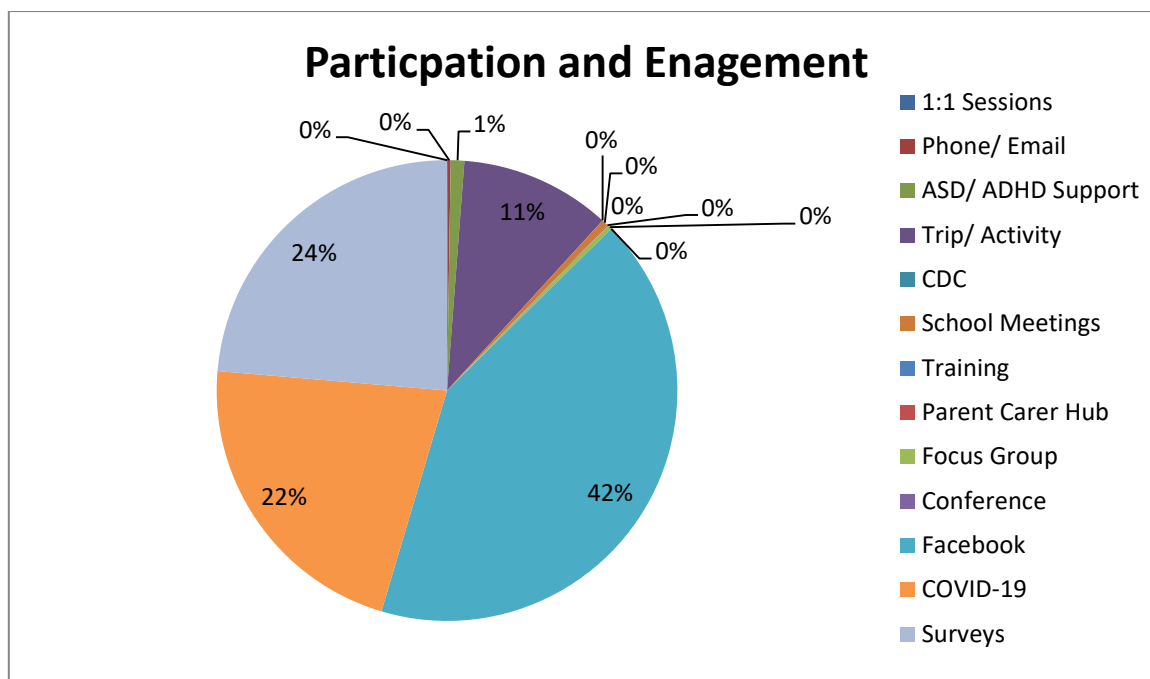


Fig.6 Preferred Participation Method

Community Participation and Engagement

Despite the community centre being to the public work still had to take place to maintain its upkeep and provide community support especially to seldom heard communities which is part of FVP's wider charity aims. Work took place through a number of community centre close events when government guidelines allowed and virtual sessions during lock down to facilitate engagement and participation. Fig. 7 shows that overall the garden project saw the highest level of engagement. Feedback also showed that attendance at this activity helped combat feelings of isolation and improved mental wellbeing.

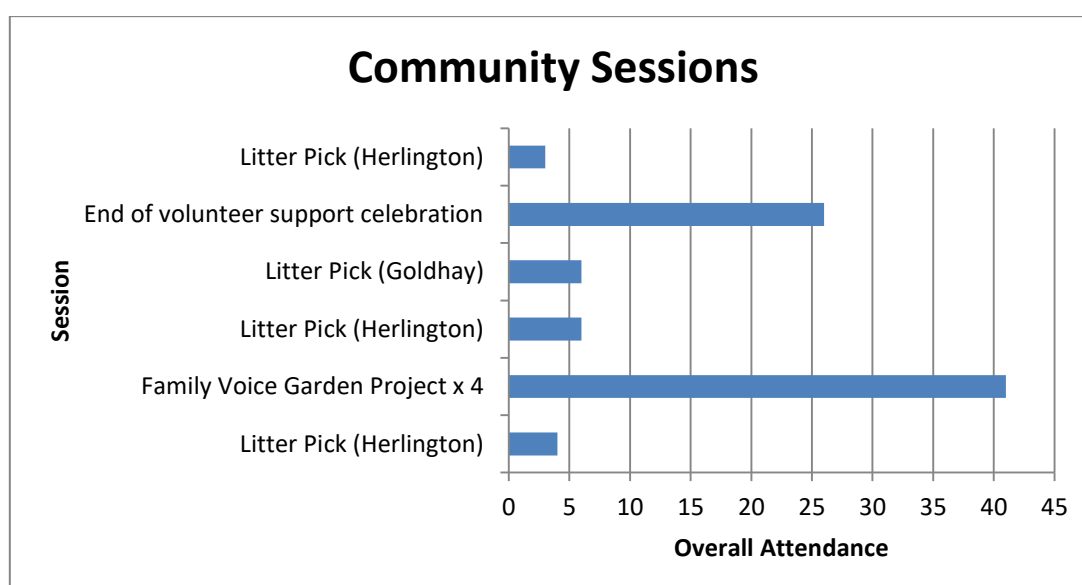


Fig.7 Community Engagement Sessions

As well as the activities at the centre work took place during much of the lock down period to still engage with, provide information to and enable participation from the wider community with a focus on seldom heard communities. Work began to run virtual sessions for seldom heard communities via zoom with the sessions being supported by BSL interpreters and made available on YouTube.

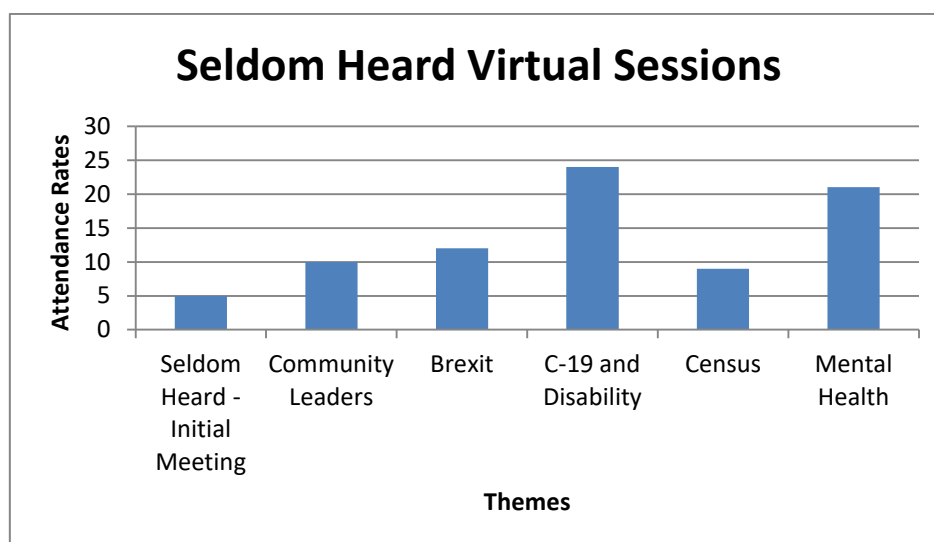


Fig.8 Themed Seldom Heard Sessions

Fig.8 shows there has been a need for the sessions with the most popular relating to the C-19 vaccination program and then Mental Health. The sessions were attended by parent carers, LA and Health professionals (commissioning and provision) and community leaders. They have created an environment where very diverse communities can come together and talk about a range of topics with SEND and parent carers at the centre of the system. Fig. 9 shows the range of communities represented at the sessions.

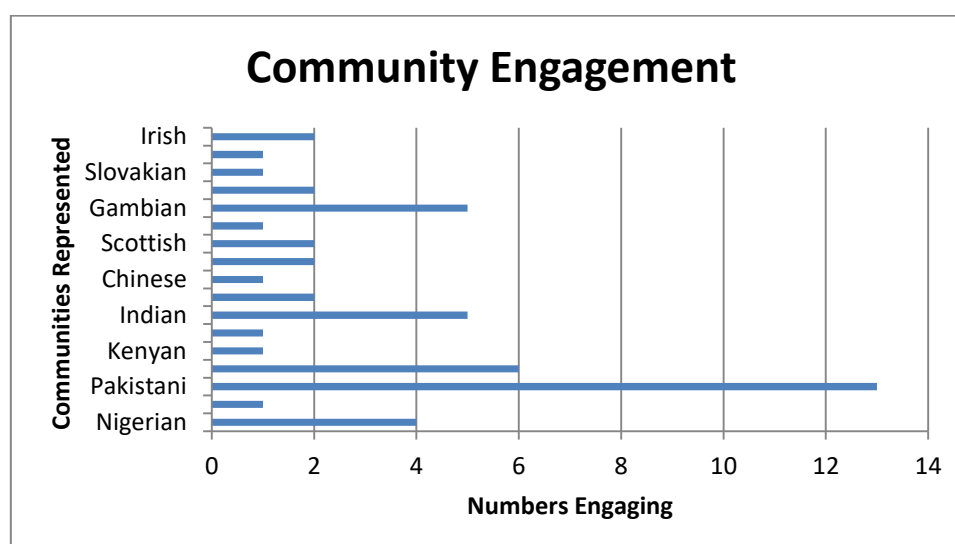


Fig. 9 Communities Attending Sessions

In total 185 engaged 330 times across the sessions, with the most popular for re-attendance being seldom heard sessions.

CHARITY ASSETS (Premises)

Premises Details

The Goldhay Centre where FVP are based is split into two sections:

- On one side the community premises comprises, Kitchen, Hall, Accessible WC and WC and outside play space
- The other side is a three storey office area with WC and reception/ admin office on the ground floor, small room/ office and training/ staff room on the middle floor and a small office and larger split office on the top floor.
- Funding has been received to further separate the centre and offices, with a new fobbed entry system being installed for the office side. This work has been conducted to ensure the building is as C-19 safe as possible.

FVP are pleased to have been awarded a 5 star rating for food hygiene for a second time.

Premises Costs

FVP have taken on the Goldhay Centre as part of the Local Authorities Asset Transfer programme. The asset was transferred in February 2019 for a period of 40 years.

The past year has proved very difficult for FVP through having to shut the community centre which resulted in a large loss of revenue. Although the centre remained shut to the public running costs were still accrued and had to be covered. In 2019-2020 FVP netted revenue of £10,057 from Hall Hire Fees whereas in 2020 to 2021 FVP only netted £87 from some fees owed before lock down. Fig10 shows the overall running costs associated with the centre which totalled £16,364 which effectively created a deficit of more that -£16,000.

Fig. 10 Expenditure

Heat, power, light and water	£1,044.24	£0.00	£0.00	£591.31	£0.00	£0.00	£374.53	£287.27	£309.26	£556.13	£285.01	£407.55	£3,855.30
IT Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Repairs and Maintenance	£308.56	£63.60	£91.57	£203.08	£61.00	£78.44	£246.90	£4,658.70	£38.32	£32.91	£0.00	£40.77	£5,823.85
Premises expenses	£222.01	£0.00	£0.00	£0.00	£0.00	£148.49	£542.59	£1,198.08	£0.00	£164.92	£35.47	£0.00	£2,311.56
Telephone	£104.75	£68.74	£148.33	£17.27	£50.00	£67.79	£42.39	£60.00	£60.14	£60.00	£60.00	£62.56	£801.97
Regulatory fees and licences	£71.94	£0.00	£159.00	£0.00	£0.00	£0.00	£288.00	£214.43	£79.00	£0.00	£770.52	£309.99	£1,892.88
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,678.07	£1,678.07
Running Total	£1,751.50	£132.34	£398.90	£811.66	£111.00	£294.72	£1,494.41	£6,418.48	£486.72	£813.96	£1,151.00	£2,498.94	£16,363.63

Although the centre has remained shut, it has still been utilised for C-19 response work, primarily in the form of food support. The centre is also part of the same building as the offices of the charity and so all overheads are connected. FVP secured a small grant from Longueville Parish Council and some top up funding from the Lottery COVID Grant programme that was utilised to carry out remedial capital works to create a separate office entrance. This has ensured the centre is more self-contained and once open again can be used more safely and C-19 secure

Premises Use

Parent Forum Opportunities

1. Having the premises has continued to make the forum more accessible to parent carers and provides FVP with more in-house participation and training opportunities.

Now it is more established, more effort has gone into the promotion of the activities, training and participation opportunities in the centre leading to an increase in regular engagement with parent/carers at the centre and a decrease in external venue hire costs.

2. FVP staff, parent representatives and parent volunteers are also provided with space and office use to enable them to carry out their duties.
3. Parent carers can attend meetings at the office and seek information, signposting and face to face contact more easily.

Community Opportunities

Ordinarily the centre would have been used by a wide range of groups and organisations, however it is still not possible to ascertain when or if they may start up again. Some of the groups would be classified as in the Clinically Extremely Vulnerable group and/ or run in such a way that social distance with or without extra protection such as face masks would not be feasible. Much more in depth risk assessments are required for each individual group to see if the centre use is viable for them.

As part of the charity planning the Trustees will be looking at the safe and effective use of the centre alongside income generation possibilities going forwards. There may be more of a focus on outside activities and learning, development and support initiatives inside.

Overall Usage

An analysis of the hall usage for 17/ 18 to 19/20 in fig. 11 and 12 below demonstrates that over time and with careful planning it may have been feasible for the Trustees to assume with some work that the centre could have moved towards becoming self-sustaining. Plans had already been considered to look at bringing in more regular users, slightly increasing fees and focussing more on community learning and engagement work. This would have more away from relying on private bookings which often resulted in more cleaning and repairs. The centre was being utilised at less than 50% capacity so there was plenty of scope for development.

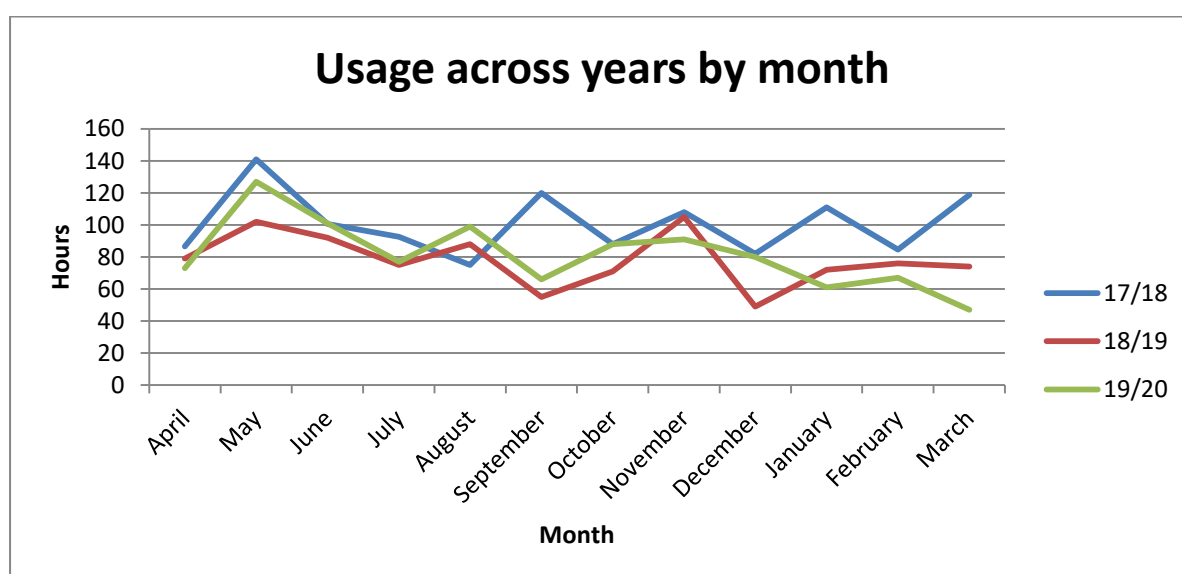


Fig. 11 Hall usage across months from 2017 to 2020

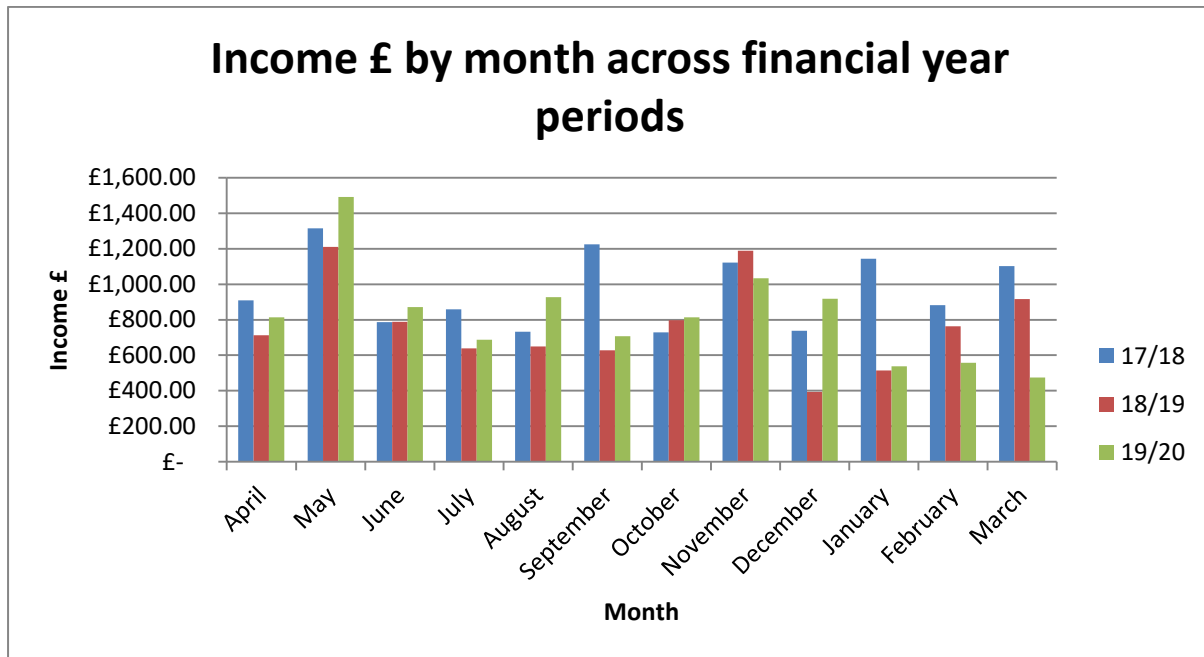


Fig.12 Hall income across months from 2017 to 2020

There is no comparison data for 2020 to 2021 due to the closure and cancellation of all sessions. C-19 has really impacted on the charity, its assets and beneficiaries.

Caravan

Management and Structure

The caravans are owned by the CIO and managed on a daily basis by chief operating officer and admin and the Chair Person is the designated point of contact.

Finances and Sustainability

Income and Expenditure from 2012 to 2021

The chart gives an indication of yearly income and expenditure relating to the caravan. The figures do not include any yearly carry forward. In the 2019 to 2020 season there was a move towards running a slight profit as opposed to loss. This had been partly due to handing some dates to Haven for their sub-let programme which afforded a guaranteed income.

As with the community centre closure the caravans were also impacted by C-19 and the three lock down periods. Fortunately a few breaks were feasible and FVP were given some refunds by the caravan parks which were off-set against site fees which are paid upfront for the season. Despite this off-setting classified as caravan income a large loss still occurred. Despite the closure some costs were still incurred much as with the centre.

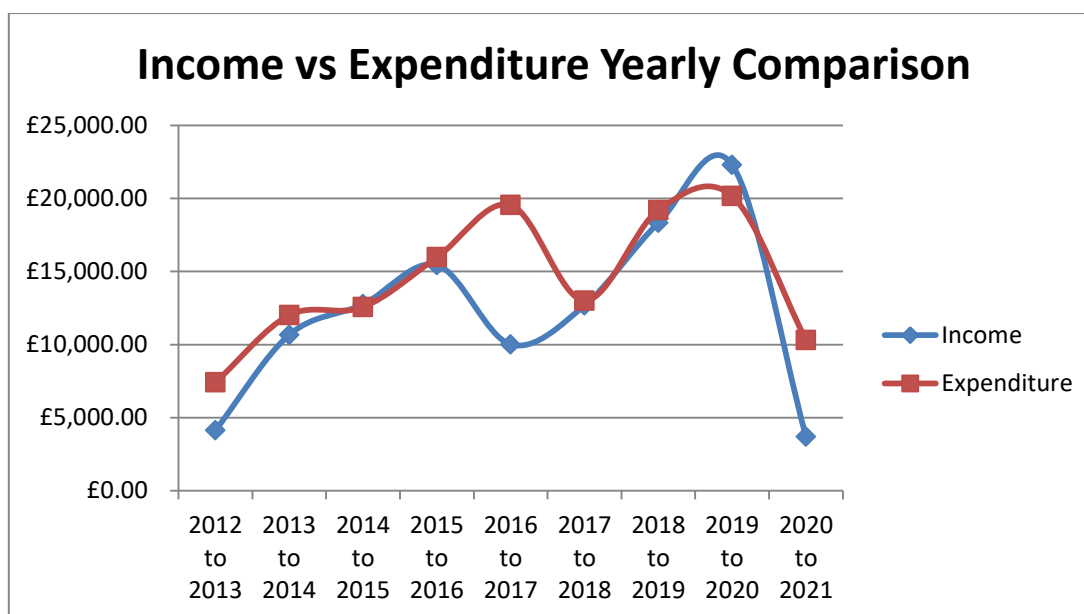


Fig.13 comparison income and expenditure of the caravans since ownership began

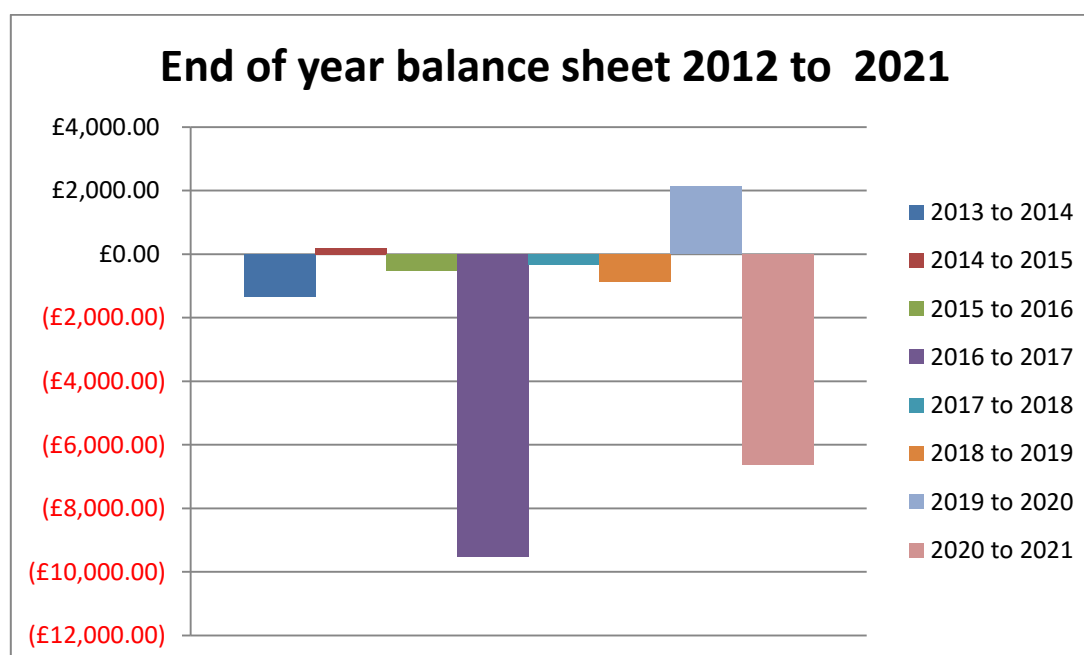


Fig.14 End of year balance sheet

General Operating Costs 2020 to 2021

- Utilities
- Cleans
- Site Fees
- Business Rates
- Insurance
- Repairs and Maintenance
- Re-stock (e.g. bedding, crockery)

FVP also stock the Butlin's caravan with a selection of DVD's, games and children activities (colouring books, puzzle books, crayons)

Bookings

The season runs from March to October at both sites but much of March and September are usually given over to adult only weekends at Butlin's. Year on year there had been an increase in the number of families who have benefitted from use of the caravan until the past season.

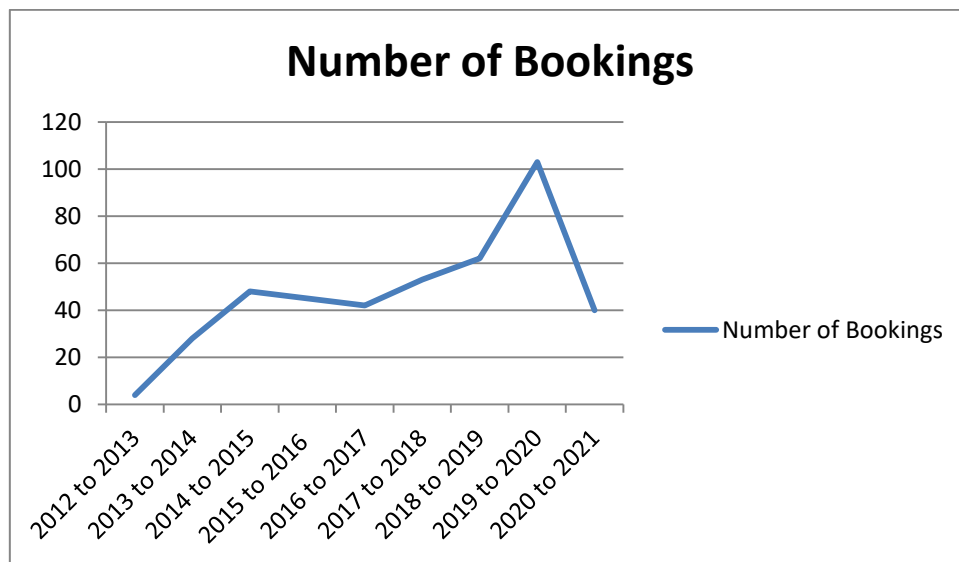


Fig.15 Overall number of bookings per year

From fig.15 it can be seen that usage dropped the past season to numbers last seen in 2016-2017.

Financial Review

Reserves Statement

The trustees are continuously working to establish sustainability and good governance for the charity and have developed various policies and procedures including a reserves policy to facilitate this. The policy establishes how reserves levels are set and how these relate to unrestricted funds and such levels will be managed.

Although funds for the caravan are unrestricted they have been considered as designated and therefore not to be included in the free reserves of the charity as they are necessary to ensure the continued sustainability of the caravans to ensure ongoing short break provision.

The trustees propose to maintain the charity's free reserves at a level which is at least equivalent to six months operational expenditure and three months as a minimum. The objective had been at the end of the last financial reporting period to increase reserves levels to an acceptable level as they were at an equivalent of only two months. This year the reserves have been increased to just over six months affording some time to re-stabilise the financial position of FVP after being impacted negatively by C-19.

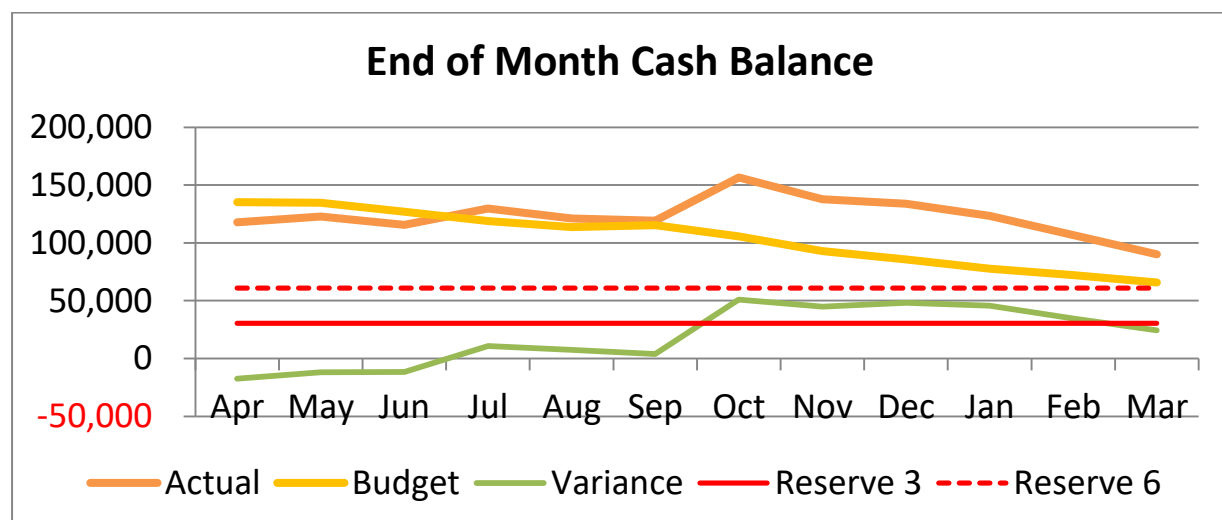


Fig. 16 Levels of Charity Reserves at March 2021

Principle Source of Income

The principle source of income for FVP remains grant funding which is linked to predefined outcomes. Grants have been allocated by Contact behalf of The DfE, The Local Authority on behalf of the CCG and The Local Authority. The total grant income equates to 94% of the charity income up from 76%. The difference between the two would normally have been from fundraising and asset revenue. Such an over reliance on grant income is felt to be unsustainable. This is because in general most income from grants is for a maximum of a year only and has to be spent in the year in grant period in which it is received. The drop in income from other sources as demonstrated by the difference between grant income between 19/20 and 20/21 has meant that further risk has been introduced in the charity finances.

Unrestricted income helps to increase reserve levels and enable expansion of the work of the charity.

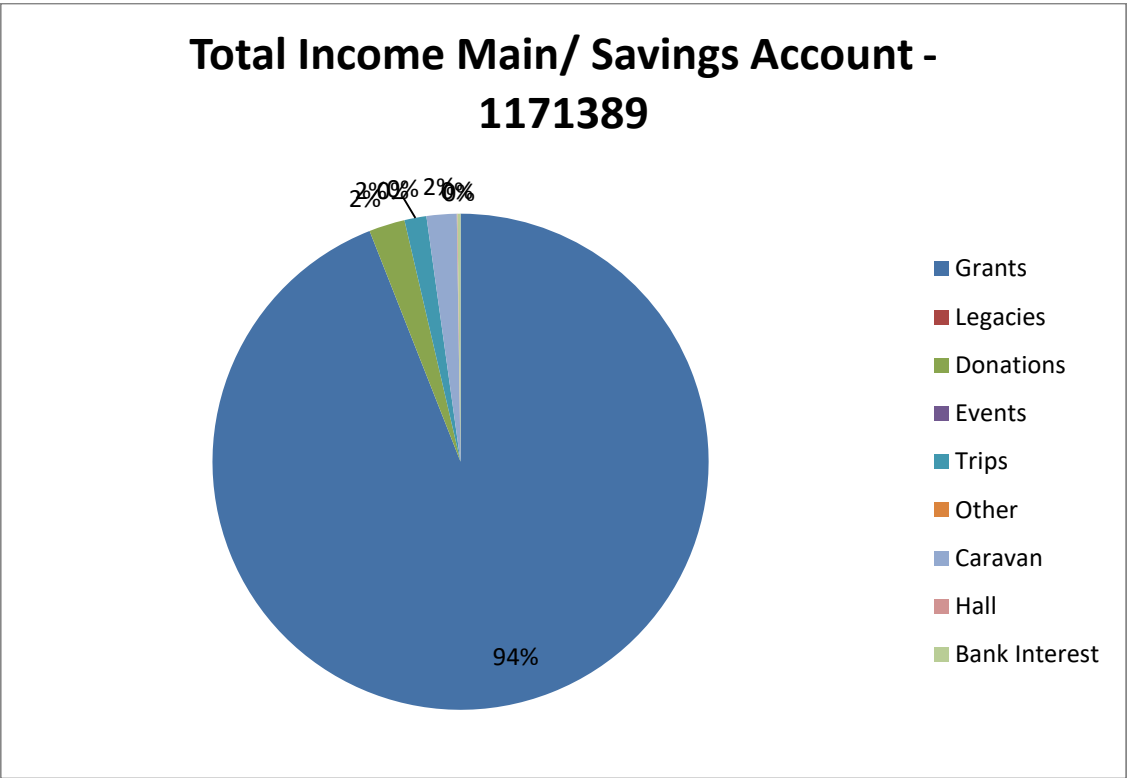


Fig. 17 percentages of different income streams for FVP (1171389)

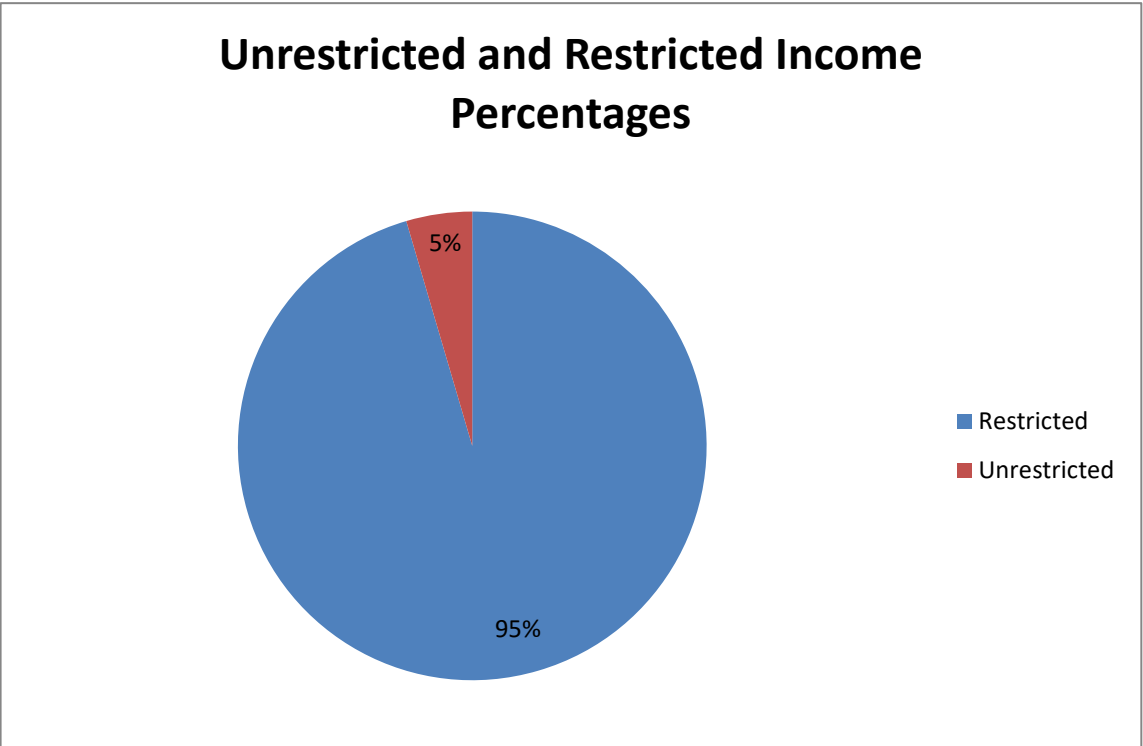


Fig. 18 percentage of income either restricted or unrestricted

Although C-19 has had a negative impact on the income of FVP more grants have been made available to support charities at financial risk. FVP were able to secure a number of these to provide some financial short term stability. The C-19 grants secured have also meant that some of the LA funding could be saved and carried forwards to 2021 to 2022 to cover potential short falls. Funding is required to cover staffing and organisational running costs between grant programmes.

Fundraising and Donations

Donations have netted £4426.45 income which is marked decrease from approximate £18,000 raised in 2019/2020. This drop also takes FVP back to the level raised through donations and fundraising in 2018/2019 of approximately £4000.

Any fundraising is managed under an ethical fundraising policy held by the CIO and as such work relating to joint fundraising falls under this. To demonstrate best practice, the CIO is also self-registered with the Fundraising Regulator.

Expenditure

The majority of the charity expenditure is from restricted funds from grants paid in year. Overall 96 % of expenditure was restricted. The majority of core costs fall into restricted funds expenditure with all staffing covered under restricted funds.

The majority of grant expenditure is set against pre-defined outcomes with specific outputs and measured against an outcomes matrix. The DfE grant although for a small amount is a receipted grant, where every receipt has to be allocated and spending has to be strictly kept within predefined budget. The outcomes match the objects of the charity. Expenditure has been on providing families with access to information, advocacy, support and advice; therefore meeting the objects of the charity.

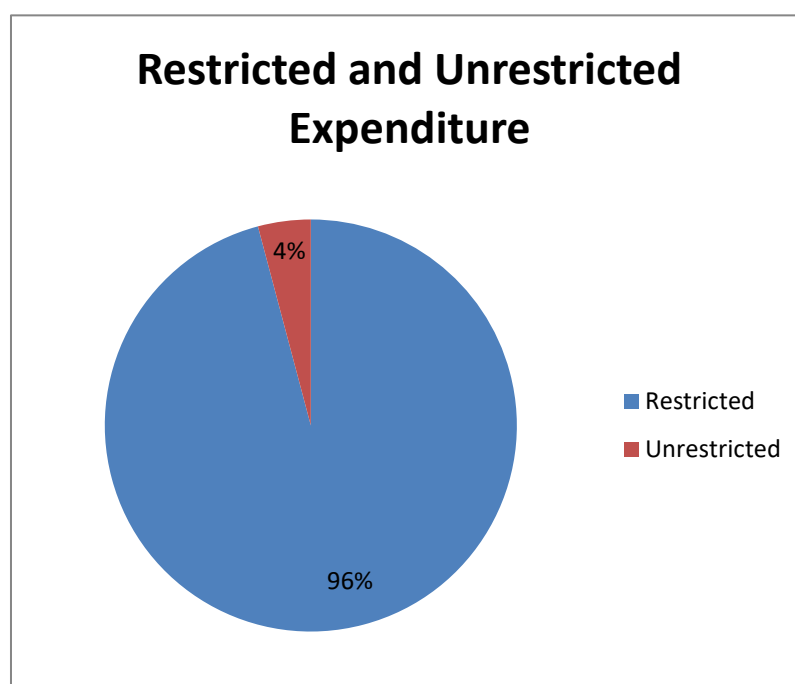


Fig. 19 percentage of expenditure under restricted and unrestricted funds

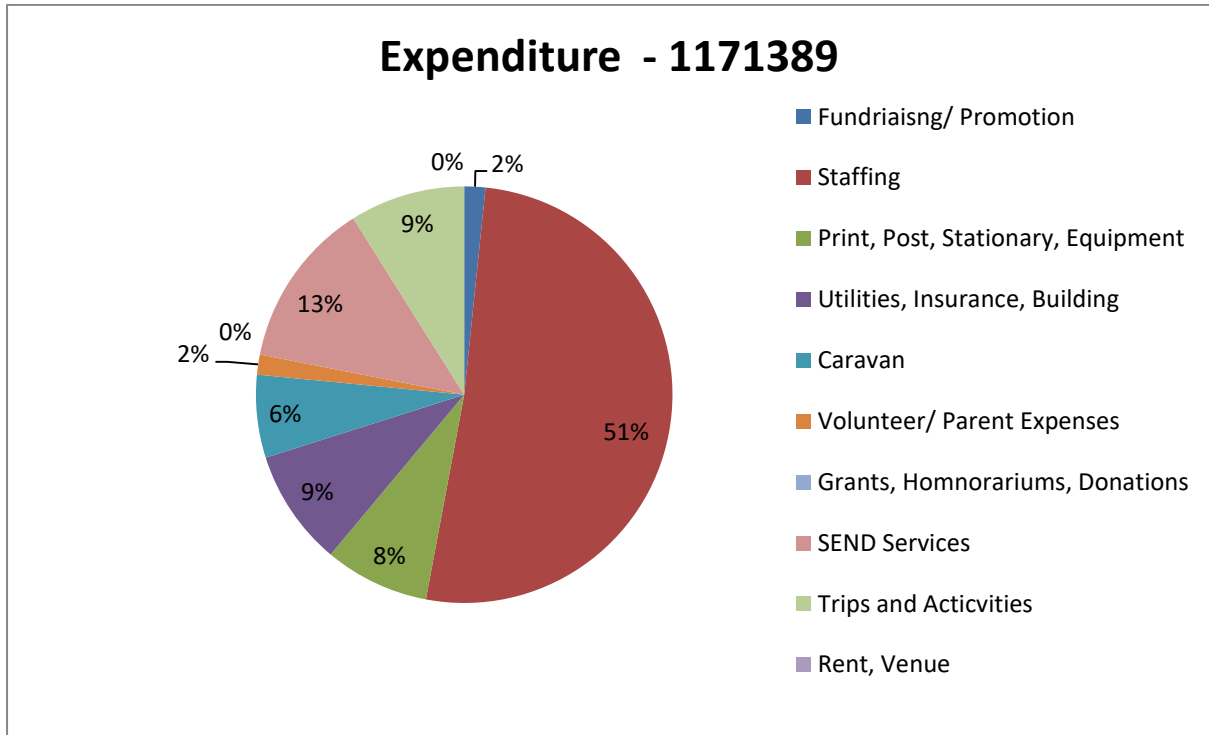


Fig. 20 Overall expenditure across natural payment categories

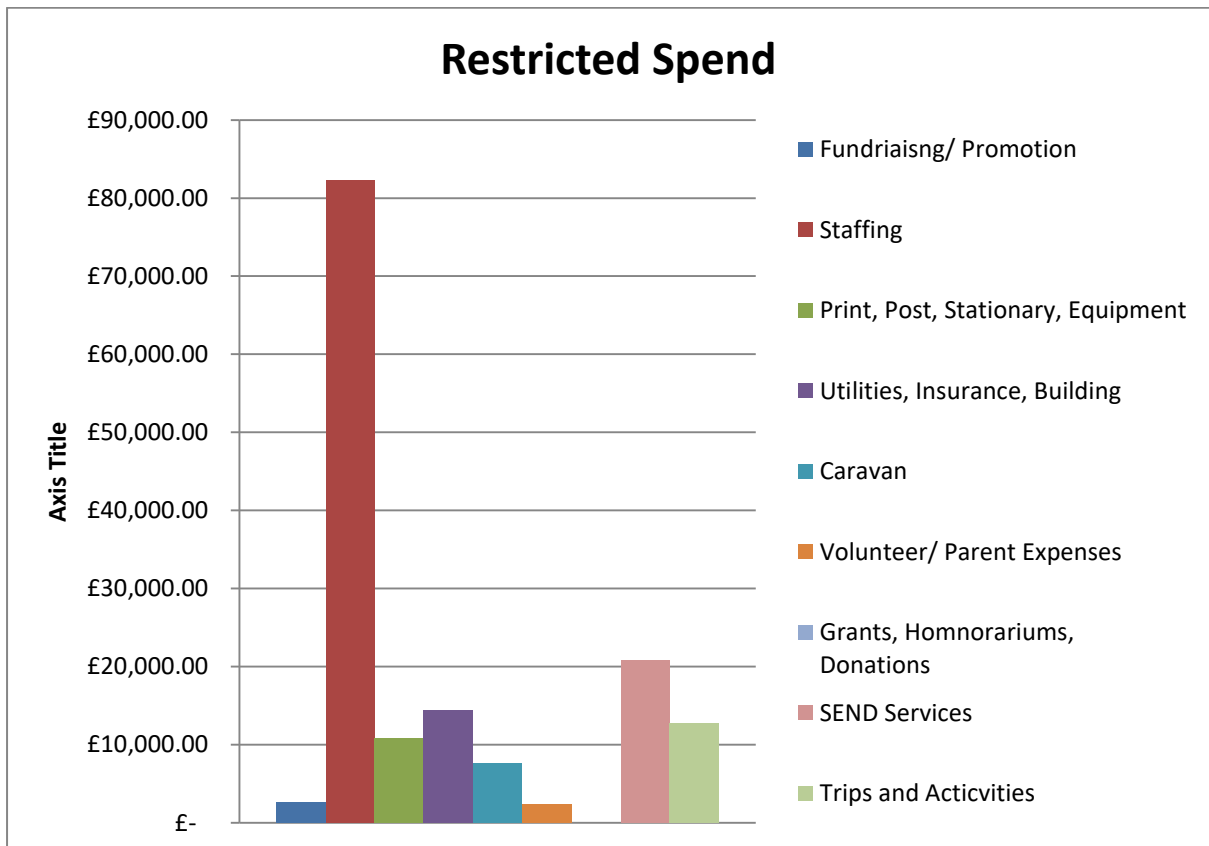


Fig. 21 Expenditure across budgets under restricted and unrestricted funds

Further Details

1. Caravan expenditure is higher than income so a deficit has resulted in caravan finances.
2. Roughly 50% of all expenditure has been on staffing with all staffing time spent on meeting the objects of the charity.
3. Staff turnover has been affected by grant specific work involving temporary contracts. The majority of those employed have been parent carers who volunteer extra time to the charity over their contracted hours of employment. All costs relating to employment are linked to grants.

Trustee Remuneration and Expenses

During the financial period 2020 to 2021, two trustees received remuneration for specialist work on behalf of the Clinical Commissioning Group (CCG) where the funding allocated was paid on behalf of the CCG.

Accounts Preparation

In line with the charity's constitution and charity accounting guidelines as defined in CC15d 'charity reporting and accounting: the essentials' a decision has been taken to prepare the accounts using a payments and receipts system (using natural categories)

Statement of Accounts 2020 to 2021 - 1171389

 CHARITY COMMISSION FOR ENGLAND AND WALES	Family Voice Peterborough		1171389		CC16a
	Receipts and payments accounts				
	For the period from	1st April 2020	To	31st March 2021	
Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations, Legacies and Grants	4,426	177,572	-	181,998	197,196
Fundraising Events			-	-	204
Fees for Charitable Services		2,705	-	2,705	11,661
Hire of Community Premises	87		-	87	11,240
Hire of Caravans	3,697		-	3,697	15,693
			-	-	
			-	-	
Transfer into savings			-	-	
Interest	374		-	374	349
Sub total (Gross income for AR)	8,585	180,277	-	188,861	236,343
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	8,585	180,277	-	188,861	236,343
A3 Payments					
Cost of Fundraising Events/ Promotion		2,623	-	2,623	2,569
Staffing Costs (wages, pensions, HMRC)		82,249	-	82,249	102,853
Print, Post, Stationary, Equipment	2,186	10,849	-	13,035	12,050
Utilities, Insurance, Building Costs, Repairs	48	14,423	-	14,471	14,192
Caravan Running Costs	2,703	7,606	-	10,309	21,058
Volunteer and Parent Carers Expenses(childcare, travel, refreshments)	104	2,388	-	2,492	8,891
Grants and donations paid			-	-	26,200
Cost of SEND Services (training fees, delivery costs)	5	20,783	-	20,788	10,884
Costs of proving trips/ activities (coach hire, entry fee etc)	1,582	12,745	-	14,328	12,233
Rent/ Hire of rooms			-	-	4,290
Transfer to savings			-	-	
			-	-	
Sub total	6,627	153,668	-	160,295	215,220
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	6,627	153,668	-	160,295	215,220
Net of receipts/(payments)	1,957	26,609	-	28,567	21,123
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	58,461	3,151	-	61,612	35,997
Cash funds this year end	60,418	29,761	-	90,179	57,120

COVID-19 Pandemic and Charity Impact

At the end of last reporting period FVP stated “During this reporting period the charity has entered in to unprecedented territory in light of the current global COVID-19 Pandemic. This has impacted on delivery of services funded and otherwise, staffing and volunteering, the financial position of the charity and also had a direct impact on the beneficiaries of the charity as a whole.”

Services

Much work was cancelled between April and July and many fees had to be refunded. After careful risk management and planning there was a move towards virtual working where feasible and a support phone number/ email address were utilised to provide sign-posting, answer queries and provide information to families. FVP also took up food support work and provide a number of families with food parcels and vouchers.

Assets

The community centre was shut effectively immediately which resulted in a direct loss of revenue and closure of services. All sessions providing direct support were cancelled as well. After careful consideration and assessment, it was deemed necessary to conduct remedial works to alter slightly the entry system so when possible the centre could be opened again.

Both caravans were also closed and any fees already secured had to be refunded to guest who had pre-booked breaks. The caravans remained closed for the majority of the season with a greatly decreased number of bookings possible. Fortunately the company who owned both caravan parks introduced a refund system and recompensed owners for loss of the service, which meant site fees that had already been paid, were reimbursed minus some admin fees.

Staff and Volunteers

FVP were unable to furlough any staff due to all roles being funded via public funds and there was a temporary move to full home-work which proved extremely difficult for the team for a number of reasons. It was decided after careful consideration and in line with government guidance to allow a small team to work from the office on a rotational basis. All volunteer initiatives with BGL and the Rotary club were placed on hold as well.

Funds also had to be sourced to furnish those who were home/ remote working with suitable equipment such as laptops and headsets, which placed extra financial burden on the charity. There was also some concern about how people would generally be supervised and supported whilst working remotely and the team did report feeling isolated.

Financial Stability

The pandemic had direct impact on the immediate cash-flow the charity between March and June and then into as far as September. Losses through the caravan and centre closure and cancellation of events created an initial a net loss of approximately £10,000. By September despite securing a handful of C-19 specific grants the forecast was potentially damaging enough as to suggest the closure of FVP completely. Without successfully securing a Lottery C-19 grant totalling £50, 220 with the support of a grant writer FVP would have closed by February 2021. The grant and then a few further C-19 grants and donations provided enough

income to stabilise the accounts and move to actually ending the financial year in a much stronger position.

Beneficiaries

FVP have continued to gather information from parent carers as to how C-19 and the associated three lock downs has affected them and fed these views to the Local Authority who have continually looked at what measures can be put in place to provide support differently. Key themes identified impacting families are:

1. Increased anxiety.
2. Increased behaviours that challenge.
3. Financial worries.
4. Feelings of isolation.
5. Difficulties in finding enough food or having the opportunity to go and buy food.

Forward Plan

After careful risk assessment and completion of a SWOT analysis areas for development relate to sustainability and capacity. Work has been identified in relation to marketing, fund raising and increase the charity work force. These are subject to change due to the ongoing pandemic.

Short Term Goals

Over the coming year (year 4 of FVP's plan) FVP will:

1. Continue to utilise virtual working, recording of sessions and signing to make them more accessible and take account of social distancing measures Look to recruit more volunteers to increase capacity
2. Respond to emerging need and research concerns/ issues and find solutions to inform participation work
3. Staff review and capacity assessment
4. Continue the development of work identified in the marketing strategy for promoting use of assets
5. Review trustee skills and training, consider widening membership
6. Secure the next stage of lottery funding
7. Look to develop better marketing of the community centre and find ways to attract new regular user groups
8. Look to market the caravans differently and maximise income from a wider range of users.
9. Continue to identify and target potential corporate partners matched to services (events, caravans, centre etc.) based on changed landscape
10. Revisit and review schools engagement work based on new ways of working under C-19
11. Continue and expand on virtual work with seldom heard community leaders, and parent carers.
12. Review and continue to deliver and adapt as required the food support programme to reach a wider number of families

Long term goals

Over years 5 to 7 of FVP's longer term plans:

1. Increase our train the trainer capability
2. Identify opportunities for caravan sponsorship
3. Continue with marketing to increase membership
4. Review and develop next five-year business plan.
5. Explore and implement ways of making our property carbon neutral, and using environmental ways to maximise our efficiency



CHARITY COMMISSION
FOR ENGLAND AND WALES

Family Voice Peterborough

1171389

Receipts and payments accounts

CC16a

For the period
from

1st April 2020

To

31st March 2021

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Cash funds this year end	60,418	29,761	-	90,179	57,120

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Main Account	12,060	18,691	-
	Savings Account	59,428	-	-
		-	-	-
	Total cash funds	71,488	18,691	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Two Caravans Sited at Skegness and Caister	Unrestricted	-	-
	Computers and Other Equipment	Restricted	-	-
	Furniture, Fixtures and Fittings	Unrestricted	-	-
	Community Centre	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Staff wages, Pensions, HMRC Costs	Restricted	-	17 April 2021
	Caravan Bills	Unrestricted	-	Ongoing
	Centre utilities	Restricted	-	Ongoing
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SRONNAY	21/4/21
	JOAN RAVENSOLOFT	21/04/21



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Family Voice Peterborough

**On accounts for the year
ended**

March 2021

**Charity no
(if any)**

1171380

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent
examiner's statement**

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

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

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

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

Signed:

Date:

19th May 2021

Name:

Jonathan Lewis

Relevant professional

Chartered Institute of Public Finance and Accountancy (CPFA)

qualification(s) or body
(if any):

Address: Cambridgeshire County Council

Box SS1210, Shire Hall

Cambridge CB30AP

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None identified.