

## **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 is 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:	<p>(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.</p> <p>(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.</p> <p>FVP has adopted a safer recruitment policy with associated procedures for the purposes of ensuring any appointed trustees:</p> <ul style="list-style-type: none"><li>• Understand their role within FVP</li><li>• Understand what FVP's purpose is, who its beneficiaries are where it operates.</li><li>• Are eligible to act as a trustee and meet charity commission requirements and safeguarding requirements in relation to children and vulnerable adults</li><li>• Bring skills and experience to the charity that mean it will continue meeting its purpose</li></ul>

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

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

**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**

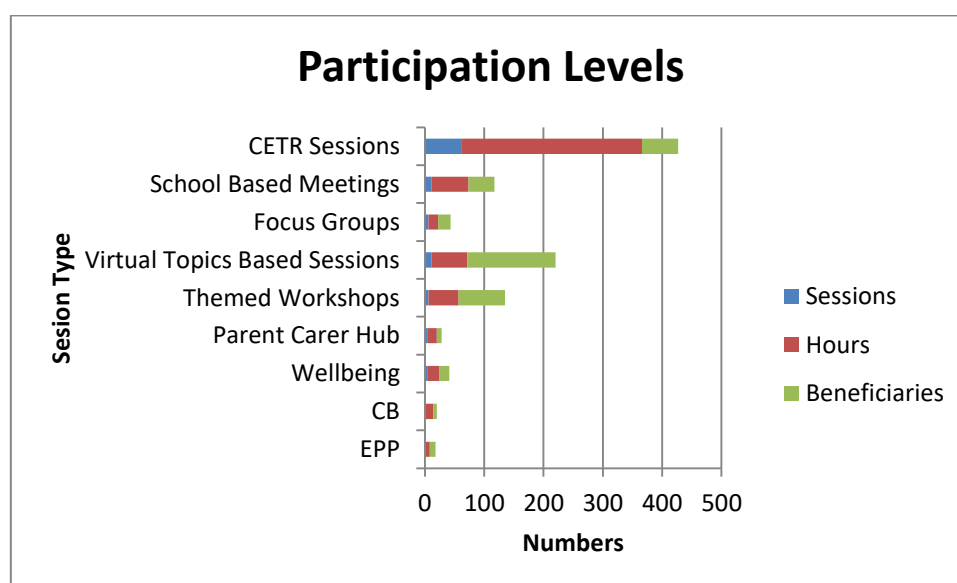
- Use of Vouchers/ Tickets/ Passes
  - Parent carers were provided the opportunity participate and then apply for vouchers/ tickets/ passes for accessing things such as Bowling/ Sacrewell Farm Shopping Trips.
  - Some of these were also accessed by parent carers from the Aiming High Group and Lime Orton 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 arrange 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

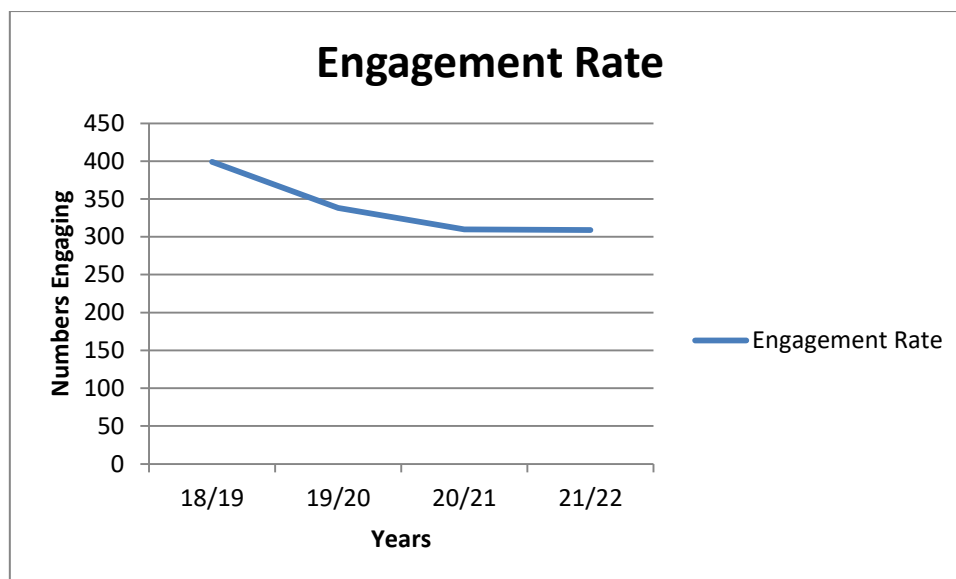
1. 1 Expert Parent Programme
2. 1 Challenging Behaviour Sessions
3. 4 Parent Carer Hub
4. 6 Themed Workshops
5. 11 Virtual Topics Based Sessions
6. 6 Focus Groups
7. 11 School Based Meetings
8. 61 CETR Sessions



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

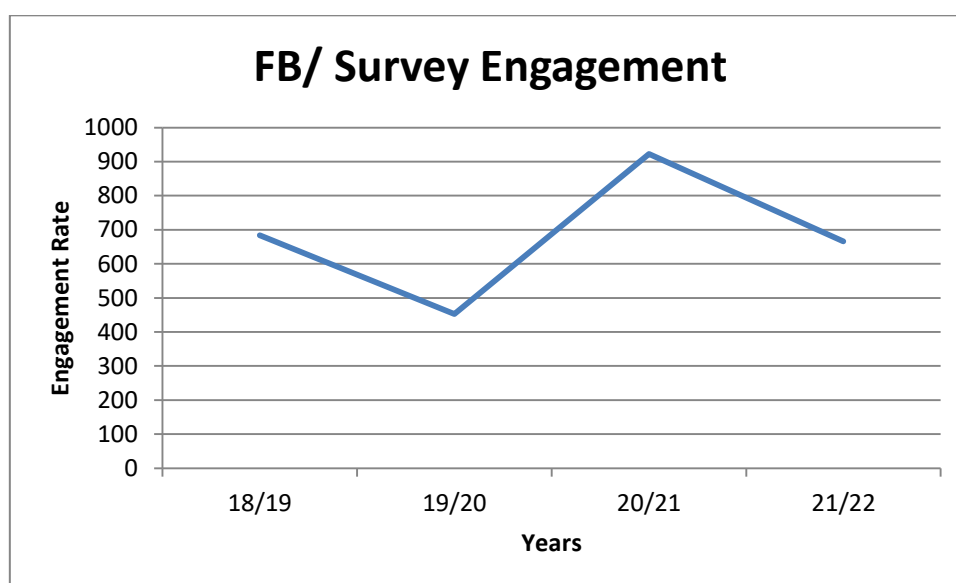
### Parent Participation

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**

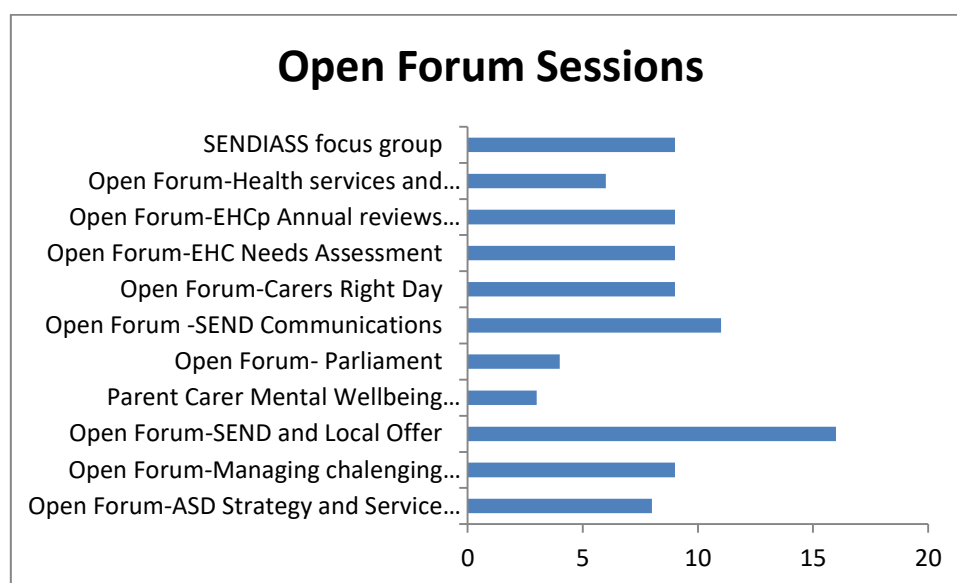
The numbers of parent carers taking part in online surveys or Facebook polls have also fluctuated with increases and decreases across the years (see fig.6 below). The changes have a number of factors including but not exclusively; C-19 Impact and the need to work virtually, the increased popularity of 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.

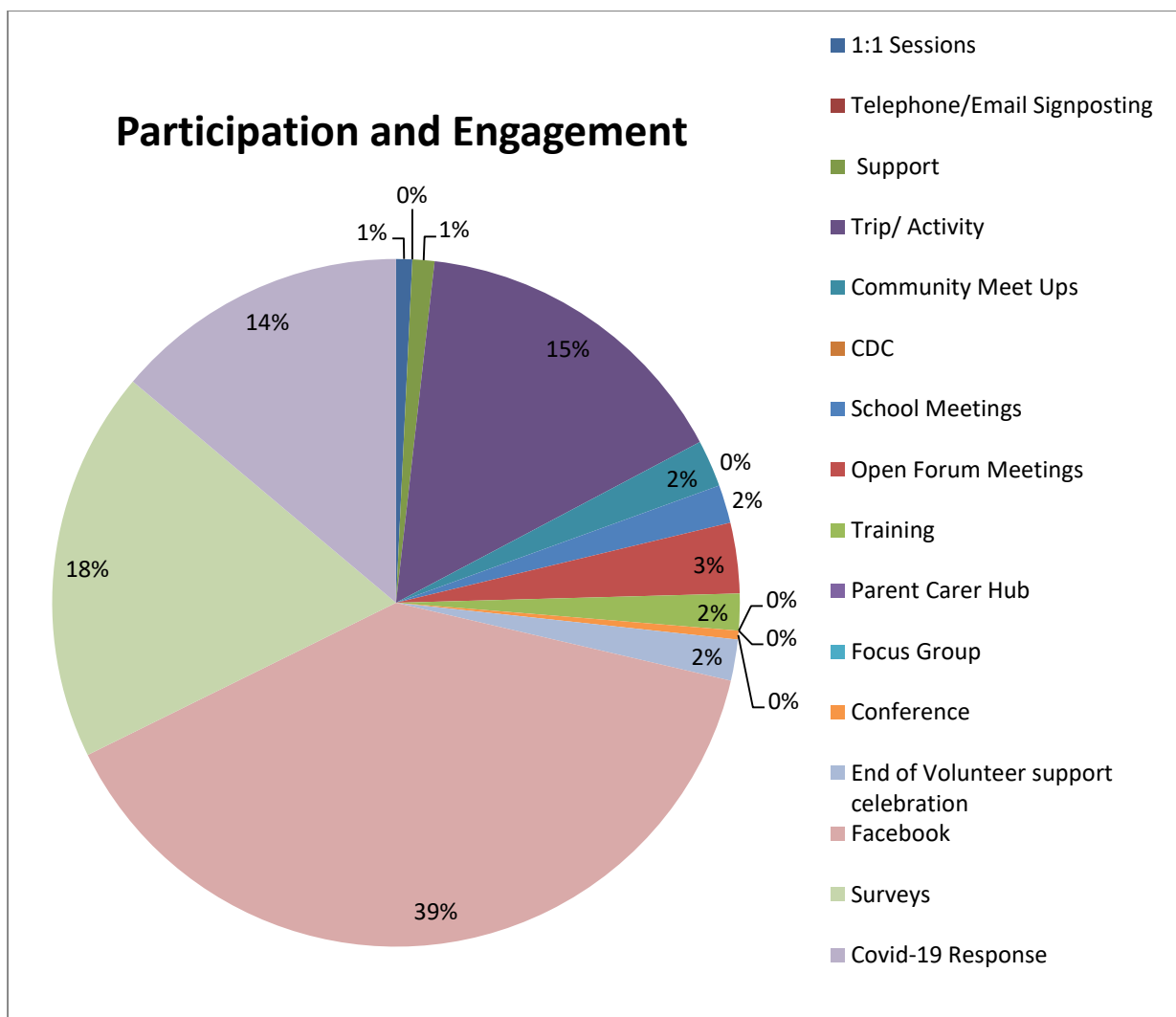
Ethnicity has been self-reported as; White British, Asian, Lithuanian, Russian, Pakistani, Afghan, Ghanaian, Portuguese, Indian, Ugandan, American Indian, Canadian, Scottish, Latvian, Polish, Greek, Black British, Turkish Cypriot Brazilian, White Other, African, American, Irish

### **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.

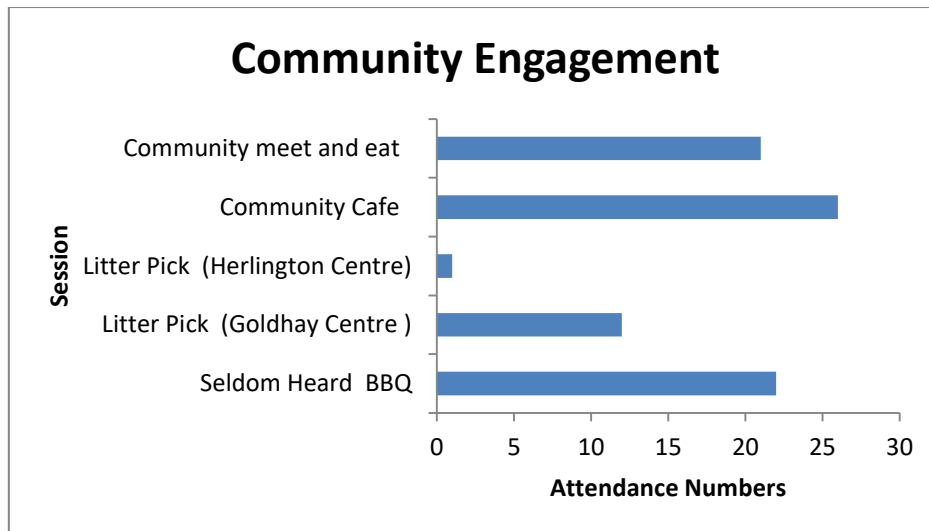


**Fig.8 Preferred Participation Method**

### **Community Participation and Engagement**

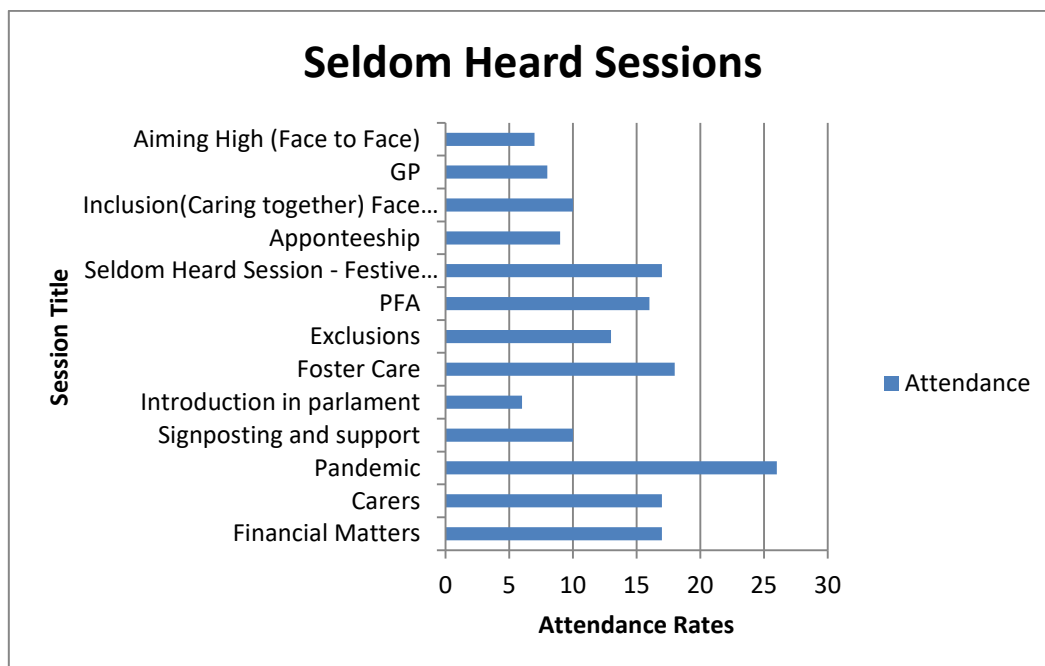
With the move towards a new normal and a drive to make the centre open to the local community again, a slightly different approach was taken to engagement. A new initiative was also started, which is combination of a community café and a community meet & eat. This particular initiative was started after 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.

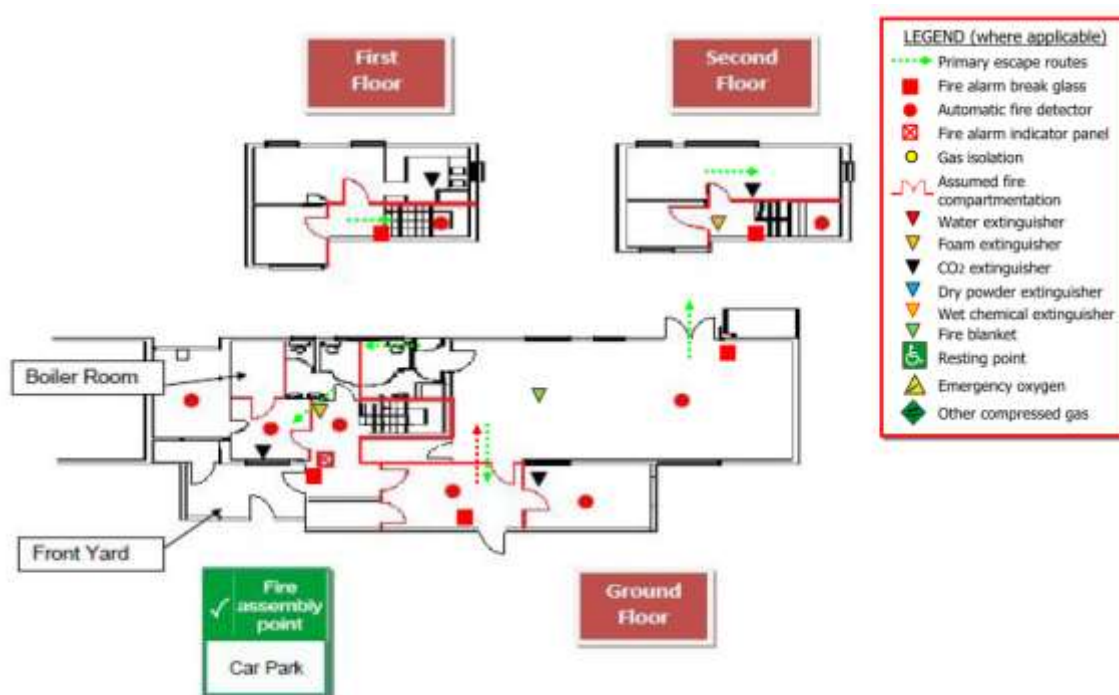
## **CHARITY ASSETS (Premises)**

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**

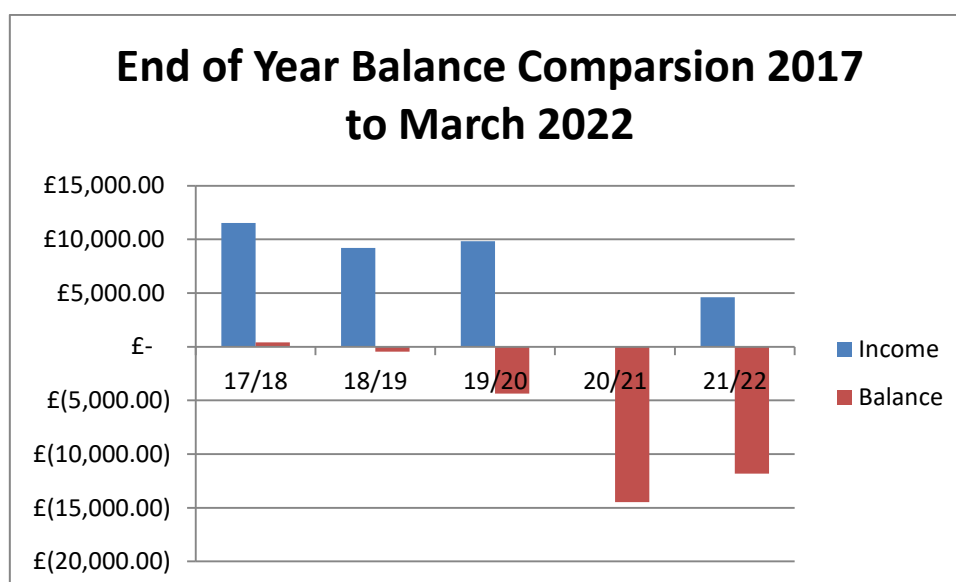
It is important to note that the Goldhay Centre has a set layout and comprises a number of areas. The building as a whole has a community hall, kitchen, accessible WC, standard WC and outside areas all use by the public; further to this there is access via a dividing door to a set of offices across three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

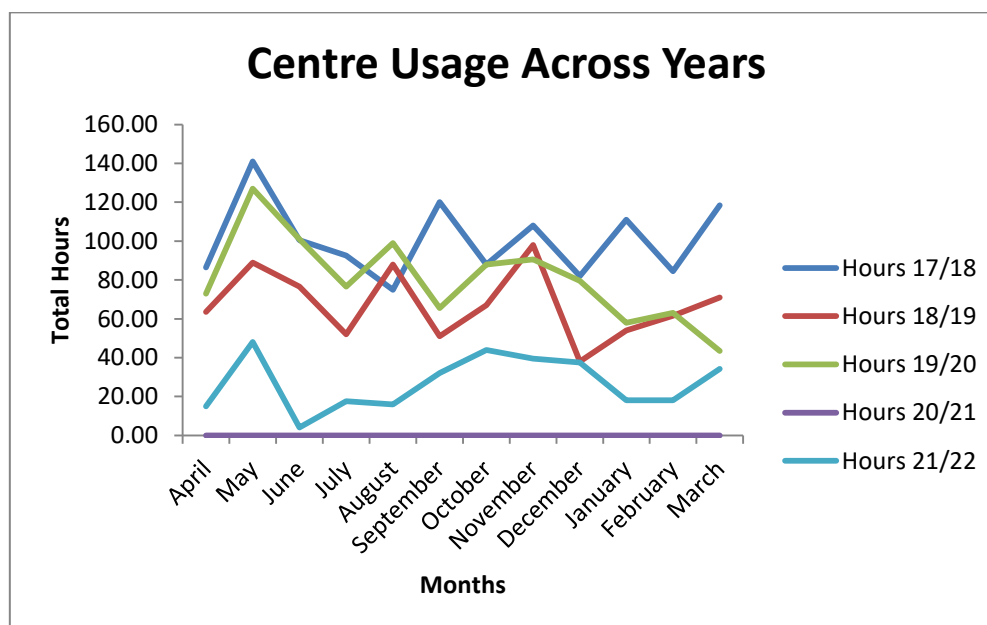
**Fig.10 Hall Hire Hours**

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.

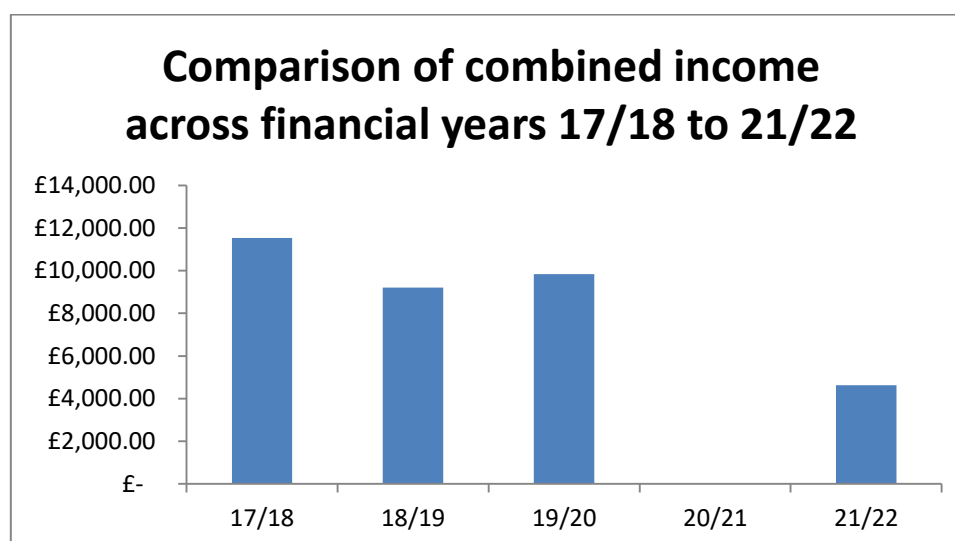


**Fig. 11 Hall usage across months from 2017 to 2022**

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

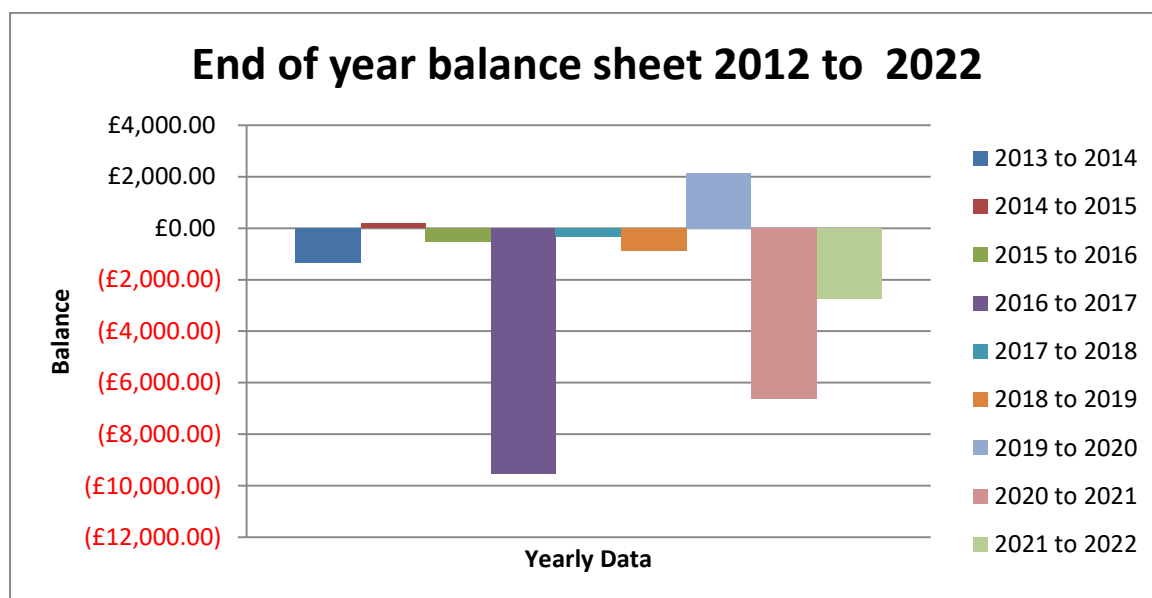


Fig. 14 End of Year Balance Comparison 2012 to 2022

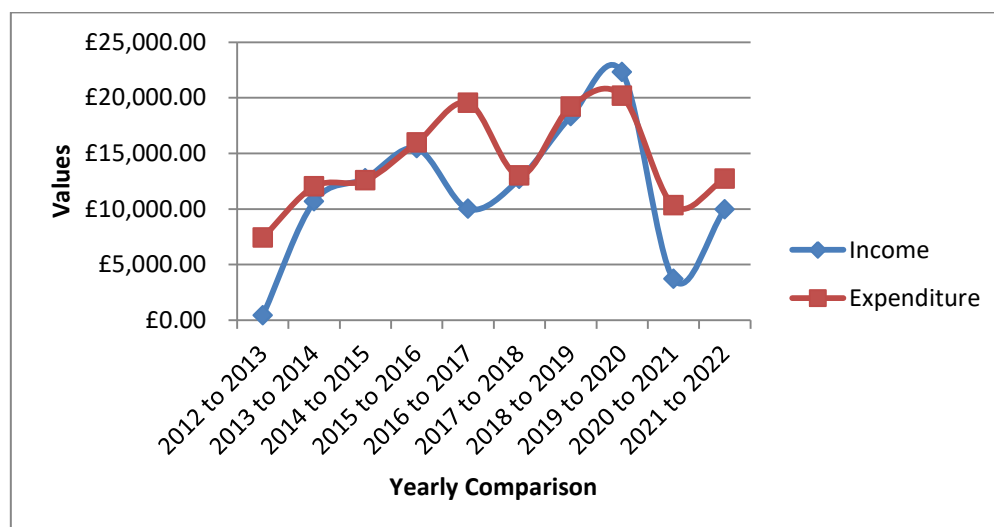


Fig. 15 Income and Expenditure 2012 to 2022

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.

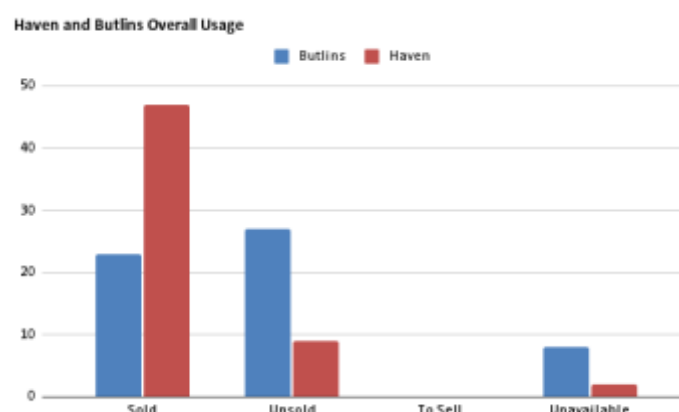
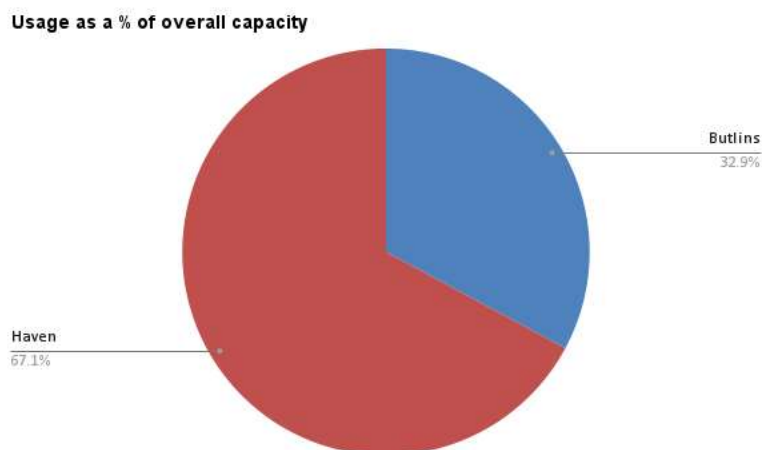


Fig. 16 Butlins and Haven Usage 2021



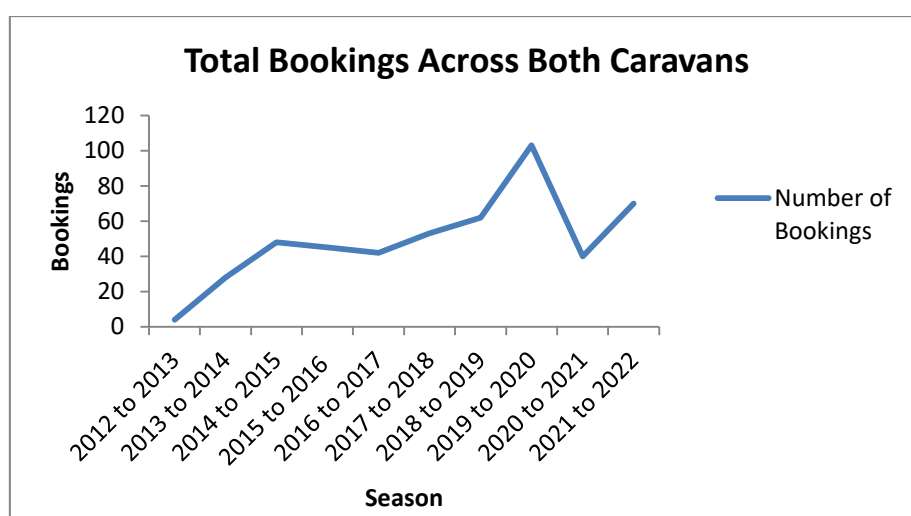
**Fig. 17 Capacity Utilised**

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**



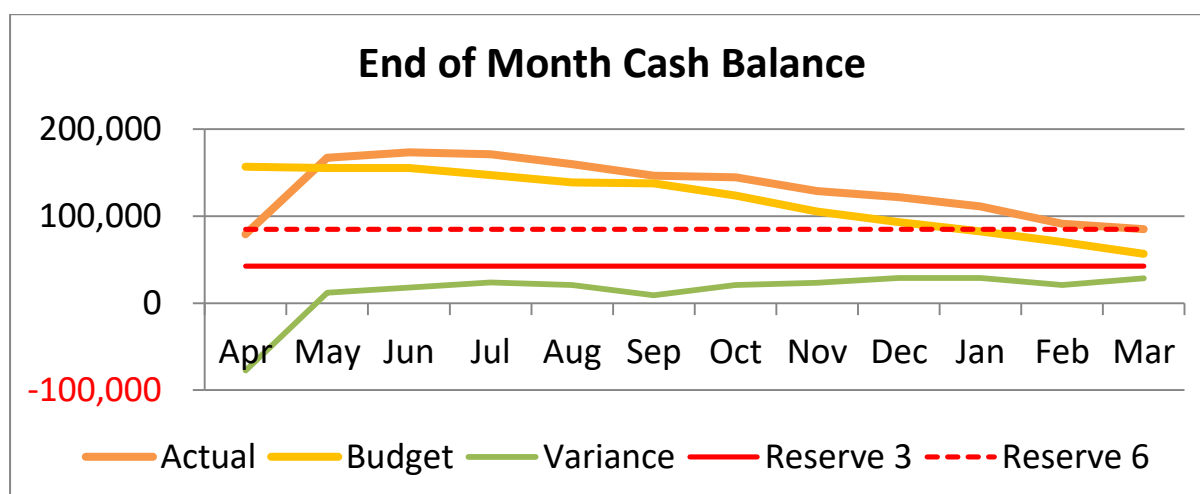
## **Financial Review**

### **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.

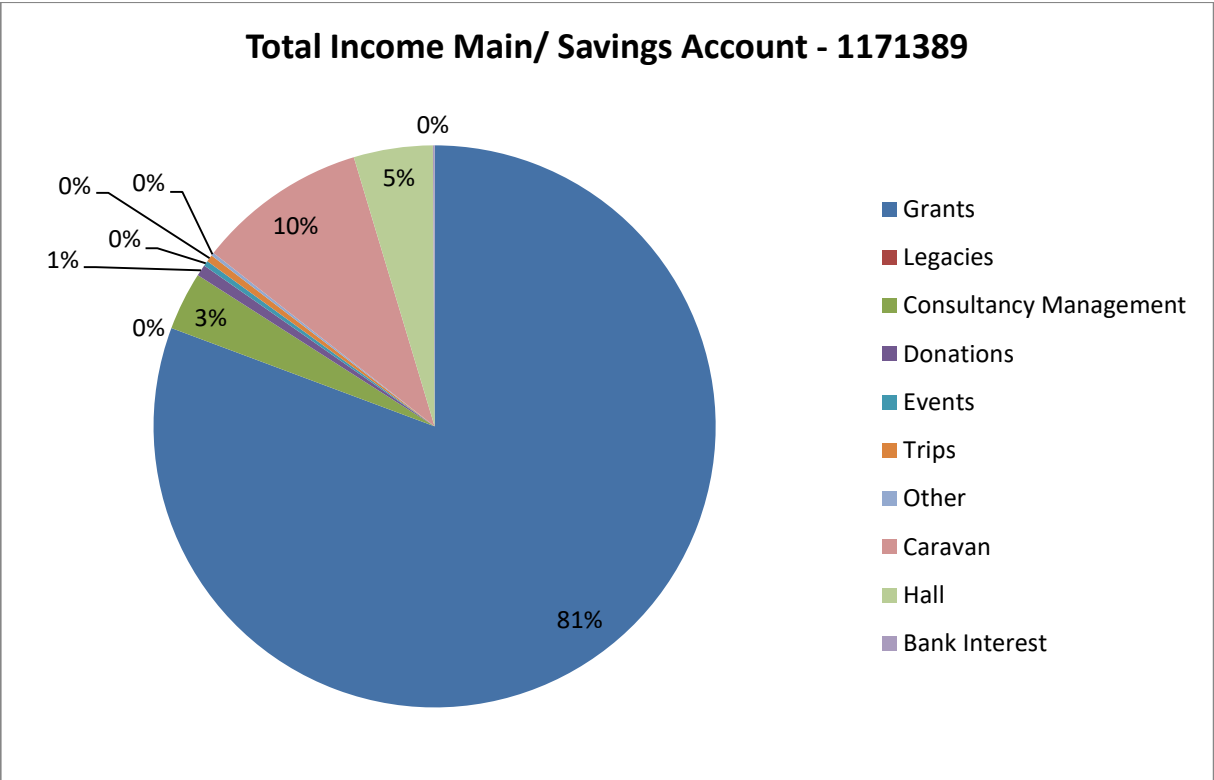
The trustees propose to maintain the charity's free reserves at a level which is at least equivalent to six months operational expenditure and three months as a minimum. This year the reserves have been increased to approximately 5 months equivalent of annual running costs. This policy will require review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



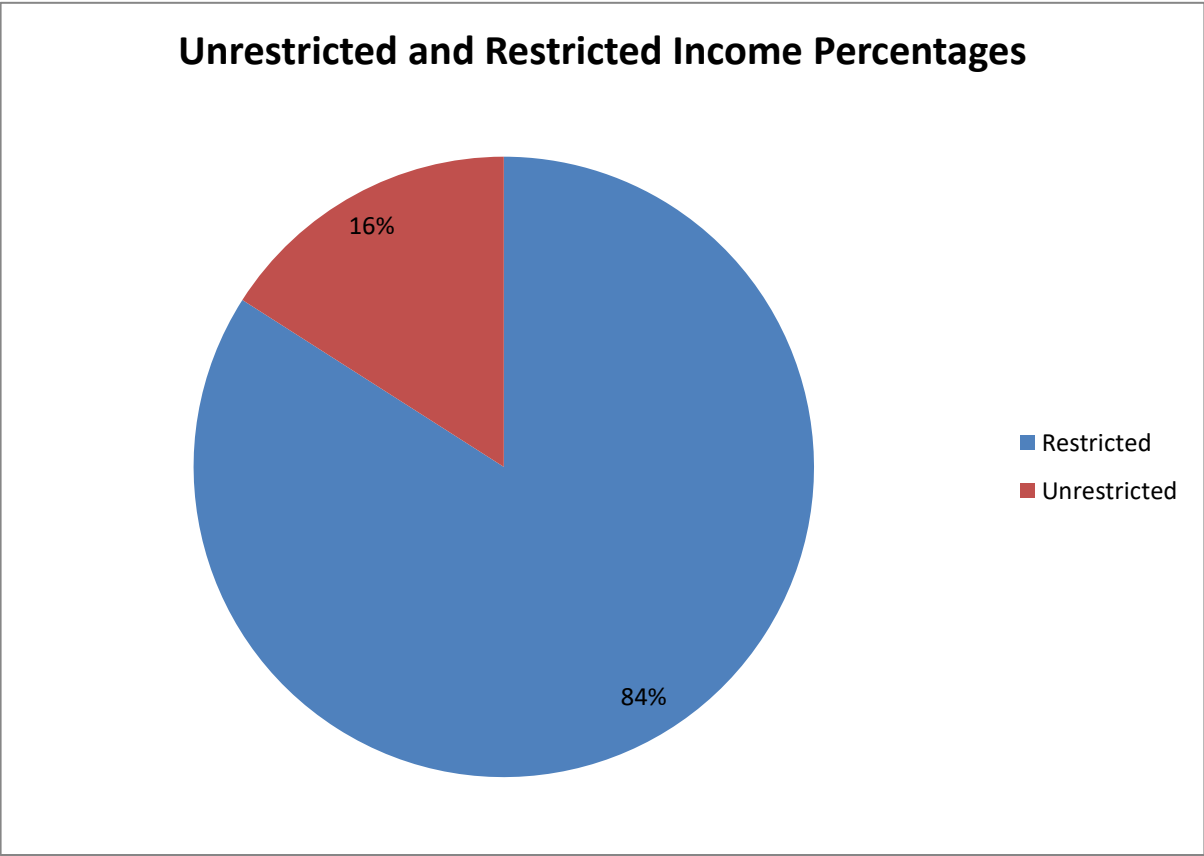
**Fig. 20 Levels of Charity Reserves at March 2022**

### **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**

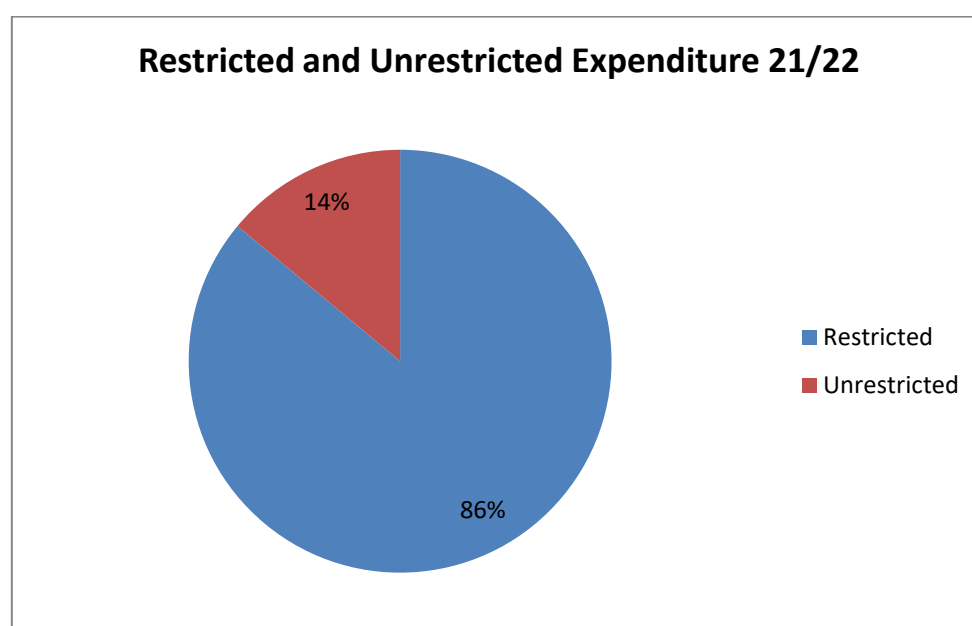
Donations and fundraising have netted £1899.77 which is down from £4426.45 in 20/21. This marks a continued yearly decrease, which was highlighted as a concern in the last Trustees Annual Report. What is different this year is that some income was secured from fees for work (consultancy) to the value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

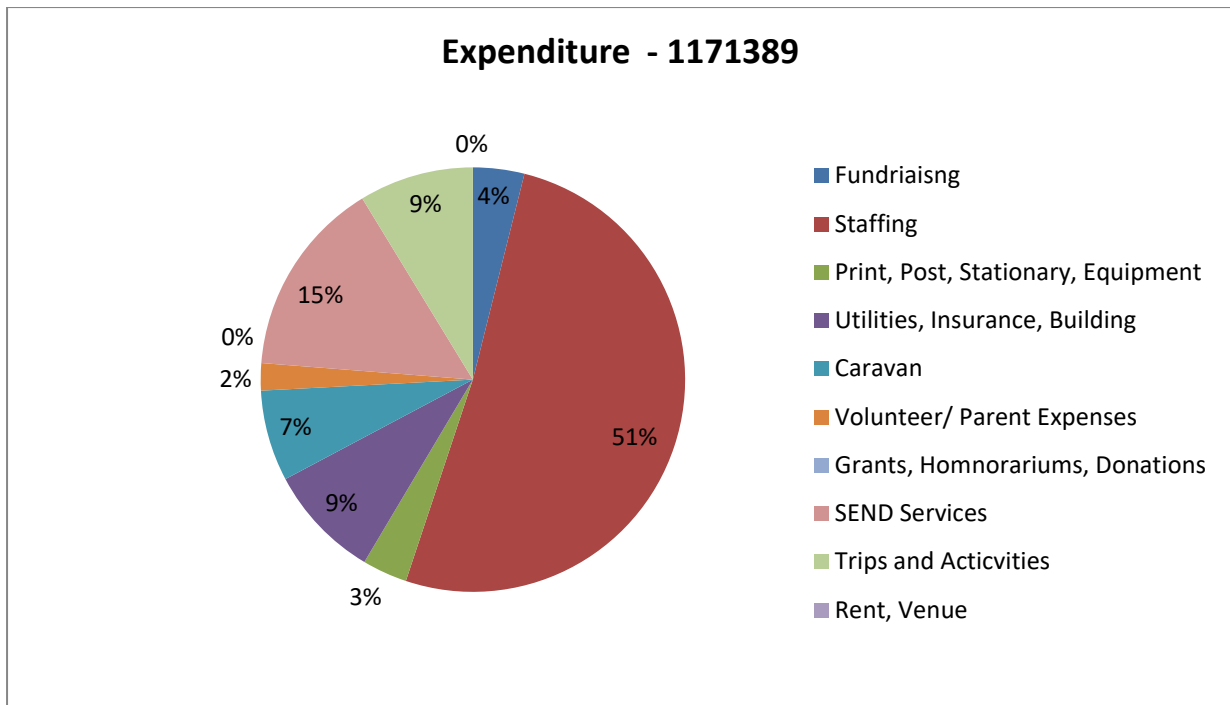
### **Expenditure**

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.

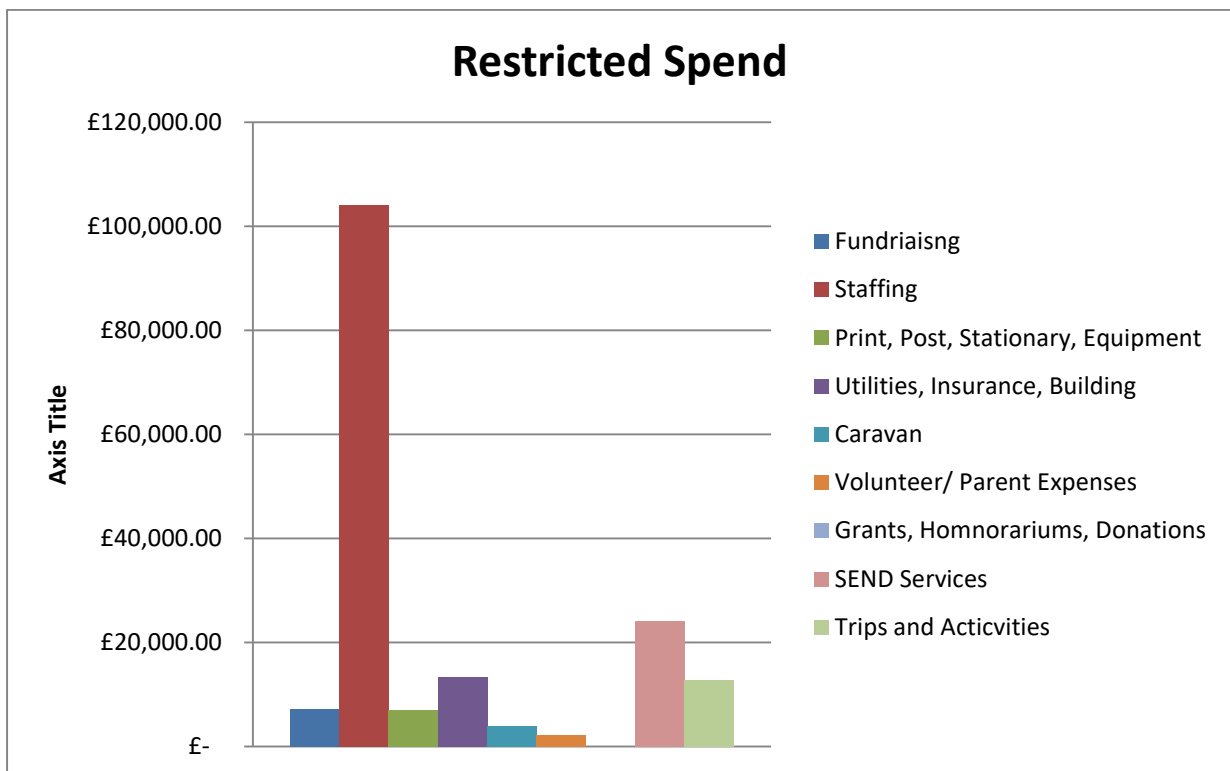
The majority of grant expenditure is set against pre-defined outcomes with specific outputs and measured against an outcomes matrix. The DfE grant although for a small amount is a receipted grant, where every receipt has to be allocated and spending has to be strictly kept within predefined budget. The 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 31<sup>st</sup> 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

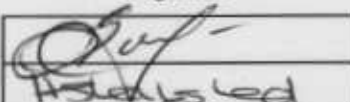
31st March 2022

### Section A Receipts and payments

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<b>Sub total (Gross income for AR)</b>	<b>31,609</b>	<b>166,475</b>	<b>-</b>	<b>198,084</b>	<b>188,861</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>31,609</b>	<b>166,475</b>	<b>-</b>	<b>198,084</b>	<b>188,861</b>
<b>A3 Payments</b>					
Cost of Fundraising Events/ Promotion	718	7,227	-	7,944	2,623
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Transfer to savings			-	-	-
<b>Sub total</b>	<b>28,367</b>	<b>174,760</b>	<b>-</b>	<b>203,127</b>	<b>160,295</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>28,367</b>	<b>174,760</b>	<b>-</b>	<b>203,127</b>	<b>160,295</b>
<b>Net of receipts/(payments)</b>	<b>3,242</b>	<b>- 8,285</b>	<b>-</b>	<b>- 5,043</b>	<b>28,566</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>71,458</b>	<b>18,691</b>	<b>-</b>	<b>90,179</b>	<b>90,179</b>
<b>Cash funds this year end</b>	<b>74,730</b>	<b>10,406</b>	<b>-</b>	<b>85,136</b>	<b>118,745</b>



## 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 £
<b>B1 Cash funds</b>	Main Account	5,479	19,745	-
	Savings Account	59,912	-	-
		-	-	-
	<b>Total cash funds</b>	<b>65,391</b>	<b>19,745</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Wilerby 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	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
			SHIRAZA NALWASRA Heather Stabsted	02/04/22 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**

31<sup>st</sup> 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:**

18<sup>th</sup> 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.