



Trustees' Annual Report for the period

From

Period start date

1st January 2020

Period end date

31st December 2020

To

Section A Reference and administration details

Charity name

Ceffyl Du RDA Driving Group

Other names charity is known by

Ceffyl Du Carriage Driving for the Disabled Group

Registered charity number (if any)

1173383

Charity's principal address

45 Broome Path

St Dials

Cwmbran

Postcode

NP44 4ND

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Patricia C Waite	Chair		Membership of Ceffyl Du
2	Rowan Smith	Treasurer		A/a
3	Lauren Moffitt	Secretary		A/a
4	Mark Gibbons			A/a
5	Penelope Suff	Senior Coach		A/a
6	Philippa Coales	Volunteer Manager	Jan 1 st – April 1 st 2020	A/a
7	Lyn Horrocks	H & S & Safeguarding Officer		A/a
8	Amanda Say			A/a
9	Hilary Lipscombe			A/a
10	Susan Blair			A/a
11	Bethanie Headworth			A/a
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name

Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERSHIP

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Ceffyl Du RDA Driving Group works as an independent charitable group within the umbrella of the Riding for the Disabled Association (RDA).

Initial Induction followed by training in Health and Safety, Risk Assessment and Safeguarding carried out annually. This has not been able to take place physically during 2020 but some of the courses are now offered on line by RDA and some coaches and volunteers have registered for them.

Practical training carried out annually plus RDA Green Card system – the training was not held in 2020

First Aid Training – updates have not been held in 2020.

RDA is now providing advice on the process of review of coaches, first aid training requirements etc. that has had to be delayed because of covid-19 restrictions and we will be abiding by the guidelines issued prior to restarting driving.

We are waiting for information from RDA regarding the legality of holding further Trustee meetings and an AGM via on line services.

For the year 2019 the accounts and TAR were submitted in August after agreement with the Trustees via a postal review.

Risk assessments are in place for activities and are reviewed annually

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote carriage driving as an opportunity for people with a disability to participate in this sport to benefit their health and well being.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In shaping our objectives for the year and planning our activities, the trustees have taken into consideration the Charity Commission's guidance on public benefit.

In order to make our activities accessible, apart from the provision of a suitable physical and social environment our policy is keep our costs as low as possible in order to provide opportunities for anyone who wishes to participate in our activities no matter what their income.

For the period of time from March to December 2020 in line with Government covid-19 regulations the group has not been able to meet physically. Instead zoom meetings have been held on a regular basis to incorporate social and educational aspects. In addition, regular contact has been maintained with drivers and members by phone and a newsletter.

We usually have 5 main areas of activity:

Our prime activity is Carriage Driving for those with a disability including education/training both theory and practical, competition and display – not possible from March to December 2020.

Activities outside of our weekly driving sessions such as holidays, visits and trips that relate to our main activity but offer a wide range of benefits beyond our core activity - not possible from March to December 2020.

Fundraising activities in order to maintain the financial viability of the Group and allow the group to function effectively and within the expectations of our membership and wider community - not possible from March to December 2020.

Public Relation activities that ensure we are a recognised part of the local and wider community (we are the only driving group in this region) - not possible from March to December 2020.

Participation and support in joint projects and the activities of other local groups e.g. Green Meadow Community Farm and Green Wellies, Cwmbran - not possible from March to December 2020.

In addition in line with our Constitution (4(2)) two of our Trustees are disabled members, one of whom is also a coach.

On going health checks and training of the ponies for continued safe driving.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The group is dependent on volunteers for all of its activities. We have a dedicated Volunteer Manager Role. This person is responsible for the support and training of volunteers. Sadly, Philippa Coales who was our Volunteer Manager died from covid-19 and a new appointment will have to be made from 2021. The PR working party are responsible for raising the profile of the group in order to attract volunteers. Maintaining sufficient well trained volunteers is one the most challenging areas for the group. All of our volunteers are DRB checked.

We are recognised as a provider for Duke of Edinburgh Award credit.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

Prior to March 2020 -

Attendance of drivers and volunteers at the RDA South Wales Region anniversary celebrations at Pencoed, Bridgend in the presence of HRH Princess Anne, President of RDA.

Presentation of 4 drivers and some volunteers to Princess Anne at that event.

The award of the British Empire Medal (BEM) to Amanda Say for her services to charity and volunteer services. Amanda is a driver/coach and trustee of the group as well as holding other offices in RDA S Wales region.

Post March 2020 and implementation of covid-19 restrictions -

The maintenance of contact on a regular basis with group members via zoom, newsletter and phone contact.

Section E Financial review

Brief statement of the charity's policy on reserves

As the Group owns a driving pony it is essential that we maintain sufficient funds in reserve to ensure those regular costs can be covered. But also that there is an emergency fund, so the policy adopted is that ideally a minimum of 3 years of anticipated costs are kept as reserve – i.e.£6000.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is through fundraising – none took place in 2020.

A successful grant was acquired in September 2020 from Sport Wales Protect fund (covid related) towards the upkeep of the group pony.

The expenditure has primarily been on the upkeep of the pony owned by the group who is essential to the functioning of the group which has had to continue through 2020 even though we have not been driving, plus funding towards a trip for our members prior to 'lockdown'. We also contribute some expenses to the maintenance of a second pony loaned to the group.

In addition there has been purchase of materials required for on line training and contact and postage for newsletter.

The Trustees recommended to the group that in view of our secure financial situation, as a result of a savings account set up after an inheritance in 2018 by one of our previous members, we should donate an amount to Clwyd Special RDA Riding Centre. They were experiencing severe financial hardship as a result of closure due to covid-19 restrictions. We have held a number of holidays there in the past and benefited from their facilities.

Section F Other optional information

We sadly have to record that 2 of our volunteer members died in 2020 as a result of covid-19. Philippa Coales was a Coach and Trustee and Gwynneth Bibby a supporter and guardian of one of our driver members. These deaths impacted enormously on the group.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of
the charity's trustees**

P.D. Suff

H. Lipscombe

Signature(s)		
Full name(s)	Penelope Suff	Hilary Lipscombe
Position (eg Secretary, Chair, etc)	Senior Coach	
Date	11/03.2021	Trustee and Coach



Receipts and payments account

For the period
from

1st January 2020

To

31st December 2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Subs	125	-	-
Donations	855	-	-
Grant	874	-	-
Member Payments (Uniform)	268	-	-
Interest	13	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	2,135	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	2,135	-	-
A3 Payments			
Care of Pony	1,737	-	-
Equipment	246	-	-
RDA Membership and Insurances	823	-	-
Office and Marketing	69	-	-
Holiday and Outings	150	-	-
Room Hire	220	-	-
Donation & Gifts	2,672	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total	5,917	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	5,917	-	-
Net of receipts/(payments)	- 3,782	-	-
A5 Transfers between funds			
	-	-	-
AC Cash funds at year end	140,578	-	17/10/2021

Cash funds this year end

36,796

-

-

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

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Lloyds Acc (Current)	1,774
	Lloyds Acc (Savings)	35,022
		-
	Total cash funds	36,796

(agree balances with receipts and payments account(s))

OK

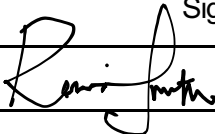

Categories	Details	Unrestricted funds to nearest £
B2 Other monetary assets		-
		-
		-
		-
		-
		-

Categories	Details	Fund to which asset belongs
B3 Investment assets		

Categories	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Pony (Tinker)	Unrestricted
	2 Lock Up Containers	Unrestricted
	Portakabin (shared ownership)	Unrestricted
	2 Carriages	Unrestricted
	2 driving harness and gear for Tinker	Unrestricted
	Set of radios	Unrestricted
	Cones and sleeves	Unrestricted
	Wheelchair clamps and driver harness	Unrestricted

B5 Liabilities

Signed by one or two trustees on
behalf of all the trustees

Signature		Print Name
		Rowan
		Hilary Lipscombe

173383

units

1st December 2020

CC16a



Total funds

Last year

to the nearest £

to the nearest £

125	-
855	-
874	-
268	-
13	-
-	-
-	-
-	-
2,135	-

-	
-	-
-	-

2,135	-
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1,737	-
246	-
823	-
69	-
150	-
220	-
2,672	-
-	-
-	-
-	-
5,917	-

-	
-	
-	-

5,917	-
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- 3,782	-
-	-
40,578	-

36,796	-
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Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-

OK OK

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
1,500	500
1,000	800
5,000	3,500
3,000	2,000
1,720	1,300
550	500
340	300
470	390

Amount due (optional) When due (optional)

-	
-	
-	
-	
-	

Name	Date of approval
Smith	17/10/2021
Sccombe	17/10/2021