



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2021		31st	December	2021

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

Name	Dates acted if not for whole year
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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).

The RDA has an Induction process for new Trustees which we follow.

Initial Induction followed by training in Health and Safety, Risk Assessment and Safeguarding is usually carried out annually. A number of courses are now offered on line by RDA and some coaches and volunteers have registered for them e.g. Safeguarding.

In 2021, once there was some flexibility on the Govt covid regulations RDA HQ set up a Road to Restart procedure which all groups were required to complete before meeting up. As we are based in Wales, where the regulations differed, this delayed our start up. In addition there were requirements to ensure pony fitness put in place.

The usual practical training, carried out annually plus RDA Green Card system – the training was held in June 2021.

First Aid Training – updates have not been held but are planned for April 29th 2022.

Our Trustee meetings were held via Zoom throughout 2021 in line with advice from RDA HQ.

No full AGM was held on the advice of RDA HQ as many of our members are

not able to access on line meetings. The Trustees sent out an agenda and then agreed the accounts and TAR via zoom and via a paper copy there was a review of all decisions agreed with members.

For the year 2020 the accounts and TAR were submitted in October.

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.

Zoom meetings continued during the periods of lockdown in 2021 which incorporated 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 – we were able to drive twice during the 2021 season following a long period of preparation.

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 were not possible in 2021.

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 were not possible during 2021.

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) were not possible during 2021.

Participation and support in joint projects and the activities of other local groups e.g. Green Meadow Community Farm and Green Wellies, Cwmbran were not possible during 2021.

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 took place.

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. No-one was appointed to this role in 2021 following the death of the previous incumbent. A new appointment will have to be made in 2022.

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 DBS checked.

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

Section D

Achievements and performance

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year

Surviving despite a second year of regulations due to covid-19.

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

The successful completion of the RDA Road to Restart in order to hold 2 driving sessions during the season.

A face to face Christmas Party and Quiz with an excellent attendance considering the difficulties faced by some of our members.

The attraction of 3 new volunteers to the group.

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 – no active fundraising took place in 2021.

A successful grant was acquired from PcW?

The expenditure has primarily been on the upkeep of the pony owned by the group who is essential to the functioning of the group. This has obviously had to continue through 2021 even though our activities were very restricted.

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

Section F Other optional information

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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

Hilary Lipscombe

Signature(s)

Full name(s) Penelope Suff

Hilary Lipscombe

Position (eg Secretary, Chair, etc) Date	Senior Coach	Trustee and Coach
	11/03.2022	

Ceffyl Du RDA Driving Group

Summary of Accounts 1 Jan 2021 to 31 December 2021

Charity Number 1173383

Receipts

Subs	£0.00
Donations	£750.00
Interest on savings account	£3.22
Total Receipts	£753.22

Payments

Care of pony	£1,830.73
Equipment	£170.45
RDA membership and insurances	£800.78
Office and marketing	£992.40
Holiday and outings	£0.00
Room hire	£275.20
Other (Christmas Party Catering)	£25.00
Total Payments	£4,094.56

Net of Receipts / (Payments)	£3,341.34
Cash Funds last year end (2019)	£36,795.56
Cash Funds this year end (2020)	£33,454.22

Summary of Bank Accounts

R1 Account	£3,429.61
Savings Account	£30,024.61

In the 2020 accounting period, receipts of £2,134.67 have been rec
Payments of £5,917.31 have been made as outlined in the adjacent
Bank Accounts at end of 2020 stood at £35,021.39 in Savings and £:

orded into Ceffyl Du Accounts. This includes a donation from Usk Garc
: summary. This is 15% lower than last year while also including the £
1,774.17 in Current.

dens, a grant from Sports Fund and Gift Aid.

2,500 donation to Clywd Special Riding Centre, in memory of Philippa, to

support them during the unprecedented Covid times.