



Accounts Year Ending 31 March 2024

Sign and Share Club Accounts Year Ending 31 March 2024

Registered Charity Number 1177316

Trustees Annual Report

Administrative Details:

| | |
|---------------------|--|
| Banks: | NatWest 33 Stepney Street Llanelli Carmarthenshire SA15 3UX |
| Registered address: | 17 Milton Meadows Milton, Nr Tenby Pembrokeshire SA70 8PL |
| Trustees: | Rhiannon Griffiths (Chair) Hannah Norman (Deaf BSL representative//Vice Treasurer) Beth Hughes (Parent of deaf child rep) Violet John (HOH Representative) Adam Guichard (BSL representative) Maria Guichard (Secretary) Shirley David (Treasurer) |

Part-time Deaf Community - Support Workers during the year were Clare Neale (resigned 2nd May 2023) and Shirley David (resigned 30 June 2023). Ceri Phillips was employed as an ad hoc worker until 31 March 2024.

The Sign and Share Club was set up as a Charitable Incorporated Organisation and a constitution was adopted on 1st December 2017. The charity was registered with the Charity Commission on 26th February 2018 and began operating as of 1st April 2018.

Initial funding was from the Sign and Share Club unincorporated organisation (which ceased operation on 31 March 2018).

The objects of the charity are "To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such ways as the trustees may from time to time determine".

Trustees are elected by the members and meet on a bimonthly basis. Trustees must be re-elected at the Annual General Meeting. DBS checks are undertaken for all volunteers involved with children or vulnerable adults and were updated/reviewed during the year.

There are currently 9 volunteers, including the trustees.

The Sign and Share Club is a member of Pembrokeshire Association of Voluntary Service and has also worked in co-operation with several agencies and organisations during the year.

In particular:

- Pembrokeshire Association of Voluntary Services
- RNID (formerly Action on Hearing Loss)
- Wales Council for Deaf People
- Pembrokeshire County Council
- Audiology Department, Hywel Dda University Health Board
- Open To All Project (Pembrokeshire Coast National Park)

The main activities of the club undertaken for public benefit were:

- Provision of social events in order to enable deaf people to meet others and thereby reduce loneliness and isolation including 3 Hard of Hearing Clubs (in Fishguard, Narberth and Pembroke)
- Provision of information and signposting in order to improve deaf people's access to services and support available in the community.
- Encouraging the use of British Sign Language in order that Deaf people (who use BSL as their primary language) can communicate and interact with more people in the community.

Chairladies Report

This year the club has successfully run more events face to face, such as trips and events in the hall in Johnston. Shirley is still holding online events every now and again with members who want to get involved. We are currently planning more events and trips for our members until the end of the year Christmas dinner.

Individual hard of hearing groups started up again in Pembroke and Fishguard but we decided to close due to few attendees. They are being encouraged to take part in our main event and trips.

Hearing aid repairs remain a success for those unable to attend audiology. I would also like to thank Shirley and Maria who currently continue this work. We are now applying for funding for this project to keep going.

Thank you to all the trustees, volunteers, and staff, for their part in making the club a big success.

Rhiannon Griffiths

Activities and Performance

During the year, 31 meetings/trips/activities were held as follows:

13 Main meetings
5 Online meetings
6 Coffee and Chat meetings
7 Hard of Hearing Clubs

Our main trips included:

- April - A drama workshop and consultation with the NHS about the new hospital site (17)
- May - 10th Anniversary party (23)
- June - AGM and bingo session (16)
- July - Brecon Railway trip (30)
- August - Bird talk and art session (19)
- September - Castell Coch trip (22)
- October - Leaf rubbing (16)
- November - Card making (22)
- December - Christmas dinner (29) and
- December - Beauty and the Beast interpreted pantomime – Torch Theatre (24)
- January – Bowling (12)
- February -Visit from Pembrokeshire National Park and quiz (17)
- March – BDA (21)

Hard of Hearing club meetings were held as follows:

- April – Planted flower pots (8)
- May - Stockholm and Skomer Talk (3)
- July – Favourite Holidays(5)
- August – Chat (4)
- September – Cyber Fraud Awareness (15)
- October – Pembrokeshire Quiz(4)
- November – Leaf Rubbing Book covers (3)

The numbers at the September meeting were boosted by some d/Deaf members who attended the meeting but would not normally be involved. Due to the low numbers and a lack of funding for these meetings, the trustees decided to close the Pembroke Hard of Hearing Club. Participants have been encouraged to attend the main meetings of the club and transport has been offered to those wishing to attend.

Online events are attended by both British Sign Language users and hard of hearing people. The Deaf Community Support Worker who resigned in June continued these sessions for a while as a volunteer. She is a qualified interpreter and therefore able to ensure everyone is involved. The meetings this year were:

- April - Hobby sharing (4)
- May - Art (3)
- July - Bingo (5)
- August - Card making (6)
- October - Bingo (6)

During the year 43 individuals were given business support to improve accessibility. 148 people attended group meetings or training events where advice was given. 9 individuals have informed the club of actual steps subsequently taken. One organisation has been seeking funding to implement changes.

An independent evaluation of our services was commissioned at the start of 2023 and the report issued in May 2023. The report summary states "Sign and Share Club have exceeded the targets for all four of their Indicators and have delivered this in challenging circumstances. They are to be commended for this. More importantly, they have supported many people in their community and raised awareness which has supported others to improve the services they offer to D/deaf and hard of hearing people. The ripple effect of Sign and Share Club's work is very effective and ongoing." Included in the recommendations of this report was the need for BSL classes to be delivered and to develop a drop-in service. Both these new services have been established during this financial year.

Listening Ears and Hands (LEAH) project

Of the 376 people on our database 262 are hard of hearing, 31 describe themselves as Deaf adults, 1 prefers the description profoundly deaf, 2 are Deaf children and 1 is a Deaf young person. 16 describe themselves as deafblind (including 2 with ushers) and 2 are deafened, 2 have tinnitus, and 59 are hearing people who are either relatives of a deaf person or have benefitted from the business liaison service.

203 repairs were undertaken during the year. Some of these were carried at meetings and drop-in sessions. 92 home visits were carried out in the period.

During these home visits:

79 Re-tubings were undertaken,
33 people received replacement batteries,
17 people received maintenance advice,
23 received usage advice, and
28 people were referred onwards.

Drop-in meetings known as "Coffee and Chat" meetings were held as follows:

- September - (8)
- October - (11)
- November - (6)
- January - (8)
- February - (11)
- March - (13)

The Co-ordinator and Shirley David have also attended roadshow meetings, in St Davids and Saundersfoot, where members of the public could obtain information and hearing aid repair services.

Buddying Service

4 D/deaf people have been supported by the Buddying Service during 2023-24. Support has been given to go to community activities, meet up for a chat, and go shopping.

Finance Report

The National Lottery Community Fund ceased as of May 2023 and a full breakdown of the 5-year funding is included in the notes to the accounts. We are now benefiting from £10,000 grant funding from Awards for All, which supports our Listening Ears and Hands Project (LEAH) for home visits, buddying and drop-in services.



A significant contribution of £5,000 was received from the Foyle Foundation to cover core costs between December 2023 and March 2024. This has enabled us to retain our Co-ordinator, Maria Guichard and put us on a secure footing for the year ahead.



The Yapp Charitable Trust awarded £3,000 per annum for the 3-year period November 2021 – September 24, to cover our general running costs (excluding equipment or new activities). The last of these donations was received on 30th November 2023 and will cover some of our core costs in 2024-25.

We are again indebted to the Millenium Stadium Charitable Trust who provided grant funding towards our trips and events. £2,500 was received in June 2023 and enabled us to undertake our very popular trips to Brecon Railway, Castell Coch, and the interpreted performance of Beauty and the Beast.

£1,125 was received from Groundwork UK (Tesco Bags of Help) specifically for our hearing aid repair service for people unable to attend Audiology due to disability or caring responsibilities. The Oakdale Trust gave £500 to reduce isolation at home through home visits for other purposes, such as support and information.

We are also very grateful to South Hook LNG who donated £2,500 in December 2022 towards the costs of our Home Visit service. This enabled us to carry out 140 home visits and complete 112 hearing aid re-tubings during the period of the grant. 30 people received information on hearing aid maintenance, 31 receiving advice on using their aids correctly and 34 people were referred on to another agency/organisation. Referrals were made to Access to Work for support to stay in employment, the Fire Brigade for smoke alarms etc., Audiology for new moulds to be fitted, GP surgeries for medical advice, Occupational Therapist for mobility aids etc., Jobcentre for Universal Credit application, County Council to register as a carer and to obtain respite support. Advice was also given on how to apply for Power Attorney to one client.

Looking forward, we are extremely pleased to have been granted £4,000 per year, for the each of the next 3 years, from the Garfield Weston Foundation towards our core costs. We have also recently received a generous donation of £1,000 from Valero Pembroke Refinery.



Every donation we receive is valued but we would particularly like to acknowledge those given in loving memory of Betty Pearce, which amounted in total to £82.

Risk Management and Reserves

The trustees have agreed a finance policy and procedures. Insurance is in place and is reviewed against any new activities. DBS checks are held for all volunteers working with children or vulnerable adults. Safeguarding training has been undertaken.

At the end of 2023, the trustees agreed to designate £3,632 from unrestricted funds to cover an expected shortfall in salary costs. This amount has been reduced to £773 during the year.

The trustees feel that reserves of 2-4 months running costs should be retained as free reserves. This will ensure that, were unexpected expenditure to occur, or donations to reduce due to the difficult economic climate at present, services could be maintained whilst alternative sources of funding are secured. This level of reserves equates to £4,259 to £8,519. As of 31 March 2024, £6,761 was held in unrestricted funds, which is within this target range. This policy is reviewed annually.

Independent examiner's report to the trustees of Sign and Share Club

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

Responsibilities and Basis of Report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130
- of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.



Name: Mr P L Jenkins
Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW

Date: 30 May 2024

Signed on behalf of the trustees:

Brian M Griffiths

Position Chair person

Date 24/05/24

Statement of Financial Activities

| | Note s | Unrestricted Funds | Restricted Funds | Total Funds 2024 | Total Funds 2023 |
|------------------------------------|-----------|-----------------------|---------------------|------------------------|------------------------|
| Receipts | | | | | |
| Total Charitable Activities income | | 3,874 | 0 | 3,874 | 3,321 |
| Donations and Legacies | 2 | 1,560 | 23,874 | 25,434 | 37,440 |
| Other Trading Activities | | 191 | 0 | 191 | 0 |
| Total Receipts | 2 | 5,625 | 23,874 | 29,499 | 40,868 |
| Payments | | | | | |
| Charitable Activities | | | | | |
| Buddying | 1 | 0 | 1443 | 1443 | 0 |
| Business Liaison | 1 | 3015 | 908 | 3923 | 1200 |
| Drop-in | 1 | 0 | 1321 | 1321 | 485 |
| Hard of Hearing Clubs | 1 | 0 | 662 | 662 | 3019 |
| Home visits | 1 | 0 | 9917 | 9917 | 14990 |
| Trips | 1 | 3760 | 7032 | 10792 | 15573 |
| Total Charitable Activities | | 6775 | 21283 | 28058 | 35267 |
| Net Receipts/(Payments) | | -1,150 | 2,591 | 1,441 | 5,591 |
| B/F Funds Previous Year End | 2 | 7911 | 8166 | 16077 | 10486 |
| C/F Funds Current Year End | 2 | 6,761 | 10,757 | 17,518 | 16,077 |

Balance Sheet As of March 31, 2024

| | Total | |
|---|-----------------------|-------------------------------|
| | As of Mar 31, 2024 | As of Mar 31, 2023 (PY) |
| Fixed Asset | | |
| Total Fixed Asset | | |
| NatWest Account | 17,410 | 16,027 |
| Petty Cash floats | 34 | 49 |
| Total Cash at bank and in hand | 17,444 | 16,077 |
| Current Assets | | |
| Undeposited Funds | 0 | 0 |
| Total Current Assets | 0 | 0 |
| Net current assets | 17,444 | 16,077 |
| Creditors: amounts falling due within one year | | |
| Trade Creditors | 0 | 0 |
| Net current assets (liabilities) | 17,444 | 16,077 |
| Total assets less current liabilities | 17,444 | 16,077 |
| Total net assets (liabilities) | 17,444 | 16,077 |
| Charity funds | | |
| Unrestricted Funds - Reserves | 6,761 | 7,911 |
| Restricted Funds | 10,757 | 8,166 |
| Total Charity funds | 17,518 | 16,077 |

Sign and Share Club Accounts Year Ending 31 March 2023

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.

Activity costs have been analysed on a full cost basis by project. Timesheets and travel claims were analysed over the entire year and all direct costs, including these costs, were allocated to the appropriate project. Indirect costs (such as rent, administrative time, insurance etc.,) were then apportioned on the basis of direct staff time. The % apportionment was as follows:

| | |
|------------------|-------------|
| Buddying | 2% |
| Home visits | 36% |
| Trips/events | 32% |
| Business liaison | 19% |
| Drop-in | 6% |
| HOH Clubs | 5% |
| | 100% |

2. Fund Movements

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose.

Restricted fund movements were as follows:

| Fund | B/F Funds | Receipts | Payments | Transfers | Balance |
|--|--------------|---------------|---------------|-----------|---------------|
| Access to Work | (749) | 749 | 0 | 0 | 0 |
| Awards for All – LEAH project | 0 | 10,000 | 5030 | 0 | 4970 |
| Foyle Foundation | 0 | 5,000 | 5,000 | 0 | 0 |
| Groundwork UK (Tesco) | 0 | 1,125 | 446 | 0 | 679 |
| Miscellaneous small grants and donations | 5,000 | 0 | 1897 | 0 | 3103 |
| National Lottery – Community Fund | 1,516 | 0 | 1,516 | 0 | 0 |
| South Hook LNG | 2,330 | 0 | 2,330 | 0 | 0 |
| The Millenium Stadium Charitable Trust | 0 | 2,500 | 2,500 | 0 | 0 |
| The Oakdale Trust | 0 | 500 | 500 | 0 | 0 |
| Valero | 0 | 1000 | 41 | 0 | 959 |
| Yapp Foundation | 69 | 3,000 | 2,023 | 0 | 1,046 |
| Total Restricted Funds | 2,654 | 23,874 | 21,283 | 0 | 10,757 |

Unrestricted fund movements were as follows:

| Fund | B/F Funds | Receipts | Payments | Transfers | Balance |
|---------------------------------|--------------|--------------|--------------|-----------|--------------|
| Designated Funds | 3,632 | 0 | 2,859 | | 773 |
| Unrestricted - Reserves | 4,279 | 5,625 | 3,916 | | 5,988 |
| Total Unrestricted Funds | 7,911 | 5,625 | 6,776 | | 6,761 |

During May 2018 – April 2023 the Big Lottery People and Places grant supported many of the services of the charity. A full breakdown of the income and expenditure for this period is listed below:

| | Total |
|---|---------------|
| Income | |
| Donations and Legacies | |
| Grants | 82,277 |
| Total Donations and Legacies | 82,277 |
| Total Income | 82,277 |
| Total | 82,277 |
| Expenditures | |
| Charitable Activities | |
| Accommodation and Utilities | 4,008 |
| Activity costs | 5 |
| Language services | 3,293 |
| Travel/transport | 5,726 |
| Trips and Events | 2,313 |
| Volunteer expenses | 9 |
| Website and promotional costs | 251 |
| Total Activity costs | 11,597 |
| Administration costs | 2,657 |
| Covid-19 costs | 1,995 |
| Marketing and Communications | 60 |
| Pension | 266 |
| Professional and legal costs | 60 |
| Dues and Subscriptions | 245 |
| Monitoring and Evaluation | 3,236 |
| Total Professional and legal costs | 3,541 |
| Recruitment | 1,060 |
| Salaries | 54,126 |
| Support costs | |
| Governance | 410 |
| Human Resources | 1,254 |
| Total Support costs | 1,664 |
| Training | 1,302 |
| Total Charitable Activities | 82,277 |

During 2023-24 the funding set aside to cover a shortfall in salary costs was largely utilised.

The following trustees received remuneration during the year, in accordance with clause 6 of the Constitution. Neither trustee is present during discussions, or votes, on matters relating to remuneration or employment conditions.

Maria Guichard, Co-ordinator, £14,177

Adam Guichard, BSL Tutor £500

As stated in clause 8 of our Constitution; "A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter."

Shirley David was in employment as a Deaf Communication Worker until 30th June 2023, **prior** to becoming a trustee. Interpreting fees are paid to Shirley David, when the club has exhausted all other sources, but the club wish to thank her for donating these fees back to the club in full.

3. Support Costs

Governance Costs were:

| | |
|-------------------|-------------|
| AGM | £100 |
| Committee | £178 |
| Insurance costs | £210 |
| Professional fees | <u>£162</u> |
| Total | £650 |

HR Costs were £ 30

Total Support Costs £680

4. Related Party Transactions

£162 was paid to Business & Employment Support & Training (BEST). This organisation is run by Shirley David who is now a trustee. BEST has provided accounting input services free of charge, using QuickBooks, to the charity since it started in 2013. This charge is for the use of the software (owned by Intuit) and not for accounting services.

5. Salaries

| | |
|-----------------------|-----------------|
| Net Salary | £ 13,150 |
| NI and Tax | 2,901 |
| Total Salaries | £ 16,051 |

The Co-ordinator works 18 hours per week. One DC-SW was on a zero-hour contract to support home visits on an ad- hoc basis but has now resigned. One person is on a zero-hour contract to undertake BSL training as and when required.

Sign and Share Club offer a Smart Pension to all staff.

6. Debtors

There were no debtors at the year end.

7. Creditors

There were no creditors at the year end.