



Accounts Year Ending 31 March 2025

Sign and Share Club Accounts Year Ending 31 March 2025
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:	Adam Guichard (Chair/BSL representative) Rhiannon Griffiths (Vice Treasurer/LGBTQ+) Hannah Norman (Deaf BSL representative) Beth Hughes (Parent of deaf child rep) Violet John (HOH Representative) Shirley David (Treasurer/HR)

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 8 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.

Chairman's Report

This year the club has successfully run 25 meetings and events in person, including one online meeting. We had 6 group meetings at Johnston Institute and 7 group meetings at other venues. Our monthly coffee and chat meetings have also been a great success.

12 people were supported by our buddying service, this included support to go to community activities, meet for a chat and hospital appointments.

In September 2024 we started running BSL classes in the community with 63 people attending 9 courses. 8 Deaf Awareness courses were also held with different organizations. We plan to expand this further, running BSL Level 1 classes from September.

We continue to support various businesses and organisations with improving accessibility for the deaf community and to provide our hearing aid repairs service, 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 this going.

We are very grateful for the various organisations who have given us funds so that our club can continue to grow. I want to thank Shirley for all the work she does in applying for this funding.

Next year we plan to expand the club to include working with deaf children and their families. Thank you to all the trustees, volunteers, and staff, for their part in making the club a big success.

Adam Guichard

Activities and Performance

During the year, 25 meetings/trips/activities were held as follows:

13 Main meetings

1 Online meetings

11 Coffee and Chat meetings

Our main trips included:

- April – Egg box craft session (19)
- May – Butterfly House, Aberystwyth (24)
- June - AGM and Jonny Cotsen (22)
- July - Aberglasney trip (19)
- August – Bingo and talk by British Deaf Association (18)
- September – Cardiff Festival (3)
- October – Fire Brigade talk (23)
- November – Wildlife Talk (18)
- December - Christmas dinner (28) and
- January - Pantomime – Torch Theatre (19)
- January -Eat Well for Less (14)
- February – Bowling (15)
- March – Lunch and Paint Your Pottery session (14)

There was also one final online meeting in May 2024 with 6 attendees, which was an art session.

Coffee and Chat sessions were held monthly (except in December) with an average of 11 people attending per session.

Business Liaison Service

During the year 44 individuals were given business support to improve accessibility. 262 people attended group meetings or training events where advice was given. 8 individuals have informed the club of specific steps subsequently taken. In February contact was made with the Hamad Bin Khalifa Islamic Centre in Milford Haven and the intention is to encourage new members from the Muslim community. The Co-ordinator also attended the Deaf awareness and virtual reality project at Swansea University on 12th June 2024. This is a project to train Nurses and Doctors on deaf awareness using a VR headset. The VR setting was in a reception and made people aware of how a deaf person feels when they visit a Drs surgery. 8 club members also attended a consultation day with Rob Wilkes, in March 2025, to hear about a BSL Research Project and give their views.

Deaf Awareness courses were provided to Access Pembrokeshire, Bluestone, Twr y Felin Hotel, Pembrokeshire Open to All, Dinefwr Park, Stackpole Centre (National Trust) and Pembrokeshire National Parks.

Listening Ears and Hands (LEAH) project

At the end of March 2025, we reviewed and removed inactive members of our database. We were left with 36 people who described themselves as Deaf on our database (including 2 Deaf children and 1 Deaf young person), there were also 16 Deafblind people (including 2 with Ushers Syndrome), 219 hard of hearing people (including 2 with visual loss), 2 Deafened people. This amounts to 273 D/deaf and hard of hearing people. We also had 80 hearing people on the database. 23 have benefited from our Business Liaison Service and 57 from our BSL courses. A further 2 people are on our database due to Tinnitus.

We made 75 home visits during 2024-25 involving 48 re-tubings, issuing batteries to 19 people, giving maintenance and usage advice to 13 people and making 21 referrals to other agencies/organisations (including to audiology, JobCentre Plus, loop providers, incontinence advice service, the local Parkinsons Society group, and physiotherapy).

We also have 204 people in our closed FaceBook group many of whom are not on our database but benefit from the posts we make – providing information and publicising events for D/deaf and hard of hearing people

Buddying Service

12 D/deaf people have been supported by the Buddying Service during 2024-25. 49 sessions of support have been given during the year, to go to community activities, meet up for a chat, and go shopping. An average of 16 hours per individual was provided.

Future Plans

Between November and December 2024, a paper survey was sent to 180 people and was made available online via email and FaceBook. The survey was completed by 66 people. 44% of responders were hard of hearing and 20% were D/deaf. The respondents included some professionals working with D/deaf people. However, 79% of respondents were female, and all described themselves as “white”. Of the 312 people on our database at present 207 are hard of hearing, 49 are D/deaf and 2 have tinnitus. The remaining 54 are professionals and carers who access our services. Of the D/deaf and hard and hearing people only 2 are children and 1 is a young person (1.2%). There are currently only 6 Welsh speakers on our database (1.9%). This clearly demonstrates that we need to reach a more diverse audience.

We consulted face to face at our main meetings and at our Coffee and Chat meetings during October to December 2024 inviting people to say what they would like offered or changed and we attended a number of network events locally to discuss our services. We also had feedback forms from 38 participants on our British Sign Language (BSL) courses and 53 people who attended our Deaf Awareness courses, which has fed into our service review.

We carried out a Gap Analysis and created a Business Plan for 2025 – 2030 based on this information. This includes 8 specific objectives (as set out below)

1. To continue existing services but increase the number of D/deaf people we work with by 100% by the end of 2030 (from 331 in October 2024 to 662 in 2030) by offering services to D/deaf children/young people and their families
2. To improve deaf access in the community by working with charities and businesses to review their services and provide recommendations for change.
3. To recruit, or hire, an IT specialist in order to help the club improve the database and to use wider technologies for marketing our services e.g. TikTok, SnapChat
4. To expand the British Sign Language and Deaf Awareness training services, including working towards offering Level 1 accredited training
5. To increase the tutor capacity of the club in order to offer more courses, and courses at a higher level in future
6. To increase the number of administrative staff and Buddying volunteers to meet the growing demand for our services
7. To research acting as a demonstrator and retail agent for equipment for D/deaf people
8. To increase our donation income from approximately £3,000, at present, to £4,832 by 2030

Finance Report

In 2023 we received £10,000 grant funding from Awards for All, which has continued to support our Listening Ears and Hands Project (LEAH) for home visits, buddying and drop-in services during the year, but is now completed.



A £5,000 grant in 2024 from the Foyle Foundation to cover core costs has also been used in entirety, as has a £1,000 donation from Valero, also received last year.



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 helped to cover our core costs in 2024-25.

In 2023 £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. This fund has now been used.

We received a grant from the Postcode Community Trust on 30th September 2024 of £9,833. This generous grant was for unspecified core costs but could not be used to increase reserves or for some activities that might be allowed under our governing document. It was therefore treated as restricted funding and has now been fully utilised.



Looking forward to 2025-26 we have already secured significant funding towards our ongoing services and have put in an initial idea to the People and Places (Big Lottery) grant to expand our services, as outlined in the Future Plans section of this Annual Report.

We are very grateful to South Hook LNG who donated £1,800 in December 2024 towards the costs of two courses in British Sign Language for families with a deaf member. The first of these courses was advertised at the start of 2025 but the costs will be incurred in 2025-26 financial year. The second course is planned to run in the first quarter of the upcoming financial year.



We have been granted £4,000 per year, from 2024 -2027, from the Garfield Weston Foundation towards our core costs. This will safeguard our core activities.

We have also been awarded a further £2,500 per annum for the next 3 years by the Yapp Foundation, starting in April 2025.



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.

The trustees have increased the level of reserves that should be held to between 4-6 months running costs, due to plans to significantly increase services over the next 5 years. 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 £10,391 to £16,397. As of 31 March 2025, £14,988 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 2025.

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.

Peter Jenkins

Name: Mr P L Jenkins
 Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW
 Date: 2nd June 2025

Signed on behalf of the trustees:



Position CHAIRMAN

Date 4 / 7 / 2025.

Statement of Financial Activities

				2024-25	2023-24
	Notes	Unrestricted	Restricted	Total Funds	Total Funds
Receipts					
Charitable Activities income		12,188	0	12,188	3,874
Donations and Legacies	2	2,756	20,757	23,513	25,434
Fundraising income		164	0	164	191
Total Income	2	15,107	20,757	35,864	29,499
Payments					
Charitable Activities					
Activity costs					
Buddying Service	1	371	1,329	1,700	1,443
Business Liaison Services	1	5833	6,159	11,992	3,923
Coffee and Chat/Drop-in	1	169	1,723	1,892	1,321
Family Support	1	33	281	314	0
Hard of hearing clubs	1	0	0	0	662
Home visits	1	77	5,963	6,040	9,917
Trips and Events	1	397	10,460	10,857	10,792
Total Activity costs		6,880	25,915	32,794	28,058
Total Charitable Activities		6,880	25,915	32,794	28,058
Net Receipts/Payments		8,228	-5,158	3,070	1,441
Total Funds B/F Previous Year End		6,760	10,758	17,518	16,077
Total Funds C/F Current Year End		14,988	5,600	20,588	17,518

Statement of Assets and Liabilities

As of March 31, 2025

	Total	
	As of Mar 31, 2025	As of Mar 31, 2024 (PY)
Fixed Assets		
Cash at bank and in hand	20,588	17,518
Net current assets	20,588	17,518
 Creditors: amounts falling due within one year	0	0
Net current assets (liabilities)	20,588	17,518
Total assets less current liabilities	20,588	17,518
Total net assets (liabilities)	20,588	17,518
 Breakdown of Charity Funds		
Unrestricted - Reserves	14,988	6,760
Restricted Funds	5,600	10,758
Total Charity funds	20,588	17,518

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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 were analysed. All direct costs, including staff time 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	3%
Business liaison/BSL	35%
Coffee and Chat	6%
Home visits	23%
Parent Support	1%
Trips/events	32%
	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
Awards for All – LEAH project	4,970	0	4,970	0	0
Garfield Weston	0	8,000	4,000	0	4,000
Groundwork UK (Tesco)	679	0	679	0	0
Miscellaneous small grants and donations	3,103	0	3,103	0	0
Postcode Community Trust	0	9,833	9,833	0	0
South Hook LNG	0	1,850	250	0	1,600
Valero	959	0	959	0	0
Yapp Foundation	1,046	0	1,046	0	0
Total Restricted Funds	10,757	20,757	25,915	0	5,600

Unrestricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Designated Funds	773	0	238	(535)	0
Unrestricted - Reserves	5,988	15,107	6,642	535	14,988
Total Unrestricted Funds	6,761	5,625	6,880		14,988

During 2024-25, £238 of the funding set aside to cover a shortfall in salary costs was used from the £773 designated. The remains of this designated fund have now been transferred back to the reserves.

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.

Adam Guichard,	BSL Tutor	£5,507
Shirley David,	Interpreter	£522

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.

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."

3. Support Costs

Governance Costs were:

AGM	£152
Committee	£114
Insurance costs	£242
Total	£508

HR	£ 174
IT	£ 90
Total Support Costs	£771

4. Related Party Transactions

£522 was paid to Business & Employment Support & Training (BEST) but then reimbursed. This organisation is run by Shirley David who is 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	£ 17,303
NI and Tax	2,603
Total Salaries	£ 19,906

The Co-ordinator works 18 hours per week. One person was on a zero-hour contract to undertake BSL training as and when required.

The zero hours contract has been amended for 2025-26 as this worker is now seconded on a 6-hours per month basis to West Wales Deaf Church. An application has been made to People and Places grant under the Big Lottery to extend both roles to 28 hours per week.

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.