



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

## Section A Reference and administration details

<b>Charity name</b>	Pembrokeshire Coast National Park Trust		
<b>Other names charity is known by</b>	Ynndiriedolaeth Parc Cenedlaethol Arfordir Penfro		
<b>Registered charity number (if any)</b>	1179281		
<b>Charity's principal address</b>	Llanion Park		
	Pembroke Dock		
	Pembrokeshire		
	<b>Postcode</b>	SA72 6DY	

### 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	ELSA DAVIES LVO, MA	Chair	19/11/18 - present	
2	Cllr NORMAN PAUL HARRIES			
3	DUNCAN JOHN LLOYD FITZWILLIAMS M.A.			
4	GWYNETH M HAYWARD			
5	PETER JOHN WALKER			
6	Dr Madeleine Sara Catherine Havard			
7	LOUIS VICTORY	chair	18/7/18- 19/11/18	
8				
9				
10				
11				
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)**

Nichola Couceiro

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CIO Constitution Foundation 20/7/18
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

**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.

**Current policies**

- Complaints policy and procedure
- Conflict of interest policy
- Data protection policy
- Equality policy
- Health and safety policy
- Environmental policy
- Safeguarding policy
- Reserves policy
- Privacy notice & statement
- Welsh language statement
- Trustee code of conduct

The Trust was established by the Pembrokeshire Coast National Park Authority but is entirely independent. A Memorandum of Understanding (MoU) sets out how the Trust and Authority will work together during the Trust's first five-years.

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

A)TO PROMOTE THE CONSERVATION, PROTECTION AND ENHANCEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT OF THE PEMBROKESHIRE COAST NATIONAL PARK AND SURROUNDING AREA, INCLUDING WILDLIFE WITHIN THE NATIONAL PARK;

(B)ADVANCING THE EDUCATION OF THE GENERAL PUBLIC ABOUT THE IMPORTANCE OF THE PHYSICAL AND NATURAL ENVIRONMENT OF THE NATIONAL PARK, THE WILDLIFE WITHIN THE NATURAL PARK AND NATURAL LANDSCAPES GENERALLY;

(C)ADVANCING THE PHYSICAL AND MENTAL HEALTH OF THE GENERAL PUBLIC, INCLUDING BUT NOT EXCLUSIVELY BY ENCOURAGING PEOPLE TO WALK AND TAKE EXERCISE WITHIN THE NATIONAL PARK AND THROUGH THE PROVISION OF EDUCATION AND PRACTICAL ADVICE ON THE BENEFITS OF TAKING REGULAR EXERCISE; AND

(D)TO PROMOTE, FOR THE BENEFIT OF THE PEOPLE WHO LIVE AND WORK IN THE NATIONAL PARK AND THE SURROUNDING AREA, THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF SAID PEOPLE.

Throughout the year the Pembrokeshire Coast National Park Trust continued raising awareness of the importance of meadows, pollinators and woodlands and delivered education programmes through our existing initiatives.

We continued to fundraise and support projects that both conserved biodiversity by Making More Meadows and educated children on the natural world through the Roots and Pembrokeshire Outdoor Schools Project.

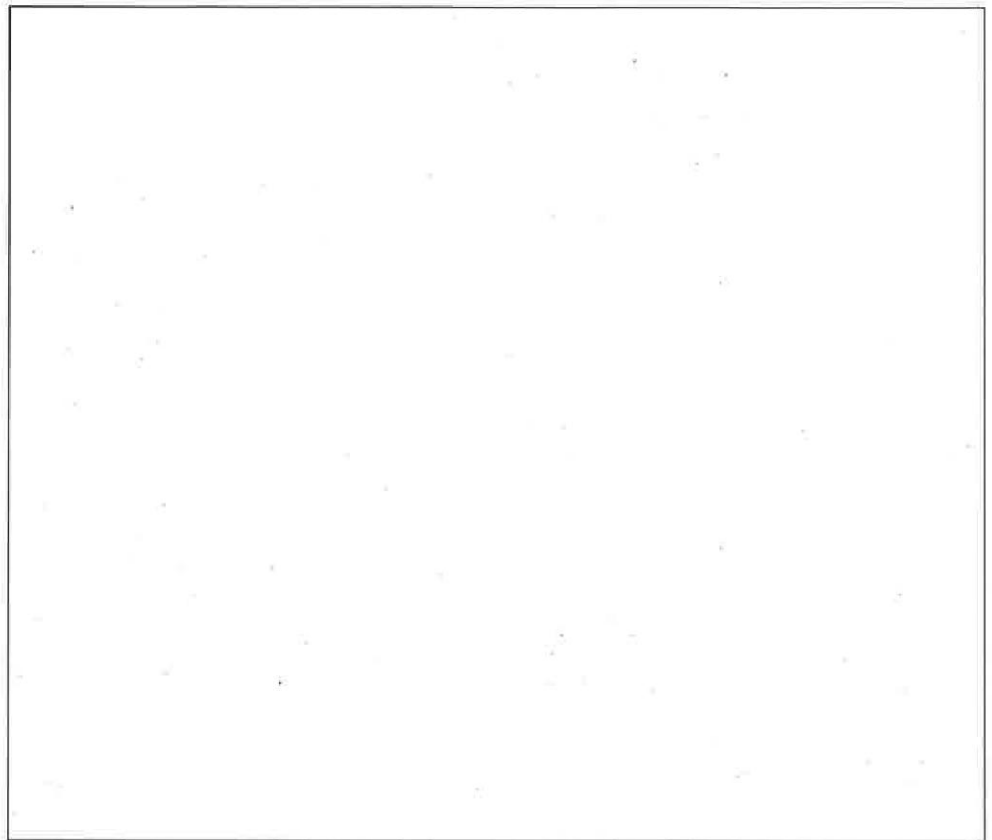
**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**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.



## Section D Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The charity was able to meet its charitable aims by raising awareness of conservation, community and cultural heritage in the Pembrokeshire Coast National Park and funding projects that deliver against these objects.

Over the last 12 months the Pembrokeshire Coast National Park Trust has supported and funded the delivery of the following projects:-

- o Make More Meadows
- o Pembrokeshire Outdoor Schools
- o Gwrieddau Roots education programme
- o People, Paths & Pollinators
- o Castlemartin Wildlife Camera
- o Archaeology Uniforms
- o Wild About Woodlands
- o Invasive Non-Native Species Control

Income generation continues to be focussed on supporting projects listed in our project portfolio.

These projects are aligned with our charitable objectives and the Pembrokeshire Coast National Park Management Plan.

Please see additional Impact Report for further details on charitable impact for 2020.21.

Communications and marketing have continued to increase across multiple platform over the last year; including, social media, local press coverage, website and quarterly newsletters. The purpose of which is to engage more people in the work of the charity and the importance of safeguarding the natural environment.

We have continued to grow our network of supporters and partners and strengthen previously established partnerships.

Trustees have continued to meet regularly and oversee the running of the Trust, in line with Charity Commission guidelines and good practice.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

As a relatively new charity, launching in Spring 2019, the Pembrokeshire Coast National Park Trust will work towards building free unrestricted reserves to a level of 6 months and develop unrestricted income in-line with running costs for the Trust.

### 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.

## Section F

## Other optional information

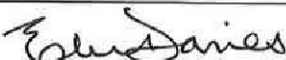
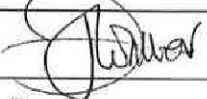
The charity is registered with the Fundraising Regulator and is compliant with the standards and Code of Fundraising Practice, as applied by the Fundraising Regulator, which is the only regulatory body of fundraising in England, Wales and Northern Ireland.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

X	Signature(s)		
	Full name(s)	ELSA MYFANWY DAVIES	PETER JOHN WALKER
	Position (eg Secretary, Chair, etc)	CHAIR	TRUSTEE
	Date	30/06/21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Pembrokeshire Coast National Park Trust

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2020

To

31/03/2021

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Trust and Foundations			-	-	36,000
Major Donors		-	-	-	5,001
Individuals		-	-	-	900
Legacy		-	-	-	513
Campaigns		-	-	-	832
Corporate		-	-	-	15,000
Total Projects	3,460	58,087	-	61,547	-
Prior year adj	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,460</b>	<b>58,087</b>	<b>-</b>	<b>61,547</b>	<b>58,246</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>3,460</b>	<b>58,087</b>	<b>-</b>	<b>61,547</b>	<b>58,246</b>
<b>A3 Payments</b>					
Projects	-	33,069	-	33,069	37,500
Financial & transaction Charges	-	-	-	331	555
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>331</b>	<b>33,069</b>	<b>-</b>	<b>33,400</b>	<b>38,055</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>331</b>	<b>33,069</b>	<b>-</b>	<b>33,400</b>	<b>38,055</b>
<b>Net of receipts/(payments)</b>	<b>3,129</b>	<b>25,018</b>	<b>-</b>	<b>28,147</b>	<b>20,191</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,841</b>	<b>15,333</b>	<b>-</b>	<b>21,174</b>	<b>983</b>
<b>Cash funds this year end</b>	<b>8,970</b>	<b>40,351</b>	<b>-</b>	<b>49,321</b>	<b>21,174</b>





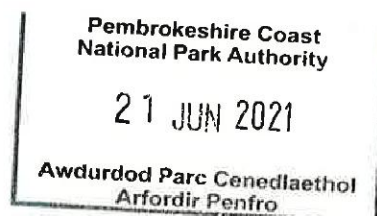


# Jane Heard Associates

CHARTERED CERTIFIED ACCOUNTANTS

Jane Heard FCCA, BA (Hons)

Gemma James FCCA, Bsc (Hons)



Tregynon, Gwaun Valley, Fishguard,  
Pembrokeshire, SA65 9TU

Telephone: 01239 820808

e-mail: [jha@ACCA-accountants.co.uk](mailto:jha@ACCA-accountants.co.uk)

VAT. No. 208 7128 14

The Trustees  
Pembrokeshire Coast National Park Trust  
Llanion Park  
Pembroke Dock  
Pembrokeshire  
SA72 6DY

17<sup>th</sup> June 2021

Dear trustees

I am writing to advise that I have conducted my independent examination of the charity's accounts for the year ended 31<sup>st</sup> March 2021 and can confirm that I have been able to give an unqualified report in that no material matters have come to my attention in connection with the examination that need to be separately disclosed.

I should like to thank Mrs Jessica Morgan for the help and assistance she provided during my examination, always ready and willing to provide additional documentation and answers to all my queries promptly and fully.

There were a couple of matters that I observed while examining the records, where procedures could be altered in order to achieve best practice, as follows:

1. It is to be encouraged that all donations received in the form of cheques should be banked as soon as is practicable. Obviously the pandemic made it difficult in some instances for this particular financial year.
2. It is important that not only should donations and grants received for a specific purpose be kept within 'restricted funds' but also, the movement of funds for each of those specific projects should be separately analysed within the 'restricted funds'. I understand that this process has now been put in place and will be an automatic part of the accounting procedures going forward.

If you have any queries about my report please do not hesitate to contact me. In the meantime may I wish the charity every success for the forthcoming year.

Yours sincerely

  
MRS JANE HEARD, FCCA





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Pembrokeshire Coast National Park Trust

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1179281

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

17<sup>th</sup> June 2021

Name:

MRS JANE HEARD

Relevant professional  
qualification(s) or body  
(if any):

FCCA – As a practising member of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>

Address:

Tregynon, Gwaun Valley

Fishguard,

Pembs, SA65 9TU

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

YMDDIRIEDOLAETH  
ARFORDIR PENFRO



PEMBROKESHIRE COAST  
CHARITABLE TRUST

Financial Report for the period ended

March

2021

	Actual YTD	Budget YTD	variance	Annual Budget
<b>Income</b>				
Individuals	1,598	800	798	800
Campaigns	657	600	57	600
Trust and Foundations	41,997	35,000	6,997	35,000
Corporate	11,801	15,000	-3,199	15,000
Legacy	124	1,000	-876	1,000
Net High Worth	5,000	6,000	-1,000	6,000
Events	370	1,600	-1,230	1,600
<b>Total</b>	<b>61,547</b>	<b>60,000</b>	<b>1,548</b>	<b>60,000</b>
<b>Expenditure</b>				
Pollinators	4,500			
Roots Project	9,500			
Archeology Volunteers Uniform	250			
Wildlife Camera - Castlemartin	376			
Make More Meadows	6,500			
Communication & Marketing	1,943			
First 1,000 Days	10,000			
Financial & transaction Charges	331			
<b>Total</b>	<b>33,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Net Income (- Expenditure)</b>	<b>28,147</b>			

**reconciliation**

Actual bank balance 31th march :	49,321.29
Balance c/fwd 1/4/20	21173.6
	<b>28147.69</b>







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Pembrokeshire Coast National Park Trust

No (if any)

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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
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## 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 £
B1 Cash funds		8,970	40,351	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,970</b>	<b>40,351</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval