



Penhaligon's Friends

CIO Annual Report



2020-2021

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Trustees Report

The Trustees present their report and the financial statements for the period from registration as a CIO on 4 May 2020 to 31 March 2021.

CHAIR

Dr Jennifer Doble

TRUSTEES

The following were Trustees during the year:

Dr Jennifer Doble

William Phillips – Treasurer

Ian Frampton – retired 15th September 2020

Clare Gallimore – retired 15th September 2020

Tarn Lamb – retired 15th September 2020

Nigel Hyde

Nicky Sutton

Mike Bird

Rosemary Jane Black – retired 17th November 2020

Dr Alison Stephens – appointed 19th January 2021

Charity Objectives and Structure

Organisational Structure

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. The trustees meet together approximately every two months and are responsible for all policy decisions and for the employment of the Charity's CEO; they take an active interest in the recruitment of other staff. Policies are reviewed regularly and, where necessary, are brought up to date when new legislation comes into being or in order to further the aims of the Charity. The charity is governed by its CIO governing document, and was registered on 4 May 2020.

The day-to-day management of the Charity is delegated to the CEO.

Recruitment and appointment of trustees

The existing trustees are responsible for the recruitment of new trustees but in so doing the trustees seek the recommendations of staff and volunteers and the wider community of Cornwall. In selecting new trustees, we seek to identify people who can bring their expertise, contacts and knowledge to the Board for the benefit of the aims of the Charity.

In addition to the trustees, representatives from other bodies having connections with child bereavement are invited to join the Board and attend meetings without voting rights as the need arises.

Following appointment, new trustees are introduced to their role and given copies of the CIO Constitution and a guide to Penhaligon's Friends', including policies and procedures adopted by the Board. A number of publications from the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

Risk Management

The trustees have examined the major strategic risks to which the charity is exposed and are satisfied that systems are in place to minimise or mitigate these. The trustees will continue to review potential risks on a regular basis and will take further action to minimise or mitigate these risks as required.

Our Objectives

Our objectives are to provide support for bereaved children and their families in Cornwall and to provide training and education for other agencies working closely with these children to provide them with the tools they need to help them support children in the community. Each year our trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.



Vision

Changing bereaved children's lives

Mission

To support family care-givers, staff in Schools and Social Care and the wider community, enabling them to provide a supportive and educational environment where grieving children can be understood and share their experiences as they move through their own healing process. To offer training in childhood loss and bereavement to all who wish to learn how best to support children at these difficult life changing times.

We will fulfil our mission by:

- Responding promptly to all requests for advice, information and support.
- Visiting families and children to explain about our bereavement support and offer them an opportunity to ask questions.
- Maintaining policies and standards of practice relating to our work with the children and the engagement of volunteers and employees.
- Offering training and support to all volunteers, care givers and professionals from other statutory and voluntary agencies.
- Monitoring and evaluating the service in order to shape service delivery and to provide evidence of monitoring to grant funders.
- Having due regard for the health, safety and wellbeing of children and volunteers.

Data Protection

There is a rigorous code of practice with regards to data protection and confidentiality. All records are confidential and are kept securely. This code of practice has been updated during this year to ensure we are up to date with current legislation, including registration with the appropriate authority.

Use of Volunteers

Volunteers are an important resource in the work of the Charity. Volunteers are involved in the majority of our activities and we have over 80 people regularly giving their time to support our activity.

DBS for Trustees and Volunteers

In recruiting trustees and volunteers Penhaligon's Friends ensures that it meets all the requirements of Cornwall's Safeguarding Board in relation to safe practice including appropriate use of the DBS.

How Our Activities Deliver Public Benefit

Our activities in this charity will begin after the current year end, as the activities were transferred in from the unincorporated charity on 31/3/21.

Many of our activities are of direct benefit to the public. Our charity supports bereaved children and young people up to the age of 18 years. We also help parents, carers, and professionals to give effective support. The person who died may have been ill for a while or died unexpectedly. We use a variety of practical and creative tools to help children and families share their thoughts and feelings and give them the opportunity to meet others. We are aware of the impact that bereavement can have on the normal development of children and young people and aim to offer services to reduce this and increase resilience.

Our activities recognise how children experience grief. We therefore include time to have fun and for creative activities as well as time to focus and work through more painful issues. We support the whole family using a child-focused approach.

The amount of time spent with the children and their families is obviously much less than that with others who have day to day contact with them, such as schools, doctors, social workers and so on. For that reason, we also offer training to professionals having contact with young people so that they can understand better the concerns and needs of bereaved children and young people.

Our range of services includes:

- **Telephone information and advice** on referral to the service, usually accompanied by leaflets, loan of books, resources etc.
- **Home visit** – A 'First Aid' visit if referred very close to the death to offer support and advice.
- **Family Visit** – To assess family's grief journey and family dynamics, explain our range of support. This helps determine the most suitable form of support for the family.
- **Memory Day** – Children, young people and their parents and carers attend a full day to remember the person who has died, to share feelings, to meet other children in similar situations, to reduce isolation and to improve communication within the family.
- **Teens Support Groups** - Giving teens a regular time and place to be able to meet up with others to take part in fun activities and have someone to talk to. Currently there are 4 groups each month, Newquay, Redruth, Penzance and St Austell.

- **Family Support Groups** – Giving parents a regular time and place to be able to come along and meet up, alongside activities for their children. Our groups are currently held each month in Redruth and Liskeard.
- **Individual Work** – A piece of work to explore more complex grief issues, this is carried out by trained volunteers typically within school environment following appropriate assessment of need.
- **School Support** – Support and advice for staff and students in schools and colleges following a death in their community.



Training

Level 1 Childhood Loss & Grief – A 3-day course in the theory of Childhood Loss & Grief.

- Suitable for all professionals who come into contact with bereaved children in the course of their work, volunteers and those wanting to gain understanding of how best to support bereaved children.

Level 2 Childhood Loss & Grief – A 4-day course in therapeutic skills and practical applications of theory.

- Building on the Part 1 course this enables participants to significantly enhance their knowledge, therapeutic skills and understanding in relation to their own work, or to become a volunteer with Penhaligon's Friends.

One Day Workshops – Bespoke training for groups to develop skills, confidence and increase resources when caring for bereaved children.

- Suitable for those who regularly come into contact with grieving children through their practice, i.e. Social Services, Health and Education workers, Counselling and Pastoral Services, Clergy, Funeral Directors.

Volunteer Training Programme – Our free one-day 'Get Started' Volunteer Training is a great introduction, giving an overview of our charity with an insight into volunteering roles and options for getting involved whether it be to fundraise and support community events or to help with our Family Services work. Once completed, this one-day training then gives the option to continue to a free two-day 'Get Going' Training which enables volunteers to help with family support, such as helping with Memory Days, Family Groups and Teens Groups. Volunteers can also access the above training as desired.

Chairman's Report

This period saw us transferring from a Registered Charity (1053968) to a Charitable Incorporated Organisation, CIO (1189323) in line with our business planning and discussions at Board level over the last few years.

Whilst the legal framework was put in place, and registered during this financial period, the charity continued to operate under its original identity until 31st March 2021 when the final transfer was undertaken to coincide with our financial period end.

The core values, mission and services of Penhaligon's Friends remain the same and will continue to do so moving forward.

Dr Jenny Doble, Chair Penhaligon's Friends

Treasurer's Report

During the financial year 2019/20 Penhaligon's Friends undertook an investigation of charity governance structures to determine a more suitable one for an organisation the size of Penhaligon's Friends. As a result of this exercise it was decided to move from being an unincorporated charity (charity registration number: 1053968) to become a Charitable Incorporated Association (CIO).

The name of the new organisation remains the same as does its aims and objectives. It was established on 4th May 2020 (charity registration number: 1189323) and at the end of the financial year on the 31 March 2021 the accounts of the unincorporated charity were closed, and its net worth of £154,949 transferred to the newly established CIO.

In the short term, interested parties will have to view both registration numbers to see all the accounts of Penhaligon's Friends and to effect inter-year comparisons.

The outlook for the period ahead continues to be uncertain. However, as restrictions ease efforts will be made to secure additional funding streams from existing and new sources. Where necessary unrestricted reserves will be utilised to ease delivery pressures as was the case last financial year. Of the sum transferred across £147,413 in free, unrestricted reserves and is available to support the work of the CIO going forward.

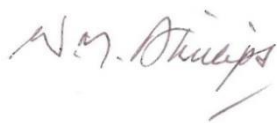
Penhaligon's Friends' Reserves Policy has been designed to enable the Trust to continue meeting its objectives for a period of 12 months if other funding sources dry up. As a result of the broad mix of income sources the level of general funds should enable the charity to fulfil that objective.

Levels of reserves, success in fundraising and the amount of funding secured for the coming year means there is no significant or immediate reason to raise concern on the viability of the charity which continues to be a going concern.

Bill Phillips, Treasurer

The Annual report was approved by the trustees of the charity on 21/9/21 and signed on its behalf by:

Trustee




Independent Examiner's Report to the Trustees

Independent Examiner's Report to the Trustees of Penhaligon's Friends

I report to the trustees on my examination of the accounts of Penhaligon's Friends (the charity) for the period ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the charity 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 the 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.



Darren Perry BA (Hons) ACA DChA

Independent Examiner

Francis Clark LLP

Lowin House

Tregolls Road

TRURO

TR1 2NA **Date:** 20/9/21

Financial Statements

Penhaligon's Friends
Registered Charity no. 1189323

Statement of Financial Activities
for the period ended 31 March 2021

	General £	Restricted £	Total £
Income and Endowments from:			
Transfer from Penhaligon's Friends unincorporated charity (registration number 1053968)	154,949	-	154,949
Total Incoming Resources	154,949	-	154,949
Expenditure on:			
Client/Members Direct Costs			
1 - to - 1	-	-	-
Family Days	-	-	-
Family Support	-	-	-
Memory Days	-	-	-
Family Group	-	-	-
PAWS	-	-	-
Teens Group	-	-	-
Training Days	-	-	-
Volunteers Training	-	-	-
Library	-	-	-
Fundraising Costs	-	-	-
Governance Expenses	-	-	-
Accountancy Support	-	-	-
Bank Charges	-	-	-
Insurance	-	-	-
Office Costs	-	-	-
Cleaning	-	-	-
Computer software & support	-	-	-
Furniture & equipment	-	-	-
Heat, light & power	-	-	-
Printing & stationery	-	-	-
Postage	-	-	-
Telephone	-	-	-
Supplies	-	-	-
Rent, Rates & Property Maintenance	-	-	-
Staff Costs	-	-	-
Depreciation	-	-	-
Total Resources Expended	-	-	-
Gain on revaluation of investments	-	-	-
Net Income/expenditure	154,949	-	154,949
Transfer between funds	-	-	-
Net movement in funds	154,949	-	154,949
Opening Balance on formation	-	-	-
Closing Balance 31st March 2021	154,949	-	154,949

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

Penhaligon's Friends
Registered Charity No. 1189323

Balance Sheet
as at 31st March 2021

		General Fund £	Restricted Funds £	Total Funds £
Fixed Assets				
Computers				
Cost	1,007			
Depreciation	-	1,007	-	1,007
Investments		6,529	-	6,529
Current Assets				
Cash at Bank & In Hand		150,845	18,844	169,689
Debtors		887	-	887
Prepayments		668	-	668
Stock		-		
Total Current Assets		152,400	18,844	171,244
Less: Creditors		4,987	18,844	23,831
Net Current Assets		147,413	-	147,413
Total Assets		154,949	-	154,949
Represented by:				
General Funds		154,949	-	154,949
		154,949	-	154,949

The Annual report was approved by the trustees of the charity on 21/9/21 and signed on its behalf by:

Chairperson

Penelope A. Dade

Trustee

N.M. Phillips

Penhaligon's Friends
Registered Charity No. 1189323

Notes to the accounts
for the period ended 31st March 2021

Note 1 Accounting policies

- a** The financial statements have been prepared under the historical cost convention and are in accordance with applicable standards and comply with the requirements of the Statement of Recommended Practice (FRS 102) and the Financial Reporting Standard 102 Section 1A and the Charities Act 2011.

The charity's financial statements have been prepared in accordance with FRS 102 - the Financial Reporting Standard applicable in the UK and Republic of Ireland and represent the period from formation of the CIO on 4 May 2020 to 31 March 2021.

There are no material departures from FRS 102.

- b** All income is accounted for on an accruals basis, except for voluntary donations which are taken to income when received.
- c** All resources expended are included in the Statement of Financial Activities gross of any income. The resources expended are recognised in the Accounts as soon as the obligation arises. Any amounts unpaid at the financial year-end are accrued for.
- d** Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement is required and the amount of the obligation can be measured reliably.
- e** Tangible assets are stated at cost and depreciated by annual instalments over their useful working lives as follows:-

Computers/printers	3 years
Furniture	3 years
Projector/display boards	3 years

Depreciation is levied for a full year in the year of acquisition but not made in the year of disposal.

- f** Restricted funds are created when grants/donations are made either for a particular area or purpose, the use of which is restricted to that area or purpose. Expenditure is charged to the Statement of Financial Activities when incurred.

Note 2 Tangible assets

	Computers £	Furniture/ Equipment £	Projector £	Display Boards £	Totals £
Cost					
On formation	0	0	0	0	0
Transfer in from unincorporated charity *	0				0
	1,007	0	0	0	1,007
At 31st March 2021	1,007	0	0	0	1,007
Depreciation					
On formation	0	0	0	0	0
Charge for year	0	0	0	0	0
Disposal	0	0	0	0	0
At 31st March 2021	0	0	0	0	0
Net Book Value					
On formation	0	0	0	0	0
At 31st March 2021	1,007	0	0	0	1,007

* The assets of the unincorporated Penhaligon's Friends charity (registration number 1053968) were transferred to the CIO on 31 March 2021 at net book value. No depreciation was charged in the year.

Note 3 Investments

	2020/21 £
On formation	-
Transfer in from unincorporated charity (note 4)	6,529
Shares disposed of in the year	-
Unrealised gain/(loss)	-
Valuation at 31st March 2021	6,529

Note 4 Investments

The assets of the unincorporated Penhaligon's Friends charity (registration number 1053968) were transferred to the CIO on 31 March 2021 at estimated market value, based on a post year end valuation at 5 April 2021.

Note 5 Liquidity

	2020/21 £
Cash at bank-current account	62,124
Cash at bank-deposit account	3,305
Cash at building society	103,960
Cash in hand at office	300
	169,689

Note 6 **Restricted funds**

	B/forward £	Income £	Expenditure £	Balance £
Access to Work Office furniture	0	0	0	0
BBC Children in Need Family Services Co-ordinator	0	0	0	0
BBC CIN Booster Postal packs	0	0	0	0
Big Lottery - Covid 19 Family webinars	0	0	0	0
CCF Home working	0	0	0	0
Community Chest Local Support Groups	0	0	0	0
Cornwall Council Support for young people 11+	0	0	0	0
Global Make Some Noise Dragonfly support groups	0	0	0	0
Joanies Teens groups	0	0	0	0
KCCG 1 -1 Support	0	0	0	0
Moose Toys Family support	0	0	0	0
NHS Kernow Postvention support	0	0	0	0
Postcode Community Trust Family Groups	0	0	0	0
Public Health/SPIF Dads packs	0	0	0	0
Tesco Bags of Help Family support	0	0	0	0
Trewithen Fund 1 -1 Support	0	0	0	0
Totals	0	0	0	0

Note 7 Debtors and prepayments

	2020/21 £
Trade Debtors	
Training fees	835
Accrued Interest	
Interest	52
Prepayments	
Insurance	583
Fundraising	85
	<u>1,555</u>

Note 8 Creditors and deferred income

	2020/21 £
Trade Creditors	1,143
Accruals	14
Deferred income	19,579
Taxation and social security	3,095
	<u>23,831</u>

Note 9 Deferred Income

Deferred income comprises primarily grants and training fees received in advance for activities taking place in the next financial year.

	£
On formation	-
Transfer of deferred income from the unincorporated Penhaligon's Friends charity (registration number 1053968) on 31 March 2021.	19,579
Balance as at 31 March 2021	<u>19,579</u>

Note 10 Analysis of staff costs and trustee remuneration and expenses

	2020/21 £
Salaries and wages	-
Social security costs	-
Pension contributions	-
	-
Staff travel and expenses	-
Staff supervision and training	-
	-

No employees had emoluments in excess of £60,000

The charity trustees were not paid or received any other benefits from employment with the charity in the period.

Neither were they reimbursed expenses during the period.

No charity trustee received payment for professional or other services supplied to the charity

The average monthly headcount was 0 staff.

Note 11 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible Fixed Assets	1,007	-	1,007
Investments	6,529	-	6,529
Cash at Bank	150,845	18,844	169,689
Creditors	- 4,987	- 18,844	- 23,831
Debtors	1,555	-	1,555
	<u>154,949</u>	<u>-</u>	<u>154,949</u>

Note 12 Transfer from Penhaligon's Friends

On 31 March 2021 all the activities and assets of the unincorporated Penhaligons Friends charity (registration number 1053968) were transferred to Penhaligon's Friends (registration number 1189323), a charitable incorporated organisation.

The charitable incorporated organisation will be carrying out all the future activity.

Administrative Details

PATRONS	Dame Annette Egerton DBE Michael Galsworthy CVO CBE DL Sir Tim Smit KBE
TRUSTEES at date accounts signed	Dr Jennifer Doble (Chairman) William Phillips (Treasurer) Nigel Hyde Nicky Sutton Mike Bird Dr Alison Stephens
CHARITY CEO	Julie Parker
REGISTERED OFFICE	Trecarrel Drump Road Redruth TR15 1LU
CIO NUMBER	1189323
BANKERS	Lloyds Boscawen Street Truro TR1 2QT
ACCOUNTANTS	Francis Clark LLP Lowin House Tregolls Road Truro TR1 2NA



Penhaligon's Friends

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Charitable Incorporated Organisation No. 1189323

