



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1/4/2021 Period start date To 31/3/2022 Period end date

Charity name: Swansea Parent Carer Forum

Charity registration number: 1189730

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To relieve the needs of disabled children of all ages.</p> <ol style="list-style-type: none"><li>1. The provision and opportunities for parent carers to influence the decisions that affect their families and to contribute to developing services that meet the need of their families.</li><li>2. The provision of advice and support to parent carers via workshops and other means to inform and empower about the services and issues that affect them and their families.</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none"><li>• Our Purpose – We are an independent organisation whose purpose is:-</li><li>• To strategically influence change by co-producing services for disabled children, young people and adults and their families.</li><li>• To enable disabled children, young people and adults and their families to have a voice at the centre of decision making.</li><li>• To reflect the diversity of our communities.</li><li>• To take a rights-based approach and empower our community.</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>As a charity we have regard to the Charity Commission's public benefit guidance. Trustees make decisions to ensure the charity's purpose provides benefit to our membership. We also make decisions to manage risks of detriment or harm to our membership and partners that might result from carrying out its purpose.</p>

		We are a member of and work closely with Swansea Council for Voluntary Service who provide training and guidance on good governance.
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> <li>• We co-produce and co-design services that meet the needs of disabled children of all ages and their families e.g. Additional Learning Needs Implementation, Direct Payments and Carers Needs Assessments improving services to meet needs of parent carers.</li> <li>• We develop and empower our membership to have a strong collective voice and to influence positive change by providing a constructive channel of communication between parent carers and strategic partners. We achieve this through sitting on working groups with the Local Authority, Health Board and West Glamorgan Regional Partnership.</li> <li>• Arranging training for parent carers. Although we were unable to deliver the face to face we delivered online</li> <li>• We listen and feed the voice of parent carers in Swansea into decision making. We launched our first survey of members which will drive our priorities for 2022-2023</li> <li>• We ran a successful respite project for our members during the year with additional funding</li> </ul> <a href="#">Spcf Annual Report 2021 2022 final</a>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at 31/3/2022 we held £17013. Due to the impact of the pandemic our face to face engagement events during the year were reduced.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<ul style="list-style-type: none"> <li>• SPCF intends to spend all its (unrestricted) funds received in any given year on supporting the aims and objectives of the charity.</li> <li>• We wish to be prudent, however, and have set a reserve in order to ensure SPCF has some funds available for emergencies, unforeseen opportunities etc.</li> <li>• This reserve can be used for any agreed purpose the trustees see fit, in order to fulfil the charity's continued operation and support for its members, and the wider parent carer community.</li> <li>• SPCF typically sets aside 5% of the unrestricted funds as its reserve.</li> </ul> <p>This reserves policy shall be regularly reviewed and monitored in order to ensure it continues to meet the needs of SPCF, taking into account changes in funding, the local landscape, membership etc and at least annually the review will be minuted.</p>
Amount of reserves held	Para 1.22	£17013
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (Foundation Model)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<ol style="list-style-type: none"> <li>1. There must be at least four charity trustees and every charity trustee must be a resident of Swansea and must be a parent or carer of a person of any age with a disability.</li> <li>2. Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.</li> <li>3. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</li> </ol>

## Reference and Administrative details

Charity name	Swansea Parent Carers Forum
Other name the charity uses	Swansea PCF
Registered charity number	1189730
Charity's principal address	61 Pennard Drive Swansea SA3 2DN

## 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	Heidi Lythgoe	Chair		
2	Joanann Phillips	Secretary		
3	Chris Law	Treasurer		
4	Ishbel Hansen			
5	Hazel Lim		Resigned February 22	
6				
7				
8				
9				
10				
11				
12				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Heidi Lythgoe		
Joanann Phillips		
Chris Law		
Ishbel Hansen		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Chris Law	Jo Phillips
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	5 September 2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Swansea Parent Carer Forum

1189730

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

To

31/03/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
LA	44,000	-	-	44,000	10,620
Moondance	-	7,000	-	7,000	3,090
LA - Giving You Time Back	-	54,450	-	54,450	-
Donations (incl Amazon Smile)	37	-	-	37	-
Other	-	59	-	59	-
ICF	-	-	-	-	233
ALN	-	-	-	-	6,258
ICC	-	-	-	-	59
IT COVID	-	-	-	-	2,855
VSEF	-	-	-	-	221
Set up costs funding	-	-	-	-	7,000
<b>Sub total (Gross income for AR)</b>	<b>44,037</b>	<b>61,509</b>	<b>-</b>	<b>105,546</b>	<b>30,336</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>44,037</b>	<b>61,509</b>	<b>-</b>	<b>105,546</b>	<b>30,336</b>
<b>A3 Payments</b>					
Giving You Time Back	-	53,740	-	53,740	-
Parent carer resources (COVID)	-	-	-	-	2,152
Animation	1,400	7,000	-	8,400	-
Info Packs	1,954	200	-	2,154	-
ALN - Working Together	1,819	900	-	2,719	3,579
Other	12,147	-	-	12,147	5,722
Celebration Event	22,399	-	-	22,399	-
Insurance	196	-	-	196	176
Stationery & Consumables	362	-	-	362	212
Translation	-	-	-	-	920
	-	-	-	-	-
<b>Sub total</b>	<b>40,277</b>	<b>61,840</b>	<b>-</b>	<b>102,117</b>	<b>12,761</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Equipment	570	-	-	570	3,850
	-	-	-	-	-
<b>Sub total</b>	<b>570</b>	<b>-</b>	<b>-</b>	<b>570</b>	<b>3,850</b>
<b>Total payments</b>	<b>40,847</b>	<b>61,840</b>	<b>-</b>	<b>102,686</b>	<b>16,611</b>
<b>Net of receipts/(payments)</b>	<b>3,191</b>	<b>- 331</b>	<b>-</b>	<b>2,860</b>	<b>13,725</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>12,695</b>	<b>1,458</b>	<b>-</b>	<b>14,153</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>15,885</b>	<b>1,127</b>	<b>-</b>	<b>17,013</b>	<b>13,725</b>

## 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 £
<b>B1 Cash funds</b>	At bank	15,885	1,127	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	15,885	1,127	-
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	IT		3,630	-
	Equipment		790	-
	Equipment		570	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Heidi Lythgoe	05/09/2022	
		Chris Law	05/09/2022	



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

SWANSEA PARENT CARER Forum

On accounts for the year  
ended

31<sup>ST</sup> MARCH 2022

Charity no  
(if any)

1189730

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below \*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*D Perrin*

Date:

5/9/22

Name:

DANIEL PERRIN

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

FCCA - ASSOCIATION OF CHARTERED  
CERTIFIED ACCOUNTANTS

Address:

9 STANLEY PLACE

CADOKTON

NEATH

SA10 8BE



Only complete if the examiner needs to highlight 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.

NONE





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Swansea Parent Carer Forum

1189730

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			-	
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		Chris Law	05/09/2022	



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

SWANSEA PARENT CARER Forum

On accounts for the year  
ended

31<sup>ST</sup> MARCH 2022

Charity no  
(if any)

1189730

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Independent  
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I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below \*~~) in connection with the examination which gives me cause to believe that in, any material respect:

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*\* Please delete the words in the brackets if they do not apply.*

Signed:

*D Perrin*

Date:

5/9/22

Name:

DANIEL PERRIN

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

FCCA - ASSOCIATION OF CHARTERED  
CERTIFIED ACCOUNTANTS

Address:

9 STANLEY PLACE

CADOKTON

NEATH

SA10 8BE



Only complete if the examiner needs to highlight 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.

NONE

