



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1/4/2023
Period end date

Period start date To 31/3/2024

Charity name: Swansea Paret 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">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.2. The provision of advice and support to parent carers via workshops and other means to uniform and empower about the services and issues that affect them and their families.
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	<p>Our Purpose – We are an independent organisation whose purpose is:-</p> <ul style="list-style-type: none">• To strategically influence change by co-producing services for disabled children, young people and adults and their families.• To enable disabled children, young people and adults and their families to have a voice at the centre of decision making.• To reflect the diversity of our communities.• To take a rights-based approach and empower our community.
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. We have been recommended for a Kings Award for Voluntary Service and will find out whether we have been successful later in 2024.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Trustees also volunteer for the Forum The Forum has a large parent carer membership with support from members at coffee mornings and events.
Other		

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"> 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. 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.

		<ul style="list-style-type: none"> • Arranging and hosting training workshops and coffee mornings for parent carers. • We held our second Big Survey of members and will be publishing the report shortly. • 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 2023-2024 • We have increased our collaboration with the Regional Partnership Board and its transformation team. • We have also contributed to Welsh Government consultations and various Steering Groups.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at 31/3/2024 we held £30,579
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<ul style="list-style-type: none"> • SPCF intends to spend all its (unrestricted) funds received in any given year on supporting the aims and objectives of the charity. • 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. • 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. • SPCF is setting aside 5% of the unrestricted funds <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	£3,750
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

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<ul style="list-style-type: none"> • Grant from Swansea Local authority • 3 independent grants • Comic Relief – Coffee Mornings • Magic Grants – Coffee mornings • Austin Bailey – Bladder & Bowel Workshop
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

Other		
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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"> 1. There must be at least three 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. 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. <p>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.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Volunteer policies and procedures have been updated during 20223 -2024. A trustee now attends Swansea Volunteering Forum run by SCVS
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Swansea Parent carer Forum
Other name the charity uses	SwanseaPCF
Registered charity number	1189730

Charity's principal address

17 Cwrt Clos Y Carne Gorseinon Swansea SA4 4NF

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	Joanann Phillips	Chair		
2	Chris Law	Treasurer		
3	Ishbel Hansen	Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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	Chair
Date	19/6/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

SWANSEA PARENT CARER FORUM

1189730

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

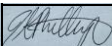
To

31/03/2024

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 £
A1 Receipts					
LA	75,000	-	-	75,000	75,000
Donations	35	-	-	35	54
Comic Relief	-	-	-	-	2,737
Local Giving	-	500	-	500	-
Austin Bailey	-	1,000	-	1,000	-
Other	-	-	-	-	100
LA - Giving You Time Back	-	-	-	-	15,000
	-	-	-	-	-
Sub total (Gross income for AR)	75,035	1,500	-	76,535	92,891
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	75,035	1,500	-	76,535	92,891
A3 Payments					
Giving You Time Back	-	-	-	-	10,012
Celebration Event	4,139	-	-	4,139	12,100
Insurance	254	-	-	254	209
Stationery & Consumables	472	-	-	472	409
Coffee morning project	-	2,662	-	2,662	489
SCVS	40,603	-	-	40,603	40,603
Action for Children	7,500	-	-	7,500	7,500
Other	3,923	-	-	3,923	23,087
Workshops	773	865	-	1,638	-
Sub total	57,664	3,527	-	61,191	94,409
A4 Asset and investment purchases. (see table)					
Equipment	-	-	-	-	260
	-	-	-	-	-
Sub total	-	-	-	-	260
Total payments	57,664	3,527	-	61,191	94,669
Net of receipts/(payments)	17,371	- 2,027	-	15,345	- 1,778
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,771	2,463	-	15,234	17,012
Cash funds this year end	30,142	436	-	30,579	15,234

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	At bank	30,142	436	-
		-	-	-
		-	-	-
	Total cash funds	30,142	436	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	IT		3,630	-
	Equipment		1,050	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		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	
		Jo Phillips	14/05/2024	
	4.	Chris Law	14/05/2024	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
SWANSEA PARENT CARER FORUM

On accounts for the year
ended

31st March 2024

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 **31/03/2024**.

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.

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: 23/05/2024

Name:

Daniel Perrin

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

FCCA - ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

Address:	9 Stanley Place
	Cadoxton
	Neath SA10 8BE

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.

None



CHARITY COMMISSION
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SWANSEA PARENT CARER FORUM

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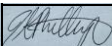
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		-	-	-
		-	-	-
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			-	-
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			-	-
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			-	-
			-	-
			-	-
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			-	
			-	
			-	
			-	
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Signed:

Date: 23/05/2024

Name:

Daniel Perrin

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

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