

Dorset Parent Carer Council .

Chairs Report AGM 2/11/23

Thank you for attending our 2<sup>nd</sup> AGM as a charity. I would like to express my thanks to the volunteers who work on our steering group, beach huts admin, membership admin for the support and commitment and those volunteers who participate in many of the projects/work we undertake.

There will be a report to come from our Participation coordinator, Elaine who will summarise the breadth of the groups/ boards and Projects we are actively involved in. I and the steering group would like to thank and recognise all the hard work that Elaine has undertaken and whilst she steps away from the full time role appreciate her decision to still support the forum on a part time basis. We recognise that we will now need to consider her replacement.

There will also be a report from our Treasurer who will share details of our finances.

I would like to introduce to the trustees our funded Autism in Schools project, participation worker Tamsin. This project of which we hold all the funding from NHS England with support and scrutiny by the National Network of Parent Carer Forums is developing at a pace and alongside identified schools parent carers are integral to this project. Further information can be found on our website.

Our working partnership with the Local Authority is still strong and whilst they are still developing services fit for future demands for all Children and Young People in Dorset we are recognised as a strong forum that can challenge, support, initiate conversations that influence decisions. It is also rewarding that in current projects funded by Government or Health that they expect the local recognised Parent Carer Forum to be involved.

Whilst our local Health Services are in this period of massive change to their structure we still, although actively seeking funding , Dorset including Bournemouth Christchurch and Poole forum are the only South West health area not being funded. Ensure our attendance and participation in many of their long term service changes, projects and boards where the voice of the Parent Carer has to be heard.

As an organisation we ourselves are supported through the National Network of Parent Carer Forums. We are also part of the South West Regional group where we can share our concerns, ideas, share practices good and bad that each Authority develop. It is important to us that to get together at Yearly National Conference

gives us a platform to raise and challenge government as a collective of strong parent carer voices.

There is a phrase being used by the local authority called check and challenge so if I may :

Our Check – we are still active, listened to and listening to parent carers. We have relationships with support groups and the wider communities that we value.

Our Challenge – Sustainability, the future as our key volunteers move on with their lives as their children grow and also move on. Because we cannot let the respect, trust and engagement we have built with the Local Authority, health and the wider community be lost or weakened.

Lesley Mellor

Chair.

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# Dorset Parent Carer Council

Registered Charity Number: 1191487

## Trustees and Finance Report 2023

for the period 1 April 2022 to 31 March 2023

### **Reference and administration details**

#### **The charity's principal address:**

Unit 12  
Herrington Barn  
Dorchester  
DT2 9PU

#### **Names of the charity trustees:**

Lesley Mellor (Chair)  
Tracey Richards  
Julie Parham  
Nicola Smith  
Annmarie Carter

### **Structure, governance and management**

<b>Type of governing document:</b>	Constitution
<b>How the charity is constituted:</b>	Unincorporated association
<b>Trustee selection method:</b>	Appointed by Members

#### **Staff and volunteers:**

During the year to 31 March 2023, DPCC had one employee, a Participation Co-ordinator, and there were also volunteers in the following roles:

- DPCC membership co-ordinator
- Events co-ordinator
- Beach hut co-ordinator
- Parent Representatives
- Steering Group members
- Trustees
- Treasurer

### **Objectives and activities**

Summary of the objective outlined in Dorset Parent Carer Council's governing document:

*To relieve the needs of parent carers of children aged 0-25 years who are disabled or have additional needs in Dorset through the provision of (in particular, but not exclusively) events where parents and carers will have an opportunity to share views and gain information, advice and support.*

The charity's activities are outlined in the Chair and Participation Co-ordinator reports.

## **Financial review**

For the year 1 April 2022 to 31 March 2023, receipts and payments were as follows:

	£
Total receipts	109,709
Total payments	38,822
Bank balance at 31/3/23	165,871
Cash in hand at 31/3/23	5

We are grateful for the financial support of the Department for Education and local partners via grants and project funding. This has enabled DPCC to offer opportunities for co-production participation, training, and peer support, as well as to work collaboratively with partners to produce information and resources for parent carers and families.

The charity ended the financial year with funds allocated as follows:

	£
Reserves	35,000
Unrestricted funds	3,876
Restricted funds	127,000
<b>Total</b>	<b>165,876</b>

### **Reserves**

Dorset Parent Carer Council aims to maintain reserves at a level necessary to function effectively for a period of 12 months, should financial difficulties occur beyond the control of the charity. This equates to our core costs relating to staffing, administrative expenses, information and digital resources, and parent carer support. If required, additional funding streams would be sourced to facilitate a seamless continuation of service to our members.

Amounts held in reserve have been allocated with due consideration of the following:

- An analysis of existing funds
- The reliability of current income sources and new income opportunities
- Expenditure on planned activities
- Future needs, contingencies, and risks
- Consequences of being unable to meet forecasted need.

There are no uncertainties about the charity as a going concern. There are sufficient funds in reserves to ensure continuity for twelve months after year end.

There are no funds in deficit at the year end.

**Statement of financial activities**

	31/03/2023	31/03/2022
	£	£
<b>Receipts</b>		
Dept. for Education	16,957	17,334
Dorset Council	15,000	30,000
NHS	640	2,000
Somerset Parent Carer Forum	112	0
NHS Dorset ICB (Autism in Schools project)	77,000	0
Public Health	0	50,000
Undeclared from prior year	0	2,178
<b>Total receipts</b>	<b>109,709</b>	101,512
<b>Payments</b>		
Staffing costs	24,327	25,420
Training	4,440	0
Meeting costs	473	652
Infrastructure costs	3,354	1,370
Resources, information development	692	931
Website charges/licences	945	939
Carer's remuneration	868	350
Other	1,914	1560
Carer expenses	1,809	553
<b>Total payments</b>	<b>38,822</b>	31,775
<b>Net receipts/payments</b>	<b>70,886</b>	69,737
Cash funds last year end	94,990	25,253
<b>Cash funds this year</b>	<b>165,876</b>	94,990

During this period, £77,000 was received from NHS Dorset for the Autism in Schools project. Expenditure for the project did not commence until after the year end, therefore this sum was held in restricted funds and allocated to the project for use in the year to 31 March 2024.

**Declaration**

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees:

Signature	
Full name	<b>Janet Lesley Mellor</b>
Position	<b>Chair</b>
Date	<b>03/11/2023</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Dorset Parent Carer Council

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1191487

Set out on page

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

Signed:

Date:

4 November 2023

Name:

Adele Russell

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

Member of the Institute of Chartered Accountants in England & Wales

Address:

AR Accounting (Dorset) Ltd

16 Fisherbridge Road, Weymouth

Dorset, DT3 6BT

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Signature	
Full name	<b>Janet Lesley Mellor</b>
Position	<b>Chair</b>
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Section A

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