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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Monday 6th March 2023

To all members of the Council Finance Committee: Councillor John Glover (Chair of Council & **Chair of Finance Committee**), Councillor David Pafford (Vice Chair of Council), Councillor Alan Baines (**Vice Chair of Finance Committee**), Councillors Richard Wood, Shona Holt, Robert Shea-Simonds & Councillor John Doel

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Monday 13th March 2023 at 7.00pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

YOU CAN ACCESS THE AGENDA HERE

Yours sincerely

Teresa Strange, Clerk



AGENDA

1. **Welcome & Housekeeping**
2. To receive **Apologies and approval of reasons given.**
3. a) To receive **Declarations of Interest**
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
4. To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (6a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
5. **Grant Aid:**
 - a) **Grant Aid policy:**
 - i. To note the Grant Aid policy and inclusion of additional clause following recommendation at last finance committee meeting (around returning funds if group fails or change of use request).
 - ii. To note that all successful organisations will be informed of the new clause upon receiving their grant award
 - b) To note budget provision for Grant Aid 2023/24
 - c) To consider request from 4 youth for a 3-year grant funding package starting from 2023/24
 - d) To consider Grant Aid applications for 2023/24
6. **Bowerhill Sports Field:**
 - a) To receive update following meeting with hirer and consider way forward
 - b) To consider fees and charges for the 2023/24 football season
7. **VAT:** To review research undertaken by officers regarding whether the council need to become VAT registered and consider the way forward
8. **Audit:**
 - a) To note 2nd Internal Audit visit for 2022/23 due 17th March
 - b) To appoint Internal Auditor for 2023/24
9. **Procurement Threshold Limits:** To note new limit of £30,000 (from £25,000) for use of Public Contracts Regulations 2015 and Standing Orders and Financial Regulations to be amended accordingly
10. **Weedspraying:** To approve quotation to undertake weedspraying around the parish

Copy to: All Councillors



MELKSHAM WITHOUT PARISH COUNCIL

GRANT AID POLICY

1. Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish.
2. A statement of the latest audited accounts must accompany the application. Grants may still be awarded if up to date accounts are not received but they will not be paid until satisfactory accounts are received.
3. No applications received after the closing date will be considered, no matter how worthy the cause. Closing date is 31st January.
4. Applications from individuals will not be accepted.
5. Applications from schools or PTAs will only be considered if the grant is to be used for non-educational purposes. Grants will not be given for any item that should be supplied by Local Education Authority.
6. Applications from national organisations may be accepted if there is a local branch that is used by residents of the parish and it can be proved that this benefits the residents of the parish.
7. Grants **may not** be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.
8. Under current legislation the council are unable to fund church buildings.
9. **The council reserve the right to request for any grant funds awarded to organisations back if it is found that the funds are not being used for the purpose of which it was awarded for or if an organisation closes within the year the grant was awarded. If organisations require the funds to be used for something different than what was originally applied for, they must seek approval from the parish council first.**

**Reviewed and updated by Finance Committee 9th January 2023
(min.333/22) - To include a clause (clause 9) around returning funds if
organisation fails or change of use request.**

Approved by Full Council 23rd January 2023

Budget Provision for Grant Aid 2023/24

S133 (Village Hall Grants)

£20,000

S137 Grants*

£17,000

S144 (Tourism)

£700

Community projects/ Match Funding reserve

£5,765.67

* Please note that the parish council now has the General Power of Competence (GPC) and so is no longer tied to a maximum amount of spend per year under s137 of the Local Government Act, however, the GPC is dependent on 80% of councillors being elected (not co-opted) at the time of the May 4 yearly elections, and as this may change in May 2025, its been agreed to keep this budget heading in case needed again in the future.

Extract from 4youth grant application

in attendance in 2023. Although 2022 is not yet over, we expect to have hosted a total of 587 young people to our youth clubs, of which 105 (96 youth club and 9 for TeenTalk) were residents of Melksham Without Parish. In total, these young people attended 1,024 sessions.

The last two years of covid-affected times have seen a great deal of turmoil as you would expect; however, the young people of Melksham Without have returned to the clubs and our TeenTalk service in ever-increasing numbers. The new anger management programme in partnership with Melksham Oak School will help yet more young people from the Melksham Without parish.

6. Amount of Grant requested: £...2,750 a year for three years.

We would like, once again, to ask Melksham Without Council to accept a request for a three-year funding package to ensure continuity of service delivery. The Charity is facing ongoing cost challenges, driven by higher inflation, and in particular huge increases in our heating and lighting costs. This is impacting severely on our budget and we would be grateful for a commitment for a 3-year funding package allowing us to plan effectively. In addition, we are requesting £2,750 this year, an increase of 10% on previous years to help us to fund the higher costs that we are facing.

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We will use the grant to support Melksham Without Younger People who will be able to attend our full range of services of youth clubs and TeenTalk including the new anger management programme delivered in conjunction with Melksham Oak School.

Monday

A youth club session for young people aged 13-25 with Special Educational Needs and Disabilities. Our members can meet young people from the local community and develop their social skills. We provide them with valuable practical learning opportunities and experiences that will help them in later life. We also have fun too, playing board games which helps some of our quieter members to interact with each other and staff, and the ever-popular karaoke which helps our young people to socialise with each other. The session is popular and has the support of parents/carers. One parent commented about Young Melksham the SEND sessions, *"It makes a huge difference to young lives and there's nowhere around like it. Especially the no limits clubs it's the only social life my 13 yr old has."*

Tuesday

A very popular session for young people aged 8-11 years. This supports the transition of young people from feeder primary schools to the main secondary school

TYPE	ORGANISATION	Awarded 2021/22	Awarded in 2022/23	Grant request received	A/Cs incl	Requested in 2023/24	Awarding in 2023/24	Budget 2023/24	Running Total against Budget	Comments
SECTION 133 GRANTS (HALLS)										
1	Other halls	Bowerhill Village Hall Trust	£3,000	£5,000	Yes	Yes	£5,000.00		£0	
2	Owned by MWPC	Shaw Hill Playing Field and Village Hall	£4,000	£7,000	Yes	Yes	£9,250.00		£0	
3	Other halls	Berryfield Village Hall	£500	£500	Yes	Yes	£2,500.00		£0	
4	Other halls	Whitley Reading Rooms	£1,500	£1,700	Yes	Yes	£800.00		£0	
	Other halls	The Rachel Fowler Centre	£250	Did not apply last year					£0	
SECTION 133 GRANTS (HALLS) total			£9,250	£14,200			£17,550.00	£0	£20,000	£0
SECTION 137 GRANTS										
5	Action Groups	Bowerhill Residents Action Group (BRAG)	£450	£450	Yes	Yes	£450.00		£0	
6	Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500	£500	Yes	Yes	£500.00		£0	
7	Action Groups	Community Action Whitley Shaw (CAWS)	Did not submit application last year	£500	Yes	Yes	£2,870.00		£0	
	Action Groups	Community Emergency Group (CAWS)	£160	Did not apply last year					£0	
Action Groups Total			£1,110	£1,450			£3,820.00	£0	£0	
8	Youth	1st Bowerhill Scout Group		£250	Yes	Yes	£1,800.00		£0	
9	Youth	4Youth (South West) - formerly Young Melksham	£2,500	£2,800	Yes	Yes	£2,750.00		£0	
10	Youth	2385 (Melksham) Squadron ATC	£350	£350	Yes	Yes	£500.00		£0	
	Youth	Girl Guiding UK	£0	£0					£0	
	Youth	FOF FC	£0	£0					£0	
11	Youth	1st Broughton Gifford and Holt Scout Group			Yes	Yes	£1,000.00		£0	
12	Youth	Shaw and Whitley Toddlers			Yes	Yes	£600.00		£0	
Youth Total			£2,850	£3,400			£6,650.00	£0	£0	
13	Support Groups	Group Five	£400	£400	Yes	Yes	£1,000.00		£0	
14	Support Groups	Melksham PHAB Club	£250	£250	Yes	Yes	£500.00		£0	
	Support Groups	Relate Mid Wiltshire	£500							
	Support Groups	Melksham Read Easy	£200	£250					£0	
	Support Groups	Wiltshire Mind			Not submitting this year					
	Support Groups		£500	£300					£0	
	Support Groups	Wiltshire Sight	£350	£350					£0	

15	Support Groups	Wiltshire Air Ambulance	£500	£500	Yes	Yes	£500.00		£0	
16	Support Group	HELP Counselling Services	£200	£200	Yes	Yes	£180.00		£0	
17	Support Group	Life Education Centres Ltd Wiltshire	£300	£300	Yes	Yes	£1,000.00		£0	
	Support Group	Melksham Community Money Advice	£200	£200					£0	
18	Support Group	Age UK Wiltshire		£200	Yes	Yes	£400.00		£0	
19	Support Group	Stepping Stones.		£200	Yes	Yes	£1,000.00		£0	
20	Support Group	Wiltshire Citizens Advice		£0	Yes	Yes	£1,500.00		£0	
	Support Group	Wiltshire Search and Rescue		£0					£0	
	Support Group	Carer Support Wiltshire		£0					£0	
21	Support Group	Alzheimer's Support		£200	Yes	Yes	£500.00		£0	
22	Support Group	Rainbow Day Centre ,elksham			Yes	Yes	£400.00		£0	
23	Support Group	Meadowbrook (Wiltshire) CIC			Yes	NO	£900.00		£0	Have spoken to organisation- 28.02.23 and will send over accounts as soon as they can
24	Support Group	FearLess Charity (Formally Splitz Support Service)		£500	Yes	Yes	£750.00		£0	
	Support Group	Age Friendly Melksham CIC	£1,000	£200					£0	
	Support Groups Total		£4,400	£4,050			£8,630.00	£0	£0	
25	Community	Melksham Food & River Festival			*Didn't happen in 20/21 due to					
				£200	Yes	Yes	£600		£0	
26	Community	Melksham SixtyPlus Club								
					Yes	Yes	£1,000.00			
	Community			£0					£0	
27	Community	Shaw & Whitley Community Hub Ltd								Please note: In the grant application this organisation makes reference to giving out grants to three local community groups in April 22, this is against the grant aid policy. Clause 7 'Grants may not be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.'
			£750	£250	Yes	Yes	£10,000.00		£0	
	Community	Proud Melksham		£0					£0	
28	Community	that meeting space administered by GoodNews Church			Yes	Yes	£500.00		£0	
	Community	Friends of Shurnhold Fields		£0					£0	
	Community	Beanacre Community Group		£0						
	Community Total		£750	£450			£12,100.00	£0	£0	
29	Community Info	Shaw & Whitley Connect								
			£250	£0	Yes	Yes	£250.00		£0	
	Community Info Total		£250	£0			£250.00	£0	£0	

	Transport	Melksham Rail Users Group	£350							
30		TransWilts CIC								
	Transport		£3,000	£2,000	Yes	Yes	£2,000.00			£0
	Transport Total		£3,350	£2,000			£2,000.00	£0		£0
31	Clubs	AFC Melksham (Disabled)	£250	£300	Yes	Yes	£300.00			£0
		Melksham Free Dining		£100						£0
32	Clubs	Melksham Gardeners' Society	£200	£200	Yes	Yes	£200.00			£0
33	Clubs	Melksham Amateur Swimming Club	£340	£250	Yes	Yes	£340.00			£0
34	Clubs	Shaw & Whitley Friendship Club	£400	£400	Yes	Yes	£450.00			£0
35	Clubs	Shaw & Whitley Garden Club	£150	£150	Yes	Yes	£250.00			£0
	Clubs	Melksham Cricket Club	Did not submit an application last year	£200	Not applying this year					£0
36	Clubs	Melksham WI		£100	Yes	NO- Accounts to be provided in due course	£250.00			£0
37	Clubs	Wiltshire Youth Canoe Club (WYCC)		£500	Yes	Yes	£1,017.00			£0
38		Whitley Cricket Club			Yes	Provided bank statement	£300.00			£0
	Clubs	Melksham Rugby Club	£500	£300						£0
	Clubs Total		£1,840	£2,500			£3,107.00	£0		£0
	Section 137 GRANTS Total		£14,550	£13,850			£36,557.00	£0	£17,000	£0
	SECTION 144 GRANTS (TOURISM)									
39	Tourism	Melksham Tourist Information Centre	£600	£600	Yes	Yes	£600.00			£0
	Tourism Total		£600	£600			£600.00	£0	£700	£0
	Grand Total		£24,400	£28,650			£54,707.00	£0	£37,700	£0

03.03.23- Have chased organisation for accounts

Have queried with organisation, however only have a bank statement.

MELKSHAM WITHOUT PARISH COUNCIL

Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire SN12 6TL
Tel/Fax: 01225 705700
Email: finance@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Bowerhill Village Hall Trust
2. Name to which cheque should be paid to, if different from above: as above
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:

4. Is your work National/Countywide/District/Locally based?

Local

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

A significant number of local residents use the Village Hall facility both on a Private Hire basis and also as part of regular user groups such as Scouts, Slimming World, Baby and Toddler groups, Age UK, Alzheimer's Support, PHAB, and Yoga. The hall is also the venue for Melksham FREE Dining which is very successful.

The flooring of the Hall is damaged and experts have told us that it cannot be patched but needs to be replaced in full. The damage is a trip hazard and users would benefit greatly from the flooring being replaced. This will also keep the facility modern and well maintained.

6. Amount of Grant requested: £...5000...
7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will

be completed, along with details of how this benefits residents of the Parish (for example number/percentage of people taking part in your organisation or activities who live in Melksham Without).

The grant is requested for replacing the flooring in the main hall and 2 meeting rooms, three quotes from two local suppliers (2 quotes for all the work, one for just supply and fit) have been received, ranging from £11250 to £14255.

The grant would mean that all users many of which are local organisations would benefit from a safe well-maintained facility.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£5000	successful
Town & Parish councils	£5000	successful
Any other body	None	

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Since the pandemic restrictions have been lifted the Village Hall has re-opened its doors to both regular users and private booking to generate income to help support itself.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:
www.bowerhillvillagehall.org.uk

Signature:

Date: 29 Jan 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will not be presented until Spring, details to be confirmed.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	

Email Address	
Signature	
Date	29 January 2023



Accountancy Services Limited

1st Floor Mitsubishi Building
Western Way, Melksham
SN12 8BY



Tel: 01225 705758

rachael@anaccountancy.com

Bowerhill Village Hall Trust
Register Charity Number: 297945

I have examined the books of Bowerhill Village Hall Trust and certify that the Balance Sheet and Income and Expenditure Account to be in accordance herewith.

G J Hulbert

Graham Hulbert

A & N Accountancy Services Ltd

25th May 2022

Bowerhill Village Hall Trust

Balance Sheet

As of March 31, 2022

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Savings	19,951.93
Treasurers Account (0296)	15,252.90
Total Cash at bank and in hand	£35,204.83
Debtors	
Debtors	-25.00
Total Debtors	£ -25.00
Current Assets	
Stock Asset	0.00
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£35,179.83
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	38.00
Total Trade Creditors	£38.00
Current Liabilities	
Accruals	-173.53
Booking deposit	435.00
Key Deposits	650.00
Payroll Liabilities	
HMRC	77.00
Total Payroll Liabilities	77.00
Total Current Liabilities	£988.47
Total Creditors: amounts falling due within one year	£1,026.47
NET CURRENT ASSETS (LIABILITIES)	£34,153.36
TOTAL ASSETS LESS CURRENT LIABILITIES	£34,153.36
TOTAL NET ASSETS (LIABILITIES)	£34,153.36
Capital and Reserves	
Opening Balance Equity	0.00
Retained Earnings	24,523.66
Profit for the year	9,629.70
Total Capital and Reserves	£34,153.36

Bowerhill Village Hall Trust

Profit and Loss

April 2021 - March 2022

	TOTAL
Income	
Donations and legacies	11,477.80
Grant	2,667.00
Services	16,485.30
Uncategorised Income	455.93
Total Income	£31,086.03
Cost of Sales	
Cost of sales	-287.76
Total Cost of Sales	£ -287.76
GROSS PROFIT	£31,373.79
Expenses	
Advertising/Promotional	31.32
Cleaning and Security	160.99
Community Charge	125.00
Computer Costs	153.91
Electricity	1,468.00
Gas	807.33
Insurances	1,024.18
Office/General Administrative Expenses	3,033.19
Other Miscellaneous Service Cost	173.53
Other Professional Services	2,386.25
Payroll Expenses	
Taxes	17.84
Wages	7,208.03
Total Payroll Expenses	7,225.87
Purchases	-37.50
Rent or Lease of Buildings	305.34
Repair and maintenance	1,793.30
Security	1,620.00
Telephone and WiFi	1,021.57
Uncategorised Expense	148.20
Water	304.78
Total Expenses	£21,745.26
NET OPERATING INCOME	£9,628.53
Other Income	
Lloyds Bank Savings Account	1.17
Total Other Income	£1.17
NET OTHER INCOME	£1.17
NET INCOME	£9,629.70



[REDACTED]
[REDACTED]
[REDACTED]

Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Monday 30th January 2023

**APPLICATION FOR GRANT AID 2023 AND REPORT OF GRANT AID 2022
EXPENDITURE**

Dear Chairman and Councillors

I am writing on behalf of the Shaw Hill Playing Field and Village Hall committee to thank you and update you on how we have spent the funding that you kindly provided the Hall in 2022 to help sustain what is an important community facility. In addition, the application for grant aid in 2023 is enclosed at Annex A.

We are also grateful to the support to the trust from our new Council representative, Councillor Patachionla. The committee remains positive about the future and the increased bookings this year, shows that the hall continues to be a viable and popular facility.

In 2022 we faced a significant challenge to our finances with a survey report that indicated significant structural repairs required to the western end of the Hall. The co-ordination took a significant effort from the committee and we were in-debited to the support of a local non-trustee and new Councillor, Mr Peter Richardson. In addition we had to unexpectedly replace our range cooker, which was a significant outlay, at £2539.

We originally applied for the following from Melksham Without Parish Council:

- | | |
|-----------------------------------|---------|
| - Offset filed maintenance costs: | £ 3,500 |
| - Structural Repairs to the Hall: | £ 5000 |
| - Security System: | £ 500 |

Whilst we are yet to install the security system, we have scoped the options and will seek to do this when the weather improves. Our new councillor has proven to be good advisor in this area. I can confirm that the remaining grant was indeed spent as we intended with the bulk of the funds used sustain the pitch for use by local football teams and fix the gable end wall. The latter required additional funding from the Wiltshire Area Board,

Whilst we have increased our charges by a small amount, improved management of our refuse management to reduce costs and changes in the hall booking system this still does not cover the higher costs of certain services and our desire to make the hall facilities accessible to a wide community grouping of local clubs and societies. As a result, this year we will continue to use the grant to offset the pitch maintenance, Legionella preventative testing, insurance and we have also put in a bid in to replace the kitchen cupboard doors that have started starting to deteriorate along with funding to redecorate inside of the hall.

I trust that this letter has furnished you with the necessary evidence that you require, if not please let me know what additional information that you require.

Yours Faithfully

Annexes:

- A. Application Grant Aid 2023.
- B. Accounts for 2021.

MELKSHAM WITHOUT PARISH COUNCIL

Sports Pavilion, Westinghouse Way
Bowerhill, Melksham Wiltshire SN12 6TL
Tel/Fax: 01225 705700
Email: finance@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **Shaw Hill Playing Field and Village Hall (working name -Shaw Village Hall) and Charity Number (Registered Charity No. 305550)**
2. Name to which cheque should be paid to, if different from above: **N/A**
3. Name and Address of Correspondent: [REDACTED]
[REDACTED]
Telephone number: [REDACTED]
4. Is your work ~~National/Countywide/District/~~ **Locally based.**
5. How will the grant benefit Melksham Without residents? **The playing field and village hall property is held in trust for the benefit of and the use of the inhabitants of Melksham Without Parish Council.**
6. Amount of Grant requested: **£9,250.00.**
7. Purpose for which grant is required. **The grant, if awarded, will be used for the following purposes:**

Amount	Description	Justification
£3000	Field Maintenance costs	Offset the difference between the cost of maintaining the playing field, football pitch, mown area and boundaries (£4,152) and income from football pitch hire (£1060). However, due to the poor weather income has been reduced in January.
£2000	Refurbishment of the Kitchen	The kitchen units are getting tired and starting to deteriorate. The funding will allow work surfaces to be renewed and draw/cupboard fronts replaced.
£2000	Paint the interior of the hall.	The high ceilings and walls mean that painting of the main hall is beyond the capability of the trustees.
£1250	Legionella Costs	This is now paid annually and the exact figure is £1251.38.
£1000	Insurance	This is paid as a single annual charge for £1049 paid in Apr 22.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£5,500	£5,500
Melksham Without Parish council	£7,000	£7,000
Any other body:		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Increased Charges. Hall and Football pitch-hire charges have been increased again this year and pitch hire is on the uptake. However, pitch maintenance costs continue to significantly outstrip the volume of revenue that we can reclaim from local sports clubs that use it. The pitch remains in remarkably good condition considering the weather and a 3G¹ pitch, whilst being an option, would require significant investment, would need a completely different business model and be a detrimentally change to the character of the site away from being a green area.

Area Board Application. To provide additional funding for the gable wall repairs an application was made to the area board.

Regular Maintenance. Whenever possible members of the committee carry out minor tasks that would otherwise be contracted out There have been challenges with getting volunteers during the pandemic but we have some new support on the committee and hope that will help generate a wider pool of volunteers. We are also using local resources (eg solicitor) to help reduce costs where they can.

CAWS. The committee work with the Community Action for Whitley and Shaw (CAWS) who are the main fund raising body for the community. CAWS provided the backbone of the team organising the Jubilee Fete which has been the main fundraising effort and help provide funds, £500, for the procurement of the new cooker.

10. If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:

<https://www.facebook.com/shawvillagehall/>

New Hall Booking System:

<https://hallbookingonline.com/shaw>

Signature:

¹ 3rd Generation

AUDITED SHAW VILLAGE HALL ACCOUNTS FOR 2021

Shaw Village Hall and Playing Field
Statement of Income and Expenditure
1 January 2021 to 31 December 2021

	2021	2020		2021	2020
	£	£	Expenses	£	£
Balance at start of the year					
Current Account	590.03	418.89	Hall Maintenance	1,428.35	2,535.20
Savings Account	11,110.98	19,104.86	Pitch Maintenance	4,168.49	4,145.04
	11,701.01	19,523.75	Building work	540.00	1,227.60
Receipts			Electricity	780.00	780.00
Regular Hall Hire	5,939.00	4,206.00	Gas	1,602.36	1,944.53
Ad-Hoc Hall Hire	1,141.00	420.00	Water	156.50	158.47
Field hire	1,060.00	709.00	Aquasafe	1,548.00	2,268.00
Equipment Hire	0.00	0.00	B.T.	392.00	474.00
Fundraising/Summer Fete	0.00	0.00	Waste Disposal	561.52	348.74
Parking donation	0.00	50.00	Wilts Council (Tax)	0.00	0.00
Grants	9,900.00	3,500.00	Cleaner	1,917.50	1,470.00
Bank Interest	1.31	6.12	Cleaning/minor maint costs	210.62	166.60
Transfers between A/cs:			Insurance	1,063.10	1,035.89
16/02/21	111.17		MWPC Rent	10.00	10.00
25/02/21	300.00		Accountant	90.00	90.00
15/03/21	450.00		CAWS donation	0.00	0.00
25/03/21	1,250.00		Stationery/Postage	36.48	38.79
19/04/21	125.00		Bank charges	0.00	21.00
14/05/21	500.00				
06/01/2021	150.00				
06/03/2021	70.00				
15/06/21	70.00				
28/06/21	750.00				
07/09/2021	650.00				
16/09/21	300.00				
10/04/2021	250.00				
11/05/2021	900.00				
16/11/21	400.00				
20/12/21	550.00				
	6,826.17	8,891.12		14,504.92	16,713.86
			Balance at 31st December		
	18,041.31		Current Account	1,051.28	590.03
			Savings Account	14,186.12	11,110.98
				15,237.40	11,701.01

Shaw Village Hall Treasurer's Report

1 January 2021 to 31 December 2021

Introduction

I present the accounts for Shaw Village Hall and Playing Field Management Committee for the year 2021. The accounts show by way of comparison, the corresponding figures for the previous accounting period. Roger Hatherall has audited them and has confirmed they are a true and accurate record of transactions.

Income from Hall Hire. With the easing of restrictions, income from the hire of the hall during 2021 steadily increased. Although still down on 2019 figures, Regular Hall Hire e.g. Preschool and Friendship Club increased by £1,700. Income from Ad-hoc Hall Hire for parties also increased from £420 in 2020 to £1,141 in 2021.

Income from Pitch Hire. Income from Football matches is also steadily increasing. Although there was just a slight increase between 2020 and 2021, it is anticipated this year's income will be very close to that of 2019.

Playing Field Maintenance. No change in Field Maintenance costs which are approximately £4,000 per year. Fortunately this expenditure compared with income from football is offset by an annual grant from Melksham Without Parish Council.

Building Work/Hall Maintenance/Equipment. Being advised that there was potential repair required in the attic area which houses the new water tank, we employed the services of Paul Kaipah Estates to carry out a full survey, costing £540. The most significant finding from the survey was that the left gable wall is unsafe due to subsidence. Immediate action was taken by putting up scaffolding. The repair of the wall was put out to tender and we have accepted the most reasonable which will cost approximately £11,000. We have received offers of support from various organisations so are confident we will not have to bear the brunt. Having showers in the changing rooms and having a duty of care to those using them, 2020 saw the employment of the services of a company called Aquasafe, mainly to do a Legionella Risk Assessment. Acting on their advice we replaced the main water tank and flooring in the loft area at a cost of £1,183. Throughout 2021 they have continued to monitor water temperatures.

Grants/Fundraising We were successful in securing a grant from MWPC of £4,000 in 2021. After the losses we suffered in 2020 we were very fortunate in being awarded a total of £5,900 in grants by Wiltshire Council. These came in the form of Local Area Restriction grants, which we assume were awarded where it was seen that organisations suffered significant losses during Lockdown.

There was no fundraising.

Hall Insurance We put in a claim for loss of income during 2020, especially as we had to pay normal expenses such as field maintenance, BT and utilities. This was hastened last September but to date we still haven't heard what is happening to the claim. I will contact the company again.

BT
Broadband.

The cost for BT includes the hall

Conclusion 2020 saw a very worrying time with Shaw Village Hall finances. With expenses showing an increase and such a big drop in income, it wasn't surprising that our final accounts for 2020 were £9,550 down on 2019. However, with regular income resuming and grants from both Melksham Without Parish Council and Wiltshire Council we are on track to getting back to normal.

**Shaw Village Hall and Playing Field
Statement of Income and Expenditure
1 January 2021 to 31 December 2021**

	2021	2020		2021	2020
<u>Balance at start of the year</u>	£	£	<u>Expenses</u>	£	£
Current Account	590.03	418.89	Hall Maintenance	1,428.35	2,535.20
Savings Account	<u>11,110.98</u>	<u>19,104.86</u>	Pitch Maintenance	4,168.49	4,145.04
	<u>11,701.01</u>	<u>19,523.75</u>	Building work	540.00	1,227.60
<u>Receipts</u>			Electricity	780.00	780.00
Regular Hall Hire	5,939.00	4,206.00	Gas	1,602.36	1,944.53
Ad-Hoc Hall Hire	1,141.00	420.00	Water	156.50	158.47
Field hire	1,060.00	709.00	Aquasafe	1,548.00	2,268.00
Equipment Hire	0.00	0.00	B.T.	392.00	474.00
Fundraising/Summer Fete	0.00	0.00	Waste Disposal	561.52	348.74
Parking donation	0.00	50.00	Wilts Council (Tax)	0.00	0.00
Grants	9,900.00	3,500.00	Cleaner	1,917.50	1,470.00
Bank Interest	1.31	6.12	Cleaning/minor maint costs	210.62	166.60
<u>Transfers between A/cs:</u>			Insurance	1,063.10	1,035.89
16/02/21	111.17		MWPC Rent	10.00	10.00
25/02/21	300.00		Accountant	90.00	90.00
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19/04/21	125.00		Bank charges	0.00	21.00
14/05/21	500.00				
06/01/2021	150.00				
06/03/2021	70.00				
15/06/21	70.00				
28/06/21	750.00				
07/09/2021	650.00				
16/09/21	300.00				
10/04/2021	250.00				
11/05/2021	900.00				
16/11/21	400.00				
20/12/21	550.00				

6,826.17	<u>8,891.12</u>		<u>14,504.92</u>	<u>16,713.86</u>
<u>18,041.31</u>		Balance at 31st December		
		Current Account	1,051.28	590.03
		Savings Account	<u>14,186.12</u>	<u>11,110.98</u>
			<u>15,237.40</u>	<u>11,701.01</u>

MELKSHAM WITHOUT PARISH COUNCIL

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Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Berryfield Village Hall
2. Name to which cheque should be paid to, if different from above: Berryfield New Village Hall
3. Name and Address of Secretary/Correspondent:

[Redacted Name and Address]

Telephone number: TBC
Email: [Redacted]

4. Is your work National/Countywide/District/Locally based?
Locally based
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

The Berryfield Village Hall Trust is a newly registered Charitable Incorporated Organisation set up to establish and run the village hall for the benefit of residents of Melksham Without Parish Council and the wider Melksham area to provide facilities for recreation or other leisure time pursuits. The hall will be available for use weekdays and weekends between the hours of 8am to 10pm.

6. Amount of Grant requested: £2,500 (financial accounts to follow)

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The grant will help fit out the new building and enable it to attract multiple usage. As the building is new, we will be starting from scratch and will require all necessary equipment, fixtures and fitting e.g. Audio visual equipment (projector and screen), blinds/ curtains, vacuum, media equipment e.g. Microphone and stand.

Prior to the opening of the Village Hall we have had a lot of interest from local residents and community groups who would like to use the village hall on a one off and recurring weekly basis. The grant will enable us to purchase the above items and will ensure the local community will have what they need when they use the village hall.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£2,233	Granted
Town & Parish councils		
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

At this early stage, the Trust be using some start-up funding approved by MWPC in January 2023 to help with running costs, and in future will benefit from any donations and revenue received from community group lettings and private hire.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature: 

Date: 27/01/23

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement




In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	

Email Address	a [REDACTED]
Signature	[REDACTED]
Date	27/01/2023

Berryfield Village Hall
Accounts to 31st December 2022

Income & Expenditure

	Unrestricted	Restricted	2022
Income			
Hirers fees	411		411
Grants	500	2233	2733
	911	2233	3144
 Expenditure			
Electricity	546		546
Water	34		34
Insurance	332		332
Maintenance	197		197
Subscriptions	45		45
	1154	0	1154
Surplus / (Deficit)	-243	2233	1990

Balance sheet

	2022	2021
Assets		
Bank	2837	847
	2837	847
Net Assets	2837	847
 Reserves		
Unrestricted	605	847
Restricted	2233	0
	2837	847
Total reserves	2837	847

MELKSHAM WITHOUT PARISH COUNCIL

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Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: THE WHITLEY READING ROOMS

2. Name to which cheque should be paid to, if different from above:

3. Name and Address of Secretary/Correspondent:

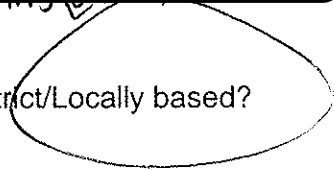
[Redacted Name and Address]

POST

Telephone number: [Redacted]

Email: [Redacted]

4. Is your work National/Countywide/District/Locally based?



5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

NICER FOR SERVING AND PUBLIC FUNCTIONS

6. Amount of Grant requested: £ 800 : 00

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

TO REPLACE ALL The odd mismatched crockery.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	£1,700	Granted
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Privacy Statement

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I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED] @ 00 011 . COM
Signature	[REDACTED]
Date	23/1/23

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

A large black rectangular redaction box covering the signature.

Date:

23/1/23

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Whitley Reading Rooms - Income & Expenditure Account 2021

Balance Sheet

	2021	2020
Opening Balance as at 1st January		
Current Account	£1,938.74	£2,756.39
Emergency Repair Account	£11,519.63	£13,514.99
Petty Cash	£63.12	£63.12
Cash in Hand	£13,521.49	£57.00
		£16,391.50

Income

Hall Hire		
Ad hoc Bookings	£255.28	£41.00
Community Café	£0.00	£90.00
Dancing - Salter	£455.10	£299.00
Dancing - Harris	£16.00	£0.00
Dancing - Stockell	£120.00	£187.50
Fitness - Swain	£65.00	£225.00
Pilates - Jones	£620.00	£442.50
Qigong - Rawstrone	£131.00	£150.00
Sewing Group - Bates	£0.00	£157.50
Toddlers Group	£203.00	£150.00
Whitley Art Group	£178.50	£202.50
WI	£17.00	£15.00
Yoga - Morley	£37.50	£165.00
Yoga - Seager	£221.00	£225.00
	£2,319.38	£2,350.00
Wiltshire Council - Polling Station	£390.00	£0.00
Interest	£1.14	£4.64
WiFi & Telephone paid by MWPC	£316.80	£454.66
Grants	£1,500.00	£1,000.00
Whitley Players Donation	£0.00	£216.16
	£2,207.94	£1,675.46
	£4,527.32	£4,025.46

Total Income

£18,048.81

£20,416.96

Expenditure

Cleaning	£420.00	£422.99
Covid Equipment	£0.00	£172.64
Electricity	£312.12	£408.77
Gardening	£160.00	£187.00
Gas	£210.71	£618.59
Insurance	£518.16	£497.32
Maintenance	£73.07	£886.35
New Equipment	£0.00	£3,005.88
Safe Custody	£0.00	£0.00
Water	£204.54	£162.65
Window Cleaning	£120.00	£120.00
WiFi & Telephone	£316.80	£390.31
Fire Extinguisher Check	£70.80	£22.97
	£2,406.20	£6,895.47

Total Expenditure



Closing Balance as at 31 December

Current Account	£4,121.84	£1,938.74
Emergency Repair Account	£11,520.77	£11,519.63
Petty Cash	£0.00	£63.12
	£15,642.61	£13,521.49

Total Expenditure

£18,048.81

£20,416.96


 By:  Examiner
 23rd May 2022.

MELKSHAM WITHOUT PARISH COUNCIL

Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire SN12 6TL
Tel/Fax: 01225 705700
Email: finance@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

APPLICATION FOR GRANT AID

1. Name of Organisation:

Bowerhill Residents Action Group

2. Name to which cheque should be paid to, if different from above:

3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?

Locally based

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

The grant will benefit any resident of Bowerhill as follows:

- *Maintenance of the bridle-path running from Bowerhill Lane to the Kennet & Avon Canal including grass cutting, hedge trimming, tree planting, de-littering and weeding.*
- *Maintenance of the drainage ditch along the bridle-path including grass cutting, hedge trimming and unblocking.*
- *Maintenance of the picnic area including grass-cutting, weeding, de-littering, new planting, maintenance of the noticeboards*
- *Litter picking across the village especially in hotspots around Tesco, The Pilot, Falcon Way, Bowerhill Primary School and bus stops.*
- *Monitoring litter bins and ensuring that they are being emptied regularly and identifying reporting fly-tipping.*

- *Identifying areas of the village that could benefit from re-wilding or additional planting such as additional trees, shrubs and bulbs.*
- *Managing the new Brabazon Way wilding area.*

6. Amount of Grant requested: £450

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The Grant will pay for below:

- *Public liability insurance: £252*
- *Hall Rental (or zoom license): £150*
- *Consumables: Fuel for machinery, compost, paint, Chippings*

The grant will be used to cover a whole year of support of BRAG. The organisation has a committee/volunteer base of approximately 20 people but their work benefits the whole village community of Bowerhill.

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

As we have emerged from the Coronavirus the group has had only limited fundraising opportunities.

The new committee hope to improve this over the coming year with new feather banners and collection boxes in a hope that donations and volunteering can be expanded.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:

Currently we don't have a specific Website, only a Facebook page:

[Bowerhill Residents Action Group | Melksham | Facebook](#)

Signature:

Date:

10/1/2022

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2022.

Please note: Grant awards will not be presented until Spring, details to be confirmed.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

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I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	

BOWERHILL RESIDENTS ACTION GROUP
Statement of Accounts for the year 3rd Nov 2021 to 31st Dec 2022

INCOME		
17-Jan-22	SEEND PARISH COUNCIL DONATION	£50.00
17-Jan-22	CASH DONATION	£5.00
02-Feb-22	SHELL GRANT	£350.00
06-Apr-22	MELKSHAM WITHOUT PARISH COUNCIL GRANT	£450
	Total:	£855.00
EXPENDITURE		
12-Nov-21	ZURICH INSURANCE	£251.77
05-Jan-22	COLIN BUSH – NEW STRIMMER	£329.00
09-Mar-22	COLIN BUSH – FUEL	£64.51
11-Apr-22	JOHN MOORE SPORTS – PICNIC TEAM JACKETS	£92.99
06-Jun-22	COLIN BUSH – FUEL	£46.01
06-Jun-22	COLIN BUSH – OIL	£6.48
08-Jul-22	COLIN BUSH - GREASE	£7.20
08-Jul-22	COLIN BUSH – FUEL	£52.48
12-Sep-22	JENNY BUTCHER – PAINT/GRABBER	£16.99
06-Oct-22	ZURICH INSURANCE	£251.77
21-Oct-22	COLIN BUSH – SERVICING	£89.52
13-Dec-22	SHARON PIKE – SEEDS	£15.50
	Total:	£1,224.22
	Balance Carried Forward	£3,120.43
	Income less Expenditure	-£369.22
	Current Account Standing Balance (31 DEC 22)	£2,751.21

Statement prepared by [REDACTED] 16th Jan 2023

MELKSHAM WITHOUT PARISH COUNCIL

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Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: *Berryfield + Semington Road Action Group (BASRAG)*
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Telephone number: [REDACTED]
Email: [REDACTED]
4. Is your work National/Countywide/District/Locally based?
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**
BASRAG is the prime community organisation in the Berryfield area and seeks to inform and encourage local residents to connect and be involved through the distribution of the 'Berryfield Buzz' newsletter and staging of local events.
6. Amount of Grant requested: £...*500*.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

BASRAQ is the driving force behind local community events and is anxious to receive activities which have been popular with residents and promote them to the expanding population of the area.

Funding will be needed to promote the 'Berry field Buzz' newsletter, recruit more members to the Action Group and pay for equipment for Fun Day events and children's craft days.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).


8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils		
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Unable to hold fundraising events due to
Covid Pandemic

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature: 

Date: 27th January, 2023 .

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Application: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement






In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	27/1/2023

BERRYFIELD & SEMINGTON ROAD ACTION

AP0119

	Date	Item	Source	Receipts	Withdrawals	Balance
1	03/04/19	BALANCE B/F	763		Balance brought forward	6038.65
2	31/12/19	Cash	763	120.00		6158.65
3	01/04/20	Interest	H/0	45.51		6204.16
4	07/04/20	Cheque 1	763	500.00		6704.16
5	01/04/21	Cash	763		500.00	6204.16
6	01/04/21	Interest	H/0	10.05		6214.21
7	09/08/21	Cheque 1	763	500.00		6714.21
8	01/04/22	Interest	H/0	7.12		6721.33
9	05/04/22	Cheque 1	763	500.00		7221.33
10						
11						
12						

MELKSHAM WITHOUT PARISH COUNCIL
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire SN12 6TL
Tel/Fax: 01225 705700
Email: finance@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **Community Action Whitley and Shaw (CAWS).**
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number: [REDACTED]
Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based? **Our work is locally based.**
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish. See below.**

6. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

Item 1 - Improving Road Safety in Shaw and Whitley

CAWS is keen to improve road safety in Shaw and Whitley and is in discussion with MWPC about a number of initiatives to that end including potential improved signage, and adjustments to speed limits, reducing congestion outside Shaw School and increasing parking and speeding enforcement.

It is clear to CAWS that the deployment of SIDs and Speedwatch cameras in our area is very helpful and we are keen to increase the tempo and visibility of those deployments. CAWS is prepared to invest in new equipment if that investment can be shared with MWPC, revised (SID) locations are considered and ongoing maintenance/logistics is provided by MWPC's approved contractor in accordance with Wiltshire Council policy.

For the purposes of this application we have assumed that the cost of a SID and the cost of an Automatic Speedwatch Camera are roughly the same but please note that we only propose to move forward with one or the other at this stage.

We would expect the project to be delivered in calendar year 2023.

Item 2 – Topography Signs

We are keen to erect 2 new Topography Lectern Signs, one at the top of Littleworth Lane and one at Shaw Playing Field. These signs will provide residents and visitors with maps and information about footpaths, local history and points of interest. We would expect to include a QR code to link to the Wilts dynamic map, MWPC and CAWS logos and with language that the project is jointly sponsored by these organisations.

Sign content will be developed by CAWS volunteers and information collected may also be used to support the development of a local history booklet. Detailed design work will be completed by the sign manufacturer.

We would expect the project to be delivered in calendar year 2023.

Benefits to residents living in the Melksham Without Parish

Item 1 – Road Safety	Item 2 – Topography Signs
Improving the safety of drivers and pedestrians on the busiest roads in our communities.	Raising awareness of local footpaths, history and points of interest so as to improve community cohesion and promote a sense on connectivity.
Encouraging more people to feel comfortable to walk and exercise in our communities, including children travelling to and from Shaw School.	Encouraging residents and visitors to explore the local area and enjoy our open green spaces.
To support the reduction of noise and pollution, promote energy efficiency and a positive impact on climate change.	Fostering links between the local communities and raising the profile of those communities and the rural hinterland that so much contributes to the health and wellbeing of the wider community area.
	Providing a project that residents and others can be involved in to share their knowledge and memories.

7. Amount of Grant requested: £2,870.00

Item	50% CAWS Contribution	50% Grant Requested	Total
SID or Automatic Speed Camera	£1,250	£1,250	£2,500
New Poles and Sockets x 2	£400	£400	£800
Topography Signs x 2 (quote received from Shelley Signs)	£1,220	£1,220	£2,440
Total	£2,870	£2,870	£5,740

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	N/A	N/A
Melksham Town Council	N/A	N/A
Any other body	N/A	N/A

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

CAWS will fund its 50% share of the costs from monies raised at the 2022 Jubilee Fair. Other community projects are also being developed by CAWS, utilising this 2022 funding, that will not be the subject of a grant application at this time.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:

Signature 

Date: 31 January 2023.

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will not be presented until Spring, details to be confirmed.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	31 January 2023

COMMUNITY ACTION WHITLEY & SHAW
Accounts for the year ended 31st December 2021

Balance Sheet

	2021	2020
Current assets		
Current account	£ 3,641.35	£ 6,131.53
Total net assets	<u>£ 3,641.35</u>	<u>£ 6,131.53</u>
Represented by:		
Unrestricted funds	£ 2,704.59	£ 3,016.77
Provision	£ 500.00	£ 500.00
Reserved Recreation	£ 0.17	£ 2,338.17
Restricted funds CEG	<u>£ 436.59</u>	<u>£ 276.59</u>
	<u>£ 3,641.35</u>	<u>£ 6,131.53</u>

Analysis of funds

	Unrestricted funds	Reserved Recreation	Restricted funds CEG	Total 2021
Funds as at 1st January 2020	£ 3,516.77	£ 2,338.17	£ 276.59	£ 6,131.53
Deficit/surplus during year	-£ 312.18	-£ 2,338.00	£ 160.00	-£ 2,490.18
Funds as at 31st December 2020	<u>£ 3,204.59</u>	<u>£ 0.17</u>	<u>£ 436.59</u>	<u>£ 3,641.35</u>

The restricted funds are provided to cover expenses of the Community Emergency Group. At the end of the financial year the fund stood at £437


In 2021 £2338 was paid to MWPC from the Reserved Recreation funds towards the provision of new equipment on Shaw Village Hall Playing Field

Within the Unrestricted funds is a provision of £500 to cover insurance excess in the event of vandalism.

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:

1. the accounting records were not kept in accordance with section 130 Of the Charities Act;
- or 2. the accounts did 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 respect of this report in order to enable a proper understanding of the accounts to be reached.

Signed



Name



Date... 16/6/2021 .

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: 1st Bowerhill Scout Group
2. Name to which cheque should be paid to, if different from above: Bowerhill Scout Group
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?
Local covering Bowerhill, Berryfields, Shaw, Whitley, Melksham and surrounding villages
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**
At Bowerhill Scouts, we have a long tradition of encouraging external activities, with 60% of activity time spent outdoors appreciating the local environment, promoting personal growth, whether physically, mentally, spiritually or within the community and environment.

We have 70+ young people from Bowerhill, Berryfields, Shaw & Whitley, Semington and Melksham learning new skills and facing exciting challenges.

The group performs both indoor and outdoor activities and provides a safe, controlled and financially robust service. This grant will provide the young people of Melksham Without Parish access to new experiences and a chance to develop as members of the community and young leaders of the future.

The group are seeking support for minibuss driver skills and branding for our new minibuss.

6. Amount of Grant requested: £ 1,800.00
7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

MiDAS (Minibus Driver Awareness Scheme) is a membership-based scheme designed to enhance both driving and safety standards for drivers of minibuses. The scheme is governed by the Community Transport Association (CTA) who promote this nationally recognised standard for the assessment and training of minibus drivers.

The group is seeking funds to support the skills of our leaders through MiDAS training for when they are transporting the Beavers, Cubs, Scouts and Explorers in the minibus. MiDAS is not a legal requirement but is increasingly being accepted as a 'best working practice'. Most organisations operating minibuses like their drivers to have a MiDAS certificate.

All Young People associated with the group are from Shaw & Whitley, Melksham, Bowerhill and surrounding villages. Training and branding will be in place before July and in use throughout 2023 and beyond.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£7k	£5k
Town & Parish councils	£500	£500
Any other body	£500	£500
Almshouses	£100	£100
MMS		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

As a group we perform fundraising events to support the activities and running costs of the Group. Prior to the pandemic, this has included bag packing at ASDA, Smartie tube

collections & clothes recycling. However, in the past 2 years, fundraising and community interaction has been restricted.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 31st January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

- Accounts to follow

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	31 st January 2022

Bowerhill Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
-------------------	-----------	----	-----------

Receipts and payments

	2021/20	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	5,330.00	
Less: Membership subscriptions paid on (National/County/Area/District)	5,716.50	
Net membership subscriptions retained	(386.50)	
Activities	3,452.40	
Donations, legacies and similar income	500.00	
Gift Aid		
Other similar income		
Sub total	3,565.90	
Grants		
Maintenance grant		
Other grants	7,500.00	
Sub total	7,500.00	
Fund-raising (gross)		
Fund raising (clothes)		
Bag packing		
Badges		
Minibus hire		
General fundraising		
Investiture	21.00	
Sub total	21.00	
Investment income		
Bank interest	0.64	
COIF		
Other investment income		
Sub total	0.64	
Total Gross Income	11,087.54	
Asset and investment sales, etc.		
Total receipts	11,087.54	

Bowerhill Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
-------------------	-----------	----	-----------

Receipts and payments

Unrestricted funds

Unrestricted funds

£

£

Payments

	Unrestricted funds £	Unrestricted funds £
Charitable Payments		
Youth programme and activities	3,832.09	
Adult support and training	258.50	
Rent	722.25	
Insurance	790.40	
Repairs and Renewals		
Materials and equipment	23.98	
Printing and photocopying/postage	3.96	
Uniforms	1,563.66	
AGM and trustee expenses		
International Events		
Admin/GCL fees	307.29	
Travel	504.10	
Grants		
Sub total	8,006.23	
Fund-raising expenses		
Badges		
Activities		
Gifts/donations	75.00	
Sub total	75.00	
Total Gross Expenditure	8,081.23	
Asset and investment purchases, etc.		
Transfer from current to deposit account		
Total payments	8,081.23	
Net of receipts/(payments)	3,006.31	
Cash funds last year end	14,456.85	
Cash funds this year end	17,463.16	

Bowerhill Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
----------------------	-----------	----	-----------

Statement of assets and liabilities at the end of the year

	0.00	0.00
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	12,438.83	
Bank deposit account	5,045.33	
COIF		
The Scout Association Short Term Investment		
Cash/Floats		
Total cash funds	17,484.16	
Other monetary assets		
Tax claim		
Debts due to the District		
Insurance claim		
Sub total		
Investment assets		
Other investments - detail		
Sub total		
Non monetary assets for charity's own use		
Badge stock		
Scout Shop stock		
Scout post		
Land and buildings		
Scouting equipment, furniture etc		
Sub total		
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan - detail		
Sub total		

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature _____

Print Name _____

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: 4 Youth (South West)
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number: [REDACTED]
[REDACTED]

4. Is your work National/Countywide/District/Locally based?

We deliver our programmes throughout the Melksham and Melksham Without areas.

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

4Youth delivers a range of support services for children and young people up to 18 years old, or 25 for those with Special Educational Needs or Disabilities (SEND) including but not limited to four youth club sessions per week, including during the school holidays and a monthly social event for adults with Special Educational Needs and TeenTalk, a face-to-face counselling session. We are now developing an anger management programme alongside Melksham Oak School.

Now that the restrictions of the various lockdowns have ended, attendance at our clubs and services has returned to normal and we are forecasting a solid 20% growth

in attendance in 2023. Although 2022 is not yet over, we expect to have hosted a total of 587 young people to our youth clubs, of which 105 (96 youth club and 9 for TeenTalk) were residents of Melksham Without Parish. In total, these young people attended 1,024 sessions.

The last two years of covid-affected times have seen a great deal of turmoil as you would expect; however, the young people of Melksham Without have returned to the clubs and our TeenTalk service in ever-increasing numbers. The new anger management programme in partnership with Melksham Oak School will help yet more young people from the Melksham Without parish.

6. Amount of Grant requested: £...2,750 a year for three years.

We would like, once again, to ask Melksham Without Council to accept a request for a three-year funding package to ensure continuity of service delivery. The Charity is facing ongoing cost challenges, driven by higher inflation, and in particular huge increases in our heating and lighting costs. This is impacting severely on our budget and we would be grateful for a commitment for a 3-year funding package allowing us to plan effectively. In addition, we are requesting £2,750 this year, an increase of 10% on previous years to help us to fund the higher costs that we are facing.

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We will use the grant to support Melksham Without Younger People who will be able to attend our full range of services of youth clubs and TeenTalk including the new anger management programme delivered in conjunction with Melksham Oak School.

Monday

A youth club session for young people aged 13-25 with Special Educational Needs and Disabilities. Our members can meet young people from the local community and develop their social skills. We provide them with valuable practical learning opportunities and experiences that will help them in later life. We also have fun too, playing board games which helps some of our quieter members to interact with each other and staff, and the ever-popular karaoke which helps our young people to socialise with each other. The session is popular and has the support of parents/carers. One parent commented about Young Melksham the SEND sessions, *"It makes a huge difference to young lives and there's nowhere around like it. Especially the no limits clubs it's the only social life my 13 yr old has."*

Tuesday

A very popular session for young people aged 8-11 years. This supports the transition of young people from feeder primary schools to the main secondary school

in Melksham, Melksham Oak, as they meet each other and socialise before the move from primary to secondary level education. We provide a safe environment for young people to interact, play games, sport, use the computers and talk to our staff and volunteers.

Wednesday

Our young people benefit from an experienced team of volunteers and staff who provide a safe environment to participate in a range of positive activities organised by our Youth Work Team. On Wednesday young people aged 11-13 can attend our youth club session where we provide life skills. The young people can normally participate in cooking, arts projects, and sports such as football and rugby, with staff and volunteers who have experience in these areas. In addition, 4 Youth provides advice and guidance, and a safe place to socialize.

Thursday

A youth session for young people aged 13-18 and this is a place for them to gain advice and guidance to support their careers and applications for college, to speak with guest visitors and socialise in a relaxed environment which as one young person said, '*keeps me off the streets.*' The positive activities that we provide are vital to supporting the young people in our local community in an environment where they can grow and realise their potential away from negative influences.

TeenTalk

The demand for our TeenTalk service has grown consistently over the last 2 years and all services have a waiting list. Each young person is given 8 face-to-face sessions, and once complete they are enrolled in the new HeadStrong service, a peer-engagement programme designed specifically for them, allowing them to engage with other young people facing similar difficulties as well as access the same youth work support from our other clubs. We are particularly keen that our most vulnerable young people continue to receive the support that they need once the counselling itself has ceased.

In 2023, we are developing our provision for young people at this club to gain a grounding in financial literacy – understanding their wages, taxation, savings, debt management and so on; alongside a programme addressing the challenges and peer pressure faced by young people including alcohol, drugs, cyber abuse.

4Youth relies heavily on the grant funding from fantastic supporters, such as the Parish Council, along with the entry fees paid by young people and our own fundraising activities.

We understand that there are numerous competing pressures on the Parish Council's budget and finding the money to pay for them is always challenging. As always, our challenge is that delivering quality youth work that makes a real difference is not cheap and whilst potentially more important during the pandemic, more challenging and more difficult to fund. There are limited sources of funding we can attract for

open access youth work but we are working hard with our new Board of Trustees to ensure that our work continues.

Should you make this contribution again this year it would represent an annual contribution of just £24.54 for each young resident of your Parish who attended our clubs in 2022, or £2.71 for each session they attended (matched by the £2 entry fee paid by the young people). The importance of the Melksham Without contribution cannot be underestimated.

Melksham is now the only community in the county of Wiltshire that enjoys a dedicated youth centre that works with young people aged from 8 to 18, 25 for those with SEND, running detached youthwork across the Melksham and Melksham Without area, running clubs 4 nights a week and providing a free-to-access comprehensive counselling service.

Thank you again for taking the time to consider this request and please help and support us to continue this amazing project in our community.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	Wiltshire Council Wiltshire Council	£5,000 awarded £4,854.50 awarded
Town & Parish councils	Melksham Westbury Chippenham	£10,000 approved £4,000 approved £2,195 approved
Any other body	Samuel William Farmer Trust Postcode Lottery Female of the Species Event Crane Foundation Wiltshire Community Foundation National Lottery	£2,000 awarded £19,850 awarded £1,840 raised £5,988 awarded £3,000 awarded £50,000 awarded

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We have expanded our range of fundraising activities to broaden our reach and diversify our income streams. These include:

- a. Online shopping fundraising from easyfundraising and giveasyoulive.
- b. Renting out office space raising £1,060 each month.
- c. Regular giving opportunities such as payroll giving.
- d. Sale of donated goods. Businesses donate stock for us to sell on.
- e. Christmas Campaign including Christmas Wreath making sessions.
- f. Trust and Foundation bid programme.
- g. Subscription fees from Young People attending clubs.
- h. Personal Challenges such as the Thames Path Ultra undertaken by 3 trustees in September,

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature: 

Date: 30 Jan 23

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
[REDACTED]	[REDACTED]
Signature	[REDACTED]
Date	30 Jan 23

Charity registration number 1147394

Company registration number 07871666 (England and Wales)



4YOUTH (SOUTH WEST)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

4YOUTH (SOUTH WEST)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr J B Hubbard Ms B E Martin Mr J Oatley Ms D Rossi Ms T G Strange Lucy Marquis-Rose Mr B Clover Nicola Cooper	 (Resigned 6 March 2022) (Resigned 19 March 2021) (Resigned 17 August 2022) (Resigned 6 March 2022) (Appointed 19 March 2021) (Appointed 18 February 2022) (Appointed 10 May 2022)
Charity number	1147394	
Company number	07871666	
Registered office	The Canberra Centre 56a Spa Road Melksham Wiltshire United Kingdom SN12 7NY	
Independent examiner	Gooding Accounts Ltd 24 Warminster Road Westbury Wiltshire United Kingdom BA13 3PE	

4YOUTH (SOUTH WEST)

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4YOUTH (SOUTH WEST)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their annual report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, (the Memorandum and Articles of Association), the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's objects are to act as a resource for children and young people, their parents and carers living in the Melksham area by providing advice and assistance, organising programmes of physical, educational and other activities as a means of;

- Advancing in life and helping young children and young people by developing their skill, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- Advancing education; and
- Providing recreational and leisure time activities in the interest of social welfare designed to improve their conditions of life.

The main activities undertaken during the year to further the charity's purpose for the public benefit are;

4Youth (South West) has continued to deliver a range of activities for children, young people and their families including:

- Dedicated SEND weekly youth club
- Weekly youth clubs in Melksham and Atworth for children in Years 5, 6 and 7
- Weekly youth club in Melksham for young people in Years 7, 8 & 9
- Weekly youth clubs for in Melksham and Atworth young people aged 13+
- Detached (Street based) youth work in the community in Melksham and Westbury
- School Holiday Activities
- Peer Leader Training and Support
- Early Help and Counselling through our TeenTalk counselling service in Melksham, Chippenham, Trowbridge and Westbury.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

4YOUTH (SOUTH WEST)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

The contribution of volunteers during the year.

The lifeblood of the charity is the amazing team of volunteers and paid staff who constantly go above and beyond to help us deliver the best services possible for the young people in our community.

Like many organisations we were hit by Covid-19 and the closure of our Youth Clubs in March 2020 and the impact of the subsequent lockdowns and restrictions on our ability to deliver open access youth work has meant a significant reduction in the participation of volunteers during the past year. We are delighted to be reforming those relationships as we move into the post-Covid era and hope that we will once more see a strong volunteer representation at our youth club sessions.

We maintain a strong safeguarding ethos, with all volunteers working with young people and staff having to complete a DBS check prior to working unsupervised with young people and a requirement that all staff complete the basic safeguarding training within 2 weeks of starting work. We also require all staff to complete a First Aid at Work course, a basic Food Hygiene course, County Lines Drugs awareness and data protection training. Both courses are also available for any volunteer workers to undertake.

4YOUTH (SOUTH WEST)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

Achievements and performance

This was another year that was significantly impacted by Covid. Whilst we saw an increase on the services offered in 2020 we were still not running the full service we would have liked and continued to explore new ways of bringing young people back into our youth clubs and activities.

In total our youth work team worked with 758 different young people throughout the year, compared with 477 in 2020. Our youth work teams ran a total of 313 youth club sessions as detailed below:

Detached Youth Work		Centre Based Youth Clubs	
Melksham	Westbury	Atworth	Melksham
102	75	42	94

Our Early Help and Support service continued to develop during the year with increased demand for counselling support for young people. In 2021 we had 180 young people referred into our service compared with 48 in 2020. We also opened additional TeenTalk centres in Westbury (July 2021) and Trowbridge (October 2021).

Referrals into our service during the year were as follows:

Melksham	Chippenham	Trowbridge	Westbury	Telephone	MS Teams
74	37	14	16	27	12

We measure the effectiveness of our TeenTalk service by using the respected YP-CORE outcome measures. Although a clinically validated cutoff has yet to be determined for the YP CORE, a score of 11 or above on the CORE 10 indicates clinically significant distress(<https://onlinelibrary.wiley.com/doi/full/10.1002/mpr.1500>). In 2021 the average opening score for young people using our service has been 20.37. This figure reduces to 16.28 for those completing the short-term intervention with us.

Each young person accepted on the scheme normally receives six weekly sessions, with possibility of a limited extension of the service if required. Some of the feedback received from past service users include:

- Helped me deal with my anxiety - Helped me grow in confidence with feeling emotions - Helped me learn about psychological aspects to my anxiety
- Amazing service it's helped me open up my feelings. They don't judge me.
- Given me a space to be open and honest. I can see dramatic changes in myself and the way I process events and respond to things. I feel so much lighter in myself and a dramatic decrease in suicidal thoughts.
- I have felt more safe talking about my problems, and I feel like my feelings are valid
- It has allowed me to talk to someone who had an unbiased opinion. Helped me with dealing with bad thoughts. Opening up to others as i may not have done before.
- It has made me feel everyone isn't against me and helped me in ways I thought I couldn't be helped. The counsellor listens to me and says helpful things.
- It is helpful and very good for help shows you how to control your anger. I've enjoyed it because the sessions are private, and I can talk about anything I want.
- It's helped me to recognise and find myself and unlock my true potential. It's helped me realise that I matter.
- To think more positively and understand that not everything is my fault. To understand and know what to do in certain situations.

In our service evaluations undertaken on completion of a course of therapy 100% of those who have used the service say they feel more listened to and understood following a course of therapy. 85% say they feel more confident and 88% say they are more positive about themselves.

As the service further develops with additional counselling staff, the charity has plans to introduce additional Early Help services in 2022 including a Headstrong Youth Club, dedicated for those who have completed a course of therapy, giving longer term support for service users and new group therapy sessions for anger management and general wellbeing.

4YOUTH (SOUTH WEST)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Fundraising

Traditionally the Charity has relied on grant funding from trusts and organisations with occasional windfall donations from individuals. We have also seized opportunities such as the token schemes offered by high street supermarkets and holding fundraising events such as Bingo Nights and our new This Is Me discos for adults with SEND.

The Charity has now adopted a new fundraising strategy that not only increases the focus on carefully targeted applications to appropriate trusts and organisations for funding but is now also introducing a more targeted scheme of attracting regular donations from a wider set of individuals, taking full advantage of the opportunities offered to increase these donations through Gift Aid.

The Charity utilizes a GDPR compliant system of storing information about any donors and does not employ any individuals to target individual donors or undertake street collections. No complaints have been received by the Charity relating to its fundraising activities.

Financial review

The charity had net loss in the year of £29,135 (2020 net income £24,666).

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year by maintaining a specific designated fund for this purpose.

As at 31 December 2021 free reserves were £1,477 (2020: £2,768)

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

4YOUTH (SOUTH WEST)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

Plans for future

The past few years have seen considerable growth for the Charity as we have adapted to meet the increasing needs of Children and Young People in the community. With the medium and long-term needs of the charity now being much clearer, the Trustees have agreed that the following key projects will be the focus of our work for the next 3 years:

- Continued provision of positive activities for children and young people through our collection of youth clubs and school holiday activities sessions;
- Support the mental well-being of young people through the provision of our Early Help and Support service, specifically the provision of counselling support;
- Recognise and celebrate the successes and achievements of young people through the Melksham Young People's Awards
- Reach out into the community and schools through detached youthwork to provide support and guidance to those who choose not to visit The Canberra Centre

The Trustees are aware that the charity has been operating at a loss and have introduced the new Fundraising Strategy to ensure that the increased service delivery that now takes place can be fully funded in future years. It was our intention to be in a break-even position by the end of 2020. Clearly the impact of Covid has hit our future plans significantly, although for us this has resulted in additional unplanned growth and new opportunities.

The impact of the Covid-19 emergency has had a significant impact on the charity, both in terms of the services we are offering and the generation of income. Being forced to close our youth clubs has restricted our income through subscriptions and tuck shop sales but we have received a grant from Wiltshire Council from the Government funding which has helped to plug that gap.

The Trustees have also reacted proactively to the challenges of not being able to run our usual activities from The Canberra Centre and have developed a range of Detached Youth Work projects that we have obtained specific funding to help deliver. The charity has also adapted its Early Help service to be telephone based and introduced a new telephone support line for young people. We have been successful in obtaining a National Lottery Communities Fund grant to further develop this service.

As a result, although the Covid Emergency has forced us to adapt our services, our finances have not been significantly hit by the crisis and we are confident of emerging in a strong and financially stable position. We do not anticipate being able to reopen our "normal" youth clubs before September 2021.

Structure, governance and management

The charitable company was incorporated on 11 December 2011 and is governed under its Memorandum and Articles of Association. Charitable status was granted on 23 May 2012.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J B Hubbard	
Ms B E Martin	(Resigned 6 March 2022)
Mr J Oatley	(Resigned 19 March 2021)
Ms D Rossi	(Resigned 17 August 2022)
Ms T G Strange	(Resigned 6 March 2022)
Lucy Marquis-Rose	(Appointed 19 March 2021)
Mr B Clover	(Appointed 18 February 2022)
Nicola Cooper	(Appointed 10 May 2022)

4YOUTH (SOUTH WEST)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 DECEMBER 2021***

The charity is governed by a board of trustees who also act as Directors of the limited company. These trustees have a wide range of responsibilities, some of which are set out in the Companies Act 2006, but are mainly responsible for setting the strategic vision for the charity and deciding on major purchasing decisions or commitments.

The trustees are empowered to appoint other trustees, subject to a minimum of five but no maximum, as the charity may require for its efficient running. Formal trustee training is provided on an ad hoc basis.

The board meets at least four times a year to receive reports from the Chair and Youth Work Manager on the running of the charitable activities and discuss future plans.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

Mr J B Hubbard

Director and trustee

Dated: 22 September 2022

4YOUTH (SOUTH WEST)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees, who are also the directors of 4Youth (South West) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4YOUTH (SOUTH WEST)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 4YOUTH (SOUTH WEST)

I report to the trustees on my examination of the financial statements of 4Youth (South West) (the charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Katy Gooding

Gooding Accounts Ltd
24 Warminster Road
Westbury
Wiltshire
BA13 3PE
United Kingdom

Dated: 26 September 2022

4YOUTH (SOUTH WEST)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Current financial year

	Notes	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Income from:						
Donations and legacies	3	22,081	4,522	52,351	78,954	83,018
Charitable activities	4	9,576	13,175	10,600	33,351	7,896
Other trading activities	5	342	-	-	342	221
Investments	6	4	-	-	4	13
Total income		32,003	17,697	62,951	112,651	91,148
Expenditure on:						
Raising funds	7	8,070	-	-	8,070	21
Charitable activities	8	25,224	27,646	80,846	133,716	66,461
Total expenditure		33,294	27,646	80,846	141,786	66,482
Net (outgoing)/incoming resources before transfers		(1,291)	(9,949)	(17,895)	(29,135)	24,666
Gross transfers between funds		-	3,533	(3,533)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(1,291)	(6,416)	(21,428)	(29,135)	24,666
Fund balances at 1 January 2021		2,768	53,713	778,874	835,355	810,689
Fund balances at 31 December 2021		1,477	47,297	757,446	806,220	835,355

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

4YOUTH (SOUTH WEST)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Prior financial year

	Notes	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
<u>Income from:</u>					
Donations and legacies	3	35,461	3,540	44,017	83,018
Charitable activities	4	7,896	-	-	7,896
Other trading activities	5	221	-	-	221
Investments	6	13	-	-	13
Total income		43,591	3,540	44,017	91,148
<u>Expenditure on:</u>					
Raising funds	7	21	-	-	21
Charitable activities	8	40,862	7,706	17,893	66,461
Total expenditure		40,883	7,706	17,893	66,482
Net (outgoing)/incoming resources before transfers		2,708	(4,166)	26,124	24,666
Gross transfers between funds		(805)	805	-	-
Net (expenditure)/income for the year/ Net movement in funds		1,903	(3,361)	26,124	24,666
Fund balances at 1 January 2020		865	57,074	752,750	810,689
Fund balances at 31 December 2020		2,768	53,713	778,874	835,355

4YOUTH (SOUTH WEST)

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	13		784,308		785,957
Current assets					
Debtors	14	2,140		3,500	
Cash at bank and in hand		27,941		47,678	
		<u>30,081</u>		<u>51,178</u>	
Creditors: amounts falling due within one year	15	<u>(8,169)</u>		<u>(1,780)</u>	
Net current assets			21,912		49,398
Total assets less current liabilities			<u>806,220</u>		<u>835,355</u>
Income funds					
Restricted funds	16		757,446		778,874
Unrestricted funds - designated			47,297		53,713
Unrestricted funds - general			1,477		2,768
			<u>806,220</u>		<u>835,355</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22 September 2022

Mr J B Hubbard
Trustee

Company registration number 07871666

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

Charity information

4Youth (South West) is a private company limited by guarantee incorporated in England and Wales. The registered office is The Canberra Centre, 56a Spa Road, Melksham, Wiltshire, SN12 7NY, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.5 Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been satisfied under headings that aggregate all cost related to the category.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Assets are only capitalised if their value is more than £100.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	Not depreciated
Leasehold improvements	6.6% Straight line
Plant and equipment	33.33% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The leasehold asset relates to the property that the charity occupies under a long lease, to use for charitable purposes. The land and buildings are owned by Wiltshire Council but the building is occupied, improved, extended and repaired by the charity. Therefore the building meets the definition of an asset under FRS102 'substance over form' concept and the land and buildings are included on the balance sheet of the charity as a long leasehold on this basis.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
Donations and gifts	7,832	-	-	7,832	3,128	-	-	3,128
Revenue grants	14,249	-	52,351	66,600	28,700	3,500	44,017	76,217
Membership fees	-	4,522	-	4,522	3,633	40	-	3,673
	<u>22,081</u>	<u>4,522</u>	<u>52,351</u>	<u>78,954</u>	<u>35,461</u>	<u>3,540</u>	<u>44,017</u>	<u>83,018</u>
Grants receivable for core activities								
LYN fundng	-	-	5,000	5,000	-	-	1,500	1,500
Wiltshire police commissioner	-	-	-	-	-	-	9,805	9,805
Wiltshire County Council	-	-	22,700	22,700	8,000	-	1,500	9,500
Melksham Town Council	10,000	-	-	10,000	10,000	-	-	10,000
Melksham Without Grant	2,500	-	-	2,500	2,500	-	-	2,500
UK Youth	-	-	-	-	-	-	5,000	5,000
Wiltshire Community Foundation	-	-	11,400	11,400	-	3,500	16,310	19,810
Westbury Town Council	-	-	5,071	5,071	-	-	-	-
Iwill social action fund	-	-	-	-	-	-	4,902	4,902
Other	1,749	-	8,180	9,929	8,200	-	5,000	13,200
	<u>14,249</u>	<u>-</u>	<u>52,351</u>	<u>66,600</u>	<u>28,700</u>	<u>3,500</u>	<u>44,017</u>	<u>76,217</u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

3 Donations and legacies

(Continued)

Included in other grants, restricted funds are the following;
Bradford on Avon local youth network- £3,150
Chippenham area board- £4,030
VMO2 Together fund the neighbourly- £1,000

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

4 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Sales within charitable activities	24,051	3,196
Charitable rental income	9,300	4,700
	<u>33,351</u>	<u>7,896</u>
Analysis by fund		
Unrestricted funds - general	9,576	7,896
Unrestricted funds - designated	13,175	-
Restricted funds	10,600	-
	<u>33,351</u>	<u>7,896</u>

5 Other trading activities

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Fundraising events	342	221
	<u>342</u>	<u>221</u>

6 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	4	13
	<u>4</u>	<u>13</u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

7 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
<u>Fundraising and publicity</u>		
Other fundraising costs	8,070	21
	<u>8,070</u>	<u>21</u>

8 Charitable activities

	Provision of youth services 2021 £	Provision of youth services 2020 £
Staff Costs	79,616	9,848
Youth awards	10,296	9,535
Grants expended	7,454	1,921
Cost of goods for ancillary trading	3,521	2,166
Donations	76	-
	<u>100,963</u>	<u>23,470</u>
Share of support costs (see note 9)	31,254	41,469
Share of governance costs (see note 9)	1,499	1,522
	<u>133,716</u>	<u>66,461</u>
Analysis by fund		
Unrestricted funds - general	25,224	40,862
Unrestricted funds - designated	27,646	7,706
Restricted funds	80,846	17,893
	<u>133,716</u>	<u>66,461</u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

9 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	(2,562)	-	(2,562)	17,932	-	17,932
Depreciation	5,162	-	5,162	5,922	-	5,922
Rent of office space including rates and heat	1,170	-	1,170	-	-	-
Premises repairs, renewals, maintenance and cleaning	13,219	-	13,219	9,921	-	9,921
Telephone, fax and internet	2,528	-	2,528	1,327	-	1,327
Printing, postage and stationery	931	-	931	377	-	377
Software licences and equipment expenses	5,304	-	5,304	3,509	-	3,509
Advertising, marketing and recruitment	1,402	-	1,402	301	-	301
Liability and contents insurance	2,044	-	2,044	1,777	-	1,777
Sundry expenses	28	-	28	203	-	203
Bank charges	97	-	97	67	-	67
Training and welfare-Staff	1,931	-	1,931	133	-	133
Independent examiner	-	1,464	1,464	-	1,464	1,464
Legal and professional	-	35	35	-	58	58
	<u>31,254</u>	<u>1,499</u>	<u>32,753</u>	<u>41,469</u>	<u>1,522</u>	<u>42,991</u>
Analysed between						
Charitable activities	<u>31,254</u>	<u>1,499</u>	<u>32,753</u>	<u>41,469</u>	<u>1,522</u>	<u>42,991</u>

Governance costs includes payments to the independent examiner of £1,464 (2020- £1,010) for independent examination and accountancy fees.

10 Net movement in funds

	2021	2020
	£	£
Net movement in funds is stated after charging/(crediting)		
Fees payable to the company's auditor for the audit of the company's financial statements	1,464	1,464
Depreciation of owned tangible fixed assets	5,162	5,922
	<u>1,464</u>	<u>5,922</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

12 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	9	10

Employment costs

	2021 £	2020 £
Wages and salaries	76,232	27,743
Other pension costs	539	37
	<u>77,054</u>	<u>27,780</u>

There were no employees whose annual remuneration was more than £60,000.

13 Tangible fixed assets

	Leasehold land and buildings £	Leasehold improvements £	Plant and equipment £	Total £
Cost				
At 1 January 2021	750,000	39,648	14,004	803,652
Additions	-	-	3,513	3,513
At 31 December 2021	<u>750,000</u>	<u>39,648</u>	<u>17,517</u>	<u>807,165</u>
Depreciation and impairment				
At 1 January 2021	-	5,306	12,389	17,695
Depreciation charged in the year	-	2,643	2,519	5,162
At 31 December 2021	<u>-</u>	<u>7,949</u>	<u>14,908</u>	<u>22,857</u>
Carrying amount				
At 31 December 2021	<u>750,000</u>	<u>31,699</u>	<u>2,609</u>	<u>784,308</u>
At 31 December 2020	<u>750,000</u>	<u>34,342</u>	<u>1,615</u>	<u>785,957</u>

14 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	<u>2,140</u>	<u>3,500</u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

15 Creditors: amounts falling due within one year	2021	2020
	£	£
Other taxation and social security	637	132
Trade creditors	6,377	687
Other creditors	195	1
Accruals and deferred income	960	960
	<u>8,169</u>	<u>1,780</u>
	<u><u>8,169</u></u>	<u><u>1,780</u></u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds				Balance at 31 December 2021
	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£	£
Detached youth work	-	26,310	(8,067)	18,243	11,500	(24,272)	-	5,471
Local Youth Network Mentoring Programme	-	4,902	(23)	4,879	4,950	(6,585)	-	3,244
Teen Talk	-	-	-	-	20,051	(26,259)	160	(6,048)
Wiltshire Police commissioner- Teen talk service	-	9,805	(9,645)	160	-	-	(160)	-
No Limits- SEND club	2,750	3,000	(158)	5,592	2,850	(2,494)	-	5,948
Canberra Centre	750,000	-	-	750,000	-	-	-	750,000
Westbury Youth Awards	-	-	-	-	600	(59)	-	541
Disable access	-	-	-	-	4,950	-	-	4,950
Westbury detached youth work	-	-	-	-	9,950	(7,961)	-	1,989
Atworth detached youth work	-	-	-	-	8,100	(13,216)	(3,533)	(8,649)
	<u>752,750</u>	<u>44,017</u>	<u>(17,893)</u>	<u>778,874</u>	<u>62,951</u>	<u>(80,846)</u>	<u>(3,533)</u>	<u>757,446</u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds		Movement in funds			
	Incoming resources	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	Balance at 31 December 2021
	£	£	£	£	£	£
Youth clubs	-	3,193	9,041	(18,971)	-	(6,737)
Holiday clubs	-	(1,437)	8,656	(3,513)	-	3,706
Provision	-	10,000	-	-	-	10,000
Property	-	6,000	-	-	-	6,000
Fixed asset fund	-	35,957	-	(5,161)	3,533	34,329
	<u>-</u>	<u>53,713</u>	<u>17,697</u>	<u>(27,645)</u>	<u>3,533</u>	<u>47,298</u>
	<u><u>-</u></u>	<u><u>53,713</u></u>	<u><u>17,697</u></u>	<u><u>(27,645)</u></u>	<u><u>3,533</u></u>	<u><u>47,298</u></u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

18 Analysis of net assets between funds

	General fund 2021 £	Designated fund 2021 £	Restricted funds 2021 £	Total 2021 £	General fund 2020 £	Designated fund 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:								
Tangible assets	-	34,308	750,000	784,308	-	35,957	750,000	785,957
Current assets/(liabilities)	1,477	12,989	7,446	21,912	2,768	17,756	28,874	49,398
	<u>1,477</u>	<u>47,297</u>	<u>757,446</u>	<u>806,220</u>	<u>2,768</u>	<u>53,713</u>	<u>778,874</u>	<u>835,355</u>

4YOUTH (SOUTH WEST)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2021*

19 Related party transactions

The key management personal consists of the trustees and the youth work manager. The youth work manager position was vacant during the year.

Jon Hubbard is the sole director of Yourwebsolution limited. Yourwebsolution Limited charged the charity £82 during the year for maintenance of the website for Westbury Youth Awards.

MELKSHAM WITHOUT PARISH COUNCIL

Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire SN12 6TL
Tel/Fax: 01225 705700
Email: finance@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: 2385 (Melksham) Squadron ATC
2. Name to which cheque should be paid to, if different from above: As above
3. Name and Address of Secretary/Correspondent:

██████████
██████████
██████████
██████████
██████████

Telephone number: ██████████
Email: ██████████

4. Is your work National/Countywide/District/Locally based?
National Organisation with local Squadrons
Melksham Squadron is entirely based in Bowerhill supporting cadets from Melksham without parish.

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

The majority of our cadets attend from the Melksham Parish without area, with the remainder from the Melksham Town area.
As a Squadron we are active in the community and support where we can activities such as tree planting, litter picks, local fetes with logistics etc.

6. Amount of Grant requested: £500.00

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The Squadron continues to grow in numbers and anticipates reaching 75 cadets by 1st April 2023. We need to purchase some additional expedition equipment in readiness for the 2023 expedition season.

Items include:

- Tents
- Survival bags
- Head torches
- Waterproof Trousers

The full amount of grant will be used to purchase these items.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£5500	Awarded
Town & Parish councils	£981	Awarded (Town)
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We raise funds through subscription of £12.00 per month per cadet.
We also raise funds through carparking at Castle Coombe.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:

Signature: 

Date: 01/01/2023

Please return your completed form, together with a copy of your latest audited accounts to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement






In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	01/01/2023

Air Training Corps Squadron Summary of Receipts and Payments

ACCTS FORM 60
(Rev Mar 18)

Squadron Account for the Year Ended 31 March 20 22

I certify that all monies and other assets received on behalf of and for the use of:

No Squadron ATC

from Investments, Permanent Endowments, Use of Land or Buildings (where applicable) and all other fund income sources, have been properly recorded and accounted for as shown on the summary overleaf and represents the total Assets, Receipts and Payments of the Squadron for the year ending 31 March 20 22. The gross income to the account is less than £100,000 during this Financial Year.

Date:

Treasurer's Signature:



Treasurer's Name (in capitals):


Is the Squadron registered for Gift Aid

Yes

No

This Statement of Receipts and Payments has been presented to and approved by the Committee.
Signed on the Committee's behalf:

Chairman's Signature:



Date:

Chairman's Name (in capitals):

WING DATE STAMP

For Wing HQ Use Only

WgExO Signature:

Name (in Capitals):

Notes:

1. In completing the Statement of Squadron Assets, do not include any Land owned by MOD, RFCA or any other **Public Body** nor buildings maintained by **Public Authorities**
2. In completing this Account, Treasurers must ensure that all **Receipts** from outside Bodies, e.g. Parents' committees, other Sub-committees, or Supporting Associations are included.

RECEIPTS

	£
1. Balance in hand as at 31 March 20 21 - Welfare Account	16,045.02
2. Receipts from Interest & Grants	
a) Interest from Deposit accounts	0.00
b) Legacies	0.00
c) Permanent Endowment Receipts	0.00
d) Local Subscriptions or Donations	0.00
e) Receipts from Sub-Letting of Land or Premises	0.00
f) Grants from Education or Local Authority (state nature of Grant)	9,699.14
<i>See Supplementary Page</i>	
g) Community Fund (National Lottery Grant)	0.00
3. General Receipts (if insufficient space continue on plain sheet)	
a) Cadet Subscriptions	4,350.00
b) Band	0.00
c) Sport	0.00
d) Canteen	0.00
e) HQ RAFAC - for use of Squadron Owned Vehicle (SOV)	67.86
f) HQ RAFAC - Rations Allowance	0.00
g) Social & Fund-raising (state nature of activity)	0.00
<i>See Supplementary Page</i>	
4. Other Receipts (specify)	9,301.78
<i>See Supplementary Page</i>	
5. Loan advance during the year (if applicable)	0.00
* TOTAL A	£39,463.80

* TOTALS A AND B MUST AGREE

PAYMENTS

	£
1. Finance	
a) Loan or overdraft charges (if applicable)	0.00
b) Loan repayments (if applicable)	0.00
2. Payments from Education or Local Authority Grants	0.00
<i>See Supplementary Page</i>	
3. General Payments (if insufficient space continue on plain sheet)	
a) Cadet Subscriptions to Wing	1,085.28
b) Band	0.00
c) Sports	0.00
d) Canteen	0.00
e) Insurance	967.02
f) Rental of Land or Premises	0.00
g) Squadron Owned Vehicle (SOV)	409.11
h) Rations	0.00
i) Social & Fund-raising (state nature of activity)	0.00
<i>See Supplementary Page</i>	
4 Other Payments (specify)	19,177.61
<i>See Supplementary Page</i>	
5 Balance in hand as at 31 March 20 22 - Welfare Account	17,824.78
* TOTAL B	£39,463.80

* TOTALS A AND B MUST AGREE

STATEMENT OF SQUADRON ASSETS AND LIABILITIES

Total Value of Investments held	0.00
Total Value of Land and/or buildings owned by the Squadron	0.00
Total Value of all other Squadron Assets (Specify Assets at current value)	0.00
Bank balances & cash held (this should equal Payments para 5)	17,824.78
Any monies owed to the squadron as an asset	
TOTAL SQUADRON ASSETS	£17,824.78
Any material liabilities that need to be met from the funds	0.00
TOTAL SQUADRON LIABILITIES	£0.00

That is the end of the Squadron's Annual Statement of Account. Please complete the following Charity Fundraising section to show the value of Air Cadets to our communities

CHARITY FUNDRAISING

The following supplementary question relates to charitable fundraising carried out by the squadron during the financial year. The donations may be amounts paid directly to the charity from amounts paid in to squadron funds (itemised on page 3) or indirectly using collecting tins, in which case the charity concerned would normally inform the squadron of the proceeds. This section is not subject to scrutiny by the independent examiner. The total amount donated or collected on behalf of each charity should be stated below:

Amount of Money raised by the Sqn for "Other" Charities	Amount
eg: Wings Appeal, RBL Poppy - Please list beneficiaries and amounts (even if estimate)	
TOTAL	£0.00

INDEPENDENT EXAMINER'S REPORT

Independent examiners report to the members of the civilian committee (trustees) of

No 2385 Melksham Squadron ATC for the year ending 31 March 21 22

Respective responsibilities of committee and examiner

The charity's committee is responsible for the preparation of the accounts.

It is the independent examiner's responsibility to:

- a) examine the accounts,
- b) to confirm they agree with the squadron records, and
- c) to state whether particular matters have come to his/her attention.

Basis of independent examiner's statement

An examination includes a review of the accounting records kept by the charity and the comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination (which has been carried out in accordance with the guidance notes in Annex A, Chapter 4 of ACP 10), no matter has come to my attention (other than that disclosed below*):

- a) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - ♦ to keep accounting records and / or
 - ♦ to prepare accounts which accord with the accounting records and comply with the accounting requirements have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Give here brief details of any items that the examiner wishes to disclose. Only complete if the examiner needs to highlight material problems (use a separate sheet as necessary)

Simon explained that petty cash from 2020 is included in this years accounts due to Coronavirus.

Signed

Date

17/5/22

Name

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

Address

83 CAMPLIGHTERS WALK

TROWBRIDGE

WILTSHIRE

Postcode

BA14 0NF

Notes:

1. An independent examiner is an independent person who is reasonably believed by the squadron committee (trustees of the account) to have the requisite ability and practical experience to carry out a competent examination of the accounts.
2. This person must be someone other than a signatory of the treasurer's or chairman's certificate and must have no direct role in the direction of the fund.

ACCOUNTS FORM 60 SUPPLEMENTARY PAGE

2385 Melksham

Squadron ATC

Year Ended 31 March 20 22

CHAIRMAN CONTACT DETAIL

Chairman's Full Name (in capitals)

[Redacted]

Chairman's Address

[Redacted]
[Redacted]
[Redacted]

Chairman's Email Address

[Redacted]

Chairman's Telephone Number

[Redacted]

SECRETARY CONTACT DETAILS

Secretary's Full Name (in capitals)

[Redacted]

Secretary's Address

[Redacted]
[Redacted]
[Redacted]

Secretary's Email Address

[Redacted]

Secretary's Telephone Number

[Redacted]

TREASURER CONTACT DETAILS

Treasurer's Full Name (in capitals)

[Redacted]

Treasurer's Address

[Redacted]
[Redacted]
[Redacted]

Treasurer's Email Address

[Redacted]

Treasurer's Telephone Number

[Redacted]

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: 1st Broughton Gifford and Holt Scout Group
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based? Locally based
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Broughton Gifford Scouts group offers scouting activities for around 100 6-18 year old children, the vast majority of which come from the Melksham without area.

6. Amount of Grant requested: £1000

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

As part of the scouting experience, we offer the opportunity for our members to participate in many outdoor activities including camps. With the current financial climate we are finding the cost of providing these activities is increasing. In order for us to avoid having to pass all the increasing costs onto the parents and to allow us to continue to be able to offer these opportunities to all members we are seeking a grant from the parish council to allow us to keep the costs to an affordable level for all. We are seeking £1000 or as much as the parish council can afford to support us in this. The money will be divided amongst the sections to ensure all our children would benefit from any award that you can grant.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months: None

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils		
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We hold several fundraising events over the year including quizzes, firework night catering, and hosting the Great Chalfield Run. These monies are used for scout hut maintenance and subsidising trips and events where possible.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 16th Jan 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	16 th Jan 2023

**1st Broughton Gifford and
Holt Scout Group**

ANNUAL ACCOUNTS

for the year ending

31st March 2022

**Charity Number
1053473**

1st Broughton Gifford and Holt Scout Group

Trustees' Annual Report for the year to 31 March 2022

Section A Objectives and activities

Summary of the objects of the charity as set out in its governing document	<p>The objectives of the group is as a unit of the Scout Association.</p> <p>The purpose of scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p>
Summary of the main activities in relation to these objects	<p>The Group main function is to support the sections in achieving the aims of the Scout Association. As a Group the main activities during the last twelve months have been:</p> <ul style="list-style-type: none">• Significant fundraising• Purchasing new equipment to support programme activities• Equipment servicing and renewal• Hut maintenance <p>The Provision of Scouting within the Group is totally dependent on the contribution made by volunteers.</p>
Public Benefit	<p>The Trustees have paid due regard to the Charity Commission guidance on Public Benefit on deciding what activities the charity should undertake.</p> <p>Membership subscriptions are charged to cover the immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions</p> <p>Two key principles demonstrate scouting's aims are for the public benefit are that through the scout method young people develop towards their full potential and there is a clear link between the benefits for young people and the purpose of scouting. The safety of young people is taken very seriously and the benefits scouting activities provide far outweigh the risks. Any private benefits from scouting are incidental, other than to those as beneficiary.</p>

Section B Achievements and performance

Summary of the main achievements of the charity during the year	<p>BG&H Scout Group have made a successful return to face-to-face scouting following two years of disruption due to the Covid-19 pandemic. Fundraising activities have restarted with a successful Bonfire night in which over £650 was raised and the gift aid contribution from the parents continues to be a great financial support for the group along with the hosting of the annual Great Chalfield 10Km run.</p> <p>With the monies from these fundraising activities alongside the grant awards from the COVID-19 pandemic, the Executive committee have formed a</p>
--	--

	steering group to assess the viability of replacing the aging scout hut.
--	--

Section C Financial review

Policy on Reserves	<p>The Group policy on reserves is to hold sufficient resources to continue the charitable activities of the district should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, approximately.</p> <p>The Group held free reserves of approximately £3580 against this at year-end</p>
Further financial review details	The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies

Section D Structure, governance and management

Type of governing document	The Group governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy Organisation and Rules of The Scout Association
How the charity is constituted	The Group is a trust established under its rules which are common to all Scouts
Trustee selection methods	The Trustees are appointed in accordance with the Policy Organisation and Rules of The Scout Association
Additional governance issues	The Group is managed by the Group Executive Committee, the members of which are the "Charity Trustees" of the Scout Group that is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as applicable
	<p>The committee consist of 16 Independent members who meet 6 times a year</p> <p>Ex – officio 10 Chairperson, Treasurer, Secretary, Group Scout Leader</p> <p>Nominated 6</p> <p>Elected Members 0</p>
	<p>This Group Executive Committee exists to support the Group Leaders in meeting the responsibilities of their appointments and is responsible for:</p> <p>The maintenance of Group property; The raising of funds and the administration of Group finance; The insurance of persons, property and equipment Group public occasions; Assisting in the recruitment of leaders and other adult support; Appointing any sub committees that may be required; Appointing Group Administrators and Advisors other than those who are elected.</p>
	The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered

Section E Reference and administration details

Charity Name	1 st Broughton Gifford & Holt Scout Group
Charity Number	1053473
Charity's principal address	The Scout Hut, The Common, Broughton Gifford, Melksham, SN12 8LX

Names of the charity trustees who manage the charity

	<i>Trustee Name</i>	Office	Dates acted if not for whole year
	Ex Officio		
1	Guy Mason	Chairperson	
2	Sharon Butler	Secretary	
3	Seth Yates	Treasurer	
4	John Lister	Group Scout Leader	
5	Jon Giles	Beaver Leader	
6	Jade Hurn	Cub Leader	
7	Claire Francis	Explorer Leader	
8	Georgina Szanto	Scout Leader	
9	Toby Crawley	Quartermaster	
10	Rosie Paines	Bookings Secretary	
	Nominated		
11	Pete Ellis		
12	Rachel Aherne		
13	Charlotte Yates		
14	Claire Hall		
15	Andy Strange		Apr 2021 to Oct 2021
16	Will Anstey		Jan 2022 to present
17	Nick Plumber		Jan 2022 to present
	Elected		

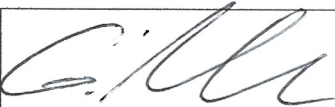
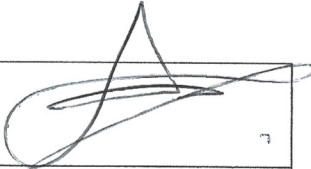
Name and address of advisor

Type of advisor	Name	Address
Independent Examiner	Christine Grant	Accounting and Bookkeeping Services Ltd Leafield Way Business Centre, 23 Leafield Way, Corsham. Wiltshire SN13 9RS

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature		
Full name	Guy MASON.	S. Butler.
Position held	CHAIRPERSON.	SECRETARY.
Date	20 June 2022	20/6/22.

Scrutineer's Report to the Trustees of the

1st Broughton Gifford & Holt Scout Group

I report on the accounts of the Group for the year ended 31st March 2022

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Christine Grant ACIPP, FMAAT

For and on behalf of Accounting and Bookkeeping Services Ltd

Leaffield Way Business Centre, 23 Leaffield Way, Corsham, Wiltshire SN13 9RS

18 May 2022

Signature:



Broughton Gifford & Holt Scout Group

Receipts and payments account

Year start date

Year end date

For the year from	01/04/2021	To	31/03/2022
-------------------	------------	----	------------

Receipts and payments

	2021/22 Unrestricted funds £	2020/21 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	7,446	6,027
Donations	1,000	1,025
Legacies	-	-
Gift Aid	1,326	2,014
Other similar income (Misc.)	657	338
Sub total	10,429	9,404
Grants		
Maintenance grant	-	20,882
Other grants	-	-
Sub total	-	20,882
Fundraising events (gross)		
Detail 1 (Scouts camps)	3,910	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	4,131	408
Sub total	8,041	408
Scout hut income		
Hire of building	120	100
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	120	100
Investment income		
Bank interest	0	1
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	0	1
Total Gross Income	18,591	30,796
Asset and investment sales, etc.	-	-
Total receipts	18,591	30,796

Broughton Gifford & Holt Scout Group

Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2021	To	31/03/2022

Receipts and payments

	2021/22 Unrestricted funds £	2020/21 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	8,383	4,025
Youth programme and activities	965	496
Adult support and training	-	-
Rent	-	-
Water, Sewerage, Electricity and Gas	131	798
Insurance	1,708	1,653
Repairs and Renewals	901	191
Materials and equipment	923	150
Printing and photocopying	-	-
Contribution to camp costs	4,171	-
Uniforms	1,045	267
AGM and trustee expenses	-	-
Other costs detail OSM and hosting	297	210
Other costs detail Misc.	814	276
Other costs detail 3	-	-
Sub total	19,337	8,067
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	2,306	-
Sub total	2,306	-
Total Gross Expenditure	21,643	8,067
Asset and investment purchases, etc.	-	-
Total payments	21,643	8,067
Net of receipts/(payments)	- 3,052	22,729
Cash funds last year end	36,188	13,459
Cash funds this year end	33,136	36,188

Broughton Gifford & Holt Scout Group

Receipts and payments account

Year start date

Year end date

For the year from	01/04/2021	To	31/03/2022
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Statement of assets and liabilities at the end of the year

	31st 3 2022 Unrestricted funds £	31st 3 2021 Unrestricted funds £
Cash funds		
Bank current account (group)	27,385	30,199
Bank deposit account (scouts)	1,498	500
Bank deposit account (beavers)	10	458
Bank deposit account (explorers)	595	363
Bank deposit account (cubs)	67	1,088
Bank deposit account (reserve)	3,581	3,580
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	33,136	36,188
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	33,136	36,188

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 4th May 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

G. Mason
S. Yates

Print Name

Chair
Treasurer

MELKSHAM WITHOUT PARISH COUNCIL
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Shaw & Whitley Toddlers
2. Name to which cheque should be paid to, if different from above: as above.
3. Name and Address of Secretary/Correspondent:

[REDACTED]

Telephone number: [REDACTED]
Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based?

We are a locally-based group operating from the Reading Rooms on Middle Lane, Whitley. As I'm sure many MWPC members are aware, Shaw and Whitley Toddlers is a non-profit community organisation, which supports children, parents, carers and grandparents in and around Shaw, Whitley, Beanacre and reaching as far as the near side of Melksham.

5. How will the grant benefit resident living in Melksham Without? NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.

The group meets every Tuesday morning in term-time, between 10.15 and 12.00, to provide pre-school age children and babies with play, craft, a healthy snack and finishing with group singing. Parents, Grandparents and Carers get the opportunity to have a hot drink and biscuit and all the social and support benefits that come with sharing time and allowing for friendships to grow. The jobs are shared out amongst members who take it in turn to open and close each session, provide craft and snack.

The social benefits also extend to the children themselves who are able to develop friendships that often progress into Shaw School and beyond. The COVID 19 pandemic has been a particularly challenging time for many parents of young children, but because of the pre-existing support group of the S&W Toddlers and the Facebook page many of us were able to continue to support one another while the group was unable to meet in person. We have also been able to make more local parents aware of our group through the Shaw and Whitley Facebook pages, with the advertising of our Christmas Raffle fundraiser which has enabled us to attract more new members.

6. Amount of Grant requested: £.....600.00

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The current cost of living crisis has meant that our venue the Reading Rooms has had to raise the hourly rent in September 2022 to £10 per hour. This has gone up from £7.00 last June. The rate for general or business users is due to rise again in January to £12.00 per hour but having appealed to the Reading Rooms committee they have agreed to keep the hourly rate for Toddlers at £10.00 per hour, given our non-profit status for the time-being which we were extremely grateful for.

We would aim to spend around £150 on craft materials and equipment, leaving £450 to cover increased running costs for the year.

Over the summer holidays, we would assess the situation with regard to running costs, and make a decision as to whether it is practical to leave any surplus funds in the bank as buffer against increases, or whether we are able to replace any play equipment at that point.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Our last request to the Grant Aid Committee of Melksham and Without Parish Council was in 2018.

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils		
Any other body		
.....		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We do attempt to keep our weekly fees for members at the lowest level that we can, so that we can cover costs with a little left over for yearly insurance (£111.43) and some for consumables such as tea and coffee and craft materials. Our members were paying £3 per week for one child or £3.50 for two children in Summer, and agreed by unanimous consensus in September to raise our fees to £3.50/4.00 respectively. We also decided that we should hold a termly fundraising activity, in order to help ourselves and managed to raise £136.50 with our Christmas raffle.

We are also considering applying to a Local small grants fund from the National Lottery, depending on how costs increase this year and the wear and tear on equipment by the end of the school year.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

[Redacted Signature]

Date: 12 January 2023

Please return your completed form, together with a copy of your latest audited accounts to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name

[Redacted Name]

Address

[Redacted Address]

Telephone No.

[Redacted Telephone No.]

Email Address

[Redacted Email Address]

Signature

[Redacted Signature]

Date

12.01.23

Table 1

Shaw and Whitley Toddlers unaudited accounts November 2021 - December 2022										
Month 2022	Subs income cash	Other income	Cash payments/purchases	Petty cash balance (end month)	Withdrawal from bank	Cash in bank	Deposit into bank	Notes	Total income	Total outgoing
				307.29		0		New acct opened, Lloyds, dep 293.48 from petty cash from total cash of 307.29 from Aug-oct 21.		
Nov 21	123.20			137.01		293.48			123.20	0
Dec 21	33.50			170.51		293.48	0		33.50	0
Jan 22	108		68	82.51	170	251.48	128	128 Dep into acct from petty cash. 170 pd for rent oct, Nov,Dec.	108	238
Feb 22	66.50		51	98.01	0	260.98	9.50		76.00	51
Mar 22	74.5	2.50	85	90.01	0	275.98	15	Card sales 2.50	92	85
Apr 22	28		0	118.01		290.98	15			0
May 22	88.50		68	138.51		316.48	25.5	111.23 insurance, pd by ADicks, personal funds. Also 34 rent April, minus £2.	114	68
Jun 22	46.50		103	82.01	143.23	211.25	38	Withdrawal from bank to reimburse above. 143.23, 103 cash paid (68 rent, 35 tea, coffee art supplies)	84.5	246.23
Jul 22	35		51	66.01		232.25	21		56	
Aug 22								Closed summer hois		
Sept 22	79		0	145.01		253.25	21		100	0
Oct 22	45		60	130.01		283.25	30			60
Nov 22	104.5		100.00	134.51	60	294.75	71.5	60 rent pd for sept	176	160
Dec 22	32.5		78	89.01		330.25	35.5	78 cash paid, 40 rent, 38 tea, coffee, craft supplies)	68	40
Christmas raffle	0	94		183.01		365.75	0	Within amounts dep into acct for raffle 26.00 went in Nov, and 16.50 rec in Dec. Raffle took 94 in cash and 42.50 online.	94	
									1125.2	948.23

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Group Five
2. Name to which cheque should be paid to, if different from above: Group Five
3. Name and Address of Secretary/Correspondent:
Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based? Locally based
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Group Five provides direct services to vulnerable, disadvantaged householders residing in Melksham Without Parish by providing furniture & household equipment enabling people to better manage in a difficult time in their lives. Furniture & household goods+ delivery are provided free of charge to the end user.

Our organisation is staffed & run completely by volunteers. There are no paid staff. All volunteers are provided with initial & ongoing training & support. We encourage our volunteers to participate in Safe Working practices. We will purchase warm winter coats & safety boots & reflective vests where some volunteers have lack. This is often for volunteers going out on the van to deliver. We collect furniture for donations as long as there is at least 6 months life in the item.

We lost several wonderful volunteers during the Pandemic & need to attract more & it is our intention is use the grant to recruit & train two new volunteers from Melksham Without Parish We specifically need to find a volunteer to work on furniture repairs who would be willing to show other volunteers how to use workshop tools.

6. Amount of Grant requested: £1,000

7. Purpose for which grant is required.

We intend to recruit & train two new volunteers from Melksham Without Parish. Funding will support them with retention.

8. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We don't have computerised systems at Group Five so 'drill down' details are not easily available. In our latest annual report we can see that almost 100 residents are in the Melksham area & some will be from Melksham Without Parish. The work will be ongoing over the next 12 months & will bring great benefit to end users as well as volunteers.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

9. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wessex Water Board via Community Foundation	£3,000	approved
Town & Parish councils	Ongoing. Each town council in West Wiltshire will be approached to request similar support.	
Grant making trusts & Foundations will be approached during the financial year.		

10. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We participate in a variety of activities during the year e.g. Lions Fun Day, Autumn Fayre, Carnival Day - to raise awareness of our presence, awareness of our need for volunteers & sale of items not requested by service users.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 30th January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
------	--

Address	
Telephone No.	
Email Address	
Signature	
Date	30 th January 2023



ANNUAL REPORT
2021-2022

Registered charity: 1037024
Registered office: Ashton Mills, Trowbridge BA14 7BB
01225 764849 www.groupfive.org.uk

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MANAGEMENT COMMITTEE

Post	Trustee
Chairman	Sam Selman
Secretary	Jane Steer
Treasurer	David Gowen
Warehouse/Workshop Manager	Daryl Daffin
Inter Agency Liaison	Fran Lewis
Health and Safety Officer	Pete Aldous
Fundraiser	David Warden
Committee Member	Bill Liddle

MINUTES OF THE 30TH ANNUAL GENERAL MEETING HELD ON THURSDAY, AUGUST 27TH 2021 ON ZOOM

PRESENT: Pete Aldous, Daryl Daffin, David Gowen, Fran Lewis, Bill Liddle, Sam Selman, Jane Steer.

Sam welcomed everyone to the meeting, explaining that this was a brief meeting in order to comply with with the Charity Commission guidelines.

The previous minutes were approved. Sam agreed to sign them and deliver them to David.

There were no officers' reports as this was not a public meeting, due to Covid.

The treasurer's report was approved and signed.

The management committee members were voted back in en bloc. Jillian has officially resigned from the post of secretary and David thanked her, in her absence, for her hard work over the years. He will send a card and a £20 garden voucher on behalf of Group 5.

The post of auditor will continue to be held by Ann Clark and was approved by all present.

A GENERAL COMMITTEE MEETING then followed.

FINANCE:

No 1 account: £8,933 No 2 account £12,949.

Monies in:

£2,500	Selwood
£2,000	Fudge Trust
£300	Melksham Without Parish Council
£5,000	Wiltshire Community fund.

An application has been made to Trowbridge town council but this will remain outstanding until the end of September.

David has indicated to St James' Trust that we are not in urgent need of money and that we will reapply next year. The situation is similar with Melksham Town Council and Westbury Town Council.

David reported that the Nationwide Building Society has informed us that they will closing all treasurers' accounts but have not yet given a date. Fran advised David that Splitz use an online CAF bank account with counter service at HSBC. David will do some research.

Group 5 COVID procedures:

David thanked Daryl, George, Jason and Pete for keeping things running smoothly during these difficult times. At the moment, the van operates on Mondays, Wednesdays and Fridays.

In order to conform to social distancing guidelines, George drives the van with Jason as passenger and Daryl follows in his car. Daryl is being reimbursed for fuel at £10 per week.

Group Five (1037024)
Annual Report 2021/2022

Visors, masks and hand sanitiser have been provided. Van staff wear gloves and these are sanitised upon return to the van. No soft furnishings are being collected and all collected goods are left on the van until the next day, when they are taken into the warehouse to be sprayed with bleach. Fran recommended changing to an alcohol-based spray such as sold in Lidl at the moment. There are hand sanitiser stations in various locations within the mill itself.

Group 5 recommenced on June 1st and since then, there have been 90 deliveries. It has been decided to keep to three working days due to the fact that Daryl and George are on the van, reducing the amount of time which they have to refurbish and maintain items. If there were to be a real emergency request, Daryl and George are always in the warehouse on Tuesdays and Thursdays and would be able to help out.

This situation will be reviewed at Christmas.

30th anniversary: It was decided to postpone this until 2021. Our 30+ anniversary will be a great opportunity to raise awareness and publicise what we do.

David thanked all the loyal volunteers who were helping to keep things running at this time.

The next meeting will be on Monday, 2nd November at 9.30pm on Zoom.

CHAIRMAN'S REPORT

The aim of Group Five is to provide furniture and household items, donated by the public, to help families and individuals in need. We collect, repair, refurbish and deliver to homes referred to us by various charitable and statutory agencies working in the field. This service is free of charge to the recipient. We are staffed by volunteers and funded by grants, donations and our own fund raising.

The role of the Trustees is to ensure that the organisation meets the objectives of the organisation and operates in an efficient and effective manner. The Trustees meets regularly to oversee the running and to give guidance when issues arise, seek ways to improve our service. Currently, meetings are being held on Zoom. Thanks to Jane for managing this.

2020 has been a challenging year for everyone and can be expected to be difficult for some time yet. The ebb and flow of the pandemic, management of its spread ,and how we contend and comply with changing regulations, makes it difficult to plan for an unknown future and meet current needs. One of the greatest strengths of Group Five is the commitment of our volunteers and they have stepped up to the challenge to provide an emergency service throughout the lockdown. Thanks to, Daryl , Dave, George, Jason and Pete for their extra effort helping us to provide service to families during these difficult times.

Please, everybody, Take Care and Thank You

Sam Selman
Chair of Trustees

SECRETARY'S REPORT

2020 and now 2021 have been challenging times for Group 5 and many other charities whose aim is to help those in need. Due to the three Corona virus lockdowns, the very people who need our help have found themselves in an increasingly serious situation and for many weeks, we were unable to help them. However, after consultation by email between members of the committee, a risk assessment was made and we were able to gently resume some of our functions, ensuring at all times that measures were taken to protect our staff and our clients, many of whom are vulnerable. Very many thanks to all the volunteers at Group 5 who have agreed to return to the charity in some way. We do respect the fact, however, that not all are confident enough to return and we believe that each individual has the right to make the decision which feels right for them.

The warehouse team has continued to organise the warehouse very efficiently and the repair team has continued to repair and adapt furniture to ensure that most items collected are put to good use. This work has continued throughout the lockdown and thanks go to our warehouse volunteer staff.

The committee has been meeting on Zoom every two months throughout the lockdowns and this has proved to be an efficient way of holding the meetings whilst ensuring the safety of the committee members.

Thanks are extended to all the volunteers for their commitment and for the valuable work which they do to help those in need of our service, helping to protect their mental health and supply their basic needs. Our thanks also go to all those who make donations to Group 5 without which we could not operate.

Jane Steer
Secretary

GROUP FIVE STATISTICS

CLIENTS HELPED IN EACH AREA

Town	2020/21	2019/20
Trowbridge	146	238
Bradford-on-Avon	14	42
Melksham	97	108
Warminster	36	57
Westbury	27	61
TOTAL	320	506

For agencies referring clients see overleaf

GRAND TOTAL

Number of families helped since commencing: **17,222**

COLLECTIONS

During the year ending 31st January 2021 Group Five made collections of furniture from 242 homes; saving 40.7 metric tonnes from landfill.

AGENCIES REFERRING CLIENTS

Agency	2020/21	2019/20
Social Workers	67	68
Health Visitors	45	54
Housing Associations	59	97
Wiltshire Council Safeguarding	21	58
Mental Health	9	7
Wiltshire Families (Family Nurse)	9	27
Job Centre	9	16
Housing Options	21	21
Amber	2	4
Citizens Advice Bureau	5	6
Probation Service	2	4
Bradford-on-Avon HUB	2	9
Council Hostels	7	29
Adult Social Care	10	4
Doctors Surgeries	5	7
Storehouse	9	13
Lions	1	1
Children with Disability	3	3
Area Coordinator (Wiltshire Council)	6	0
Children Centres	10	22
Carers Support	5	8
SPLITZ	4	3
Rough Sleepers	4	3
Debt Advice	10	8
Multi Faith Forum	1	7
Drugs & Alcohol Misuse	3	0
Victim Support	0	2
Women's Refuge	0	1
Benefits Agency	0	2
Breakthrough	0	5
Mother and Baby Unit	0	10
Churches	0	2
PAUSE, Wiltshire Council	0	1
Salvation Army	0	1
Police	0	1
Homeless Prevention	0	2
TOTAL	320	506

TREASURER'S REPORT

Group Five operates two Accounts -

No. 1 Account which deals with the Income and Expenditure of running the Charity and a

No. 2 Account which is an accumulation of any excess income over the years from the No. 1 Account and acts as a reserve/replacement Van account.

In these strange times with the Coronavirus, Group Five has experienced three lockdowns during the course of the year but has still managed to help more than 300 desperate families requiring furniture.

For safety reasons since March we have reduced our Volunteer Staff to a bare minimum in an endeavour to avoid contacting the virus. Van Staff use all available ppe – masks, gloves and use gel on gloves after visiting a household.

Our stock of furniture is high and we have therefore stopped collecting furniture for most of the latter months of the year and always sanitise items we collect.

We are very pleased to welcome onto Group Five's Committee David Warden who took over as Fundraiser a while ago. Because of lockdowns and Staff reduction our need of income has been reduced and therefore applications for funding have been less than in previous years. However funding applications we have made have been successful and we are very grateful to all funders who have supported us.

My grateful thanks to all our Volunteers who have given of their free time to help those in need.

Hopefully in the not too distant future we will be able to welcome back all Staff on furlough at present who are anxious to return.

David Gowen
Treasurer

NO 1 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31.1.2021

INCOME		EXPENDITURE	
Expenses reinvested	807.90	Telephone	596.99
		Diesel and Oil	604.68
<u>Grants</u> (Local Authorities)		Van Insurance	1307.79
Melksham Without Parish Council	300.00	Road Tax	265.00
Trowbridge Town Council	900.00	Public Liability/Employers Liability Insurance	576.07
		Volunteer Expenses	830.40
<u>Grants and Donations</u>		Staff Subsistence	2652.50
Selwood Housing Association	2500.00	Repairs and Servicing	1393.03
Wiltshire Community Foundation	5000.00	Office Equipment, Stationery, Photocopying, Postage	116.62
Fudge Trust	2000.00	Refreshments	61.49
G.W. Engineering	100.00	General Consumables	58.39
Trowbridge Carnival Committee	25.00	Electricity	600.00
Sundry Donations	126.00	Landfill	65.28
		Water	69.42
<u>Group Five Fundraising</u>		Workshop Tools	0.00
Sale of Sundry Goods	383.15	Rent	3000.00
		Miscellaneous	372.38
TOTAL INCOME	12142.05	TOTAL EXPENDITURE	12590.04
		DEFICIT	427.99

Opening Balance b/f	4509.38
Less Deficit	427.99
	4081.39
Bank	3974.90
Petty Cash	106.49
Closing Balance c/f	4081.39

**NO. 2 REPLACEMENT VAN ACCOUNT
FOR THE YEAR ENDING 31.1.2021**

INCOME		EXPENDITURE	
Balance b/fwd	12,960.04		0.00
Interest (30/6/20)	6.43		
Interest (31/12/20)	6.54		
TOTAL INCOME	12,973.01	TOTAL EXPENDITURE	0.00

Balance c/f 12973.01

WAREHOUSE/WORKSHOP MANAGER'S REPORT

The workshop machinery and tools have been assessed and are suitable for the level of maintenance and repair which could be required on donated furniture.

George Simon joined the team in February 2020 as the Storeman, responsible for items that come in and go out and general cleanliness of the warehouse. Both of these tasks he carries out with a high degree of diligence.

Since the first 'Lockdown' in March 2020 George has taken over as the volunteer driver of the van and together with Jason Cleverley they form the core of the Delivery Staff while the pandemic rages. Although the Van can carry three persons this would entail being too close and as such when large deliveries require more hands to move items I have assisted by taking my private car.

We are trying to reserve certain areas for similar items of furnishings but with the best will in the world we do run out of space before running out of items to store. However this is preferable than not having an item of furniture when it is required for issue. Due to COVID19 measures we have been sanitising hard surfaces with bleach spray however we are currently unable to collect soft furnishing items as we have no method of confirming them COVID safe. A wait list is maintained for when that necessary item is not immediately available or requires adaptation. Our staff when allowed will make prearranged collections and deliveries but the odd addition has been known and space can usually be created.

The level of stock in the warehouse remains fluid. Inevitably items that have been collected by staff on the van are held for varying times before issue. Items of furniture which are not required for their original use are re-purposed into other forms to enable reissue, this cuts down on waste.

It is a sign of the times but quite a lot of the furniture we receive needs refurbishment and repair either when it is manufacturers' donations of returned items or locally collected. Unfortunately we are no longer able to dispose of land fill items for free, and therefore the drivers have been made aware that if we cannot reutilise items we cannot collect them as the cost of disposal must be taken from Group 5's dwindling funds. Before dispatch, items are often repaired and rebuilt. If necessary beds are tagged with stick on labels to enable easy self-assembly by the recipient. Obviously all items before dispatch are rigorously tested by staff. Electrical items are PAT tested to ensure safety.

It is the volunteers that make Group Five run smoothly. During the COVID crisis the number of personnel have been drastically reduced and as such a three day delivery week has been authorised. With the remaining two days to allow cleaning and repair of items. The Office

Group Five (1037024)
Annual Report 2021/2022

has been ably manned by David Gowen. Without that assistance to do the humping and dumping and run the office we would grind to a halt. Also without these people “the hammer and nail gang” of which I am a proud member, couldn’t do a thing.

Group 5’s thanks go to all those who have assisted in any way over the years to making the workshop an integral part of the Group 5 success story.

I think it is fast becoming clear that with the increasing cost of living, finance will not be available to refurbish homes and the requirement for assistance in the future will present Group Five with a challenge for a long time to come. A challenge which I’m sure Group Five will be able to meet.

Daryl Daffin
Warehouse Manager



Volunteer Handbook

2022 edition

Lead trustee: _____

Volunteer manager: _____

Volunteer Handbook

Welcome

Welcome to Group Five. Through volunteering with us, we aim to provide you with an opportunity to share your skills and experience to support our work; to develop and grow; and to improve employment prospects (if this is of interest to you).

The Management Committee is here to offer support, training and supervision throughout your volunteering engagement. Volunteers are an integral part of our organisation and we are happy to welcome you to our team.

This document is to act as an information point for your time volunteering with our service and it should be used in addition to your training, supervision and relevant policies. We hope that you find this a useful guide during your time with us.

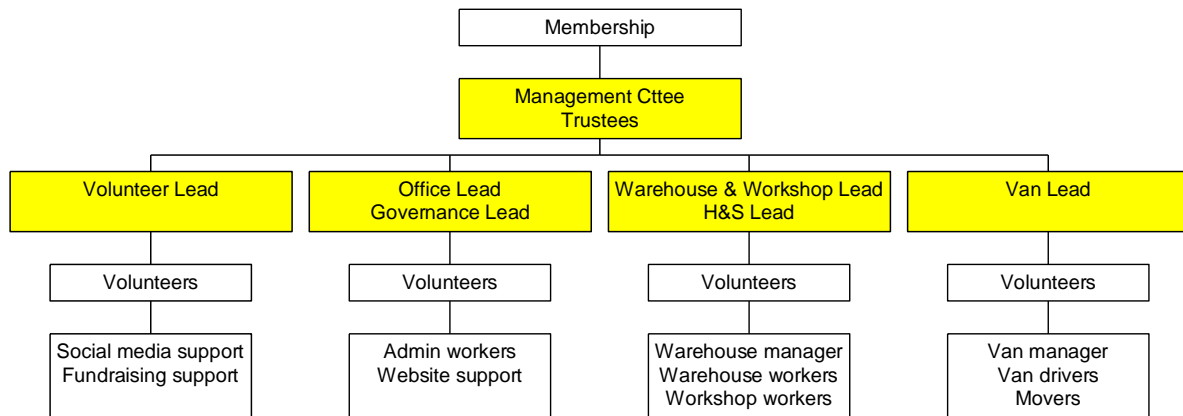
Best wishes,
The Board of Trustees

Overview of Group Five

Group Five is an independent charity and leading provider of household items to those in need in the five main towns (Trowbridge, Melksham, Westbury, Warminster and Bradford on Avon) in the former West Wiltshire district.

As a client-led provider we work with partner agencies and the local community to develop and deliver a range of quality services and other solutions. Our services are developed with input from customers and others in the local community, and our volunteers.

Group Five Structure



Our Main Activities

Collections. We offer a recycling service for good quality unwanted furniture and household items, including selected small electrical items and soft furnishings. This service helps ensure unwanted items receive a new purpose and reduces the amount of waste sent to landfill. We do not pay for these items, and items are collected free of charge. Our van driver has the final say on whether items are collected or rejected.

Deliveries. We provide a range of household items to help those in need set up a new home. We don't have a showroom, but those in need can supply a list and we will do our best to provide all of those items. We do not charge for any of these items, and items are delivered free of charge.

Volunteering Opportunities. Our volunteers are integral to the organisation. We always offer high levels of training support and development to our volunteers so that they are suitably

prepared for their roles. We have a range of opportunities, further details are found below. We are always open to people with experience of fundraising, administration and research to assist us with specific pieces of work.

Volunteering Roles

Volunteer Roles. The current volunteering opportunities are:

Warehouse Worker: this role involves stock management; identifying and selecting items for delivery; keeping the warehouse safe and secure; and reporting on stock levels and collection requirements.

Workshop Worker: this role involves fixing and adapting items or cannibalizing unwanted items for future use.

Van Driver: this role involves being responsible for driving the charity's van; ensuring it is kept road-worthy; overseeing it's loading; and being responsible for all activities while delivering and collecting.

Van Team: this role involves humping and dumping; and interacting with the clients.

Administrative Support: this role involves office duties like answering the phone and taking messages; preparing the job sheets; updating the registers; and providing administrative support to the other parts of the charity.

Training & Support

Training. Group Five is committed to ensuring that volunteers are provided with a program of training and education. This will be achieved by ensuring volunteers:

- a. Receive information about health and safety and other policies.
- b. Receive training for their role.

- c. Have the opportunity to discuss additional training needs. Each volunteer will be eligible to apply for external training appropriate to their role. This form of training may be limited when funding is unavailable.
- d. Perform their role on a trial basis for three months to ensure both Group Five and the volunteer are happy with the role.
- e. Be allocated work that is appropriate.
- f. Be given a Volunteer Agreement and Role Description, which show the expectations and support offered. This is not a contract.
- g. Receive ongoing group training at volunteer meetings.

The Lead Trustee will discuss training opportunities with each volunteer when they start their voluntary position, and during each evaluation session; and if possible tailor training to each volunteer's needs.

Support. Volunteers are invited to regular volunteer meetings, supervision meetings, volunteer celebrations and training throughout the year. Volunteers are encouraged to attend as many of these as possible to maintain their development with the charity as well as to actively engage with the organisation. We welcome and value volunteer input and feedback regarding the role they are performing and the organisation as a whole. If volunteers wish to offer feedback outside of these events please contact the Lead Trustee.

Responsibilities

We will	You will	We both will
<ul style="list-style-type: none"> • train you for your role • provide any support you need • cover your expenses • give you a voice and value your feedback • provide insurance to cover your activities. 	<ul style="list-style-type: none"> • be committed • act in the charity's best interests • follow our policies, procedures and training • let us know if you have any concerns. 	<ul style="list-style-type: none"> • understand the voluntary nature of our arrangement • maintain data protection and uphold confidentiality • be able to end the volunteer relationship at any time.

Expenses

Allowance Rates. Allowance rates are agreed by the Trustees and published annually. These are posted on the notice board. Rates will not change during the year unless unforeseen

circumstances dictate a change.

Meal Allowance. Volunteers will receive a fixed meal allowance if they **work 4 or more hours** during the day. The allowance will be paid in cash and receipts are not required.

Travel Allowance. Volunteers can claim a travel allowance if they need to travel more than **XX** miles to get to the Group Five warehouse. The allowance will be dependent on the additional miles travelled and will be paid at the set rate. Receipts are not required.

Payment. Allowances will be paid in cash. Volunteers must collect their allowance from the Office Manager and sign as having received the amount due.

Insurance

General Insurance. The charity holds Public Liability insurance and additional cover for injury caused to volunteers, which covers you while carrying out your duties as a volunteer for the charity.

Motor Insurance. The charity holds insurance for its van which covers all volunteers while out in the van on charity business.

Personal Car Insurance. Volunteers are not normally expected to use their own motor vehicle for Group Five volunteering purposes. If they are required to do this they should tell their insurance company that they plan to start driving as a volunteer. In general, volunteer driving can be covered by a standard insurance policy, though some insurance companies may increase the premium. Please inform us if this happens.

Working with the Public

The following information is a guide for best practice to be used in conjunction with your training. If you have any concerns or are uncertain please discuss the issue with the Management Committee at the earliest opportunity.

Boundaries. When dealing with clients it is important to remember that you must set boundaries. This includes the amount of time you can spend with them, how often you can

see them, in what circumstances you would refuse to see them, and what you can, or cannot help them with. Clients will appreciate your honesty rather than any false promises you may make.

If you ever feel uneasy about meeting a client, don't meet them: remember, when it comes to safety, **your first responsibility is to yourself.**

It is important to acknowledge your own boundaries as a volunteer. The volunteering role will have guidance on what is expected of you and the responsibilities you commit to in the role. We welcome feedback and development ideas for roles from our volunteers and our clients.

Aggressive and Violent Behaviour. In the extremely unlikely event that such behaviour is encountered, it is hoped that the following guidelines along with training and common sense will be used. All safety concerns must be discussed with the Management Committee and a risk assessment undertaken. If volunteers are threatened with aggression they should leave the area at the first opportunity. In the meantime they should:

- Adopt a calm, reasoned, and reassuring attitude; trying to signal non-aggression
- Keep the door, or escape route clear.
- Maintain a distance and watch for sudden changes.
- Volunteers should protect themselves rather than property.
- At all times your own safety is paramount.

Confidentiality. For the safety of our volunteers and clients we take confidentiality extremely seriously and a breach of confidentiality will result in action being taken in accordance with our Volunteer Resolving Problems Policy (included in your induction pack). Further details are in our Data Protection policy.

Clients must be able to trust the volunteers with private and confidential information. Unless there is a serious concern regarding safeguarding, all information shared will remain on a need to know basis within Group Five.

Vetting. As none of our roles involve working directly and solely with vulnerable adults or children there is no requirement for a Disclosure and Barring Service check. Other vetting

checks may be carried out for our Trustees.

Car parking. There is restricted car parking at the main warehouse and volunteers are requested to park in the nearby superstore car park (while there remain no restrictions). There is parking for the van and 2 or 3 cars, normally reserved for the office and warehouse workers, or short visits by volunteers and trustees.

Policies

Volunteers are expected to adhere to our policies and procedures. Full version copies of the following documents will be provided in your induction pack.

- Health & Safety Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Volunteer Resolving Problems Procedure

Manuals

Volunteers will be provided further induction in the area of work they have volunteered to do. There are relevant manuals for each area of work which provide further information and guidance.

- Warehouse and Workshop Manual
- Van Manual
- Office Manual (including Finance and Volunteering)
- Governance Manual (for Trustees)

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Melksham Phab Club
2. Name to which cheque should be paid to, if different from above: Same as above
3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number: [REDACTED]
Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based? Locally Based
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Melksham Phab Club offers a unique space for both disabled and able-bodied individuals to equally participate in various activities - enabling attendees to share in community, support, and friendship along the way. The main objective of our charity is to promote social inclusion for all who attend by creating a welcoming and fun environment for all.

We meet fortnightly at Bowerhill Village Hall to play games and quizzes; learn new crafts and develop skills; and occasionally share a meal. We endeavour to plan trips out based on members' preferences, such as a day trip to the beach (Weymouth), pub meals out at

Christmas, and various seasonal activities outside of our regular meeting space where possible. We plan for a big 2023 comeback after covid with plans underway to resume community fundraising initiatives and increased presence in the local community.

6. Amount of Grant requested: £500

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The money requested within this grant will specifically be used to pay for the cost of the hire of a coach. This will enable members, together with family and friends to visit either Weymouth or Weston for the day. This will benefit not only our members but other people from Melksham who accompany them.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	-	-
Town & Parish councils	£430	Paid
Any other body Almshouses	£480	In progress

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Members of Melksham Phab Club currently pay subsidies in order to participate in raffles, pay rent and fund activities such that need resource to complete.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature: 

Date: 19 January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	19 January 2023 .

MELKSHAM PHAB CLUB
Registered Charity No. 1018646
Balance Sheet @ April for 2021-2022 AGM


<u>Income</u>	<u>£</u>	<u>Expenditure</u>	<u>£</u>
Opening Balance	4,696.20		
Fees/Subs	130.00	Theatre/Entrance fees	-
<u>Grants Received</u>		Meals (note 3):	-
Melksham without x 2	500.00	Transport/Trips (note 4):	-
Melksham Town Council	-	Fees/Affiliation/Insurance	325.00
Melksham Almshouses	-		
Flag Days	-	Hall Rent	120.00
Transport/Trips/Theatre	-	Stationery/Telephone	64.18
Fete receipts	-	Refreshments	40.66
Training Income/Phab main events	-	Bingo/Raffle Prizes	99.95
Refreshments	-	Games Purchase	-
Raffle	91.00	Activity/Consumable	32.30
<u>Donations</u>		Fete	-
		Donations (note 1)	-
		Training/Phab main events	-
		Magazine fees	-
		Entertainment	-
		Flowers/cards/gifts	20.47
		Social (tickets)	45.50
		Equipment	-
Meals (note 3):	-	Misc	-
Social (tickets)	41.50		
Magazine	-		
Phab England (note 2)	-	Phab England	-
Surplus craft items/sundries	-	<u>Closing Balance</u>	
Misc	-	Petty cash	70.38
		Bank (note 3)	4,640.26
			4,710.64
	<u>£5,458.70</u>		<u>£5,458.70</u>

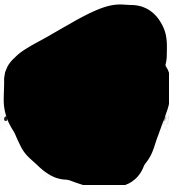
Note 1 – Donations:

Note 2 – Bank reconciliation subject to un-presented cheques & income not cleared.

Note 3 – Meals:

Note 4 – Transport costs:

Signed  Treasurer

Checked 

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Wiltshire Air Ambulance Charitable Trust
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?

We are the air ambulance for Wiltshire and Bath, and 78% of all our missions take place in this area, though we are also called out to surrounding areas when our specialist skills or capabilities are required (particularly at night, when not all air ambulances operate).

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

In 2022, 135 missions were within 5 miles of our airbase in the parish of Melksham Without, directly benefitting local people. 388 missions were within ten miles of our airbase. WAA provides a high standard of pre-hospital trauma and resuscitation care, effectively bringing a mobile A&E department to the roadside or incident site. From our airbase near Semington we can scramble within two minutes and reach anywhere in Wiltshire within 11 minutes. We have a team of highly qualified critical care or HEMS paramedics, with additional support from four doctors specialising in emergency medicine. We operate up to 19 hours a day, 7 days a week, 365 days a year and work in partnership with the South West Ambulance Service NHS Foundation Trust (SWASfT) to complement their land-based service. They currently fund 10% of our operational costs through a Service Level Agreement. We also work closely with Blood Bikes who supply the blood units we carry on board, as well as working closely with our emergency service partners including Police, Fire and Rescue and other air ambulances.

6. Amount of Grant requested: £.....500.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits residents of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

As outlined above, we need to raise around 90% of our annual running costs through our various fundraising activities. Funding to cover our operational costs has become a real challenge during the current cost-of-living crisis and it is towards these priority costs that we seek your support.

We attend over 1,000 missions each year, and in 2022 around 29% of these were within ten miles of our base at Outmarsh. We would be most grateful if you will consider part-funding the cost of one such mission.

Each mission costs around £3,500 on average. This includes all operational and support costs, such as fuel for the aircraft, paramedic/doctor costs, blood products to enable pre-hospital blood transfusions, and enhanced pain relief and drugs. Although there are times when, sadly, a patient's injuries or condition are not survivable, pre-hospital intervention by air ambulance crews greatly increases a patient's chances of surviving, reduces life-limiting injuries, and improves long term outcomes.

Within trauma care the 'Golden Hour' has long been held as the critical time period for most trauma patients, where evidence shows that for some injuries and conditions if the patient receives specialist care within the first 60 minutes or sooner, their chances of survival and recovery greatly increase. This rapid response is where the Air Ambulance and Critical Care Cars and their specialist, highly-trained crew and equipment really do make the difference and save lives.

We have to raise £4 million a year through our fundraising activities to operate this service. Our daily operating costs (including the funds we require to equip and man the helicopter and rapid response vehicles, specialist equipment, training, management, fundraising and support for our volunteers) totals £10,959 per day. In 2022 we were called out to 3 missions a day on average, and with the support of Melksham Without Parish Council we want to continue to offer gold standard care to the people of Wiltshire and Bath when they need us most.

If our application is successful the funds will be put to immediate use in the delivery of our lifesaving service.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils		
Any other body	Various applications made to grant-making trusts	Grants totalling £317,000 received in 2022.

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We raise funds in a variety of ways. Our lottery generates over £1m each year, and gifts in wills raise a further £1m per year on average. The remainder of our running costs are raised through our fundraising events, static collection tins, online donations and direct debit donations, community engagement and fundraising with corporate partners.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 27/01/23

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

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I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	27/01/23

REGISTERED COMPANY NUMBER: 07805796 (England and Wales)
REGISTERED CHARITY NUMBER: 1144097

**REPORT OF THE TRUSTEES AND
GROUP FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 OCTOBER 2020
FOR
WILTSHIRE AIR AMBULANCE CHARITABLE TRUST**

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

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FOR THE YEAR ENDED 31 OCTOBER 2020**

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WILTSHIRE AIR AMBULANCE CHARITABLE TRUST
ADMINISTRATIVE DETAILS OF THE CHARITY FOR THE YEAR ENDED 31 OCTOBER 2020

President	Richard Youens
Board of Trustees	Chris Lear (Chairman) Anna Cole (Vice Chair) Mike Fellows Peter James Foskett (resigned 28 February 2020) Rob Kevan James Phipps Philip Shepherd QC
Company Secretary	Friends Financial Limited (appointed 03/11/16)
Executive Management Team	David Philpott (Chief Executive) Giorgio Bondoni (Director of Aviation) Danielle Friend (Director of Finance & Infrastructure) Barbara Gray (Director of Income Generation & Communications)
Company reg. no.	07805796
Charity reg. no.	1144097
Registered Office	Outmarsh Semington Wiltshire BA14 6JX
Auditors	Haines Watts Newport Street Swindon Wiltshire SN1 3DU
Bankers	Lloyds Bank 38 Market Street Devizes Wiltshire SN10 1JD
Solicitors	Goughs Solicitors The Strand Calne Wiltshire SN11 0JU

**WILTSHIRE AIR AMBULANCE CHARITABLE TRUST
FOR THE YEAR ENDED 31 OCTOBER 2020**

Investment Managers

Brewin Dolphin
Woodstock Court
Blenheim Road
Marlborough
Wiltshire
SN8 4AN

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

The Trustees, who are also directors of the Company for the purposes of company law, submit their annual report and the financial statements of Wiltshire Air Ambulance Charitable Trust for the year ended 31 October 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

Objectives and activities

Charitable Objects and Aims

The Charity's governing document states that its charitable objective is "the relief of sickness and injury and protection of human life by raising sufficient funds to finance the provision and support of an Air Ambulance service for the County of Wiltshire and adjacent counties".

Public Benefit

The Trustees have had due regard to the Charity Commission guidance on public benefit.

The public benefit provided by the Charity is the relief of injury or sickness through rapid treatment and/or transport to a hospital or other care facility as appropriate. This benefit is available to anyone and everyone in Wiltshire and neighboring counties, resident or visitor, on the grounds of a fixed set of criteria, which take account of factors including clinical need, urgency, accessibility and distance to hospital. The use of these criteria in deploying the aircraft is regularly monitored and reviewed to ensure they are rigorously applied. No private benefit is given to anyone.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Main Objectives for the Year 2019/2020 – as set out in the 2018/2019 Annual Report

In its ninth year as an independent charity and 30th year operating the air ambulance service in Wiltshire the aims of the organisations were identified at a board and executive management team strategy day on 4th December 2019 and were as follows:

1. Whereas the current risk register has served us well, now that we have our own Air Operators Certificate, manage an airbase (airport) and own a helicopter, the board agreed to develop a new dynamic approach to managing and mitigating risk by adopting a new risk policy and risk register based on best practice.

A new risk register was approved by the board in the period under review. As well as expanding the areas of risk management and mitigation, individual board members were allocated areas of risk oversight according to their expertise. The executive management team (EMT) reviews by rotation, a selection of risks at its regular meetings and advises the overseeing trustee and the wider board of any changes to the risk profile

2. Having achieved most of the objectives in the Strategic Plan, the charity will now consult with stakeholders and develop a new Strategic Plan to cover the next period.

Considerably delayed by the ongoing pandemic and office shutdown resulting in working from home, this process was re-started after the period under review in April 2021 and is being led by the Director of Income Generation and Communications.

3. Continue to roll out the Income Generation Plan, measure and monitor it and ensure that all staff in the organisation have training and development opportunities so as to foster ownership of and responsibility for delivering it (or their part of it).

The Income Generation Plan was reworked to reflect the impacts of the pandemic and its impact on fundraising. This new iteration of the plan was approved by the board immediately following the period under review. The plan is internally audited by the Director of Finance and Infrastructure on an ongoing basis and together with the Director of Income Generation and Communications a formal RAG rated report is submitted to the board each quarter.

4. Continue to expand the charity's mental health and wellbeing agenda.

Achieved in some measure, although against the background of the ongoing pandemic which meant most staff (except front line medics and pilots) were working from home, often isolated for long periods of time from colleagues and without all the support infrastructure the Semington airbase headquarters provides.

As with all other charities, the emergence of the COVID 19 pandemic during the period of this report, meant there was a significant impact on future plans and consequently on income. The effects were

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

felt by our people and there were of course impacts on our finances.

The charity already had robust and effective Emergency and Business Continuity Plans in place following the Novichok poisonings in 2018. As a result, we were able to very quickly send most staff home on 18th March 2020 to continue working and instruct volunteers to stand down; this was to safeguard their health and wellbeing. Both charity shops were also closed (having already exercised a break clause in the Westbury shop lease). Lockdown commenced on 23rd March 2020 with the Coronavirus Job Retention Scheme (CJRS) being announced shortly beforehand. The decision was taken to furlough a significant number of the staffing cohort as various events were being either postponed or cancelled and limitations on the movement of people and activity would inevitably see a drop in events and donations.

Immediate actions were taken to ensure the financial security of the charity as follows:

- Negotiation of a 6-month repayment holiday of the HP lease for the Bell 429
- Furlough of staff and a submission to the Coronavirus Job Retention Scheme
- Immediate Cash flow review and scenario planning
- Retail Grants applications made to Wiltshire Council for the closure of the two shops

The announcement of a £6 million government grant to Air Ambulance charities in May 2020 mitigated some of these challenges with Wiltshire Air Ambulance receiving a grand total of £374,375, (supplemented by a smaller Covid grant of £2,381).

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Achievements and performance

Operational Development Activities and Achievement:

Activities Funded - The Charity continued to fund the loan servicing and repayments along with the operating cost for the aircraft and maintains a Charity services and fundraising team, consisting at 31st October 2020 of twenty-three members of staff together with three outsourced experts. Many of the Charity staff work part time or flexible hours so as to foster a supportive working environment. Five Pilots are employed by the charity, but paramedics are seconded from the South West Ambulance NHS Foundation Trust.

Operational Statistics (previous year in brackets):

In the period from the 1st November 2019 to the 31st October 2020 Wiltshire Air Ambulance responded by air or car to 1213 (1176) incidents and treated and carried by aircraft 146 (217) patients. Out of a total of 1213 incidents, 548 were by helicopter and 665 by Rapid Response Vehicle.

Included in the total of 1213 are 349 (305) incidents outside the county.

These incidents included:

- Road Traffic Collisions: 194 (98)
- Medical conditions (including cardiac, endocrine, seizures,) unexpected collapse, respiratory and neuro problems: 531 (541)
- Trauma (excluding Road Traffic Collisions, but including falls, sporting injuries): 211 (72)

Only 12 (2) aircraft missions were 'aborted', meaning the Air Ambulance did not reach the patient for one of three reasons. Most frequently, this was due to low cloud or fog, which prevented the Air Ambulance flying into the location. On occasion, it was because the helicopter was diverted to another incident. Rarely, it was due to a mechanical fault. 152 (86) aircraft missions were stood down en-route to an incident mostly because latest information about the patient made it apparent that the aircraft was not required after all. Balancing the need to respond quickly to maximize the benefit to the patient, against the possibility that the Air Ambulance may not ultimately be required, is all based upon information which is virtually always provided by 999 callers who have no medical training. This is what makes the decision on when to deploy one of the most difficult aspects of providing the service. 102 (58) of our helicopter missions were at night. 387 (408) further nighttime incidents were carried out in our rapid response vehicle.

The total combined aircraft and RRV activations at 1213 means that there was nevertheless a 14% increase in the demands on our service.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Operational Availability & Costs:

During the period under review, the Charity funded all the operational costs of the helicopter, including pilots. The NHS provided and paid salaries of 6 of our allocated paramedic cohort – totaling 12. One paramedic is of Operations Officer rank (OO) and this person is responsible for ensuring the clinical standards and Standard Operational Procedures (SOPs) are adhered to. He also provides a key link between the Charity and the Ambulance Service on day-to-day issues.

In a document dated May 2017 the South West Ambulance Services NHS Foundation Trust (SWASfT) has calculated that the value of its contribution to the operation of the charity is £388,907, made up as follows:

- *Pay £300,000*
- *Rapid Response Vehicle £18,221*
- *Drugs and Equipment £45,000*
- *Management £24,186*
- *Uniform £1,500*

Only the pay costs have been included in the financial statements as a donation received and associated helicopter costs. This amount has been included as £319,300 representing only the pay element.

During the period under review, along with other air ambulance charities in the South West, we successfully negotiated a new Service Level Agreement with the NHS Ambulance Trust to simplify the arrangements set out above. Henceforth the NHS will fund 7.2 paramedics with the charity picking up most of the other costs.

The Charity is responsible for defining the strategic direction of the service, taking into account the expert opinions of the crew. Day to day operations are prescribed by the SOPs, which are agreed jointly.

Outcome and Impact

Because of patient confidentiality, the Charity is unable to quantify patient outcomes. However, when the patient or their family contact us afterwards, we have received some very strong and often moving anecdotal evidence of the impact which the service has had, not only for the patients but also their families, friends and wider communities. Where patients give us their permission, their stories are featured in our newsletters, films, websites and other media to demonstrate to the public the real difference their fundraising makes.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Financial review

Fundraising, Income Generation Activities and Achievements

The financial performance of the main income streams is covered in more detail in the Finance Review below, but the Trustees report that in its ninth year as an independent Charity, the income of the Charity was £ 4.43 million. Bearing in mind that the charity states in all its publicity that it requires £3.75 million per year to operate and given the extraordinary challenges the charity, along with all other charities, faced in the year under review, namely the impacts on all fundraising and fundraising events on account of the global Covid pandemic, this 20% increase in total income must we welcomed an as incredible achievement.

The cost of fundraising was 17p in every £ spent and for every £1 spent on fundraising the charity raised £6.52. Expenditure directly on the operation of the service was 68%.

Performance Review

Overall income in 2019/20 – including the extraordinary government grant and monies received from the Covid Job Retention Scheme - was £4,433,560. This continues to be most encouraging in view of the fact that at circa 716,000 people, Wiltshire and Swindon has a small population from which to raise funds. We also raise funds in a county where population density is only 1.4 persons per hectare as compared to 4.1 per hectare which is the figure for England as a whole.

Key items:

- ▲ Lottery: an 13.6% increase in income during the year from £1,151,441 to 1,308,592 achieved mainly through effective door to door canvassing (when not in lockdown) and a shift to online sign ups
- In this year although our income from grant making trusts and foundations decreased from £136,673 to £ 89,521 given the demands made by the charity sector as a whole upon such trusts we do not consider this as unreasonable or an underachievement; indeed, quite the opposite.
- After being disappointed in 2018/19 by the fall in our legacy income, it is pleasing to report that in the year under review our legacies total rose by a third from £ 632,356 to 844,320. The board are mindful of the fact that legacies cannot be forecast or predicted and that we will always have good years and not so good years.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Volunteers

When volunteers are recruited, following a Basic DBS check, a full induction process is given and as part of their training we cover the Fundraising Code of Conduct. Wiltshire Air Ambulance cannot function without its cohort of dedicated volunteers who support the charity in various ways. Such support includes speaking to clubs, societies and other groups, selling branded merchandise at events, covering reception or helping with office administration, or serving in our charity shop in Devizes to mention but a few examples. At the end of the period under review the charity had 81 active volunteers. Although this is fewer than stated in the previous annual report (118), the names of those “volunteers” who had not done anything for the charity for 2+ years or more have now been removed from the list.

Investment Powers and Policy

Under the Charity's Memorandum & Articles of Association, the Trustees are given investment powers, subject to the restrictions imposed by the Trustee Act 2000.

Our approach to risk is cautious and the board has adopted an ethical investment policy to ensure that its investments do not conflict with its aims. This policy precludes direct or indirect investment in companies that generate more than 10% of revenues from alcohol or tobacco. We will not invest any monies in Government Bonds or companies trading in countries where there are oppressive regimes, which do not uphold basic human rights.

Reserves policy:

As the accounts show, the cost base is managed tightly and notwithstanding the current reserves policy, which is to hold between six and twelve months of planned expenditure which we calculate to be between £1.9 and £3.75 million. There are surplus funds which are mainly managed on a discretionary basis by Brewin Dolphin.

As at 31 October 2020, the total funds held by the group were £9,084,689, of which £3,824 was represented by restricted funds, £26,449 by designated funds and general unrestricted funds of £9,019,061. £35,355 of the general unrestricted funds belong to the trading subsidiary.

Free Reserves at year end were £4,249,652 which is slightly ahead of the amount laid down in our Reserves Policy but given the uncertainty of future finances as we emerge from the pandemic, we do not consider this unreasonable.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Plans for 2020/21

These are modest and reflect the fact that we are emerging from a global pandemic. The priority is to get the organisation back on an even keel and specifically focus on the following four objectives:

1. Following a number of voluntary redundancies, to plan a restructure of the charity, especially the fundraising department, so that it is in the best possible position to emerge successfully from the pandemic. This will be effective from November 2021 following the approval of the 2021/22 budget.
2. To agree and implement a new Strategic Plan for the next period.
3. To continually modify and adapt the Income Generation Plan so as to maximize opportunities in the ever-changing fundraising landscape, with a special emphasis on digital platforms.
4. Further to changes to the NHS commissioning arrangements and ambulance service localities protocols, together with the fact that we are consistently the most often deployed air ambulance service to Bath and its environs, we will from early 2021 onwards, expand our fundraising activities into include that area.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2020**

Principal Risk and Uncertainties facing the charity

The Trustees have in place a formal risk management process to assess Strategic and Operational Risks and implement risk management strategies. This involves identifying the types of risks the Charity faces, prioritizing them in terms of potential impact and likelihood of occurrence and identifying means of mitigating the risks. The Executive Management Team keeps all Risks under review, focusing on risk areas in each EMT meeting. Every board member has an overseeing responsibility for allocated areas of risk and any changes to the risk profile as recommended by the EMT are notified to the risk holder and wider board for comment and amendment.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

The charity has clear internal procedures for preventing fraud and theft and protecting the Charity and the public and it has a policy of zero tolerance of the same.

Structure, governance and management

Governing document

The Wiltshire Air Ambulance Charitable Trust was formed in 2011 in order to raise and receive funds to provide an emergency response ambulance helicopter service primarily in the county of Wiltshire. It is governed by its Memorandum and Articles of Association dated 11th October 2011. These were revised in June 2015 and also in December 2019.

Appointment of Trustees

The Board is aware of the need for a broad mix of skills and experience. It has in the past undertaken a skills audit to ascertain criteria for the recruitment of Trustees. In accordance with the Charity's Scheme of Delegation, either the Chairman, a serving Trustee or the CEO can nominate Trustees, whose subsequent appointment must be approved by the Board. Trustees are appointed by the Board having first met with the Chair, Vice Chair and Chief Executive, circulated a personal statement in support of their nomination and attended an informal gathering with the remainder of the Board.

Trustee Induction and Training

An induction process has been developed and formal governance training is provided from time to time. A Trustee Handbook (The Good Trustee Guide) is presented to each new Trustee together with a complete folder of all legal papers, policy documents, budgets and the up-to-date risk register. New Trustees have an orientation briefing including a visit to the Airbase. During the induction, they also meet key employees and, where possible, key volunteers. Trustees are encouraged to attend appropriate external training events to facilitate the undertaking of their role.

Structure of the Organisation

The Board of Trustees governs and provides strategic leadership to the Charity, meeting up to six times a year.

Term of Office

Trustees are appointed for an initial term of one year and may be re-appointed for a further four consecutive terms; the first of those terms to be for two years, the second, third and fourth of those terms to be for three years thus giving greater continuity.

Currently, no person may hold office as a Director of the Charity for a combined term of more than Twelve years.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Roles & Responsibilities:

Trustees' roles and responsibilities are clearly defined within a Scheme of Delegation. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the Charity. To facilitate efficient management of the Organisation, the Chief Executive has delegated authority, within limits set by the Trustees, for matters including finance, fundraising, public relations and marketing and employment. The parameters of the Chief Executive's authority are clearly defined within the Scheme of Delegation referred to above. The Charity has enshrined, within its Memorandum and Articles, clear rules with regards to Trustee's interaction and involvement with staff.

The Charity employs professional staff for managing the Charity and fundraising. The staff are accountable to the Chief Executive who is accountable to the Trustees. Everyone within the Charity understands that ultimate accountability is to the people, businesses and community groups of Wiltshire who make the Charity's activities and achievements possible through their ongoing support.

Arrangements for setting the pay and remuneration of key management personnel

The rate of pay of the Chief Executive is set by the board. The board also reviews on an annual basis an organisation-wide annual percentage increment and increases pay if appropriate and affordable. The Chief Executive, under delegated powers through a Scheme of Delegation, sets the pay and conditions of members of the Executive Management Team within the boundaries of the annual pay budget as agreed by the board each year.

Related Parties

The helicopter is part of an integrated response to medical sickness and emergencies provided by the South Western Ambulance Service NHS Foundation Trust (SWASFT). SWASFT deploy the helicopter from an Emergency Control Centre and also fund some of the paramedics who serve on the helicopter.

The helicopter is located at the Wiltshire Air Ambulance airbase in Semington. The associated aviation management is undertaken by the Director of Aviation and supported by the Chief Pilot and third party organisations providing maintenance and continuing airworthiness services.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Information on fundraising practices

The charity follows the Fundraising Regulators Code of Practice and complies with the key principles embodied in the Code. As such, we are committed to high standards. We strive to be honest, open, transparent, respectful, fair, reasonable and accountable as more fully explained overleaf.

- We do all we can to ensure that fundraisers, volunteers and fundraising contractors working with us to raise funds comply with the Code.
- We comply with the law including those that apply to data protection, health and safety and the environment
- We tell the truth and do not exaggerate
- We do what we say we are going to do
- We answer all reasonable questions about our fundraising activities and costs
- We are clear about who we are, what we do and how your gift is used
- Where we have a promotional agreement with a commercial company, we make clear how much of the purchase price we receive
- We give a clear explanation of how people can make a gift and amend a regular commitment
- We respect the rights, dignities and privacy of our supporters and beneficiaries
- We will not put undue pressure on anyone to make a gift and if they do not want to give or wish to cease giving, we will respect their decision
- If people tell us that they don't want us to contact them in a particular way, we will not do so
- We take care not to use any images or words that cause unjustifiable distress or offence
- We take care not to cause unreasonable nuisance or disruption
- If someone is unhappy with anything we have done whilst fundraising, they can contact us to make a complaint.
- We have a complaints procedure, a copy of which is available on request. If we cannot resolve a complaint, we accept the authority of the Fundraising Regulator to make a final adjudication

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Tower Lotteries

Administration of our lottery (including canvassing) is managed on the charity's behalf by Tower Lottery Partnership (Tower), an experienced Gambling Commission accredited External Lottery Manager specialising in air ambulance lotteries. Whilst neither Wiltshire Air Ambulance nor Tower discriminates on the basis of age or disability, the ethos and policies of both organisations is reflected in the extensive social responsibility training and dementia awareness guidance that has taken place over the past few years. The canvassers are expected to adhere to a very clear Code of Conduct. Tower has an extensive training programme, and issues canvasser guidelines, which include the following;

- Not allowing canvassers to enter people's homes.
- Not knocking on doors with no cold-calling stickers.
- Leaving the property if somebody does not wish to discuss the issue further.
- In the case of store bookings, ensuring that once a person has moved away from the canvasser, that the canvasser does not attempt to continue the conversation
- In no circumstances, should a canvasser attempt to make a person feel guilty by suggesting that the charity will suffer harm without the individual's support.
- Canvassers always state that the potential supporter should only spend what they can afford.

Tower also conducts feedback calls to ensure that these standards are being maintained.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2020

Wiltshire Air Ambulance is registered with the Gambling Commission, is a member of the Lotteries Council and Air Ambulances UK (AA/UK). Some key staff involved in fundraising are also members of The Institute of Fundraising.

During the year under review the charity had no cause to monitor the fundraising activities of any of its staff or volunteers.

Whilst the charity regularly receives enquiries from donors with queries and concerns, by managing these effectively only 5 were escalated to full complaints and none were progressed to the Fundraising Regulator. The 5 complaints were all resolved.

- Attitude of lottery canvasser - 1
- Mascot related invading someone's space - 1
- Aviation related AOC - 1
- Devizes Shop related – 2

Statement of Trustees' responsibilities

The Trustees (who are also directors of Wiltshire Air Ambulance Charitable Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2015 (FRS 102).
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2020**

- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement of disclosure of information to auditors

We, as the directors of the company who held office at the date of approval of these financial statements as set out on page 1 each confirm, so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of this information.

Preparation of the report

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

AUDITORS

The auditors, Haines Watts, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees approved by order of the board of trustees, as the company directors, on
16th June 2021 and signed on the board's behalf by:



.....
Chris Lear
Chair of the Trustees

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS AND TRUSTEES OF WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

Opinion

We have audited the financial statements of Wiltshire Air Ambulance Charitable Trust (the 'parent charitable company') at its subsidiary for the year ended 31 October 2020 which comprise the group Statement of Financial Activities, the group and parent Statement of Financial Position, group and parent Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 October 2020 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

However, not all future events or conditions can be predicted. The COVID-19 viral pandemic is one of the most significant global economic events with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the charity's trade, funders, suppliers and wider economy. The Trustees' view on the impact of COVID-19 is disclosed in the accounting policies note on page 33.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS AND TRUSTEES OF WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate and sufficient accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees are not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report and take advantage of the small companies exemption for the requirement to prepare a strategic report.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Susan Plumb ACA (Senior Statutory Auditor)
for and on behalf of Haines Watts
Chartered Accountants & Statutory Auditors
Old Station House
Station Approach
Newport Street
Swindon
Wiltshire
SN1 3DU

Date:

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**GROUP STATEMENT OF FINANCIAL ACTIVITIES
(including Income and Expenditure account)
FOR THE YEAR ENDED 31 OCTOBER 2020**

		Unrestricted funds	Restricted funds	Total	2020 funds	Total	2019 funds
	Notes	£	£		£		£
INCOME AND ENDOWMENTS FROM							
Donations and legacies	3	2,462,896	409,050		2,871,946		2,169,224
Other trading activities	4	1,509,424	-		1,509,424		1,448,836
Investment income	5	<u>52,190</u>	<u>-</u>		<u>52,190</u>		<u>71,671</u>
Total		4,024,510	409,050		4,433,560		3,689,731
EXPENDITURE ON							
Raising funds	6	679,660	837		680,497		683,506
Charitable activities	7-9						
Helicopter operating costs		2,310,487	392,701		2,703,188		2,701,240
Operation of charity		<u>597,594</u>	<u>3,397</u>		<u>600,991</u>		<u>762,035</u>
Total		3,587,741	396,935		3,984,676		4,146,781
Net (losses)/gains on investments		<u>(116,700)</u>	<u>-</u>		<u>(116,700)</u>		<u>158,369</u>
NET INCOME/(EXPENDITURE)		320,069	12,115		332,184		(298,681)
Transfers between funds	20	<u>26,512</u>	<u>(26,512)</u>		<u>-</u>		<u>-</u>
Net movement in funds		346,581	(14,397)		332,184		(298,681)
RECONCILIATION OF FUNDS							
Total funds brought forward		8,734,284	18,221		8,752,505		9,051,186
TOTAL FUNDS CARRIED FORWARD		<u>9,080,865</u>	<u>3,824</u>		<u>9,084,689</u>		<u>8,752,505</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.
All income and expenditure is derived from continuing activities.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**GROUP STATEMENT OF FINANCIAL POSITION
AT 31 OCTOBER 2020**

		Unrestricted funds	Restricted funds	Total	2020 funds	Total	2019 funds
	Notes	£	£		£		£
FIXED ASSETS							
Tangible assets	13	7,245,042	-		7,245,042		7,852,618
Investments	14	<u>2,366,170</u>	<u>-</u>		<u>2,366,170</u>		<u>2,446,916</u>
		9,611,212	-		9,611,212		10,299,534
CURRENT ASSETS							
Stocks	15	18,865	-		18,865		25,816
Debtors	16	1,232,774	-		1,232,774		784,827
Cash at bank		<u>1,317,412</u>	<u>3,824</u>		<u>1,321,236</u>		<u>870,067</u>
		2,569,051	3,824		2,572,875		1,680,710
CREDITORS							
Amounts falling due within one year	17	<u>(1,075,787)</u>	<u>-</u>		<u>(1,075,787)</u>		<u>(971,489)</u>
NET CURRENT ASSETS		<u>1,493,264</u>	<u>3,824</u>		<u>1,497,088</u>		<u>709,221</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		11,104,476	3,824		11,108,300		11,008,755
CREDITORS							
Amounts falling due after more than one year	18	<u>(2,023,611)</u>	<u>-</u>		<u>(2,023,611)</u>		<u>(2,256,250)</u>
NET ASSETS		<u>9,080,865</u>	<u>3,824</u>		<u>9,084,689</u>		<u>8,752,505</u>
FUNDS							
Unrestricted funds	20				9,080,865		8,734,284
Restricted funds					<u>3,824</u>		<u>18,221</u>
TOTAL FUNDS					<u>9,084,689</u>		<u>8,752,505</u>

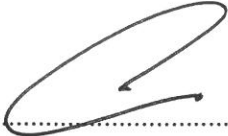
WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**CHARITY STATEMENT OF FINANCIAL POSITION - CONTINUED
AT 31 OCTOBER 2020**

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies.

16th June 2021

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:



.....
C Lear
Chair of the Trustee

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**CHARITY STATEMENT OF FINANCIAL POSITION
AT 31 OCTOBER 2020**

		Unrestricted funds	Restricted funds	Total	2020 funds	Total	2019 funds
	Notes	£	£		£		£
FIXED ASSETS							
Tangible assets	13	7,236,208	-		7,236,208		7,840,494
Investments	14	<u>2,371,170</u>	<u>-</u>		<u>2,371,170</u>		<u>2,451,916</u>
		9,607,378	-		9,607,378		10,292,410
CURRENT ASSETS							
Stocks	15	9,625	-		9,625		12,417
Debtors	16	1,260,978	-		1,260,978		814,367
Cash at bank		<u>1,262,122</u>	<u>3,824</u>		<u>1,265,946</u>		<u>814,033</u>
		2,532,725	3,824		2,536,549		1,640,817
CREDITORS							
Amounts falling due within one year	17	<u>(1,070,982)</u>	<u>-</u>		<u>(1,070,982)</u>		<u>(964,491)</u>
NET CURRENT ASSETS		<u>1,461,743</u>	<u>3,824</u>		<u>1,465,567</u>		<u>676,326</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		11,069,121	3,824		11,072,945		10,968,736
CREDITORS							
Amounts falling due after more than one year	18	<u>(2,023,611)</u>	<u>-</u>		<u>(2,023,611)</u>		<u>(2,256,250)</u>
NET ASSETS		<u><u>9,045,510</u></u>	<u><u>3,824</u></u>		<u><u>9,049,334</u></u>		<u><u>8,712,486</u></u>
FUNDS							
Unrestricted funds	20				9,045,510		8,694,265
Restricted funds					<u>3,824</u>		<u>18,221</u>
TOTAL FUNDS					<u><u>9,049,334</u></u>		<u><u>8,712,486</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**GROUP STATEMENT OF FINANCIAL POSITION - CONTINUED
AT 31 OCTOBER 2020**

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies.

The financial statements were approved by the Board of Trustees on **16th June 2021** and were signed on its behalf by:



.....
Chris Lear
Chair of the Trustee

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**GROUP STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 OCTOBER 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>675,336</u>	<u>254,256</u>
Net cash provided by operating activities		<u>675,336</u>	<u>254,256</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(49,440)	(61,617)
Purchase of fixed asset investments		(716,711)	(246,310)
Sale of tangible fixed assets		-	-
Sale of fixed asset investments		680,767	490,168
Interest/dividends received		<u>52,190</u>	<u>71,671</u>
Net cash provided by (used in) investing activities		<u>(33,194)</u>	<u>253,912</u>
Cash flows from financing activities:			
Capital repayments in year		<u>(190,973)</u>	<u>(375,000)</u>
Net cash provided by (used in) financing activities		<u>(190,973)</u>	<u>(375,000)</u>
Change in cash and cash equivalents in the reporting period		451,169	133,168
Cash and cash equivalents at the beginning of the reporting period		<u>870,067</u>	<u>736,899</u>
Cash and cash equivalents at the end of the reporting period		<u><u>1,321,236</u></u>	<u><u>870,067</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE GROUP STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 OCTOBER 2020**

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020	2019
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	332,184	(268,681)
Adjustments for:		
Depreciation charges	655,400	624,321
Loss/(gain) on investments	116,700	(158,369)
Loss on disposal of fixed assets	-	2,242
Interest/dividend received	(52,190)	(71,671)
Decrease in stocks	6,951	462
(Increase)/decrease in debtors	(447,947)	206,786
Increase/(decrease) in creditors	<u>64,238</u>	<u>(50,834)</u>
Net cash provided by (used in) operating activities	<u><u>675,336</u></u>	<u><u>254,256</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**CHARITY STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 OCTOBER 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>675,939</u>	<u>254,740</u>
Net cash provided by (used in) operating activities		<u>675,939</u>	<u>254,740</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(49,299)	(59,317)
Purchase of fixed asset investments		(716,711)	(246,310)
Sale of fixed asset investments		680,767	490,168
Interest/dividends received		<u>52,190</u>	<u>71,671</u>
Net cash provided by (used in) investing activities		<u>(33,053)</u>	<u>256,212</u>
Cash flows from financing activities:			
Capital repayments in year		<u>(190,973)</u>	<u>(375,000)</u>
Net cash provided by (used in) financing activities		<u>(190,973)</u>	<u>(375,000)</u>
Change in cash and cash equivalents in the reporting period		451,913	135,952
Cash and cash equivalents at the beginning of the reporting period		<u>814,033</u>	<u>678,081</u>
Cash and cash equivalents at the end of the reporting period		<u><u>1,265,946</u></u>	<u><u>814,033</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE CHARITY STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 OCTOBER 2020

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020	2019
	£	£
Net income/(expenditure) for the reporting period	336,848	(286,016)
Adjustments for:		
Depreciation charges	653,585	621,965
Loss/(gain) on investments	116,700	(158,369)
Loss on disposal of fixed assets	-	2,242
Interest/dividends received	(52,190)	(71,671)
Decrease/(increase) in stocks	2,782	(6,340)
(Increase)/decrease in debtors	(446,611)	204,920
Increase/(decrease) in creditors	64,825	(51,991)
	<u>675,939</u>	<u>254,740</u>
Net cash provided by (used in) operating activities	<u>675,939</u>	<u>254,740</u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1. ACCOUNTING POLICIES

General information

Wiltshire Air Ambulance Charitable Trust is a charitable company established in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office and nature of the charity's operations is given in the report of the trustees.

Basis of preparing the financial statements

The group financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared on a going concern basis and under the historical cost convention with the exception of investments which are included at fair value.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary Your Air Ambulance, both of which make up their financial statements to 31 October. A separate statement of financial activities for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2016.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised as expenditure.

No amount is included in the financial statements for volunteer time in line with the Charity SORP (FRS 102).

For legacies, entitlement is the earlier of the charity being notified of the impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities,

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1. ACCOUNTING POLICIES - continued

Income (continued)

including a lottery, to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred. Lottery income is received net of any prizes and fees attributable to the running of the lottery.

The charity received government and other grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be recognised reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned from holding assets for investment purposes such as shares and property. It includes dividend and interest income.

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Costs of raising funds include the costs of attracting donations and legacies as well as the costs of trading for fundraising activities and the cost of commercial trading.

Expenditure on charitable activities includes the costs incurred in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities as well as costs of an indirect nature to support them.

Helicopter operating costs are those costs which relate directly to the aircraft, which include but is not limited to the standing charge, flying hours, fuel, paramedics and medical equipment, as well as running costs of the operations centre.

Where applicable irrecoverable VAT is charged is charged as an expense against the activities for which the expenditure arose. VAT notice 1001 allows the charity to reclaim VAT on all non-business income.

Allocation and apportionment of costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. Where support costs cannot be attributable to particular headings, they have been allocated to cost of fund raising and expenditure on charitable activities on a basis consistent with their use.

Analysis of these costs is given in note 9.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Costs include costs directly attributable to making the asset capable of operating as intended. Only fixed assets costing more than £5,000 individually are capitalised (except medical equipment where the capitalisation threshold is £5,000 of the whole year).

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life as follows:-

Land	Not depreciated
Helicopter	10% straight line
Helicopter and airfield equipment	10% straight line
Aviation equipment	10% straight line
Fixtures & fittings	10-20% straight line
Medical equipment	33% straight line
Motor vehicles	25% reducing balance

Investments

Investments are initially recognised at fair value which is normally the transaction price excluding any transaction costs. Subsequently they are measured at fair value with changes recognised in 'net gains / losses on investments' in the SOFA if the shares are publicly traded or their fair value can be measured reliably.

Stocks & work in progress

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell.

Costs include all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

Debtors and creditors

Debtors and creditors with no stated interest rates are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable under operating lease are charged to the SOFA on a straight line basis over the period of the lease.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 OCTOBER 2020

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the trustees for a particular purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate. An auto enrolment scheme is in place with Royal London which is a salary sacrifice scheme.

Going Concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the on-going COVID-19 global pandemic, the Trustees have tested their cash flow analysis to take into account the impact on the charity of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

2. FINANCIAL PERFORMANCE OF THE CHARITY

The consolidated statement of financial activities includes the results of the charity's wholly owned subsidiary Your Air Ambulance. The surplus for the year for Wiltshire Air Ambulance Charitable Trust, the stand-alone entity, amounted to £336,848 (2019 deficit £286,016).

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

3. DONATIONS AND LEGACIES

	Unrestricted	Restricted	2020	2019
	funds	funds	Total	Total
	£	£	funds	Funds
			£	£
Donations received	564,717	19,000	583,717	415,699
Community fundraising	420,508	6,294	426,802	611,635
Corporate donations	37,188	3,000	40,188	55,777
Recycling	27,336	-	27,336	11,728
Static income	18,155	-	18,155	33,243
Friends of Wiltshire Air Ambulance	14,894	-	14,894	13,215
Grants and trust income	83,140	6,381	89,521	136,673
Grants from Central Government	157,215	374,375	531,590	-
In Memorium	124,903		124,903	155,700
Raffle	133,217	-	133,217	58,686
Gift Aid	37,303	-	37,303	44,512
Legacies	844,320	-	844,320	632,356
	<u>2,462,896</u>	<u>409,050</u>	<u>2,871,946</u>	<u>2,169,224</u>

Donations received include £396,274 (2019 £319,300) of donated facilities and professional services. £396,274 (2019 £319,300) of the total represents the value of the contribution from the South West Ambulance Services NHS Foundation Trust (SWASft) to the operation of the charity.

Included in total income above for 2019 was £43,890 restricted income.

Grants from Central Government include the following: -

- £156,018 received from the Coronavirus Job Retention Scheme (Unrestricted funding)
- £374,375 received from Air Ambulances UK (the charity's share of a £6m government fund set up to support air ambulance charities during the pandemic. Restricted funding)

4. OTHER TRADING ACTIVITIES

	Unrestricted	Restricted	2020	2019
	funds	funds	Total	Total
	£	£	funds	funds
			£	£
Lottery	1,308,592	-	1,308,592	1,151,441
Fundraising events	48,895	-	49,895	100,128
Rental income	1,574	-	1,574	6,494
Sundry income	8,396	-	8,396	-
Income from trading subsidiary	140,967	-	140,967	190,773
	<u>1,508,424</u>	<u>-</u>	<u>1,509,424</u>	<u>1,448,836</u>

Included in total income above for 2019 was £50 restricted income.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

5. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Deposit account interest	282	-	282	211
Income from investment portfolio	51,892	-	51,892	71,460
Other	<u>16</u>	<u>-</u>	<u>16</u>	<u>-</u>
	<u>52,190</u>	<u>-</u>	<u>52,190</u>	<u>71,671</u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

6. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Staff costs	386,187	-	386,187	304,891
Online donation costs	6,695	-	6,695	7,538
Volunteer expenses	29	-	29	1,636
Volunteer equipment	2,876	-	2,876	2,291
Schools, colleges & educational resources & expenses	565	-	565	11,664
Friends scheme purchases	55	-	55	1,673
Fundraising equipment	1,098	-	1,098	1,685
Cost of raising donations	4,859	-	4,859	21,194
Outsourced services	-	-	-	1,712
Raffle costs	47,334	-	47,334	42,556
PR and marketing	77,383	837	78,220	83,254
Legacy notifications	949	-	949	346
Notional expense for gifts in kind	<u>15,509</u>	<u>-</u>	<u>15,509</u>	<u>15,000</u>
	<u>543,539</u>	<u>837</u>	<u>544,376</u>	<u>495,440</u>

Other trading activities

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fundraising costs	6,393	-	6,393	12,265
Costs of running the trading subsidiary	<u>117,765</u>	<u>-</u>	<u>117,765</u>	<u>162,964</u>
	<u>124,158</u>	<u>-</u>	<u>124,158</u>	<u>175,229</u>

Investment management costs

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fund managers fees	<u>11,963</u>	<u>-</u>	<u>11,963</u>	<u>12,837</u>

Total raising funds costs	<u>679,660</u>	<u>837</u>	<u>680,497</u>	<u>683,506</u>
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WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

7. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 8) £	Support costs (See note 9) £	Totals £
Helicopter operating costs	2,703,188	-	2,703,188
Operation of charity	<u>-</u>	<u>600,991</u>	<u>600,991</u>
	<u>2,703,188</u>	<u>600,991</u>	<u>3,304,179</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020 £	2019 £
Bell 429 helicopter	2,339,446	2,324,486
Operation centre costs	<u>363,742</u>	<u>376,754</u>
	<u>2,703,188</u>	<u>2,701,240</u>

9. SUPPORT COSTS

	Operation of charity £	Governance costs £	Totals £
2020 Operation of charity	<u>577,085</u>	<u>23,906</u>	<u>600,991</u>
2019 Operation of charity	<u>732,950</u>	<u>29,085</u>	<u>762,035</u>

Support costs, included in the above, are as follows:

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

9. SUPPORT COSTS - continued

Operation of charity

	2020	2019
	£	£
Wages	241,472	344,888
Compensation payment	9,818	17,127
Outsourced services	211,747	199,599
Staff training and development	6,032	4,185
Travelling and Accommodation	10,432	8,089
Subsistence	49	303
Printing	1,004	368
Photocopier costs	1,346	2,786
Postage and Carriage	2,346	3,338
Office Stationery	301	3,121
IT Software and Consumables	(686)	850
IT Support	312	1,863
CRM Upgrade	29,769	87,288
Website	2,858	6,063
Repairs and Renewals	-	88
Tributes	945	575
Mileage Claims	551	4,758
Profit/loss on currency exchange	12,203	-
Insurance	2,589	2,259
Sundry Expenses	1,330	746
Bank charges	1,981	2,307
PDQ Merchant Charges	830	-
Subscriptions	29,008	13,693
Security Costs	418	2,249
Office Relocation	292	818
Office Equipment	(568)	1,321
HR Support	5,866	13,774
Consultancy Fees	1,461	-
Health and wellbeing	2,214	6,610
UK entertaining	148	286
Depreciation of tangible fixed assets	1,017	1,356
Loss on sale of tangible fixed assets	-	2,242
	<u>577,085</u>	<u>732,950</u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020

9. SUPPORT COSTS - continued

Operation of charity – continued

Governance costs

	2020	2019
	£	£
Auditors' remuneration	9,100	9,100
Governance	12,840	12,150
Legal fees	<u>1,966</u>	<u>7,835</u>
	<u>23,906</u>	<u>29,085</u>

10. NET (EXPENDITURE)/INCOME

Net (expenditure)/income is stated after charging/(crediting):

	2020	2019
	£	£
Auditors' remuneration	9,100	9,100
Depreciation - owned assets	655,400	624,321
Loss on disposal of fixed assets	<u>-</u>	<u>2,242</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2020 nor for the year ended 31 October 2019

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 October 2020 nor for the year ended 31 October 2019.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

12. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	999,950	999,367
Social security costs	101,313	97,902
Pension costs	57,862	58,209
Staff costs for trading subsidiary	<u>63,189</u>	<u>76,846</u>
	<u>1,222,314</u>	<u>1,232,324</u>

The average monthly number of employees during the year was as follows:

		Group	
		2020	2019
		<u>31</u>	<u>32</u>
		Charity	
		2020	2019
		<u>27</u>	<u>27</u>

The number of employees who received total employee benefits (excluding employer pension costs of more than £60,000 is as follows:

	2020	2019
	Number	Number
£60,001-£70,000	4	4
£70,001-£80,000	1	3
£80,000-£90,000	1	-

During the year total redundancy and termination payments in the year amounted to £9,818 (2019 £17,127).

Key Management Personnel

The key management personnel of the parent charity comprises the trustees, the Chief Executive Officer and Directors of Aviation, Finance & Compliance, Development & Resilience and Income Generation & Communications. The total remuneration paid to key management personnel for services provided to the charity was £318,731(2019:£407,082). The Chief Executive Office, Director of Aviation and the Director of Finance and Compliance were paid via service companies.

The key management personnel of the group comprises those of the charity and the directors of its wholly owned subsidiary. The total remuneration paid to key management personnel for services provided to the group was £318,731(2019:£407,082).

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

13. GROUP TANGIBLE FIXED ASSETS

	Freehold property £	Helicopter £	Fixtures, fittings & equipment £
COST			
At 1 November 2019	3,801,473	4,981,132	759,374
Additions	23,209	-	26,231
Disposals	-	-	(5,817)
	<u>3,824,682</u>	<u>4,981,132</u>	<u>779,788</u>
At 31 October 2020	<u>3,824,682</u>	<u>4,981,132</u>	<u>779,788</u>
DEPRECIATION			
At 1 November 2019	281,351	1,029,223	407,952
Charge for year	141,976	378,844	127,289
Disposals	-	-	(4,201)
	<u>423,327</u>	<u>1,408,067</u>	<u>531,040</u>
At 31 October 2020	<u>423,327</u>	<u>1,408,067</u>	<u>531,040</u>
NET BOOK VALUE			
At 31 October 2020	<u>3,401,355</u>	<u>3,573,065</u>	<u>248,748</u>
At 31 October 2019	<u>3,520,122</u>	<u>3,951,909</u>	<u>351,422</u>
	Motor vehicles £	Website £	Totals £
COST			
At 1 November 2019	63,530	4,320	9,609,829
Additions	-	-	49,440
Disposals	-	-	(5,817)
	<u>63,530</u>	<u>4,320</u>	<u>9,653,452</u>
At 31 October 2020	<u>63,530</u>	<u>4,320</u>	<u>9,653,452</u>
DEPRECIATION			
At 1 November 2019	34,365	4,320	1,757,211
Charge for year	7,291	-	655,400
Disposals	-	-	(4,201)
	<u>41,656</u>	<u>4,320</u>	<u>2,408,410</u>
At 31 October 2020	<u>41,656</u>	<u>4,320</u>	<u>2,408,410</u>
NET BOOK VALUE			
At 31 October 2020	<u>21,874</u>	<u>-</u>	<u>7,245,042</u>
At 31 October 2019	<u>29,165</u>	<u>-</u>	<u>7,852,618</u>

Land included above of £275,268 is not depreciated (2019 same).

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

13. CHARITY TANGIBLE FIXED ASSETS

	Freehold property £	Helicopter £	Fixtures, fittings & equipment £
COST			
At 1 November 2019	3,801,473	4,981,132	741,695
Additions	23,209	-	26,090
Disposals	-	-	(3,435)
	<u>3,824,682</u>	<u>4,981,132</u>	<u>764,350</u>
At 31 October 2020			
DEPRECIATION			
At 1 November 2019	281,351	1,029,233	402,397
Charge for year	141,976	378,844	125,474
Disposals	-	-	(3,435)
	<u>423,327</u>	<u>1,408,067</u>	<u>524,436</u>
At 31 October 2020			
NET BOOK VALUE			
At 31 October 2020	<u>3,401,355</u>	<u>3,573,065</u>	<u>239,914</u>
At 31 October 2019	<u>3,520,122</u>	<u>3,951,909</u>	<u>339,298</u>
	Motor vehicles £	Website £	Totals £
COST			
At 1 November 2019	63,530	4,320	9,92,150
Additions	-	-	49,299
Disposals	-	-	(3,435)
	<u>63,530</u>	<u>4,320</u>	<u>9,638,014</u>
At 31 October 2020			
DEPRECIATION			
At 1 November 2019	34,365	4,320	1,751,656
Charge for year	7,291	-	653,585
Disposals	-	-	(3,435)
	<u>41,656</u>	<u>4,320</u>	<u>2,401,806</u>
At 31 October 2020			
NET BOOK VALUE			
At 31 October 2020	<u>21,874</u>	<u>-</u>	<u>7,236,208</u>
At 31 October 2019	<u>29,165</u>	<u>-</u>	<u>7,840,494</u>

Land included above of £275,268 is not depreciated (2019 same).

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

14. GROUP FIXED ASSET INVESTMENTS

	2020	2019
	£	£
Investment portfolio	<u>2,366,170</u>	<u>2,446,916</u>

CHARITY FIXED ASSET INVESTMENTS

	2020	2019
	£	£
Investment in subsidiary	5,000	5,000
Investment portfolio	<u>2,366,170</u>	<u>2,446,916</u>
	<u>2,371,170</u>	<u>2,451,916</u>

Investment portfolio

	2020	2019
	£	£
At 1 November 2019	2,446,916	2,532,405
Additions	716,711	246,310
Disposal proceeds	(680,767)	(490,168)
Gains / (losses)	<u>(116,700)</u>	<u>158,369</u>
	<u>2,366,170</u>	<u>2,446,916</u>

	2020	2019
	£	£
Bonds	257,525	393,611
Equities	1,648,906	1,651,764
Global investments	166,329	121,571
Absolute Return	92,781	89,821
Property	67,286	104,228
Other	60,205	-
Cash	<u>73,138</u>	<u>85,921</u>
	<u>2,366,170</u>	<u>2,446,916</u>

The fair value of these investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

14. GROUP FIXED ASSET INVESTMENTS (continued)

Investment in subsidiary

Investments held by the charity include a £5,000 (2019 £5,000) investment in a 100% owned subsidiary company, Your Air Ambulance, a company registered in England and Wales (company number 8930308). The subsidiary is used for non-primary purpose trading activities.

A summary of the results of the subsidiary are as follows:-

	2020 £	2019 £
Turnover	105,967	190,773
Other income	35,000	-
Cost of sales	(8,109)	(16,221)
Gross profit	132,858	174,552
Administrative costs	<u>(109,656)</u>	<u>(146,743)</u>
Net profit	23,202	27,809

The assets and liabilities of the subsidiary were :-

	2020 £	2019 £
Tangible fixed assets	8,834	12,124
Current assets	74,691	78,727
Current liabilities	(43,170)	(45,832)
Net current assets	<u>31,521</u>	<u>32,895</u>
	40,355	45,019
Represented by		
Share capital	5,000	5,000
Reserves	<u>35,355</u>	<u>40,019</u>
Aggregate share capital and reserves	<u><u>40,355</u></u>	<u><u>45,019</u></u>

15. STOCKS

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Goods purchased for resale	9,240	13,399	-	-
Aviation fuel	<u>9,625</u>	<u>12,417</u>	<u>9,625</u>	<u>12,417</u>
	<u><u>18,865</u></u>	<u><u>25,816</u></u>	<u><u>9,625</u></u>	<u><u>12,417</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

16. DEBTORS

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade debtors	5,272	832	-	832
Amounts owed by group undertakings	-	-	38,365	38,834
Other debtors	27,758	25,565	22,869	16,271
VAT	37,904	51,926	37,904	51,926
Prepayments and accrued income	<u>1,161,840</u>	<u>706,504</u>	<u>1,161,840</u>	<u>706,504</u>
	<u>1,232,774</u>	<u>784,827</u>	<u>1,260,978</u>	<u>814,367</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Hire purchase (see note 19)	416,666	375,000	416,666	375,000
Trade creditors	420,619	330,587	420,122	326,090
Social security and other taxes	31,592	28,059	29,296	28,059
Other creditors	2,012	3,591	-	1,090
Accrued expenses	<u>204,898</u>	<u>234,252</u>	<u>204,898</u>	<u>234,252</u>
	<u>1,075,787</u>	<u>971,489</u>	<u>1,070,982</u>	<u>964,491</u>

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Hire purchase (see note 19)	<u>2,023,611</u>	<u>2,256,250</u>	<u>2,023,611</u>	<u>2,256,250</u>

19. LEASING AGREEMENTS

	Hire purchase contracts Group and charity	
	2020	2019
	£	£
Net obligations repayable:		
Within one year	416,666	375,000
Between one and five years	2,023,611	1,500,000
In more than five years	<u>-</u>	<u>756,250</u>
	<u>2,440,277</u>	<u>2,631,250</u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

19. LEASING AGREEMENTS - continued

Minimum lease payments under non-cancellable operating leases fall due as follows:

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Not later than one year	18,500	29,100	18,500	29,100
Between one and five years	<u>-</u>	<u>37,000</u>	<u>-</u>	<u>37,000</u>
	<u>18,500</u>	<u>66,100</u>	<u>18,500</u>	<u>66,100</u>

20. MOVEMENT IN FUNDS

	At 1/11/19 £	Net movement in funds £	Transfers between funds £	At 31/10/20 £
Unrestricted funds				
General fund	8,670,572	322,903	25,586	9,019,061
Designated funds				
Flying kit & equipment	4,253	(4,253)	-	-
Dilapidations and repairs	11,940	-	(11,940)	-
Lyoplas (blood substitute)	7,500	(7,500)	-	-
Paramedic Training and Equipment	-	8,818	(4,291)	4,527
Airbase – Sinking fund – Capital Renewals				
Programming	-	-	11,940	11,940
Operational Equipment	-	-	926	926
New Uniforms	-	265	1,891	2,156
Blood Project	<u>-</u>	<u>4,500</u>	<u>2,400</u>	<u>6,900</u>
	8,694,265	324,733	26,512	9,045,510
Restricted funds				
Research project	999	-	-	999
Simbodies	14,135	(14,135)	-	-
Video Laryngoscope	2,544	(123)	-	2,421
Paramedic training & equipment	158	(158)	-	-
Flying helmets	-	736	(736)	-
Ventilators – Big Give 2019	-	26,294	(26,294)	-
Other restricted funds	<u>385</u>	<u>(500)</u>	<u>519</u>	<u>404</u>
	<u>18,221</u>	<u>12,115</u>	<u>(26,512)</u>	<u>3,824</u>
TOTAL FUNDS OF CHARITY	<u>8,712,486</u>	<u>336,848</u>	<u>-</u>	<u>9,049,334</u>
Funds of the subsidiary	<u>40,019</u>	<u>(4,664)</u>	<u>-</u>	<u>35,355</u>
TOTAL FUNDS OF CHARITY	<u>8,752,505</u>	<u>332,184</u>	<u>-</u>	<u>9,084,689</u>

The funds of the subsidiary are unrestricted.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

20. MOVEMENT IN FUNDS – continued

Fund Descriptions

Restricted Funds

A balance of £999 remains to be spent in anticipation of any future research projects.

Simbodies – This amount was raised through The Big Give 2018 and was earmarked for the purchase of some simulation mannequins for paramedic training – two adults and one infant were bought, due to the latex on the mannequins being defective, these were subsequently returned and an alternative sought

Video Laryngoscope – this fund is being used to build up a pot to buy another video laryngoscope.

Paramedic training & equipment - our paramedics have various requirements for uniform, PPE and flying helmets.

Flying Kit and Equipment – both our paramedics and pilots have various requirement for uniform, PPE and flying helmets. This was an extremely popular fund for donors as they were able to know that they would be buying items which were being used directly by our crew

Rapid Response Vehicle – paid for the fit out of the RRV, to alter the main cabin with a bespoke set of cabinets and drawers for the medical equipment and also to wrap the car in the Wiltshire colours to make the car distinguishable as an Air Ambulance Support Vehicle

Paramedic training & equipment – A fund which was started to support the training of one of our paramedics in particular.

Flying Helmets – this fund was created as a donor requested a specific item they wanted to pay for, as some of our flying helmets were nearing the end of their useful life, they were chosen for replacement.

Ventilators – Big Give 2019 - As part of the Big Give Challenge, two ventilators were bought, these were later donated to the RUH to assist with the pandemic and were later replaced with new units.

COVID 19 grant - received from Air Ambulances UK (the charity's share of a £6m government fund set up to support air ambulance charities during the pandemic.

Other restricted funds are predominantly made up of a range of unspent grants and donations received to purchase items of equipment, or from the depreciated value of assets purchased from such gifts.

Designated Funds

A fund is held for any dilapidations and repairs due for leased premises.

Flying Kit and Equipment – both our paramedics and pilots have various requirement for uniform, PPE and flying helmets. This was an extremely popular fund for donors as they were able to know that they would be buying items which were being used directly by our crew.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 OCTOBER 2020

Lyoplas (blood substitute) – An innovation in medical terms, this fund was created to support the inclusion of Lyoplas as a blood substitute for patients. The product is a freeze-dried plasma which is reconstituted with sterile water to provide the patient with additional support to enable their body to maintain blood clots and stem bleeding. This new product takes away some of the logistical challenges associated with carrying blood.

Paramedic training & equipment - our paramedics have various requirements for uniform, PPE and flying helmets.

Airbase – Sinking fund – A designated fund to pay for future capital renewals for the Airbase and the grounds to prepare for planned future expenditure

Operational Equipment – A reallocation to pay for equipment needed by the ops team, this could be a range of items from charging cables to iPads.

New Uniforms – A specific fund was set up to fully equip all paramedics with new flying suits, to provide all paramedics with new equipment is a costly exercise for the charity.

Blood Project – This was for the second delivery of Lyoplas plus any item which is associated with giving blood to patients, such as a blood warmer or the blood itself.

Transfers

Transfers within the restricted funds are due to items being bought, as the items are bought the restriction is deemed to be satisfied. Other transfers are as detailed above.

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

20. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	3,869,495	(3,429,892)	(116,700)	322,903
Designated funds				
Flying kit & equipment	-	(4,253)	-	(4,253)
Lyoplas (blood substitute)	-	(7,500)	-	(7,500)
Paramedic Training and Equipment	9,283	(465)	-	8,818
New Uniforms	265	-	-	265
Blood Projects	4,500	-	-	4,500
	<u>3,883,543</u>	<u>(3,442,110)</u>	<u>(116,700)</u>	<u>324,733</u>
Restricted funds				
Simbodies	-	(14,135)	-	(14,135)
Video Laryngoscopy Device	-	(123)	-	(123)
Ventilators – Big Give 2019	26,294	-	-	26,294
MICREL – Micropump Syringes	1,000	(1,000)	-	-
Flying Helmets	5,000	(4,264)	-	736
COVID 19 – grant	374,375	(374,375)	-	-
COVID 19 – grant	2,381	(2,381)	-	-
Paramedic training & equipment	-	(158)	-	(158)
Other restricted funds	-	(500)	-	(500)
	<u>409,050</u>	<u>(396,935)</u>	<u>-</u>	<u>12,115</u>
TOTAL FUNDS OF THE CHARITY	<u><u>4,292,593</u></u>	<u><u>3,839,045</u></u>	<u><u>(116,700)</u></u>	<u><u>336,848</u></u>
Funds of the subsidiary	140,967	(145,631)	-	(4,664)
TOTAL FUNDS OF THE GROUP	<u><u>4,433,560</u></u>	<u><u>3,984,676</u></u>	<u><u>(116,700)</u></u>	<u><u>332,184</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020

20. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/11/18 £	Net movement in funds £	Transfers between funds £	At 31/10/19 £
Unrestricted Funds				
General fund	8,980,641	(324,012)	13,943	8,670,572
Designated funds				
Dilapidations and repairs	11,940	-	-	11,940
Flying kit & equipment	-	4,253	-	4,253
Lyoplas (blood substitute)	-	7,500	-	7,500
	<u>8,992,581</u>	<u>(312,259)</u>	<u>13,943</u>	<u>8,694,265</u>
Restricted Funds				
Research project	999	-	-	999
Simbodies	-	20,135	(6,000)	14,135
Video Laryngoscope	-	2,544	-	2,544
Flying kit & equipment	-	41	(41)	-
Rapid Response Vehicle	-	7,365	(7,365)	-
Paramedic training and equipment	-	158	-	158
Other restricted funds	4,922	(4,000)	(537)	385
	<u>5,921</u>	<u>26,243</u>	<u>(13,943)</u>	<u>18,221</u>
TOTAL FUNDS OF THE CHARITY	<u>8,998,502</u>	<u>(286,016)</u>	<u>-</u>	<u>8,712,486</u>
Funds of the subsidiary	52,684	(12,665)	-	40,019
TOTAL FUNDS OF THE GROUP	<u>9,051,186</u>	<u>(298,681)</u>	<u>-</u>	<u>8,752,505</u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

20. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	3,441,921	(3,924,302)	158,369	(324,012)
Designated funds				
Flying kit & equipment	5,597	(1,344)	-	4,253
Lyoplas blood substitute	7,500	-	-	7,500
	<u>3,455,018</u>	<u>(3,925,646)</u>	<u>158,369</u>	<u>(312,259)</u>
Restricted funds				
The Big Give 2018	25,150	(5,015)	-	20,135
Staffing, Equipment & ops	3,000	(3,000)	-	-
Video Laryngoscopy Device	4,980	(2,436)	-	2,544
Specialist clothing	350	(309)	-	41
Save a Life project	1,000	(1,000)	-	--
Manikins	987	(987)	-	-
RRV costs	7,365	-	-	7,365
Paramedic training& equipment	1,108	(950)	-	158
Other restricted funds	-	(4,000)	-	(4,000)
	<u>43,940</u>	<u>(17,697)</u>	<u>-</u>	<u>26,243</u>
TOTAL FUNDS OF THE CHARITY	<u><u>3,498,958</u></u>	<u><u>(3,943,343)</u></u>	<u><u>158,369</u></u>	<u><u>(286,016)</u></u>
Funds of the subsidiary	190,773	(203,438)	-	(12,665)
TOTAL FUNDS OF THE GROUP	<u><u>3,689,731</u></u>	<u><u>(4,146,781)</u></u>	<u><u>158,369</u></u>	<u><u>(298,681)</u></u>

WILTSHIRE AIR AMBULANCE CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020**

21. CAPITAL COMMITMENTS

	2020 £	2019 £
Contracted but not provided for in the financial statements	<u>-</u>	<u>-</u>

22. RELATED PARTY DISCLOSURES

Details of the transactions with the Chief Executive and a number of directors who form part of the key management personnel of the charity and is therefore a related party are included in note 12.

During the year a company, in which Mr Phipps (trustee) is a director and shareholder, provided IT goods and services to the value of £33,194.

The charitable company has taken advantage of the exemptions afforded by Financial Reporting Standard FRS 102 and not disclosed transactions with group undertakings.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: HELP Counselling Services
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based? County, with most clients coming from West Wilts
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Thank you for again giving up the opportunity to apply for funding, we understand that resources are stretched thin.

HCS is a vital service for all the village & Town communities in West Wilts, including Melksham Without. In 2022 we have seen 20 residents from the parish, almost all from Bowerhill, with one from Whitley. We have provided bereavement support, help with anxiety, depression, family and personal relationships and suicidal thoughts. 5 of those residents were between 16 and 22 and 3 were over 65.

We help our clients to recover from trauma, grow their resilience and increase their personal awareness so they change their patterns and behaviours and have healthier relationships. In total we provided over 300 sessions, costing the charity £7,500.

6. Amount of Grant requested: £180

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

£180 will cover the travel expenses of one of our counsellors for 6 months. Up to now most of our counsellors did not claim travel expenses, but with the cost-of-living

crisis, our volunteers need to. Our volunteer counsellors are the life blood of the service, without them, we would not be able to provide the service we do. Additionally the extra recruitment costs and the loss of experienced counsellors would be added blows to the charity. In 6 months 1 counsellor gives between 100 and 150 hours to charity and our clients.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	1900	unknown
Town & Parish councils	About £2000 from the various town and parish councils	£2000
Any other body	Our total income for the last 12 months	£78500

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We raise funds through client donations and gift aid, public sponsorships, room rental, a small contract providing counselling for another local charity and grant donations

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 15th December 2022

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	15 th December 2022



**Wiltshire's local
counselling service**

HELP Counselling Services

Charity Number: 1174668

Annual Report

2021 – 2022

About Us

Introduction - Our Origins

HELP Counselling Services (HCS) was set up in 1983 by the local churches and town leaders of Trowbridge. They had seen the effects of solvent abuse on young people in the town and wanted to provide a safe place for users to come and talk and receive support. The service proved to be very successful, and found that other people were starting to use the charity—those who needed support with their mental health. Over time HCS developed into the counselling charity it is today and, whilst we are no longer working with solvent abuse, the aim to provide a safe and supportive space, has remained at our very core.

Our Purpose

At HCS, we believe that everyone deserves to have the opportunity and space to grow, change and heal. We are dedicated to serving our community and providing every client with respect and the opportunity to improve their mental health.

We aim to promote a positive view of mental health and provide services that are accessible, relevant and empowering to the people using them. Our services aim to contribute to mental and emotional wellbeing and reduce stigma and discrimination.

Our Objectives

We are a donation based counselling service for the people of Wiltshire and surrounding areas. As an organisation we have membership of the British Association for Counselling and Psychotherapy (BACP) and follow their ethical framework.

To deliver our objectives, our services are designed to

- Promote wellbeing and recovery
- Promote self-awareness and resilience
- Promote openness and trust
- Recognise that each individual plays a part in their own recovery
- Provide a resource for all people in Wiltshire who identify themselves as having mental health or emotional support needs
- Promote emotional and mental wellbeing through delivering high quality services directly, and in partnership with others
- Raise awareness of, and promote positive views about, mental health issues
- Be as accessible as possible

Accessing our Services

There is no fee to use our services. We do promote donations wherever possible, but no client should ever feel that they are prohibited from using our charity because of cost.

Clients can self refer or be sign posted through another service, like their GP. Whilst we encourage clients to make contact in person, we also understand that this is not always possible, and welcome contact from carers, family and other organisations.

However, it must be stressed that the work that is done within the counselling room and the service, as a whole, remains confidential.

Our Counsellors

Our staff and volunteer counsellors provide accessible, relevant and empowering services that contribute to emotional and mental wellbeing and promote social inclusion.

We recognise the importance of challenging stigma and discrimination and working alongside others towards a socially just society that supports good mental health for all.

Our current services include:

- One to One Counselling (for Adults of 16+ yrs.)
- Ongoing Group Therapy for those with long term mental health needs
- Sign Posting and Advocacy

The Counselling Process

Our Counsellors have a wide range of skills and experiences, and we undertake an initial appointment process to ensure that we match clients to counsellors with the skills they need.

Once in counselling clients receive up to 16 weeks to work with their counsellor. Whilst building a trusting and non judgemental space, counsellors facilitate clients to work on the issues they have brought, to recover from trauma, explore their lives and relationships, to build their personal awareness and re-build their strength and resilience. This can be a revelatory and transformative process, as is demonstrated by the case history at the end of this Report.

Meet the Trustees

Catherine our Chair, joined HCS as a trustee in 2019, having previously worked as a civil servant. She was a Trustee for 6 years at the national anti-poverty charity Turn2Us, ending her time there as Chair of the Operations Committee. She has also worked at the Stroke Association, advising on governance and Board development issues and carrying out specific review projects. She sums up her commitment to HCS simply as 'supporting mental wellbeing and resilience has never been more needed than it is now.'



Lindsay Driscoll is our resident expert in charity law and governance. She has held posts with National Council for Voluntary Organisations, was the legal commissioner for the Charity Commission, a consultant with the leading charity law firm of Bates, Wells and Braithwaite. She is now a trustee of an Academy Trust, a Canadian foundation, the advisory council of NCVO, a trustee of a charitable theatre company, and a multi faith forum.

Sarah Cope is our eagle-eyed Treasurer, and bookkeeper to several local firms. A busy mother of 2 young children.

When Sarah isn't giving up her free time to the HELP Counselling Services, she is a very keen and strong indoor and outdoor swimmer, having swam both the Thames and Lake Windermere, and most recently a 5k obstacle challenge with her daughter raising funds for HCS and other local charities.





Sue Brayne, our newest trustee brings a professional experience to the team as an experienced Counsellor and Supervisor specialising in trauma, end of life issues, bereavement and grief. Sue has written several books around aging and death. Sue recent book explores the shifts and changes of our planet, and how we may live and die consciously aware of the world around us

Karen Hoose is a Senior Pensions Administrator, a very busy mum & step-mum of 3, and is a keen fundraiser for various charities and causes. Karen joined the charity because she is deeply passionate about making sure anyone with a mental health issue are able to access services quickly when they are needed. Karen recently took part in South West Coastal Path Challenge, walking 80 miles and raising £840 for Dementia UK, as well as various running and sponsored events. In Karen's spare time she loves to sew, read and run.



Inspired by our amazing trustees? We are always looking for new members to join the team.

Call: 01225 767459 or Email enquiries@helpcounselling.co.uk

Report from the Chair

The end of year reporting process is a time of reflection, and I am not sure I would have believed a year ago that I would be sitting down to write another report dominated by Covid and yet that is the situation.

The process of actual and progressively removed lockdowns and restrictions left people confused and fearful and a number of our clients showed signs of grief, trauma and exhaustion.

We recognised during the 're-opening' period that some clients - and some Counsellors - were not ready for face-to-face meetings and that we should continue to provide online and telephone services on an ongoing basis. And, after careful risk assessment and a range of new hygiene and safety measures, we did re-open for face-to-face sessions.

Demand for our services was as high as we have known, and we were glad to be able to recruit new Counsellors, ending the year with more than at any time in our history.

We drew up an optimistic Strategy and Plan, focussing on community out-reach alongside our work with individuals, but we were not realistically able to pursue this as hoped and planned for because of continuing restrictions. The Board will revisit the Plan in early 2022.

As always, heartfelt thanks go to our stalwart office team, and our volunteer Counsellors and Trustees who have shown such resilience and perseverance as well as deep care for our clients.

We could not help and support so many without our supportive and generous Funders and Donors - thank you - and we look forward to marking Help's 40th birthday in 2023 and to continuing to work with individuals and partners across our community.

Executive Director's Progress Report

As the oldest counselling service in Wiltshire we have a history where we have faced multiple recessions, funding dips, societal changes and of course health crises. None has been more profoundly felt by the service than the crisis in Mental Health we now see ourselves in. Across the country people are in record numbers seeking out support with their mental health,

and as a country we simply do not have the capacity. In medical journal; The Lancet they reported

‘While the true burden of COVID-19 is being unravelled, is a mental health crisis being unmasked? The pandemic has exposed long-standing gaps and a global underinvestment in mental health care and prevention, disproportionately affecting young people and women. According to WHO’s Mental Health Atlas, the global median spending on mental health is still hovering at around 2% of government health expenditure. However, cases of anxiety disorders rose by 25.6% and cases of major depressive disorder increased by 27.6% globally in 2020.’

This has been accurately felt by HCS with a 21% rise in client numbers, and despite having the largest team of counsellors in our nearly 40-year history, we are still running a 3-month waiting list. With 120 clients accessing the service at any one time, we are seeing clients who are desperate. Whilst this feels gloomy, we also know what impact our amazing volunteer counsellors are having on those accessing our service. Later in this Annual Report you can read some client feedback and the journey of one of our clients.

Looking forward to 2022—2023 we will be providing our counsellors with comprehensive trauma training as we saw over 60 clients come through with symptoms of PTSD and complex trauma. Our work with these clients will offer them ways to regulate and tolerate extreme feelings, offer ways to self sooth, and gradually build resilience.

We will be increasing our volunteers again to reduce our waiting list. However we will need to increase admin and management resources accordingly to be adequately able to support more Counsellors.

I would like to thank my colleagues Laura and Rachel who have worked tirelessly supporting clients and counsellors as well as to me. Thank you to our Counsellors who through their efforts help so many people. Our Trustees led by the steady hand of Catherine Hamp and finally our Funders and Supporters. I truly hope you know what a difference you have made to our clients and their families. Always know our door is open if you ever wish to visit us.

Accounts Summary

Grants and Donations	2022	2021
Grant Received	52275	69375
Client donations/other donations	13679	10307
Outside services	24400	4590
	<u>90354</u>	<u>84272</u>
Other Income		
Rent received	1610	1813
Interest received	3	10
Gift Aid	1669	2127
Sponsorship	11558	473
	<u>14840</u>	<u>4423</u>
Total Income	<u>105194</u>	<u>88695</u>
Less Expenditure		
Advertising/promotional	29	82
Bank fees	190	129
Cost of Outside Services/ Subcontractors	18394	4667
Due and Subscriptions/ Insurance	2976	2734
Office Supplies, Printing, Postage	3194	1902
Rent expenditure	4075	5145
Repairs and renewals	609	79
Recruitment	604	
Salaries/ Pensions /Payroll Expenditure	36971	31152
Sundry expenses/ Volunteer Expenses	1111	1132
Supervision	11047	10486
Telephone and Internet	781	787
Training	1159	1456
Travel Expenses	72	40
Utilities/ management charges	4034	2494
Website	264	264

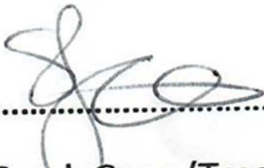
Total expenditure		<u>84906</u>		<u>63153</u>
Net income/ Expenditure		<u>20288</u>		<u>25542</u>
Surplus before Depreciation		<u>20288</u>		<u>25542</u>
Less Depreciation				
Fixtures and fittings		300		136
Computer Equipment		732		275
Set up	1740	<u>2772</u>	1741	<u>2152</u>
Excess of income over expenditure		<u>17516</u>		<u>23390</u>
Restricted funds:				
Ben Smith Fund-Trauma Work	7562			
Young Persons funding	583			
Local funding	1689			
Un-restricted funds:		<u>63722</u>		
Cash in bank:		<u>73556</u>		

Cost of Outside Services/ Subcontractors

Outside Services relates to the Counsellor payment costs of providing the Carer Support Wiltshire contract.

Subcontractors relates to paying HCS counsellors to provide Initial Appointments during our busiest periods.

I confirm that I have examined all the files and records for the year ended March 31st, 2022, and consider that these figures show a true position of the finances of Help Counselling Services at that date.



..... Signed

Sarah Cope (Treasurer)

Date: 31st August 2022

Treasurer's Report

The Current Assets at the year-end amounted to £73604 at 31st March 2022 compared to £54,373 at 31st March 2021. Help Counselling Services is again in a good financial position, with income over expenditure it has made the outlook very encouraging.

There has been a decrease in grants from £69,375 to £52,275 but an increase from client donations from £10,307 to £13,679. Our work with Carer Support Wiltshire raised £6006 compared to the previous year of £873. There is a small decrease in rent income from £1813 to £1610 and we expect this to drop further as Cruse has given up the rooms and we now only receive rent from 2 private counsellors.

Thanks must go to those who raised so much from the Ben Smith Appeal, sponsorship increased to £11558 from £473. This, however, is restricted funding to work with those suffering from Trauma.

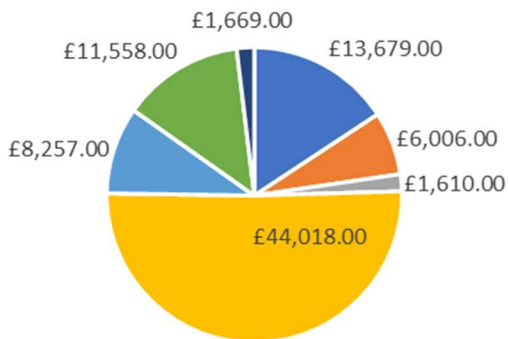
We have had an increase in staff costs due to 2 new part-time members of staff and existing staff increasing their hours to meet the increased demand of the service.

Due to having more counsellors, volunteer expenses are expected to increase next year, we have also offered more for travel due to the increase cost of living.

Budget for 2022/2023 is estimated at £80k from £85k, however this may need to increase, due to unpredictable cost increases.

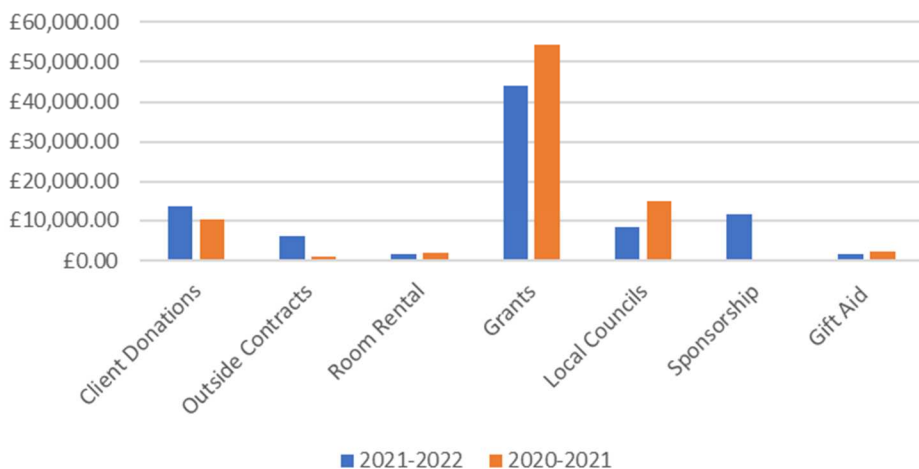
Ahead to 2022/23 we need to maintain our fundraising success and to keep increasing our reserves to 55% from 45%, so the service can protect clients and have a secure future for many years to come.

2021 - 22 Income Types



- Client Donations ■ Outside Contracts ■ Room Rental ■ Grants
- Local Councils ■ Sponsorship ■ Gift Aid

20/21 & 21/22 Income Comparision



Reserves Policy

Introduction

This policy aims to give a clear understanding of our Reserves Policy, why it is needed, and the amount that is needed.

A Brief History of the Funding of the Charity

The Charity was funded for many years by Wiltshire County Council. In 2003, the Council were under increased financial pressure, funding ceased.

However, the need for the service remained. It was at this point that the Charity started to raise its own funds.

During the course of the next 15 years, the Charity finances have seen some good years, but equally there have been some tough ones too.

The need for adequate reserves

Our reserves policy is needed:

- To weather any dips in funding and maintain continuity.
- To ensure that all clients, many who are very vulnerable, will be able to complete their work with us.
- In the event that the service is no longer needed, we are able to fulfil all our financial obligations.

What is it needed for?

The amount needed is 3 months full running costs, the current cost of any potential redundancies, and an amount to cover other liabilities such as removal costs.

How is it funded?

We must be absolutely clear, that these reserves have not and will not be built through fundraising. All funds raised for the express use of our clients are used for the aims of the service and our clients. All of our reserves have been raised through renting our space to other organisations and individuals.

What is the current reserves fund?

At present our reserves are £30,000

What is needed?

We are working towards reserves of £45,000. This is 55% of our total yearly expenditure and will cover all eventualities, from funding dips to the closure of the service. Our aim is to slowly increase the fund over the next 5 to 8 years by £1,500 to £2,000 per year, and then every subsequent year by £500 to meet annual cost increases. Whilst we will work diligently to see the success of this plan, we must be flexible and meet our funding constraints to fully fund the service first and foremost.

Wheel Of Life

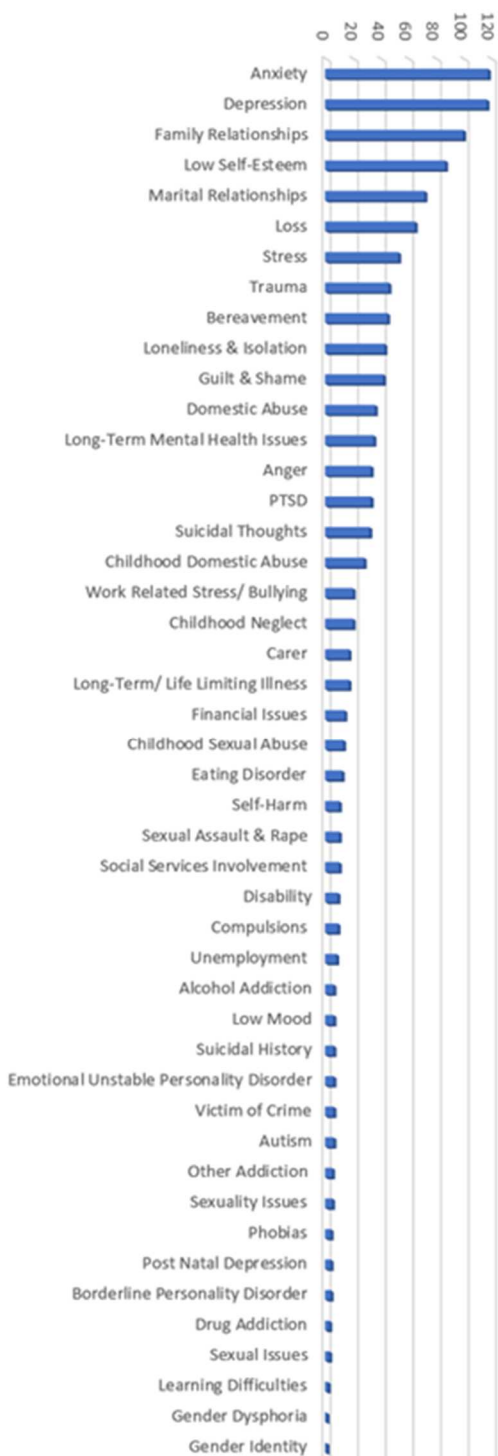
The Wheel of Life focuses on 8 key areas of our clients' lives. Clients are asked to rate their feelings towards each area, before, and at the end of counselling. Rating 0 –10 with 10 being excellent.

Anxiety	Improved by 28%
Depression	Improved by 11%
Physical Health	Improved by 16%
Self-Worth	Improved by 20%
Job or Vocation	Improved by 8%
Free Time	Improved by 18%
Relationships with Partner and Children	Improved by 21%
Relationships with Parents & Siblings	Improved by 12%
Relationships with Friends & Colleagues	Improved by 12%

As you can see there are improvements in all areas of life, however there has been a drop in growth. We believe this is because clients have had to wait longer for counselling, the increased demand, the cut in local services means that more people have reached out to us. This unfortunately makes symptoms worse and can take longer to work through. This is why cutting our waiting list to 6 weeks or less is essential.

Presenting Problems

This data shows what clients are bringing to counselling, most will talk about 2 or 3 presenting issues in their initial appointment, which is where this data is pulled from. Often clients will bring more issues when they start therapy and as their awareness of themselves grows. 94% of clients reported that their self awareness had improved and when asked how they felt about the issues that brought you into counselling 81% said that they had worked on those issues significantly.



The Difference 24 Hours Makes

The case study below shows the work of one of our clients. Please be warned this is a traumatic story of bereavement and abuse and may trigger some of our readers.

Mark grew up within a household where domestic abuse was the norm. Some of his earliest memories were of sitting at the top of the stairs with his younger brother, scared that their mum was going to die, and angry that he could not do anything. At aged 10 he tried to do something, but this became the day that the violence moved to him too and it only stopped because at 13 he and his brother were placed in care and unfortunately in separate foster homes. Mark's anger led him to be moved and bouncing around into new homes, until he was 15 when he was placed in a group home that was run by a charity. Unfortunately underfunded and understaffed Mark found himself prey to older children and was routinely abused.

Leaving the home at 18, Mark went to live in a halfway house and started an apprenticeship in carpentry. Despite such a terrible start to life, Mark really threw himself into his work, and discovered, that he really had a talent. Whilst the day-to-day work was kitchens and coving, he was encouraged by his boss to experiment and created beautiful bespoke furniture. His relationship with his boss was the first time he had ever had a healthy relationship with anyone. He was nurtured as one of his own children, encouraged and supporting Mark, who was now living in a flat with his younger brother.

At 23 and now a fully trained carpenter, he went to his van to grab some tools. He saw his boss's van, with the driver side door partially open, telling his Counsellor, 'I just knew something was wrong,' inside he found his boss, unconscious, having had a major stroke. He passed away less than 24 hours later. This loss was catastrophic and sent Mark spiralling out of control leading him to alcohol, later drugs, and multiple unhealthy relationships.

Mark came to the service fifteen years ago, when he was 27, using the service almost yearly to work through his losses and trauma. Through his own hard work he had become more stable, set up his own business and was in the healthiest relationship he had ever had.

18 months ago Mark returned to the service, he and his partner had spent years trying to have a child, eventually using IVF. Finally they were having a child but then at 7 months they suffered a stillbirth. They were of course devastated, but Mark could feel all his old patterns re-emerging, and he slipped into a depression. His partner whilst grieving wanted to try to have a child, one more time, but Mark was adamant that he would never try again. The relationship was in a difficult place, We placed him with experienced grief specialist Jenny. From the outset Mark was angry, session after session of rage. Rage over his childhood, his relationships, and his losses. Jenny understood that under that anger was pain, and in Mark that pain was enormous and overwhelming, so he pushed it down and only let the anger out.

Within specialist trauma work, Jenny understood that Mark would need to experience his pain safely without retraumatising him. So she allowed him to safely experience his anger, without rejecting him. Slowly Jenny introduced the painful elements of history, taking him only to the pain he could manage and tolerate. Jenny also introduced emotional regulation tools, which she and Mark used together when the feeling became overwhelming.

It was agreed that Mark would have his work extended to 24 sessions, allowing him the space he needed. Eventually Mark started talking about losing his son, the day of his birth, holding him and saying goodbye. Moreover Mark spoke of his uselessness towards his partner, how he felt he had let her down. He could not save her the pain she experienced, and he could not save his mother and his brother the pain they experienced.

Counselling does not take away the pain, it does help us live with the pain, and move forward. Four months ago Mark made contact, in the email there was a photo of him, his partner and their new-born baby girl. Thank you for reading.

Names have been changed and permissions were received to share this story

What Our Clients Say

“Life changing experience, I can not thank my counsellor enough for what they did and how much that have helped shape my life moving forward.”

“My counsellor was so lovely and understanding. She's a great listener and offered useful insight and techniques to help me”

“she was great, very understanding, listened to me intently. It always helped me feel better to talk to her.”

“I was in a really difficult place when I started counselling but came into it as someone who really wanted to progress with their mental health. I gained a lot of understanding for why I feel and react to certain situations and I also felt a lot of personal growth to allowing myself to accept a lot of elements of myself.”

“My experience was very positive and I was able to feel comfortable through the whole process, my counsellor was brilliant with me from start to finish and without his help and support I don't know if I would have progressed as well as I have.”

“I am in a much better place than I was 1 year ago. I left a controlling abusive relationship after 38 years, it wasn't easy. I had my first counselling session after several months, when I had already settled into a new rented home, but what was lacking was the ability to share my fears and concerns, and frustrations with someone. The support from HELP was exactly what was needed, especially when I began to question who I was, whether I was a nice person or not as I had completely lost my identity. It was extremely important to me to get an outside perspective on certain issues that cropped up and this helped to reassure me that I was right. The affordability was definitely a factor in me seeking counselling, and I gave what I could, which I feel was probably not enough, but it meant that I got the support I needed. Thank you”

With Sincere Thanks

HELP Counselling Services could not provide this amazing service without the generosity and commitment of our Funders, Trustees and our Volunteer Counsellors. We thank them for their continued support:

- Walter Guinness
- Community Fund
- Henry Hoare CT
- Wiltshire Community Foundation
- Wiltshire Council
- Wiltshire PCC
- Trowbridge Town Council
- Melksham Town Council
- Cheshire Community Trust
- Melksham Without PC
- Bonhomie
- Reuben Trust
- The Linnet Trust
- Wessex Water
- Albert Hunt Trust
- St James' Trust
- 29th May 1961 CT
- Arnold Clarke CT

Our Counsellors & Staff

Claire Trickey
David Jessup
Craig Lilburn
Julie Tamlyn
Lee Freeman
Lisa Darke
Lisa O'Kane
Sarah Davies
Thom Aylesbury
Tim Gamlin

Jo Cooper-Young Person Counsellor
Janette Simpson-Domestic Abuse Counsellor
Georgina Thomas-Young Person Counsellor
Fiona Hind-Grief Counsellor
Fiona Rowland-Senior Counsellor
Lindy Coggan-Grief Counsellor
Alan Pleydell-Senior Counsellor
Cathy Burton-Senior Counsellor
Ruth Morgan—Neuro Diverse Counsellor
Vanessa Ellis—Senior Counsellor

Amanda Wilkes— Executive Director
Rachel Davis-Client Co-ordinator
Laura Smith-Counsellor Co-Ordinator

With Thanks to our Funders



The Community Foundation
for Wiltshire & Swindon



To make an appointment, enquire about our services or make a donation

HELP Counselling Services

Trowbridge

Kestrel House

7 Mill Street

BA14 8BE



01225 767459



enquiries@helpcounselling.co.uk



www.helpcounselling.co.uk

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. *Name of Organisation:* Life Education Centres (Wiltshire) Ltd – known as LEC Wiltshire
2. *Name to which cheque should be paid to, if different from above:* As above
3. *Name and Address of Treasurer/Correspondent:*

██
██
██
██
██
██
██

4. *Is your work National/Countywide/District/Locally based?*

Our aim is to deliver age appropriate mental and physical health education programmes to all Wiltshire primary school children aged 4 to 11. The programmes are delivered by our trained specialist educators in the school classroom using a system called LifeBase.

The programmes build year on year the aim being:
Through social and emotional learning to help the young people acquire the skills they need for good academic progress.
To ensure that children can make positive choices about their health.
To help the children develop the skills and self confidence to put their decisions into practice
To work with teachers to provide the educational support they need to ensure the positive mental health and wellbeing of the children. This has become very important. In 2020 one in six (16%) children aged 5 to 16 were identified with a probable mental disorder, up from 10.8% in 2017.

Coram Life Education (the national organisation to whom we are affiliated) have developed a dedicated PSHE curriculum called SCARF (Safety, Caring, Achievement, Resilience and Friendship) that forms the basis for the classes taught by our educators.

LEC(W) educators deliver the age-appropriate programme in the classroom using specially designed teaching aids which ensure that the teaching is memorable and engaging.

The programme is a whole school programme with the pupils being taught how to tackle more difficult issues such as RSE, peer pressure and cyberbullying as they progress up the school.

5. *How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.***

We deliver this programme to the Primary Schools in the Melksham Without Area.

These schools are:-

Bowerhill Primary – circa 400 children

Forest & Sandridge Primary – circa 460 children

Shaw Primary – circa 200 children

Churchfield Primary, Atworth – 130 children

Seend Primary – 100 children

St Mary's Broughton Gifford – 75 children

6 *Amount of Grant requested:* £1,000

- 7 *Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).*

We have 2 fully trained Educators who deliver the Education programmes (with the objectives detailed above) to schools in Wiltshire – including the local schools.

These are delivered personally by the Educators directly in schools using the LifeBase system. This is supplemented by enabling the school teachers to use our SCARF software throughout the year which provides follow up to the classroom workshops.

We charge for these visits and the projected income will be about £50,000 in the current academic year. This does not meet our projected costs of £60,000 leaving a funding gap of £10,000.

In addition one of our Educators has resigned and will need to be replaced by external recruitment. The cost of Recruitment, Training and salary for a 3 month Probationary period totals £7,000. This is a one off cost this year.

This overall deficit of £17,000 has to be covered by Grants and Donations.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8 Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Various Trusts	£4,170	3 requests successfully received in last 3 months
Town & Parish councils	£2,429	Donations received from Chippenham, Royal Wootton Bassett, Calne
Local Rotary Clubs	£3,250	Donations received from Melksham, Chippenham, Salisbury, South Cotswold and Marlborough Rotary Clubs

9 Apart from grant aid applications, what has your organisation done to help itself by raising funds?

The Charity has 8 Trustees who provide their services at no cost. These Trustees manage the day by day operation, control the finances and ensure appropriate Governance of the Charity.

We only have 2 Employees – our Educators – they account for 80% of our costs.

All other costs are carefully controlled and minimised where possible

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature: 

Date: 13th January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	

Charity number: 1093578

**Company number: 4452552
England and Wales**

**LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED
(A company limited by guarantee)**

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

**J S Weeks & Co
Accountants
Devizes**

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED
(A company limited by guarantee)
FOR THE YEAR ENDED 31 MARCH 2022

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LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED**COMPANY INFORMATION****FOR THE YEAR ENDED 31 MARCH 2022**

Directors	Ricky Rogers – Chairperson (resigned 19 November 2021) Amanda Burnside – Chairperson (appointed 1 March 2022) Ray Sanderson – Treasurer (resigned 19 November 2021) Martin Coles - Treasurer Richard Everitt – Secretary Sue Johnson Frank Morton Jan Meyrick David Crow (appointed 1 March 2022) David Gardner (appointed 1 March 2022)
Secretary	Richard Everitt
Registered office	1 Heron Close South Cerney Cirencester GL7 5WG
Company number	4452552 England and Wales
Charity number	1093578
Accountants	The Alanbrookes Group Ltd t/a J S Weeks & Co 10 The Market Place Devizes Wiltshire SN10 1HT
Bankers	HSBC 2 Market Place Cirencester Gloucester GL7 2NS

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The directors present their annual report and the financial statements for the year ended 31 March 2022.

Principal activity

The object of the charitable company is to support schools' provision of wellbeing education, using an effective, planned programme encompassing PSHE and RSE education through a structured series of age-appropriate education programmes and resources (SCARF).

The programmes and SCARF are designed to develop children's knowledge, skills and attitudes in relation to their physical and emotional health and wellbeing, and will support schools in achieving health and wellbeing outcomes for children, including National Curriculum, PSHE and Ofsted requirements in relation to these and in particular SMSC (spiritual, moral, social and cultural development).

Programmes that meet current DfE requirements are delivered into schools by experienced educators.

Directors

The directors in office during the year were as follows:

Ricky Rogers – Chairperson (resigned 19 November 2021)
 Amanda Burnside – Chairperson (appointed 1 March 2022)
 Ray Sanderson – Treasurer (resigned 19 November 2021)
 Martin Coles - Treasurer
 Richard Everitt – Secretary
 Sue Johnson
 Frank Morton
 Jan Meyrick
 David Crow (appointed 1 March 2022)
 David Gardner (appointed 1 March 2022)

Small company exemptions

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the board on 4 October 2022 and signed on its behalf by:

.....
 Mr R Everitt
 Director / Company Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF
LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED**

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 4 to 14.

Respective responsibilities of directors and examiner

The charity's directors are responsible for the preparation of the accounts. The directors consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matters came to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the accounting requirements of the Charities Act 2011.

have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mrs A M Cross FCCA
The Alanbrookes Group Ltd t/a J S Weeks & Co
10 The Market Place
Devizes
Wiltshire
SN10 1HT

4 October 2022

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Incoming resources			
Incoming resources from generated funds:			
<i>Voluntary income:</i>			
Donations and gifts	2	6,496	15,653
Grants	3	2,050	1,700
<i>Activities for generating funds:</i>			
Classroom rent		-	(450)
Service charges		31,115	21,428
Interest income	4	-	-
Total incoming resources		<u>39,661</u>	<u>38,331</u>
Resources expended:			
Charitable activities	5	52,594	36,062
Governance costs	5	2,096	1,462
Total resources expended		<u>54,690</u>	<u>37,524</u>
Net movement in funds		(15,029)	807
Reconciliation of funds			
Total funds brought forward		<u>31,585</u>	<u>30,778</u>
Total funds carried forward		<u><u>16,556</u></u>	<u><u>31,585</u></u>

The notes on pages 7 to 14 form an integral part of the financial statements.

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	8		143		15,080
Investments	9		100		100
			<u>243</u>		<u>15,180</u>
Current assets					
Debtors	10	6,495		8,788	
Cash at bank		25,009		16,438	
		<u>31,504</u>		<u>25,226</u>	
Creditors: amounts falling due within one year	11	(15,191)		(8,821)	
Net current assets			<u>16,313</u>		<u>16,405</u>
Net assets			<u><u>16,556</u></u>		<u><u>31,585</u></u>
Unrestricted funds:					
Designated funds	12		16,556		20,000
General fund	12		-		11,585
Total funds			<u><u>16,556</u></u>		<u><u>31,585</u></u>

The directors' statement, as required by the Companies Act 2006, is shown on the following page.

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED**BALANCE SHEET****AS AT 31 MARCH 2022**

.....continued

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 section 1A.

The company is entitled to exemption under section 477 of the Companies Act 2006 from the requirement to have its accounts for the financial year ended 31 March 2022 audited.

No notice has been deposited under section 476 of that Act requiring the accounts of the company for that financial year to be audited.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for that year in accordance with the requirements of sections 394 and 395 of that Act, and which otherwise comply with the requirements of that Act relating to accounts, so far as these are applicable to the company.

The financial statements were approved by the board on 4 October 2022 and signed on its behalf by:

.....
Mr R Everitt
Director
Life Education Centres (Wiltshire) Limited
Company number: 4452552 England & Wales

The notes on pages 7 to 14 form an integral part of the financial statements.

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 MARCH 2022****1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1. Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard 102 section 1A and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March 2005.

1.2. Fund accounting

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the directors for particular purposes.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations, gifts and grants and are included in full in the Statement of Financial Activities when receivable.
- Incoming resources from the charity's activities are accounted for when earned.
- Interest income is included when receivable.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.
- All costs are allocated between expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

1.5. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful economic life, as follows:

Equipment	- 33.3%	straight line
Mobile classroom	- 33.3%	straight line
Motor vehicle	- 25%	reducing balance

1.6. Cash flow

The charity has taken advantage of the exemption from preparing a cash flow statement on the grounds that it qualifies as a small company under the Companies Act 2006.

2. Donations

	2022	2021
	£	£
Rotary Clubs	3,500	1,035
Waitrose	333	-
LEM – adjustment	2,663	-
RWB&D re. Mobile Classroom	-	4,260
St Edmunds & St Thomas Relief of Hardship Trust	-	2,000
Julia & Hans Rausing Trust	-	8,358
	<u>6,496</u>	<u>15,653</u>

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

3. Grants

	2022	2021
	£	£
St James Trust	750	500
Melksham Without Parish Council	300	200
Trowbridge Town Council	1,000	-
The Broyst Foundation	-	1,000
	<u>2,050</u>	<u>1,700</u>

4. Interest income

	2022	2021
	£	£
HSBC money manager account	<u>-</u>	<u>-</u>

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

5. Total resources expended

	Charitable activities £	Governance £	Total 2022 £	Total 2021 £
Costs directly allocated to activities				
Educator's salary and pension	8,587	-	8,587	8,579
LEC Worcester educator cover	16,769	-	16,769	-
Educator materials	306	-	306	-
Support costs allocated to activities				
Insurance	1,366	-	1,366	1,776
LEC licence fee	5,943	-	5,943	5,826
Recruitment and training	2,599	-	2,599	-
Printing, postage, stationery and sundry expenses	52	-	52	885
Telephone charges	321	-	321	649
Repairs, renewals and maintenance	406	-	406	361
Travel and subsistence	779	-	779	97
Motor expenses	529	-	529	776
Accountancy	-	1,730	1,730	1,340
Accountancy – prior year under provision	-	350	350	50
Bank charges	-	16	16	72
(Profit) on disposal of equipment	-	-	-	(28)
Depreciation:				
Equipment	202	-	202	2,390
Mobile classrooms	14,687	-	14,687	14,687
Motor vehicle	48	-	48	64
	<u>52,594</u>	<u>2,096</u>	<u>54,690</u>	<u>37,524</u>

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

6. Net incoming/(outgoing) resources

The net incoming/(outgoing) resources for the year are stated after charging:

	2022	2021
	£	£
(Profit) on disposal of tangible fixed assets	-	(28)
Depreciation of tangible fixed assets	14,937	17,141
	<u>14,937</u>	<u>17,141</u>

7. Staff costs and numbers

The part time educator employed by the charity went on 12 months maternity leave from April 2021. During this time temporary educator cover was provided by LEC Worcester. A second part time educator was employed by the charity from January 2022.

Staff costs incurred for the part time educators (paid via Wiltshire Council) were as follows:

	2022	2021
	£	£
Salaries (including employer's national insurance)	7,537	7,208
Pension contributions	1,050	1,371
	<u>8,587</u>	<u>8,579</u>

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

8. Tangible fixed assets

	Equipment	Mobile	Motor	Total
	£	classroom	vehicles	£
		£	£	£
Cost				
As at 1 April 2021	11,541	44,060	6,000	61,601
Additions during the year	-	-	-	-
Disposals during the year	-	-	-	-
	<u>11,541</u>	<u>44,060</u>	<u>6,000</u>	<u>61,601</u>
As at 31 March 2022	<u>11,541</u>	<u>44,060</u>	<u>6,000</u>	<u>61,601</u>
Depreciation				
As at 1 April 2021	11,339	29,373	5,809	46,521
Charge for the year	202	14,687	48	14,937
Eliminated on disposal	-	-	-	-
	<u>11,541</u>	<u>44,060</u>	<u>5,857</u>	<u>61,458</u>
As at 31 March 2022	<u>11,541</u>	<u>44,060</u>	<u>5,857</u>	<u>61,458</u>
Net book value				
As at 31 March 2022	<u>-</u>	<u>-</u>	<u>143</u>	<u>143</u>
As at 31 March 2021	<u>202</u>	<u>14,687</u>	<u>191</u>	<u>15,080</u>

9. Fixed asset investments

	Total
	£
Cost	
As at 1 April 2021	100
	<u>100</u>
As at 31 March 2022	<u>100</u>
	<u>100</u>

Fixed asset investments represents a shareholding of 1 ordinary £100 share held in Life Education Mobiles (2010) Limited.

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

10. Debtors

	2022	2021
	£	£
Trade debtors	6,327	5,020
Other debtors	-	442
Prepayments and accrued income	168	3,326
	<u>6,495</u>	<u>8,788</u>
	<u><u>6,495</u></u>	<u><u>8,788</u></u>

11. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	2,372	7,238
VAT account	882	333
Other creditors	360	-
Accruals	11,577	1,250
	<u>15,191</u>	<u>8,821</u>
	<u><u>15,191</u></u>	<u><u>8,821</u></u>

LIFE EDUCATION CENTRES (WILTSHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

.....continued

12. Movements in funds

	As at 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	As at 31 March 2022 £
Unrestricted funds:					
<i>Designated funds:</i>					
Contingency reserve	20,000	-	-	(3,444)	16,556
General fund	11,585	39,661	(54,690)	3,444	-
	<u>31,585</u>	<u>39,661</u>	<u>(54,690)</u>	<u>-</u>	<u>16,556</u>

Contingency reserve

The directors have designated sufficient funds in the contingency reserve to cover redundancy and other costs in the event that the charity has to be discontinued through lack of funding.

13. Directors remuneration and related party transactions

No directors received any remuneration during the year.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. **Name of Organisation:** Age UK Wiltshire
2. **Name to which cheque should be paid to, if different from above:**
3. **Name and Address of Secretary/Correspondent:**

Telephone number:

Email:

4. **Is your work National/Countywide/District/Locally based?**
Age UK Wiltshire is an independent charity that supports older people across Wiltshire and Swindon
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

This grant would fund our Fitness and Friendship Club which takes place fortnightly at Bowerhill Village Hall. The club provides opportunity for the older residents of Melksham Without Parish to enjoy the health benefits of exercise as well as the social side.

6. **Amount of Grant requested:** £...400.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

Our Fitness and Friendship Club offers older people the opportunity to socialise and stay active. The Club provides exercise classes that are specifically designed to strengthen the core, improve balance and increase / maintain mobility. In addition to these chair-based routines and Tai Chi, Club members can also take part in games such as Bowling, Skittles and Quoits, enjoy refreshments and meet other people.

The Fitness and Friendship Club takes place fortnightly at Bowerhill Village Hall. 26 older people are members, 11 of whom live in Melksham Without Parish. The club regularly attracts upwards of 12 participants with sessions lasting two hours which gives plenty of time to exercise and be sociable. Our club leaders and volunteers have received Low Impact Functional Exercises for older adults training as well as First Aid.

Older people who attend say that the exercises help with mobility and particularly for those suffering from arthritis whose joints are stiff. The exercises we deliver that strengthen the core and improve balance also help to reduce falls and increase confidence. Participants also enjoy the social side of the Club with tea and biscuits following on after exercising. This is a lifeline for some as it may be the only opportunity that they have to mix with other people in such a setting.

It is therefore important that this service continues for the older residents of Melksham Without Parish.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	£720	Successful

Any other body		
-------------------------	--	--

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Age UK Wiltshire is proactive with regards raising funds. As part of the partnership between Age UK and Innocent Smoothies, volunteer knitters across Wiltshire knitted 40,000 hats raising £10K. Our CEO and other staff members completed marathons in 2022 which also raised money for our services. Our 13 Fitness and Friendship clubs also receive some funding from Wiltshire and Swindon Sports Partnership.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 31st January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	31 st January 2023

REGISTERED COMPANY NUMBER: 2121174
(England and Wales)

REGISTERED CHARITY NUMBER: 800912

Report of the Trustees and
Financial Statements for the
Year Ended 31 March 2022
for
Age UK Wiltshire

Age UK Wiltshire
Annual Review and Accounts 2021-22

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Part 1 - Legal and Administrative Information

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Company registered number: 2121174 (England and Wales)

Charity registered number: 800912

Registered Office:

The Wool Shed
New Park Street
Devizes
SN10 1DY

Other locations:

St. Michael's Community Centre
96 St Michael's Road
Salisbury
SP2 9LE

Toothill Community Centre
Dunwich Drive
Toothill
Swindon
SN5 8DH

Company Secretary

Sarah Cardy

Trustees and Directors

Pauline Oliver	Chair	Resigned	01/09/22
Kevin Fairman		Resigned	13/05/22
Melissa Hillier			
David King			
Stewart Ruston			
Emma Taylor		Resigned	01/09/22
Keith Johnson		Appointed	15/11/21
Richard Purchase	Chair	Appointed	26/05/22
Warren Finney		Appointed	26/05/22

Auditors

Monahans
Statutory Auditors
Hermes House
Fire Fly Avenue
Swindon
Wiltshire
SN2 2GA

Solicitors

Wansbroughs
Northgate Street
Devizes
Wiltshire
SN10 1JX

Bankers

Lloyds Bank plc
38 Market Place
Devizes
Wiltshire
SN10 1JD

Senior Management Personnel

Sarah Cardy	Chief Executive Officer	Appointed 14/06/2021
John Truss	Programmes Manager	
Pippa Webster	Area Manager South	retired 30/06/22
Kate Brooks	Operations Manager-Deputy CEO	Appointed 4/07/22
Matthew Morrison-Clarke	Director of Paid for Services*	post redundant 29/08/21
Amanda Whipp	Finance Manager*	post redundant 1/10/21

Part 2 About our Charity

Our Charitable Objectives

Age UK Wiltshire (AUKW) is an independent local charity established to promote the relief of elderly people in any manner which now or hereafter may be deemed by law to be charitable in and around the county of Wiltshire. The charity was originally formed in 1949 as the Wiltshire Older People's Welfare Committee and is committed to enhancing the wellbeing of older people in our community. The charity is managed by a board of trustees who have a wealth of experience across the public, private and the third sector, particularly in health, and social care. Our services are provided by a small team of paid employees and a team of around 100 volunteers.

We know there are many circumstances which reduce older peoples' sense of wellbeing in later life. These can include difficulties with physical and mental health, money worries, housing issues, caring responsibilities, and bereavement. The size of the challenge is perhaps best explained by the fact that across the UK within the next two decades the total number of people aged 65 and over is estimated to grow by 48.9 per cent, which amounts to around 4.75 million people. Indeed, in keeping with current trends, the fastest growing group will be those aged 85 and over with the numbers projected to increase by 113.9 per cent, from nearly 1.3 million people to just under 2.8 million by 2035/36. (Source: Office for National Statistics).

As an organisation we seek to fulfil our charitable objectives through the provision of services that provide a mixture of practical and emotional support for older people. In furtherance of our objectives, we work in partnership and collaborate with other charities, voluntary bodies, statutory authorities, and other organisations.

Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. The trustees consider that they have acted in the public benefit.

Our Mission

Our mission is to inspire, support and enable older people, helping them stay safe, make informed choices and be independent yet connected.

Our Vision

The vision of Age UK Wiltshire is to "To make Wiltshire and Swindon places where everyone can love later life".

Our Values

Our four values are:

Person centred -holistic, caring, we see 'people', compassionate, supportive

Trusted – professional, reliable, knowledgeable, diligent, honest, quality service

Empowering – enabling, independence, ownership, nurturing

Ambitious – for our staff, clients and the organisation.

The board of trustees recognises their duty to act in the charity's best interests, to manage resources responsibly, take reasonable care and display skill in their leadership of the charity.

To that end trustees commit individually and collectively to operate in accordance with the good practice guidance of the Charity Commission. Furthermore, all Age UK Wiltshire trustees and the Chief Executive Officer will subscribe to and uphold the seven Nolan Principles of public life; Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Equality, Diversity, and Inclusion

Equality, diversity, and inclusion are central to everything we do at Age UK Wiltshire. We celebrate the diversity of people, aim to remove barriers and to support everyone to overcome and enable their full inclusion and participation in society.

As an organisation we will not tolerate any discrimination, victimisation, or harassment on the grounds of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We are committed to tackling the inequalities and exclusion and promoting equality and inclusion of people from diverse backgrounds in all areas of our work. We believe an inclusive society where everyone is treated with dignity and respect will not only benefit older people but will also help to develop greater social cohesion, tolerance, stability, and prosperity.

Age UK Wiltshire believes that harnessing the different life experiences, attributes, and contributions of individuals, will make us a more effective organisation in supporting older people and a better place to work or volunteer.

Our Strategy

Our strategic plan builds on the achievements and successes of the charity in recent years and presents our plan for change, that will guide our organisation and people forward:

- ensure our business model is financially sustainable and can continue to support the changing needs of older people for years to come. This will require a more commercial approach to our funding model, with more services being offered at a cost to the client.
- an outcomes-based approach that enables us to demonstrate the true social impact we have and makes our volunteers and staff proud.
- a needs-based approach, reflecting the characteristics of our communities, ensuring priorities are driven by the needs of older people. Providing localised community support reliably, delivering on our commitments and ensuring our services are accessible to all older people.
- help us to engage and energise stakeholders by making it easier to understand what we do and the difference we make.
- become the recognized voice of older people, using our trusted brand and expertise to focus on services and provision that will ensure older people in Wiltshire can love later life.

Our key social outcomes

We are targeting five key social outcomes, which encapsulate our vision:

- Improved wellbeing – mental, emotional and physical wellbeing.
- Increased participation in community – being active, socialising, able to maintain and develop life interests and skills - feeling connected.
- Reduced feeling of loneliness and social isolation through social support.
- More older people able to remain living independently for longer and safer home.

- Greater resilience – supporting and creating choice and control, increasing ability to deal with later life.

Services Highlights

Accredited Information & Advice (I&A) Service

Age UK Wiltshire provides an Information & Advice (I&A) service to people aged 65+ living in Wiltshire and Swindon and to their carers and relatives. The team of paid staff and volunteers respond to a broad range of enquiries including benefit entitlement, applications and resolving disputes, housing, health and social care, legal affairs, general money advice, consumer issues, local services and activities, struggles with daily living and everything in between.

The Information & Advice team supported over 4000 clients engaging in 10,712 contacts either with the client or on behalf of them and helped realise over £2 million pounds in previously unclaimed benefits – a huge amount which will make such a difference.

The Information and Advice service is the front door to the public and underpins the holistic approach we take in supporting our older population. An integrated approach and strong connections enable seamless two-way referrals with our other services including Wellbeing, Community Meals, Fitness & Friendship and the Living Well services, as well as external organisations.

Age UK Wiltshire holds the nationally recognised Advice Quality Standard (AQS) to further demonstrate the quality of the work delivered by our staff and volunteers.

We are grateful to the support of funding from:

EON to help people with Benefit advice with the aim of maximising the income of our clients, and also to encourage uptake of Warm Home Discount to avoid the risk of fuel poverty.

Wiltshire Community Foundation to offer one-off grants to older people that are on a very low income and at risk of fuel poverty and/or struggling to keep their home warm during winter, through the Surviving Winter programme.

Age UK national, Building Resilience funding and the Masonic Charitable Foundation fund - Later Life Goals funding, enables us to provide holistic advice and support to older people experiencing a significant life event such as illness, bereavement, need of care or moving house

Wessex Water, to promote uptake of the Wessex Water Pension Credit discount scheme whilst completing income maximisation work with our clients.

Wellbeing and Befriending Service

Access to the Wellbeing service starts with a 'Guided Conversation' to explore every aspect of the client's life which then help identify the cause of why they are feeling lonely and isolated. It also helps the client focus on what they would like to achieve with our support. We will provide a regular telephone call to from one of our befrienders. They will have a general chat but they will work with someone on individual goals. The befriender will also help the older person access

other services such as Fitness and Friendship clubs, Information and Advice, or a face to face home visit.

During the year we supported 222 people.

Living Well Service – Partnerships with GP practices

We had four contracts that covering 16 Chippenham, Corsham, Box, Bradford on Avon, and Sarum West. In each location an Age UK Wiltshire employee is an integrated part of the surgeries multi-disciplinary teams. Due to the successful partnership and outcomes in Chippenham we were asked to expand our services to Corsham and Box, to all patients in the Chippenham, Corsham and Box PCN.

Patients with non-clinical needs are allocated to the Age UK Project Worker to arrange a home visit to complete a 'Guided Conversation.' This is an opportunity to find out what is important to the patient, what practical problems they are experiencing that require support to overcome, and if there is anything that the patient would like to do in the community which would increase their social connections.

The Living Well project workers provide a wrap-around service working with the patient themselves, whilst drawing on the expertise of other services or work with other third-party organisations such as Carers Support Wiltshire, Dorset & Wiltshire Fire and Rescue Service, Wiltshire Warm & Safe to name just a few.

The themes of support most commonly provided include:

- Finding help at home or personal care
- Access transport schemes and blue badge applications
- Housing options
- Falls prevention and Chiropody
- Income maximisation
- Social groups and exercise activities
- Aids and equipment

Fitness and Friendship Clubs

The Age UK Wiltshire Fitness and Friendship (F&F) Clubs reach out to a section of the population that is less likely to feel at ease in a gym or leisure centre. The clubs are aimed at those who are at increased risk of falls, poor health due to lack of exercise and loneliness and social isolation. Inactivity and more sedentary lifestyles lead to an increased risk of falls, obesity, heart disease, and a decline in mental wellbeing. These clubs have been a great benefit to people as they return to socializing after the Covid lockdowns. The main focus for the year was re-establish the clubs that were closed during lockdown. We reopened 13 clubs across Wiltshire and Swindon. We have plans for a further 2 to open next year.

Our clubs build (or rebuild) client confidence to prevent a downward spiral that can occur after a fall, even where there is no hospital admission or minor injury. The format of the club is through a combination of low impact exercise with an emphasis on friendship and having fun.

Funding from the **Wiltshire & Swindon Sports Partnership (WASP)** has enabled the clubs to develop and additional funding through their Get Out Get Active project to open three additional clubs in south Wiltshire will help to address the pressing need for older people to remain active and healthy.

Home from Hospital

Age UK Wiltshire received funding from Wiltshire Council to deliver a Home from Hospital (HfH) Service for Wiltshire residents, receiving referrals from Salisbury District Hospital (SDH), Royal United Hospital (RUH) in Bath, and Great Western Hospital (GWH) in Swindon and three community hospitals in Chippenham, Warminster, and Marlborough.

The Home from Hospital Service provided short term support to Wiltshire residents, predominantly aged 60 plus for up to 6 weeks following a stay in hospital. The services include a mixture of both practical and emotional support that together enable older people to transition back home and regain their confidence and independence, reducing the likelihood of people becoming socially isolated or lonely and being readmitted to hospital.

Services are aimed almost exclusively at individuals who are not otherwise eligible for a social care service or for NHS rehabilitation. Examples of the types of support given are:

- Falls Prevention – practical support and information regarding falls prevention: and to access exercise classes and personal alarm systems.
- Practical help with domestic activities.
- Income maximisation – information on benefits entitlements.
- Social networks – information and/or support to attend a variety of social activities of the patient's choice.
- Maximising independence – help to find ongoing domestic help, a meal provider, access to community transport, handyperson services, housing options and shopping.
- Wellbeing – giving information/support to access services that could resolve an anxiety or practical problem such as gardening, safety and security, personal care.

The Home from Hospital service has received 709 referrals

The Age UK Wiltshire Home from Hospital contract ends at the end of June 2022. Age UK Wiltshire Board of Trustees spent a long time deliberating over the detail of the new contract but eventually made the very difficult decision to step away because the risk to the organisation was too great.

Community Meals

This service started delivering meals in March 2020. The aim of the service is:

- The provision of an individually selected hot meal at lunchtime, delivered to a client's door or additionally placed or plated in a location of choice within their home
- A carry out positive conversation with a client
- An informal welfare check with any concerns or issues addressed directly.

With this service still in its infancy, the impact of the Covid pandemic very quickly materialised highlighting the sense of isolation and loneliness affecting older people in the community. This meant there was increase in demand and reliance upon Community Meals. Whilst we initially hoped to expand our service gradually, we had to expand quickly reach out across the whole county of Wiltshire. This required an acceleration in the recruitment of drivers to the team, the acquisition of additional vehicles and equipment when compared to our original business plan. We stepped up to the challenge of ensuring our most vulnerable older residents received a hot nutritional meal. As post Covid restrictions were lifted we have been able to step back and review the service and establish a robust model.

We deliver a 7 day a week service across Swindon, Wiltshire, and. This service is valued by the customer and their families. Often we are the only visitor they have to the home. Community Meals works closely with the Home from Hospital service so that HfH can provide an essential 7 day service to those that need it, which creates valuable capacity for domiciliary care providers.

The service has continued to grow and we delivered 46,000 hot meals 16,000 more than last year, and most importantly maintained direct face to face contact with a large number of clients during a very difficult time.

Future Plans

With a growing 65+ population and a difficult financial climate the board recognise that our services are needed more than ever. Growth will come from expanding services and development of commercial activities. The growth of the meals service, exploring retail opportunities are key.

We are looking to develop hubs which might include a drop-in service, retail, a hot meal of a place to connect with others.

With the increasing cost of living, we plan to improve our offer with targeted information and advice and more accessible self-help materials. We continue to work with partner organisations to provide effective referrals.

We will develop services to help people stay more mobile and connected. Fitness and Friendship clubs will expand and develop activities for residents of sheltered housing schemes. These activities are aimed at helping prevent ill health both physical and mental health.

We plan to increase our home support services. Our research shows that there is a big demand for people to receive services to help them remain independent at home for longer. This might be handyperson services, shopping, gardening, befriending and travel support. We will pilot services in a small location to test and learn before launching a wider service.

We also welcome the opportunity to work with Primary Care Networks to help support social needs of patients to help improve their health.

Fundraising

Although the impact of Covid 19 restrictions meant that some of our fundraising activities were cancelled during the last year and applications suspended, we were successful in securing donations from a number of grant-makers to support our Information and Advice service, Wellbeing and Telephone Befriending Programme and Fitness and Friendship Clubs.

Relationship building continues to be at the heart of our fundraising activities, and we remain incredibly grateful for the support we receive from individuals, our community, corporate organisations and grant-making trusts and foundations.

We have an option to make single or recurring donations online and raise awareness of the potential for people to leave us a legacy in their will via our website and promotional materials.

Supporters

We would like to say thank you to all those organisations that provided a mix of financial and practical support to Age UK Wiltshire:

- Age UK
- Wiltshire Council

- Wiltshire Community Foundation
- Wiltshire & Swindon Sports (WASP)
- The National Lottery Community Fund
- Friends and Forum
- Bradford on Avon and Melksham PCN
- Sarum West Locality PCN
- Hathaway Medical Practice
- Chippenham, Corsham, Box PCN
- Melksham Town Council
- Green Square Accord

Part 3 Financial Review

We are reporting an operating deficit of £109,202 (2021: surplus £135,488). The deficit is due largely by two factors. Firstly income was obtained the previous financial year for services that were carried out in this financial year of around £76,000 and an agreement at the later part of the year to spend on development of services which will bring in income in future years.

A robust financial reporting mechanism ensures Trustees regularly review income and expenditure against budget/forecast. This allows decisions to be made about the future direction of the charity and its activities in order that organisation and charitable objectives are achieved.

The financial investments and policies of the organisation are reviewed on a regular basis. It was decided that in the light of the current investment climate and the future plans of the organisation to maintain the accounts as they stood. Reviewing of the investments is a constant process but it is acknowledged by the board that with interest rates as low as they are, there is currently little chance of improving our return.

The financial position of the charity remains robust, with unrestricted reserves of £623,879. This was helped by the generous legacies left to the charity amounting to £38,945 The charity does still face significant challenges in generating new revenue streams to fulfil its charitable objectives and meet the ever-increasing needs of the rising number of older people.

The defined benefit pension scheme was in surplus at the year end due to high bond yields. The £23,000 net asset is not recognised in the balance sheet as the charity is not entitled to any surplus on the wind up of the scheme.

Principal Risks and Uncertainties

The charity has traditionally relied upon various sources of funding, including commissioned services and grant funding from trusts, foundations, and individuals. While these continue as current sources of income, we acknowledge that some revenue streams are potentially at greater risk due to reductions in funding to local authorities. We have therefore made a positive change in our strategy to increase our commercial activity and income. In order to mitigate this risk, we are:

- Increasing the paid for services
- Expanding and developing commercial opportunities
- Taking the opportunity to apply for grant funding as it becomes available.
- Ensuring efficiency in the use of resources, monitoring expenditure to control costs and safeguard reserves.

- Engaging with funders and contractual partners on a regular basis.
- Collaborating with other charitable organisations to make best use of resources and intellectual property; and
- Developing new ways of working to ensure Age UK Wiltshire remains relevant in an ever-changing environment.

Reserves Policy

In compliance with the guidance from the Charity Commission, the trustees ensure that a financial risk assessment is completed as part of the annual budgeting and business planning process. The Reserves Policy was re-assessed during the year and the level decided upon is maintained to enable Age UK Wiltshire to discharge all financial and pension liabilities in the event of closure.

In assessing the need for reserves the trustees consider:

1. The advisable funding to cover the plans to mitigate an unexpected cut in funding,
2. Specific funding for the development of new or expanded services, and
3. Specific reserves for identified long term liabilities.

For the 2021/2022 financial year the trustees have assessed the reserves needed, based upon the above criteria, as 3 to 6 months expenditure.

The total value of funds held at the balance sheet date was £687,055 (2021: £796,257). The value of restricted funds was £63,176 (2021: £124,909) Designated funds of £140,000 (2021: £140,000) are held to support specific future projects. The charity also holds £15,470 of funds that can only be realised by disposing of tangible fixed assets. Therefore, the free reserves of the charity are £468,409 (2021: £515,547).

The charity holds funds in line with the policy, although the charity is facing unprecedented demand for services and the future for the commissioning of statutory services remains unclear. A number of services continue to be funded or part-funded from voluntary income, so we will seek additional income to further develop our services. We are looking to expand our commercial operations in order to raise enough income to sustain the charity going forward.

Part 4 – STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Members guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up.

Recruitment of Trustees

The charity's board comprises a Chair and between three and seven other trustees. A trustee may be appointed by ordinary resolution of the charity or co-opted by the board. Vacancies for trustees are advertised, applicants are interviewed following short-listing, references are taken up and criminal record disclosures are obtained. Once elected, a trustee may serve for a period of three years and be eligible for re-election.

Induction and training of Trustees

On appointment, trustees attend induction training for trustees as well as organisation induction training and are given on-going support from fellow trustees and the company secretary.

External training is used where relevant, together with appropriate publications (e.g. Charity Commission CC3).

Organisation structure

The board of trustees meets at least quarterly where it considers matters relating to the organisation's strategy, policy, monitoring performance, regulatory matters, and governance. In addition, it considers and if in agreement, ratifies recommendations made by subcommittees and any relevant working groups. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within the scheme of delegation approved by the trustees for operational matters. This delegated authority was formally reviewed and updated in May 2022.

Pay policy for senior staff

The senior management team comprises the trustees and key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee received remuneration in the year.

The pay of senior staff is managed in accordance with a scheme of remuneration for all staff and has been adjusted dependent on the circumstances of the charity. The board of trustees considers the affordability of pay increases annually.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and risks. The trustees confirm that the major risks have been reviewed and systems or procedures have been established to manage those risks.

The trustees' risk management strategy comprises:

- A quarterly review of the register of principal risks and uncertainties that the charity faces.
- The establishment of policies, systems and procedures to mitigate those risks identified in the review, and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Attention has also been focussed on non-financial risks arising from fire, health and safety of staff and volunteers, data protection and other risks. These risks are managed by ensuring the organisation has robust policies and procedures in place with regular and appropriate training for staff and volunteers.

Fund-raising standards information

Relationship building continues to be at the heart of our fundraising activities, and we remain incredibly grateful for the support we receive from individuals, our community, corporate organisations and grant-making trusts and foundations. We mainly rely on raising income from grant application, contracts, voluntary donations and legacies

We have an option to make single or recurring donations online and raise awareness of the potential for people to leave us a legacy in their will via our website and promotional materials.

We do not use any third-party organisations to raise funds on our behalf. We are registered with the Fundraising Regulator and follow the Code of Fundraising Practice. We have no complaints about our fund-raising activity. Our fundraising activities do not carry out any direct marketing or contacting individuals.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with any other local related party or organisation is disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. A Register of Interests is maintained and is readily available for inspection.

Age UK Wiltshire is one of approximately 125 Brand Partners affiliated to Age UK. We work together in a spirit of collaboration and mutual support to achieve common goals. It is important to stress that we are an independent local charity run by local people for local people. The brand partnership with Age UK is as part of a federation and is NOT a branch structure. Age UK Wiltshire is not funded by the national charity except for specific project funding and we continue to be entirely responsible for raising our own funding.

As a brand partner of Age UK, we aim to ensure that the issues and concerns of older adults in Wiltshire are brought to the attention of policy makers, national, regional, and local, and that high-quality services continue to be provided at a local level to support older adults to maintain their independence, dignity, and well-being.

Finally, and most importantly

Age UK Wiltshire is only able to provide the huge amount of support that it does to older people across Wiltshire and Swindon by the selfless effort and dedication of all our staff and volunteers. Every single one of the team, whatever their role, contributes significantly to making life better for older people. We are also extremely grateful to our donors and funders for their support. On behalf of the board and the Chief Executive Officer a heartfelt, thank you!

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Age UK Wiltshire for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are

also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

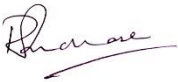
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Monahans, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on18th January 2023..... and signed on its behalf by:



Richard Purchase

Chair of Trustees

Report of the Independent Auditors to the Members of

Age UK Wiltshire

Opinion

We have audited the financial statements of Age UK Wiltshire (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Report of the Independent Auditors to the Members of

Age UK Wiltshire - continued

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Report of the Independent Auditors to the Members of

Age UK Wiltshire - continued

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity and the provision of services to the elderly, we identified that the principal risks of non-compliance with laws and regulations related to safeguarding, health and safety, employment law, Companies Act 2006 and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charity. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Statement of Recommended Practice.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to revenue recognition, management override, and potential lack of segregation of duties. Audit procedures performed by the audit engagement team included:

- discussions with management, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;

Report of the Independent Auditors to the Members of

Age UK Wiltshire – continued


- understanding and review of management's internal controls designed to prevent and detect irregularities, and fraud;
- review of the minutes of the Trustees meetings;
- designing audit procedures to incorporate unpredictability;
- performing analytical procedures to identify any unusual or unexpected relationships that might indicate risks of material misstatement due to fraud;
- review of the financial statements disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of the Trustees and third-party advisors about actual and potential litigation and claims;
- testing transactions entered into outside of the normal course of the charity's business; and
- identifying and testing journal entries, in particular any journal entries with fraud characteristics such as journals with round numbers.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and the transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.


James Gare DChA FCA (Senior Statutory Auditor)
for and on behalf of Monahans
Statutory Auditors
Hermes House, Fire Fly Avenue
Swindon, Wiltshire
SN2 2GA

Date: 18 January 2023

Age UK Wiltshire
Statement of Financial Activities
for the Year Ended 31 March 2022

		Unrestricted Total		Designated	2022 Restricted	2021 Total
	Notes	funds £	funds £	funds £	funds £	funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	75,435	-	119,096	194,531	398,150
Charitable activities	6					
Provision of services		796,429	-	56,674	853,103	753,669
Other trading activities	4	10,165	-	-	10,165	1,080
Investment income	5	21	-	-	21	326
Total		<u>882,050</u>	<u>-</u>	<u>175,770</u>	<u>1,057,820</u>	<u>1,153,225</u>
EXPENDITURE ON						
Raising funds	7	32,278	-	-	32,278	37,280
Charitable activities	8					
Provision of services		<u>891,241</u>	<u>-</u>	<u>237,503</u>	<u>1,128,744</u>	<u>980,457</u>
Total		<u>923,519</u>	<u>-</u>	<u>237,503</u>	<u>1,161,022</u>	<u>1,017,737</u>
NET INCOME/(EXPENDITURE)		(41,469)	-	(61,733)	(103,202)	135,488
Other recognised gains/(losses)						
Actuarial gains/(losses) on defined benefit schemes		<u>(6,000)</u>	<u>-</u>	<u>-</u>	<u>(6,000)</u>	<u>(3,000)</u>
Net movement in funds		(47,469)	-	(61,733)	(109,202)	132,488
RECONCILIATION OF FUNDS						
Total funds brought forward		<u>531,348</u>	<u>140,000</u>	<u>124,909</u>	<u>796,257</u>	<u>663,769</u>
TOTAL FUNDS CARRIED FORWARD		<u>483,879</u>	<u>140,000</u>	<u>63,176</u>	<u>687,055</u>	<u>796,257</u>

The notes form part of these financial statements

Age UK Wiltshire (Registered number: 02121174)

Balance Sheet
31 March 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	17	15,470	18,801
Investments	18	<u>1</u>	<u>1</u>
		15,471	18,802
CURRENT ASSETS			
Stocks	19	2,919	2,656
Debtors: amounts falling due within one year	20	78,443	65,680
Debtors: amounts falling due after more than one year	20	5,000	11,040
Cash at bank and in hand		<u>655,955</u>	<u>775,394</u>
		742,317	854,770
CREDITORS			
Amounts falling due within one year	21	(70,733)	(74,315)
		<u> </u>	<u> </u>
NET CURRENT ASSETS		<u>671,584</u>	<u>780,455</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		687,055	799,257
PENSION LIABILITY	25	-	(3,000)
		<u> </u>	<u> </u>
NET ASSETS		<u>687,055</u>	<u>796,257</u>
FUNDS	24		
Unrestricted funds		623,879	671,348
Restricted funds		<u>63,176</u>	<u>124,909</u>
TOTAL FUNDS		<u>687,055</u>	<u>796,257</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on18.1.2023..... and were signed on its behalf by:



.....
R Purchase - Trustee

The notes form part of these financial statements

Age UK Wiltshire

Cash Flow Statement
for the Year Ended 31 March 2022

Notes	2022 £	2021 £
Cash flows from operating activities		
Cash generated from operations 1	(110,114)	176,485
Net cash (used in)/provided by operating activities	(110,114)	176,485
Cash flows from investing activities		
Purchase of tangible fixed assets	(9,346)	(15,700)
Interest received	<u>21</u>	<u>326</u>
Net cash used in investing activities	<u>(9,325)</u>	<u>(15,374)</u>
	—————	—————
Change in cash and cash equivalents in the reporting period	(119,439)	161,111
Cash and cash equivalents at the beginning of the reporting period	<u>775,394</u>	<u>614,283</u>
Cash and cash equivalents at the end of the reporting period	<u>655,955</u>	<u>775,394</u>

The notes form part of these financial statements

Age UK Wiltshire

Notes to the Cash Flow Statement
for the Year Ended 31 March 2022

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(103,202)	135,488
Adjustments for:		
Depreciation charges	12,677	9,562
Interest received	(21)	(326)
Increase in stocks	(263)	(1,177)
(Increase)/decrease in debtors	(6,723)	10,128
(Decrease)/increase in creditors	(3,582)	25,810
Difference between pension charge and cash contributions	<u>(9,000)</u>	<u>(3,000)</u>
Net cash (used in)/provided by operations	<u>(110,114)</u>	<u>176,485</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	<u>775,394</u>	<u>(119,439)</u>	<u>655,955</u>
	<u>775,394</u>	<u>(119,439)</u>	<u>655,955</u>
Total	<u>775,394</u>	<u>(119,439)</u>	<u>655,955</u>

The notes form part of these financial statements

Age UK Wiltshire
Notes to the Financial Statements
for the Year Ended 31 March 2022

1. GENERAL INFORMATION

Age UK Wiltshire is a charitable company limited by guarantee, without share capital, incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address and principal activities can be found in the Trustees' Report.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

Going concern

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Preparation of consolidated financial statements

The financial statements contain information about Age UK Wiltshire as an individual company and do not contain consolidated financial information as the parent of a group. The charity is exempt under Section 399(2A) of the Companies Act 2006 from the requirements to prepare consolidated financial statements.

The charity's trading subsidiary, Age UK Wiltshire Trading Limited, ceased trading on 1 April 2018.

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The charitable trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Age UK Wiltshire
Notes to the Financial Statements
for the Year Ended 31 March 2022

2. ACCOUNTING POLICIES - continued

The present value of the Age UK Retirement Benefits Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note on Employee Benefit Obligations, will impact the carrying amount of the pension liability.

Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2019 has been used by the actuary in valuing the pensions liability at 31 March 2022. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Critical areas of judgement

None

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Trading income is included in incoming resources in the SOFA and trading costs are included in resources expended. Income represents commissions receivable, excluding value added tax.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. ACCOUNTING POLICIES - continued

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Fixed assets costing in excess of £500 (per individual item) are capitalised. Computer equipment will be written off over three years on a straight line basis and fixtures and fittings written off over four years on a straight line basis.

Investments

Investments in subsidiaries are measured at cost less impairment.

Stocks

Stocks are valued at the lower of cost and net realisable value.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are to be used for specified purposes as laid down by the donor which have been raised by the charity for specific purposes. Expenditure which meets these criteria is identified to the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities as incurred.

Age UK Wiltshire

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

2. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The Charity participates in the Age UK Retirement Benefits Scheme which, with effect from 1st October 2001, has a defined contribution section and a defined benefit section. The defined benefit section of the scheme closed to future accrual on 30 November 2008.

Defined contribution section

The assets of the scheme are held separately from those of the Charity in an independently administered fund. The costs of the defined contribution arrangements are charged as incurred.

Defined benefits section

The expected costs of providing pensions under the defined benefit scheme, as calculated periodically by professionally-qualified actuaries, are charged to the SOFA so as to spread the cost over the service life of the employees. The charity is not entitled to any surplus on the wind up of the scheme and so any pension asset will not be shown on its balance sheet.

Donated goods, services and facilities

Donated goods, services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and refer to the trustees' annual report for more information about their contribution.

On receipt, donated goods, services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Financial instruments

The charitable trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the academy trust and their measurement basis are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments. Amounts due to the charity's wholly owned subsidiary are held at face value less any impairment.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument. Amounts due to charity's wholly owned subsidiary are held at face value less any impairment.

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations and grants	155,586	353,460
Legacies	<u>38,945</u>	<u>44,690</u>
	<u>194,531</u>	<u>398,150</u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Hall hire	<u>10,165</u>	<u>1,080</u>

5. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>21</u>	<u>326</u>

6. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Grants	Provision of services	56,674	53,006
Income from charged for services to beneficiaries of the charity	Provision of services	17,421	15,655
Living Well service	Provision of services	120,986	135,077
Home from Hospital service	Provision of services	282,057	335,233
Community meals	Provision of services	<u>375,965</u>	<u>214,698</u>
		<u>853,103</u>	<u>753,669</u>

			2022	2021
			£	£
	Grants	Fees	Contract	Total
Core services	-	96	-	96
Information & Advice	56,674	-	-	56,674
Fitness & Friendship	-	7,972	-	7,972
Living Well	-	-	120,986	120,986
Gardening	-	9,353	-	9,353
Home from Hospital	-	-	282,057	282,057
Community meals	<u>-</u>	<u>375,966</u>	<u>-</u>	<u>375,966</u>
Total	<u>56,674</u>	<u>393,386</u>	<u>403,043</u>	<u>853,103</u>
			<u>853,103</u>	<u>753,669</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

7. RAISING FUNDS

Raising donations and legacies

	2022	2021
	£	£
Staff costs	-	5,633
Subscriptions	-	200
Support costs	<u>32,278</u>	<u>31,447</u>
	<u>32,278</u>	<u>37,280</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9) £	Grant funding of activities (see note 10) £	Support costs (see note 11) £	Totals £
Provision of services	<u>844,005</u>	<u>23,578</u>	<u>261,161</u>	<u>1,128,744</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

Analysis of direct costs

Activity	Direct staff costs	Other direct costs	Support costs	2022	2021
				£	£
				Total	Total
Information & Advice	83,512	4,370	29,343	117,225	93,871
Fitness & Friendship	22,429	10,781	11,738	44,948	30,110
Living Well	93,459	1,961	32,277	127,697	151,423
Gardening	7,140	1,443	2,934	11,517	10,046
Home from Hospital	148,675	42,258	61,622	252,555	192,919
Community meals	197,079	200,489	105,640	503,208	410,415
Wellbeing	21,289	380	5,869	27,538	42,356
Toothill	1,315	2,513	-	3,828	8,578
Surviving Winter	4,511	401	11,738	16,650	3,965
Click & Connect	-	-	-	-	7,402
Total	579,409	264,596	261,161	1,105,166	951,085
Grants payable (note 10)	-	23,578	-	23,578	29,371
Total	579,409	288,174	261,161	1,128,744	980,456

Basis of allocation of support costs: Percentage of staff time

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. GRANTS PAYABLE

	2022	2021
	£	£
Provision of services	<u>23,578</u>	<u>29,371</u>

The total grants paid to institutions during the year was as follows:

	2022	2021
	£	£
AbilityNet partnership agreement	-	5,000
Wiltshire Sight	<u>-</u>	<u>5,000</u>
	<u>-</u>	<u>10,000</u>

The total grants paid to individuals during the year was as follows:

	2022	2021
	£	£
Grants to individuals	<u>23,578</u>	<u>19,371</u>

11. SUPPORT COSTS

	Management Totals	Governance costs	
	£	£	£
Raising donations and legacies	32,278	-	32,278
Provision of services	<u>251,564</u>	<u>9,597</u>	<u>261,161</u>
	<u>283,842</u>	<u>9,597</u>	<u>293,439</u>

Analysis of support costs

	2022	2021
	£	£
Staff costs	173,550	169,561
Premises	15,558	15,552
Office costs and sundries	82,057	63,012
Depreciation	12,677	9,562
Governance costs	<u>9,597</u>	<u>9,342</u>
	<u>293,439</u>	<u>267,029</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	9,597	9,342
Depreciation - owned assets	12,677	9,562
Operating leases - land and buildings	15,480	15,480
Operating leases - other	<u>28,469</u>	<u>23,268</u>

13. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

14. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	658,951	601,738
Social security costs	36,269	34,193
Other pension costs	<u>57,431</u>	<u>51,221</u>
	<u>752,651</u>	<u>687,152</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Direct charitable	20	19
Fundraising and publicity	1	-
Management and administration	<u>4</u>	<u>4</u>
	<u>25</u>	<u>23</u>

No employees received emoluments in excess of £60,000.

The average full-time equivalent staff numbers are 15 (2021: 18).

The key management personnel of the charity comprise the Trustees and the senior management personnel as listed on page 4. The total employee benefits of the key management personnel of the charity were £142,222 (2021: £180,196).

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

15. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted	Total	Designated	Restricted
	funds	funds	funds	funds
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Donations and legacies	131,579	-	266,571	398,150
Charitable activities				
Provision of services	711,825	-	41,844	753,669
Other trading activities	1,080	-	-	1,080
Investment income	326	-	-	326
Total	<u>844,810</u>	<u>-</u>	<u>308,415</u>	<u>1,153,225</u>
EXPENDITURE ON				
Raising funds	37,280	-	-	37,280
Charitable activities				
Provision of services	<u>735,755</u>	<u>-</u>	<u>244,702</u>	<u>980,457</u>
Total	<u>773,035</u>	<u>-</u>	<u>244,702</u>	<u>1,017,737</u>
NET INCOME	71,775	-	63,713	135,488
Transfers between funds	52,368	(39,929)	(12,439)	-
Other recognised gains/(losses)				
Actuarial gains/(losses) on defined benefit schemes	<u>(3,000)</u>	<u>-</u>	<u>-</u>	<u>(3,000)</u>
Net movement in funds	121,143	(39,929)	51,274	132,488
RECONCILIATION OF FUNDS				
Total funds brought forward				
As previously reported	415,937	179,929	73,636	669,502
Prior year adjustment	<u>(5,733)</u>	<u>-</u>	<u>-</u>	<u>(5,733)</u>
As restated	<u>410,204</u>	<u>179,929</u>	<u>73,636</u>	<u>663,769</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>531,347</u></u>	<u><u>140,000</u></u>	<u><u>124,910</u></u>	<u><u>796,257</u></u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

16. GOVERNMENT GRANT INCOME

	2022	2021
	£	£
National Lottery	-	76,798
HMRC Coronavirus Job Retention Scheme	-	11,162

There were no unfulfilled conditions or other contingencies attached to these grants/contracts. The charity has not directly benefited from any other forms of government assistance.

17. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021	20,212	13,526	33,738
Additions	<u>-</u>	<u>9,346</u>	<u>9,346</u>
At 31 March 2022	<u>20,212</u>	<u>22,872</u>	<u>43,084</u>
DEPRECIATION			
At 1 April 2021	6,963	7,974	14,937
Charge for year	<u>5,053</u>	<u>7,624</u>	<u>12,677</u>
At 31 March 2022	<u>12,016</u>	<u>15,598</u>	<u>27,614</u>
NET BOOK VALUE			
At 31 March 2022	<u>8,196</u>	<u>7,274</u>	<u>15,470</u>
At 31 March 2021	<u>13,249</u>	<u>5,552</u>	<u>18,801</u>

18. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2021 and 31 March 2022	<u>1</u>
NET BOOK VALUE	
At 31 March 2022	<u>1</u>
At 31 March 2021	<u>1</u>

There were no investment assets outside the UK.

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

18. FIXED ASSET INVESTMENTS - continued

The company's investments at the balance sheet date in the share capital of companies include the following:

Age UK Wiltshire Trading Limited

Registered office:

Nature of business: Dormant

Class of share:	%
Ordinary	holding
	100

	2022	2021
	£	£
Profit for the year	-	210

19. STOCKS

	2022	2021
	£	£
Stocks	<u>2,919</u>	<u>2,656</u>

20. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	44,249	29,198
Prepayments and accrued income	<u>34,194</u>	<u>36,482</u>
	<u>78,443</u>	<u>65,680</u>

DEBTORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022	2021
	£	£
Accrued income	<u>5,000</u>	<u>11,040</u>

21. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	28,878	14,973
Social security and other taxes	10,112	8,525
Other creditors	722	574
Accrued expenses	<u>31,021</u>	<u>50,243</u>
	<u>70,733</u>	<u>74,315</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

22. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	15,548	37,007
Between one and five years	<u>1,722</u>	<u>14,064</u>
	<u>17,270</u>	<u>51,071</u>

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted		Designated	2022	2021
	Total			Restricted	Total
	funds	funds	funds	funds	funds
	£	£	£	£	£
Fixed assets	15,470	-	-	15,470	18,801
Investments	1	-	-	1	1
Current assets	539,141	140,000	63,176	742,317	854,770
Current liabilities	(70,733)	-	-	(70,733)	(74,315)
Pension liability	-	-	-	-	<u>(3,000)</u>
	<u>483,879</u>	<u>140,000</u>	<u>63,176</u>	<u>687,055</u>	<u>796,257</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

24. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	534,348	(50,469)	483,879
Age Concern Defined Benefit Pension Fund	(3,000)	3,000	-
Dilapidations	40,000	-	40,000
IT equipment	25,000	-	25,000
Strategic Development	25,000	-	25,000
Business Development	<u>50,000</u>	<u>-</u>	<u>50,000</u>
	671,348	(47,469)	623,879
Restricted funds			
Legacies & Special Purposes	35,926	-	35,926
Activities - Development Projects	248	(248)	-
Salisbury Health Activities	1,700	(1,700)	-
Well Being	-	5,000	5,000
Chippenham Borough Lands	3,254	(3,254)	-
National Lottery Community Fund	37,304	(37,304)	-
WASP - GOGA project	25,913	(25,913)	-
Wiltshire Community Foundation - Surviving Winter	15,564	(564)	15,000
Retain Healthcare (Click & Connect)	5,000	(5,000)	-
Wessex water	-	2,250	2,250
Information and advice	<u>-</u>	<u>5,000</u>	<u>5,000</u>
	<u>124,909</u>	<u>(61,733)</u>	<u>63,176</u>
TOTAL FUNDS	<u>796,257</u>	<u>(109,202)</u>	<u>687,055</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

24. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	882,050	(932,519)	-	(50,469)
Age Concern Defined Benefit Pension Fund	-	9,000	(6,000)	3,000
	<u>882,050</u>	<u>(923,519)</u>	<u>(6,000)</u>	<u>(47,469)</u>
Restricted funds				
Activities - Development Projects	-	(248)	-	(248)
Salisbury Health Activities	-	(1,700)	-	(1,700)
Well Being	10,250	(5,250)	-	5,000
Chippenham Borough Lands	-	(3,254)	-	(3,254)
EoN	32,674	(32,674)	-	-
Building resilience	29,250	(29,250)	-	-
Later Life Goals	24,000	(24,000)	-	-
National Lottery Community Fund	-	(37,304)	-	(37,304)
WASP - tackling inequality	5,926	(5,926)	-	-
WASP - GOGA project	5,063	(30,976)	-	(25,913)
Wiltshire Community Foundation - Surviving Winter	36,125	(36,689)	-	(564)
Retain Healthcare (Click & Connect)	-	(5,000)	-	(5,000)
Wiltshire Council household support grant	7,882	(7,882)	-	-
Fitness and Friendship	11,100	(11,100)	-	-
Wessex water	3,000	(750)	-	2,250
Information and advice	10,250	(5,250)	-	5,000
Chippenham Fitness and Friendship club	250	(250)	-	-
	<u>175,770</u>	<u>(237,503)</u>	<u>-</u>	<u>(61,733)</u>
TOTAL FUNDS	<u>1,057,820</u>	<u>(1,161,022)</u>	<u>(6,000)</u>	<u>(109,202)</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

24. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds					
General fund	418,937	(5,733)	68,776	52,368	534,348
Legacies & Special Purposes Fund	179,929	-	-	(179,929)	-
Age Concern Defined Benefit Pension Fund	(3,000)	-	-	-	(3,000)
Dilapidations	-	-	-	40,000	40,000
IT equipment	-	-	-	25,000	25,000
Strategic Development	-	-	-	25,000	25,000
Business Development	-	-	-	50,000	50,000
	<u>595,866</u>	<u>(5,733)</u>	<u>68,776</u>	<u>12,439</u>	<u>671,348</u>
Restricted funds					
Legacies & Special Purposes	35,926	-	-	-	35,926
Activities - Development Projects	15,262	-	(15,014)	-	248
IT Club	2,293	-	(2,293)	-	-
Salisbury Health Activities	1,700	-	-	-	1,700
Well Being	7,474	-	(7,474)	-	-
Chippenham Borough Lands	10,981	-	(3,741)	(3,986)	3,254
National Lottery Community Fund	-	-	37,304	-	37,304
WASP - GOGA project	-	-	25,913	-	25,913
Wiltshire Community Foundation - Surviving Winter	-	-	15,564	-	15,564
Wiltshire Community Foundation - Covid 19 response grant	-	-	8,453	(8,453)	-
Retain Healthcare (Click & Connect)	-	-	5,000	-	5,000
	<u>73,636</u>	<u>-</u>	<u>63,712</u>	<u>(12,439)</u>	<u>124,909</u>
TOTAL FUNDS	<u>669,502</u>	<u>(5,733)</u>	<u>132,488</u>	<u>-</u>	<u>796,257</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

24. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	844,810	(776,034)	-	68,776
Age Concern Defined Benefit Pension Fund	-	3,000	(3,000)	-
	<u>844,810</u>	<u>(773,034)</u>	<u>(3,000)</u>	<u>68,776</u>
Restricted funds				
Activities - Development Projects	-	(15,014)	-	(15,014)
IT Club	-	(2,293)	-	(2,293)
Well Being	-	(7,474)	-	(7,474)
Chippenham Borough Lands	-	(3,741)	-	(3,741)
WASP - Fitness& Friendship	10,127	(10,127)	-	-
EoN	34,844	(34,844)	-	-
Building resilience	7,313	(7,313)	-	-
AUKN Covid emergency appeal	50,557	(50,557)	-	-
Armed Forces Covenant grant	18,800	(18,800)	-	-
Radian Group	750	(750)	-	-
Later Life Goals	7,000	(7,000)	-	-
National Lottery Community Fund	76,798	(39,494)	-	37,304
Friends & Forum	750	(750)	-	-
WASP - tackling inequality	3,125	(3,125)	-	-
WASP - GOGA project	33,120	(7,207)	-	25,913
Groundwork UK	500	(500)	-	-
Neighbourly Limited	400	(400)	-	-
The Openwork Foundation	10,000	(10,000)	-	-
Wiltshire Community Foundation - Surviving Winter	38,900	(23,336)	-	15,564
Wiltshire Community Foundation - Covid 19 response grant	10,431	(1,978)	-	8,453
Retain Healthcare (Click & Connect)	5,000	-	-	5,000
	<u>308,415</u>	<u>(244,703)</u>	<u>-</u>	<u>63,712</u>
TOTAL FUNDS	<u>1,153,225</u>	<u>(1,017,737)</u>	<u>(3,000)</u>	<u>132,488</u>

Age UK Wiltshire

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

24. MOVEMENT IN FUNDS - continued

Information on material funds:

Legacies & Special Purposes: This fund receives monies given for special restricted purposes and can only be used as specified by the donor.

Activities - Development Projects: Grants received to support development and expansion of the Active Ageing department and to purchase new equipment. Received from Warminster Town Council, Sport England and Armed Forces Covenant.

Well Being: Service offering older people who have been identified as being lonely, isolated, lacking in confidence or requiring support to access community activities assistance to make steps to improve their personal sense of wellbeing. Funding supplied by benefactors who wish to remain anonymous.

Chippenham Borough Lands: Capital seed funding to enable creation and ongoing support for one cohort of 50 customers, aged 70+, living in Chippenham, to receive on average one meal per day

WASP - Fitness & Friendship: to engage older people in and deliver fitness programmes.

EON - to provide benefits entitlement checks to older people living in Wiltshire who may be eligible for a discount on utility costs under the government's Warm Home Discount Scheme.

National Lottery Community Fund: Grant to support the development of the Meals+ service

AUKN Covid Emergency appeal - emergency funding to support the charity during Covid-19

Armed Forces Covenant grant - to provide practical and emotional support to an estimated 54,000 retired Armed Forces Veterans living in the county of Wiltshire.

WASP - Get Out Get Active (GOGA) project - to provide a mix of opportunities to support older people to enjoy being "Active Together". The project aims to inspire and support volunteers, coaches and communities to improve the health & well-being of everyone involved.

The Openwork Foundation - to extend the information and advice service to older people living in the Swindon area.

Wiltshire Community Foundation - surviving winter - to provide winter fuel grants to older people in receipt of means tested benefits.

Wiltshire Community Foundation - covid 19 response grant - to increase the capacity of the Meals+ service enabling Age UK Wiltshire to respond to the increased demand created as a result of the Covid-19 pandemic.

Salisbury Health Activities - funding to provide activities in Salisbury

Age UK Wiltshire

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

24. MOVEMENT IN FUNDS - continued

Retain Healthcare (Click & Connect) - funding to help combat social isolation with the use of digital technology

Information & advice - funding for the I&A service

Building resilience - funding to help improve the wellbeing of older people.

Later life goals - funding to provide one to one advice and support to old people, specifically targeting those experiencing a significant life event

Wiltshire Council household support grant - funding to provide grants to households to help survive winter

Fitness & Friendship - to engage older people in and deliver fitness programmes.

WASP - tackling inequality - funding to help reduce negativity and widening inequalities in sport

25. EMPLOYEE BENEFIT OBLIGATIONS

Defined benefit scheme

Age UK Wiltshire is a member of the Age UK Retirement Benefits Scheme which operates a defined benefit pension arrangement. The disclosures below relate to the Age Concern Section of the scheme, this section of the scheme closed to further accrual on 30 November 2008. The Scheme provides benefits based on salary at their date of leaving the Scheme and length of service.

The most recent comprehensive actuarial valuation of the Scheme was carried out as at 31 March 2019 and the results of this valuation have been updated to 31 March 2022 by an independent qualified actuary. The results of the latest funding valuation at 31 March 2019 have been adjusted to the balance sheet date taking account of experience over the period since 31 March 2019, changes in market conditions and differences in the financial and demographic assumptions. The present value of the defined benefit obligation was measured using the Projects Unit Method.

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

25. EMPLOYEE BENEFIT OBLIGATIONS - continued

The amounts recognised in the Statement of Financial Activities are as follows:

	Defined benefit pension plans	
	2022	2021
	£	£
Current service cost	-	-
Past service cost	-	-
Administration expenses	<u>2,000</u>	<u>2,000</u>
	<u>2,000</u>	<u>2,000</u>
Actual return on plan assets	<u>14,000</u>	<u>32,000</u>

Changes in the present value of the defined benefit obligation are as follows:

	Defined benefit pension plans	
	2022	2021
	£	£
Opening defined benefit obligation	348,000	323,000
Interest cost	7,000	7,000
Actuarial losses/(gains)	(10,000)	28,000
Benefits paid	<u>(11,000)</u>	<u>(10,000)</u>
	<u>334,000</u>	<u>348,000</u>

Changes in the fair value of scheme assets are as follows:

	Defined benefit pension plans	
	2022	2021
	£	£
Opening fair value of scheme assets	345,000	320,000
Contributions by employer	11,000	5,000
Interest income	7,000	7,000
Actuarial gains/(losses)	7,000	25,000
Benefits paid	(11,000)	(10,000)
Administration costs incurred	<u>(2,000)</u>	<u>(2,000)</u>
	<u>357,000</u>	<u>345,000</u>

Age UK Wiltshire

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

25. EMPLOYEE BENEFIT OBLIGATIONS - continued

The amounts recognised in other recognised gains and losses are as follows:

	Defined benefit pension plans	
	2022	2021
	£	£
Actuarial gains/(losses)	17,000	(3,000)
Change in effect of the asset ceiling	<u>(23,000)</u>	<u>-</u>
	<u>(6,000)</u>	<u>(3,000)</u>

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	Defined benefit pension plans	
	2022	2021
Equities	16.70%	19.30%
Diversified growth fund	12.60%	12.50%
Infrastructure	9.50%	-
Matching assets-bonds & gilts	59.90%	65.80%
Cash	<u>1.30%</u>	<u>2.40%</u>
	<u>100.00%</u>	<u>100.00%</u>

The £23,000 net asset is not recognised in the balance sheet. The charity is not entitled to any surplus on the wind up of the scheme and so any pension asset will not be shown on its balance sheet.

Age UK Wiltshire

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

25. EMPLOYEE BENEFIT OBLIGATIONS - continued

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	2022	2021
Discount rate	2.80%	2.10%
CPI inflation	2.80%	2.30%
Future pension increases (RPI 3-5)	3.60%	3.10%
Future pension increases (RPI 2.5)	2.50%	2.50%
RPI inflation	3.60%	3.10%

Main demographic assumptions: 2022: 95% of S3P base tables projected by year of birth assuming future improvements inline with CMI 2021 core projections with a long-term rate of improvement of 1.0% 2020: 95% of S3P base tables projected by year of birth assuming future improvements inline with CMI 2020 core projections with a long-term rate of improvement of 1.0%

Mortality	2022	2021
Life expectancy for male currently aged 65	22.1 years (age 87.1)	21.1 years (age 87.1)
Life expectancy for female currently aged 65	24.5 years (age 89.5)	24.4 years (age 89.4)
Life expectancy for male currently aged 45	23.1 years (age 88.1)	23.1 years (age 88.1)
Life expectancy for female currently aged 45	25.6 years (age 90.6)	25.6 years (age 90.6)

Allowance has been made for members to exchange 80% of the maximum cash allowance available upon retirement.

Defined contribution scheme

The pension cost charge represents contributions payable by Age UK Wiltshire to the fund and amounted to £57,431 (2021, £51,328). At 31 March 2022 £387 (2021: £47) of contributions were payable.

26. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

There were no related party transactions for the year ended 31 March 2022.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **Stepping Stones**
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:
4. Is your work National/Countywide/District/Locally based? **Local only in West Wiltshire**
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

We would like to install a new Sensory room in our playroom, this will benefit children for many years to come. We cover the Melksham Without area, so children with Special needs from this area can attend the setting and will all benefit from the project.

6. Amount of Grant requested: **£1000**
(The total amount needed for the project is £4,000)
7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We would like to install a new Sensory room in our playroom, this will benefit children for many years to come. At the moment we have 4 children from Melksham attending our setting. We have 76 children in total attending, however over the next few years this number will change and so will the number of children attending from Melksham, this could increase considerably.

We would like to have the work on the new sensory room completed by April 2023, if we have all of the funding in place.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	0	0
Town & Parish councils	0	0
Any other body	£2000	£2000

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We recently held an indoor car boot sale, and had a stall in the Assembly Hall in Melksham at the Christmas Lights switch on.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

www.steppingstonestrowbridge.co.uk

Signature:

Date: 7th December 2022

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	7 th December 2022

REGISTERED COMPANY NUMBER: 02724493 (England and Wales)
REGISTERED CHARITY NUMBER: 1012556

Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2022
for
Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Monahans
Statutory Auditor
Chartered Accountants
Fortescue House
Court Street
Trowbridge
Wiltshire
BA14 8FA

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

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for the Year Ended 31 March 2022

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Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Report of the Trustees
for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Achievements and performance

Stepping Stones has continued to respond positively to the demand for Assessment and Specialist support for Pre-school children with additional needs, offering a service to children and families in accordance with our mission statement despite the challenges that the Covid pandemic continued to present throughout the whole of this financial year.

Stepping Stones works in partnership with parent/carers and every effort is taken to encourage their feedback and evaluation of our service. These experiences are discussed with the team and help to inform future planning.

Parents/caregivers views are sourced through individual discussion, social media, questionnaires, evaluations, TAC meetings and information and training events.

Parent Support/Workshop events (in house and on line) included - PECS Awareness/ Supporting your child's Language development / What do we do about School? Workshop.

The impact of our service is well documented and can be measured through Outcomes achieved for both the child and their family during involvement from Stepping Stones. Each child's attainment and developmental levels are carefully assessed and monitored to ensure progress is acknowledged and celebrated and needs addressed and supported.

To ensure each child benefits from a consistent approach to strategies that will support their individual learning and development Stepping Stones provides Early Years settings with an In-reach and Outreach service.

IN-REACH - Colleagues visit Stepping Stones sessions to observe a child and or strategy and share information and advice.

OUTREACH - Stepping Stones visit the Early Years setting to observe a child, model strategies and share information and advice. Child specific Outreach Advice is also provided over the phone and/or TEAMs.

Regular meetings to review planning and avoid duplication of support for SEND children throughout West Wiltshire are arranged with the SEND team at Wiltshire Council. A close working relationship with SEND Leads at Wiltshire Council is maintained to facilitate successful planning for transitions into school.

On Line Setting Support Advice/Training Modules were arranged and held by Stepping Stones for Early years colleagues in West Wiltshire who work with children who have additional needs. These included:

- PECS Support
- Strategies for supporting attention, Attention Bucket and TEACCH

Monthly Paediatric clinics take place at Stepping Stones for children who access our service. This enables best practice for parents and Paediatricians in information sharing and multi-agency discussion particularly when planning for timely and appropriate diagnosis of developmental disorders.

Regular contact with the Educational Psychologist helps to better facilitate EHC assessments.

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Report of the Trustees
for the Year Ended 31 March 2022

FINANCIAL REVIEW

Principal sources of funding:
Service Level Agreement - Core funding from Wiltshire Council
Nursery Education Grant (NEG)
Disability Access fund (DAF)

The current economic situation is expected to remain challenging for some time to come and we are not expecting any increase in core funding from Wiltshire Council for at least the next 2 financial years. The market is increasingly competitive for grant applications and funding.

Stepping Stones uses a variety of funding streams in order to maintain sustainability. Fundraising events have been very limited over the last 2 years, but we are hoping that we will be able to hold in house fundraising events soon as social distancing restrictions have been lifted enabling larger events to take place.

We also receive income from Universal Early Years Entitlement (NEG) for 3 and 4 years olds and eligible 2 year olds:
Early Years Pupil Premium (EYPP)
Disability Access fund (DAF)

Additional value for money

Stepping Stones continues to generate good will from the community in supporting pre-school children with additional needs. We have continued to be successful in using our charitable status to attract Grants from local and national funding bodies.

During this financial year Stepping Stones launched a fundraising project to update and upgrade the garden area. This will enable access to a safe, stimulating and versatile outside play space for all children regardless of their level of need. The project will be completed over 3 phases. A significant amount of money has been raised towards the project and we will continue to raise funds until the full cost of the project has been achieved.

Review of Financial Affairs

The net movement of funds for the year ending 31st March 2022 amounted to a £9,530 deficit (2021 £1,736 surplus). Part of this deficit relates to reduced income in the year. Exceptional circumstances in the previous year required Wiltshire Council to fund additional sessions for school age children which were not required in this financial year. Part of this deficit relates to the increased depreciation charged due to the garden instillation in the year. The Management Committee have underwritten this project and have used money from reserves to cover the shortfall in the cost to the funds so far raised. Fundraising continues over the next financial year to make up the deficit. Operational costs are reviewed at each Management Committee meeting and monthly records kept to ensure that income and expenditure are continuously monitored.

Fixed Assets

The changes in fixed assets during the year are summarised in the notes to the accounts

Reserves policy and risk management

The reserves policy of the charity in the medium term is to expend resources in line with income generated in the year and maintain reserves equivalent to approximately six months expenditure.

An annual budget is produced for each financial year against which performance is continually monitored.

At the regular meetings of the Management Committee a cash flow report for the year to date is produced, comparison with the budget made and an update of the likely year end outcome discussed.

Sufficient controls and systems are in place to ensure the security and efficient use of the charity's assets. Additional bank accounts have been opened to ensure funds in each account are kept below £85,000 to minimise any losses in the event of a future bank collapse.

The Trustees annually review the charity's activities and assess the opportunities available to the charity and the risk to which it is exposed. As a result of this process, the Trustees have implemented a risk management strategy which comprises:

- An annual review of the risks which the charity may face;
- The establishment of systems and procedures to mitigate those risks and any potential impact on the charity.

All Trustees give up their time freely and no remuneration or benefit was paid in the year.

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Report of the Trustees
for the Year Ended 31 March 2022**

FUTURE DEVELOPMENT

Whilst the threat of catching and spreading Covid-19 may have reduced our priority remains to keep everyone safe and well as we continue to resume more normal operations. As such we will continue to put into place some changes to our practice and protective measures as necessary.

As we move forward we feel confident that the service we provide to children and families in West Wiltshire is of the highest quality as evidenced by our Outstanding Ofsted rating and our Bristol Standards Quality Assurance validation.

Stepping Stones continues to respond positively to the demand for Assessment and Specialist support for Pre-school children with additional needs, adapting our session provision throughout the year to maximise capacity and continuing to provide access to Outreach support and Professional development opportunities.

The number of referrals being received remains high and this indicates that Stepping Stones remains needed and will continue to be needed in the future. We continue to carefully review referrals to determine if an assessment place is required or outreach support only would initially be more effective.

In March 2022 we signed a 2 year extension to our Service Level Agreement with Wiltshire Council which ends on March 31 2024. We will be working in partnership to update the Service Specification to evidence outcomes and drive improvements through the inclusion agenda and the creation of a SEND System of excellence.

Our core funding over this 2 year contact extension will not increase however inevitably our expenditure will. The short fall will therefore continue to increase and we will have to use our reserves and seek additional funding streams to make up this short fall.

Much of the fundraising that took place during this financial year was concentrated on securing funds for our Garden project. We have not yet reached the final target and continue to raise funds for Phase 3 to be completed.

The Management Committee continues to meet the objectives of the charity by providing high quality facilities and qualified staff. Stepping Stones continues to provide substantial benefits to children and families in the West Wiltshire area through Education, multi-agency working, and information support and advice. Stepping Stones works hard to ensure that best outcomes are achieved for all children and that they have a successful transition into their school placement or mainstream nursery setting.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity's objects and provisions are regulated by the Memorandum and Articles of Association dated 19 June 1992, the date of incorporation. It was registered with the charity commission on 3 July 1992 and is listed in the central register of charities as registered charity number 1012556. The Articles of Association were amended by special resolution on 18 November 2015.

Legal and administrative details

Stepping Stones West Wiltshire Opportunity Group for Children with Special Needs Limited is a company limited by guarantee and is governed by its memorandum and articles. In the event of the company being wound up, each member is required to contribute an amount not exceeding £1.

Organisation

The Charity is managed by a management committee and from this a Chairman, Treasurer and Company Secretary are chosen. Trustees are elected by members of the Company at the Annual General Meeting or by agreement during the year.

Recruitment, appointment and training of new trustees

The need for relevant skills on our management committee is clear: accordingly, we seek representatives from past and present parents of children who attend Stepping Stones, the professions that support Stepping Stones, and those with relevant knowledge and experience that can help guide and support our future development.

As a committee we recognise that the replacement of volunteers is an area that needs urgent input and are looking at ways to recruit more volunteers to the management committee during the next financial year

New trustees will be given every opportunity to spend time with other Trustees of the charity and will be inducted on the procedures and practices accordingly. Specific training will be tailored to the individual's needs and requirements.

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Report of the Trustees
for the Year Ended 31 March 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02724493 (England and Wales)

Registered Charity number
1012556

Registered office
Stepping Stones
Longfield Children's Centre
Broadcloth Lane
Trowbridge
Wiltshire
BA14 7HE

Trustees
T D Adlam
S Coles (resigned 6.7.21)
A C Gratton
F Ladd
G A Williams
S Spittles
C Wells
C Love
N Dommett
P Meakin (appointed 1.7.21)

Company Secretary
Mrs B J Jansen

Auditors
Monahans
Statutory Auditor
Chartered Accountants
Fortescue House
Court Street
Trowbridge
Wiltshire
BA14 8FA

Bankers
CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Mailing
Kent ME19 4JQ

Close Brothers Limited
10 Crown Place
London EC2A 4FT

Aldermore Bank Plc
Apex Plaza
Forbury Road
Reading RG1 1AX

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Stepping Stones - West Wiltshire Opportunity Group for Children with Special Needs for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Report of the Trustees
for the Year Ended 31 March 2022

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Monahans, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 05/07/22 and signed on its behalf by:



.....
C Wells - Trustee

Report of the Independent Auditors to the Members of
Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Opinion

We have audited the financial statements of Stepping Stones - West Wiltshire Opportunity Group for Children with Special Needs (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Report of the Independent Auditors to the Members of
Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related to company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006 .

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

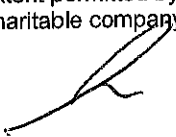
- Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Report of the Independent Auditors to the Members of
Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



James Gare (Senior Statutory Auditor)
for and on behalf of Monahans
Statutory Auditor
Chartered Accountants
Fortescue House
Court Street
Trowbridge
Wiltshire
BA14 8FA

Date:8 July 2022.....

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Statement of Financial Activities
for the Year Ended 31 March 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Grants and Donations	2	156,625	27,321	183,946	184,361
Other income	3	1,977	5,019	6,996	13,234
Investment income	4	1,402	-	1,402	2,841
Other income		68	-	68	-
Total		<u>160,072</u>	<u>32,340</u>	<u>192,412</u>	<u>200,436</u>
EXPENDITURE ON					
Raising funds		311	-	311	-
Charitable activities					
Operational costs		197,082	4,549	201,631	198,700
Total		<u>197,393</u>	<u>4,549</u>	<u>201,942</u>	<u>198,700</u>
NET INCOME/(EXPENDITURE)		<u>(37,321)</u>	<u>27,791</u>	<u>(9,530)</u>	<u>1,736</u>
Transfers between funds	12	<u>29,130</u>	<u>(29,130)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(8,191)</u>	<u>(1,339)</u>	<u>(9,530)</u>	<u>1,736</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		279,590	2,572	282,162	280,426
TOTAL FUNDS CARRIED FORWARD		<u><u>271,399</u></u>	<u><u>1,233</u></u>	<u><u>272,632</u></u>	<u><u>282,162</u></u>

The notes form part of these financial statements

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs (Registered number: 02724493)

Balance Sheet
31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	9	39,051	-	39,051	2,238
CURRENT ASSETS					
Debtors	10	1,260	1,178	2,438	1,369
Cash at bank and in hand		235,025	55	235,080	284,072
		<u>236,285</u>	<u>1,233</u>	<u>237,518</u>	<u>285,441</u>
CREDITORS					
Amounts falling due within one year	11	(3,937)	-	(3,937)	(5,517)
NET CURRENT ASSETS		<u>232,348</u>	<u>1,233</u>	<u>233,581</u>	<u>279,924</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		271,399	1,233	272,632	282,162
NET ASSETS		<u>271,399</u>	<u>1,233</u>	<u>272,632</u>	<u>282,162</u>
FUNDS	12				
Unrestricted funds				271,399	279,590
Restricted funds				1,233	2,572
TOTAL FUNDS				<u>272,632</u>	<u>282,162</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 8/7/22 and were signed on its behalf by:



.....
C Wells - Trustee

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Notes to the Financial Statements
for the Year Ended 31 March 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

Income

Local authority funding (grant income) is recognised in the Statement of Financial Activities in the period to which the funding relates. The majority of all other income is recognised in the Statement of Financial Activities on a receipts basis except where restricted donations have been promised and are outstanding at years end.

Expenditure

All expenditure, other than that which is capitalised, is included in the Statement of Financial Activities on an accruals basis as a liability is incurred. The VAT element of expenditure cannot be recovered and is reported as part of the expenditure to which it relates.

Resources expended are allocated to the particular activity where the cost is clearly identifiable as relating to that activity. General overheads and support costs are apportioned to activities in proportion to the number of staff in each area of activity.

Tangible fixed assets

All fixed assets are initially recorded at cost. Impairment tests are only performed when there has been some indication that an impairment has occurred.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value over its expected useful life. The assets have been depreciated at 25% on the straight line basis.

Taxation

No corporation tax is charged in these accounts due to the charitable status of the company.

Fund accounting

The company has various types of funds for which it is responsible, and which require separate disclosure. These are as follows:

- Unrestricted funds are available to use at the discretion of the trustees in furtherance of the objects of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. GRANTS AND DONATIONS

	2022	2021
	£	£
Local authority funding	75,596	75,596
Nursery education grant	62,751	69,347
DAF funding	12,300	15,375
EYPP	1,509	968
Other donations and grants	31,790	23,075
	<u>183,946</u>	<u>201,732</u>

3. OTHER INCOME

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Fundraising events	1,673	3,529	5,202	1,232
Other income	304	1,490	1,794	12,002
	<u>1,977</u>	<u>5,019</u>	<u>6,996</u>	<u>13,234</u>

4. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Deposit account interest	<u>1,402</u>	<u>-</u>	<u>1,402</u>	<u>2,841</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	2,128	1,960
Depreciation - owned assets	6,134	1,293
Surplus on disposal of fixed assets	<u>(68)</u>	<u>-</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

No trustee, nor anyone connected with them, has received any remuneration for their service as a trustee during the year (2021: £nil). The trustees did not have any expenses reimbursed during the year (2021: £nil).

No trustees had a child enrolled at Stepping Stones during the year (2021: one).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

7.	STAFF COSTS	2022	2021
		£	£
	Wages and salaries	176,173	177,462
	Social security costs	3,359	3,204
	Other pension costs	2,114	2,112
		181,646	182,778
		181,646	182,778

The average monthly number of employees during the year was as follows:

	2022	2021
Administration	5	5
Education	13	13
	18	18
	18	18

No employees received emoluments in excess of £60,000 (2021: No employees)

8.	COMPARATIVES FOR 31 MARCH 2021 FOR THE STATEMENT OF FINANCIAL ACTIVITIES	Unrestricted fund £	Restricted funds £	Total funds £
	INCOME AND ENDOWMENTS FROM			
	Grants and Donations	180,627	3,734	184,361
	Other income	2,551	10,683	13,234
	Investment income	2,841	-	2,841
	Total	186,019	14,417	200,436
	EXPENDITURE ON			
	Charitable activities			
	Operational costs	185,989	12,711	198,700
	NET INCOME	30	1,706	1,736
	RECONCILIATION OF FUNDS			
	Total funds brought forward	279,560	866	280,426
	TOTAL FUNDS CARRIED FORWARD	279,590	2,572	282,162

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

9. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2021	35,676
Additions	42,975
Disposals	(2,205)
	76,446
At 31 March 2022	76,446
DEPRECIATION	
At 1 April 2021	33,438
Charge for year	6,134
Eliminated on disposal	(2,177)
	37,395
At 31 March 2022	37,395
NET BOOK VALUE	
At 31 March 2022	39,051
At 31 March 2021	2,238

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Prepayments and accrued income	2,438	1,369
	2,438	1,369

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	217	-
Social security and other taxes	504	1,041
Other creditors	-	429
Accruals and deferred income	3,216	4,047
	3,937	5,517

12. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	279,590	(37,321)	29,130	271,399
Restricted funds				
Restricted Funds	1,278	-	(100)	1,178
Imperial Charity	126	837	(963)	-
Lloyds Assessment Packs	55	-	-	55
St James Trust	750	-	(750)	-
Eduserv	259	(259)	-	-
Tesco Groundworks	104	-	(104)	-
Garden Fund	-	27,213	(27,213)	-
	2,572	27,791	(29,130)	1,233
TOTAL FUNDS	282,162	(9,530)	-	272,632

Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	160,072	(197,393)	(37,321)
Restricted funds			
Restricted Funds	3,290	(3,290)	-
Imperial Charity	837	-	837
St James Trust	1,000	(1,000)	-
Eduserv	-	(259)	(259)
Garden Fund	27,213	-	27,213
	<u>32,340</u>	<u>(4,549)</u>	<u>27,791</u>
TOTAL FUNDS	<u>192,412</u>	<u>(201,942)</u>	<u>(9,530)</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	279,560	30	279,590
Restricted funds			
Restricted Funds	150	1,128	1,278
Imperial Charity	202	(76)	126
Lloyds Assessment Packs	55	-	55
St James Trust	-	750	750
Eduserv	240	19	259
Tesco Groundworks	219	(115)	104
	<u>866</u>	<u>1,706</u>	<u>2,572</u>
TOTAL FUNDS	<u>280,426</u>	<u>1,736</u>	<u>282,162</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	186,019	(185,989)	30
Restricted funds			
Restricted Funds	11,417	(10,289)	1,128
Imperial Charity	-	(76)	(76)
St James Trust	1,000	(250)	750
Westbury Town Council	2,000	(2,000)	-
Eduserv	-	19	19
Tesco Groundworks	-	(115)	(115)
	<u>14,417</u>	<u>(12,711)</u>	<u>1,706</u>
TOTAL FUNDS	<u>200,436</u>	<u>(198,700)</u>	<u>1,736</u>

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	279,560	(37,291)	29,130	271,399
Restricted funds				
Restricted Funds	150	1,128	(100)	1,178
Imperial Charity	202	761	(963)	-
Lloyds Assessment Packs	55	-	-	55
St James Trust	-	750	(750)	-
Eduserv	240	(240)	-	-
Tesco Groundworks	219	(115)	(104)	-
Garden Fund	-	27,213	(27,213)	-
	<u>866</u>	<u>29,497</u>	<u>(29,130)</u>	<u>1,233</u>
TOTAL FUNDS	<u>280,426</u>	<u>(7,794)</u>	<u>-</u>	<u>272,632</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	346,091	(383,382)	(37,291)
Restricted funds			
Restricted Funds	14,707	(13,579)	1,128
Imperial Charity	837	(76)	761
St James Trust	2,000	(1,250)	750
Westbury Town Council	2,000	(2,000)	-
Eduserv	-	(240)	(240)
Tesco Groundworks	-	(115)	(115)
Garden Fund	27,213	-	27,213
	<u>46,757</u>	<u>(17,260)</u>	<u>29,497</u>
TOTAL FUNDS	<u>392,848</u>	<u>(400,642)</u>	<u>(7,794)</u>

RESTRICTED FUNDS ANALYSIS

Explanation of restricted funds:

Wiltshire Council provided £1,800 towards extra cleaning and related PPE costs in the year. A further £1,035 was received from other tenants in the building to cover shared cleaning costs.

St James Trust provided £1,000 towards stay and play sessions. This was realised in staff costs with no other related expenses.

£195 was received via Wiltshire Council from a Government scheme to provide eligible children with funding for provisions during the school holiday. This was distributed to families in the form of supermarket vouchers.

Imperial charity donated £837 for a new computer and upgrades. While the cheque is outstanding at year end and the amount is recognised as accrued income, the computer has been purchased and the expenditure has been recognised from this fund.

Significant grants related to the garden project are as follows:

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

12. MOVEMENT IN FUNDS - continued

Westbury Town Council - £500
Imperial Charity - £1,500
National Lottery Fund - £10,000
Melksham Town Council - £600
Warminster Area Board - £1,200
St James Place - £2,500
Trowbridge Town Trust - £2,000
Little Magic Grants - £500

Sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with any restrictions.

The funds were fully spent on fixed asset additions and have been transferred to unrestricted funds accordingly.

13. CONTINGENT LIABILITIES

The committee were not aware of the existence of any contingent liabilities at the balance sheet date.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Grants and Donations		
Other Donations/Grants	31,790	22,341
Grants	139,856	146,645
DAF Funding	12,300	15,375
	<hr/>	<hr/>
	183,946	184,361
Other income		
Fundraising events	5,202	1,232
Other income	1,794	12,002
	<hr/>	<hr/>
	6,996	13,234
Investment income		
Deposit account interest	1,402	2,841
Other income		
Gain on sale of tangible fixed assets	68	-
	<hr/>	<hr/>
Total incoming resources	192,412	200,436
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	311	-
Charitable activities		
Wages	176,173	177,462
Social security	3,359	3,204
Pensions	2,114	2,112
Staff training	598	45
Transport	300	31
Play equipment and books	25	391
	<hr/>	<hr/>
	182,569	183,245
Support costs		
Finance		
Sundries	195	940
Governance costs		
Auditors' remuneration	2,128	1,960
Rates and water	615	371
Insurance	1,177	1,184
Light and heat	1,656	3,146
Telephone	2,593	2,042
Postage and stationery	454	526
Accountancy and legal fees	586	704
Bank charges	96	-
Refreshments and cleaning	961	970
Subscriptions	575	625
Consumables	694	804
Carried forward	11,535	12,332

This page does not form part of the statutory financial statements

**Stepping Stones - West Wiltshire
Opportunity Group for Children with
Special Needs**

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2022**

	2022 £	2021 £
Governance costs		
Brought forward	11,535	12,332
Miscellaneous	1,198	890
Equipment depreciation	6,134	1,293
	<hr/>	<hr/>
	18,867	14,515
	<hr/>	<hr/>
Total resources expended	201,942	198,700
	<hr/>	<hr/>
Net (expenditure)/income	<u>(9,530)</u>	<u>1,736</u>

This page does not form part of the statutory financial statements

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **Wiltshire Citizens Advice**
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?
Countywide
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

We are an independent charity committed to helping people successfully deal with life's problems.

We provide the advice people need for the problems they face and improve the policies and practices that affect people's lives.

We provide free, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

Any funding would enable us to continue to provide advice to the people of Melksham Without on debt, benefits, employment and housing.

6. Amount of Grant requested: **£1,500**

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We are looking for funding to fund our advice service. The demand on our service is increasing particularly with the cost of living crisis and huge increase in energy costs. We have received cuts to our funding from Wiltshire County Council, yet demand for our service grows. Any grant we receive will go directly to support the funding of our advisors.

Between 1/4/21 and 31/3/22 we supported 115 clients from the Melksham Without Parish with 463 issues. The main areas of help were around Benefits and tax credit, debt and housing. Please see the attached sheet for a further breakdown of the support offered.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	£25,000	£18,000
Any other body	£20,000	£5,900

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Not only have we approached all Town and Parish Councils this year we have also approached charitable trusts across the county as well local businesses. We have also

started to collaborate with other charities and other Citizens Advice branches, sharing and charging for our resources.

We have also looked at ways we can reduce our expenditure. We now share our Trowbridge office with Alzheimer's Support UK and Wiltshire Mind, we all share the cost of energy.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 25th November 2022

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

Key Statistics

Summary

Clients	115
Quick client contacts	
Issues	463
Activities	484
Cases	121

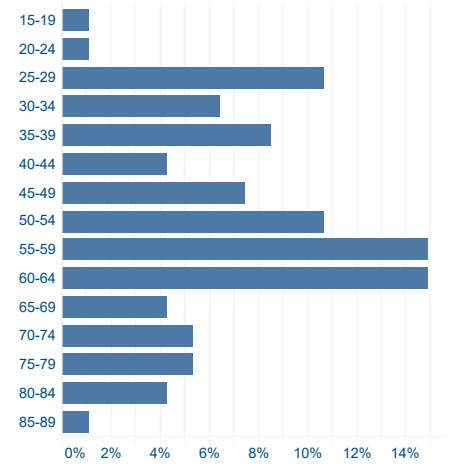
Outcomes

Income gain	£109,460
Debts written off	£16,777

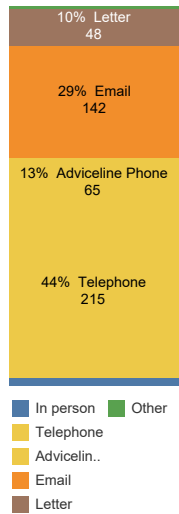
Issues

	Issues	Clients
Benefits & tax credits	110	44
Benefits Universal Credit	53	22
Consumer goods & services	21	8
Debt	65	19
Employment	31	13
Financial services & capability	6	3
GVA & Hate Crime	6	4
Health & community care	9	7
Housing	47	20
Immigration & asylum	6	3
Legal	28	16
Other	10	8
Relationships & family	43	18
Tax	4	2
Travel & transport	17	8
Utilities & communications	7	6
Grand Total	463	

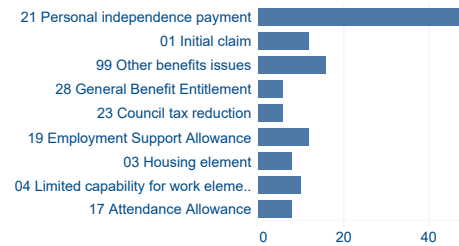
Age



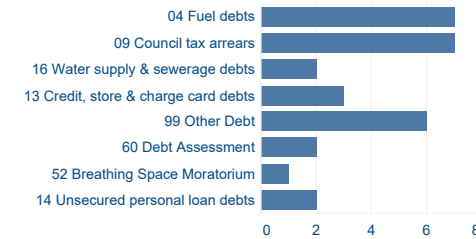
Channel (Client and third party)



Top benefit issues



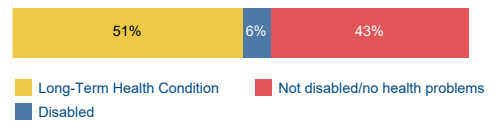
Top debt issues



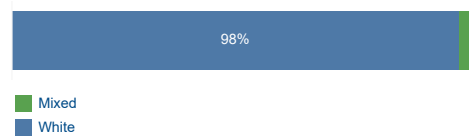
Gender



Disability / Long-term health



Ethnicity



**WILTSHIRE CITIZENS ADVICE
FINANCIAL STATEMENTS**

31 MARCH 2022

Company Registration Number: 03204218

Charity Number: 1062219

WILTSHIRE CITIZENS ADVICE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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Cash Flow Statement	16
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WILTSHIRE CITIZENS ADVICE
REFERENCE & ADMINSTRATIVE INFORMATION
YEAR ENDED 31 MARCH 2022

Trustees

B Driscoll, Chair
N Jackson (Resigned 21st October 2021)
E Dark
D Szanto
F Johnson, Treasurer
D Bertwistle (Resigned 17th March 2022)
S Conner
F Williams
P Jamieson
J Fisher (Appointed 5th August 2021)

Senior Management Team

Suzanne Wigmore (Chief Executive Officer)
Liz Goodey (Head of Finance and Business Support)
Karen Proudlock (Head of Service Delivery– Until Dec 2021)
Katherine Cronnelly (Head of Service Delivery- From Feb 2022)

Registered Office

3 Avon Reach
Monkton Hill
Chippenham
Wiltshire
SN15 1EE

Company Registration Number 03204218

Charity Registration Number 1062219

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Auditors

Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

WILTSHIRE CITIZENS ADVICE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

INTRODUCTION

I am pleased to share with you our annual report for 2021-22. This has been another challenging but rewarding year for Wiltshire Citizens Advice (WCA) with the uncertainty of the ongoing impact of Coronavirus lockdown, and what the service delivery would look like as we came out of that in spring 2022. We have been successful in adding additional projects to our organisation in the form of project funding and contributions from a number of our business areas, and this has been the result of us being able to demonstrate a sound performance in assisting a large number of people within our community who have needed assistance with a range of problems.

Ongoing changes to the benefits system, including the increased take up of Universal Credit and the increased regularity and complexity of disability benefit reviews, have created an additional demand for our services, as well as the new pressures which come from the rising costs of living crisis. We have also made a significant move into employability projects which is a new work area for WCA. We have been able to assist within these areas by increasing the knowledge and skill base of our advisors and also continuing the increase in capacity to be able to support the core service with paid advice.

Our income for the year was £1,559,115 (2021: £1,424,860) from charitable activities, donations, trading income and donated rent. This reflected an 9.4% increase over the previous year.

Due to the prudent management of our fixed costs and general operating expenses we have been able to strengthen our financial position and generate a small but welcome surplus of funds for carry over into this new financial year.

Our largest area of expenditure was our employee costs which accounts for 80% of our revenue. During the previous year we made the prudent decision to increase salaries by a weighted average of 1% over the previous year. Our total average headcount of employees was 55 at the year end, which was 3 lower than the previous year. Management and administrative staff reduced by two in number whilst client facing staff increased by three persons overall. Our overall headcount expressed in full time equivalent roles was 49 personnel, versus 41 from the previous year.

Our total income for the last year exceeded our expenditure and provided a small surplus. However, this was due mainly to the very low level of travelling and office expenses, along with other deferred expenditure. It is clear that these expenses will resume in some way once the restrictions on movements and working allow for us to return to having people based in offices once again.

Of course, the real measure of what we do is our ability to positively assist more than 14,000 clients during the last twelve months within our community with a wide range of queries and problems. This has also left us well placed to deal with the challenges presented by reduction in Wiltshire Council funding, and the need for a new service model at the very end of the financial year.

We would like to thank our management colleagues and trustee board for their input and focus, but most importantly to thank each and every member of the team, both in terms of the 55 employees and the 65 volunteers who consistently deliver our service with such diligence, commitment and care.

WILTSHIRE CITIZENS ADVICE TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Our Purpose

- To provide free, confidential and independent advice to help people overcome their problems.
- To improve the policies and practices that affects people's lives by becoming a voice for our clients and consumers on the issues that matter to them.
- To promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community of Wiltshire and the district of Swindon and surrounding areas.

The Charity's Vision

People of Wiltshire can successfully deal with life's problems.

The Charity's Values

- Fair - Listening to our clients and our staff, respecting each other, valuing diversity, acting fairly and working towards a common goal.
- Responsible - Independent, impartial, honest, non-judgemental and free.
- Professional - Experts in our field, with well trained staff, supportive of each other, empowering our clients and staff and acting consistently.

The Charity's Activities

The 55 staff and 65 volunteers, Wiltshire Citizens Advice (WCA) offers an advice service on a range of issues to the people of Wiltshire who require support.

Predominant advice areas are:

- Welfare Benefits and Tax Credits
- Universal Credit
- Employment
- Debt and Money
- Consumer goods and services
- Family and relationships
- Housing
- Law and Courts
- Immigration
- Health and community care
- Discrimination
- Utilities and communications

Services Include:

- Providing advice through a number of channels including phone, email and a limited number of face to face appointments sometimes, on a variety of levels from signposting to detailed and ongoing casework.
- Improving clients lives by improving policies and procedures of partners both locally and nationally on policies which impact upon them. An example of our local and national research and campaigning activity is our monitoring of the impact on our clients of accessibility of advice for those aged under 25, and those who need additional support to act on our advice.

WILTSHIRE CITIZENS ADVICE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

- Through dedicated projects, carrying out detailed casework for specific client groups. These include, but not exclusively, tenants, those suffering from cancer, people with poor mental health and Carers and those who received back to work support.
- Working effectively to provide advisory support to clients within the community who are making new claims for Universal Credit and also with employment, housing and redundancy issues.
- Through the jointly funded Wiltshire Money initiative work with both clients and external partners to increase their skills and ability in areas such as financial capability.
- The joint partnership between WCA, High Wycombe and West Oxfordshire regarding the delivery of Pensionwise advice to eligible clients across a large portion of our region.
- Working across the county in some more collaborative ways, increasing links with other charities and the CCG and health sector. Also Age UK as tenants in Devizes offices, and Alzheimer's Support and Wiltshire Mind in Trowbridge better use of our premises.

The Trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning the Charity's future activities.

ACHIEVEMENTS AND PERFORMANCE

A. Main achievements of the charity

During the 2021/22 financial year Wiltshire Citizens Advice continued to thrive due to this support from our sponsors and particularly Wiltshire Council, Wessex Water, Macmillian Cancer Support, The European Social Fund and National Lottery, Selwood, GreenSquare, Citizens Advice, Department of Work and Pensions, Seetec Plus and local charitable funders such as Town and Parish Councils, and Wiltshire Community Foundation.

WCA was able to demonstrate a level of client management in terms of both numbers of clients helped and quality of advice that was in the upper quartile of all LCAs within England and Wales. We also continued to increase our support to clients across digital channels, especially phone and email. Performance levels such as these made for a persuasive case to our funders to continue supporting us for the future.

Additional income from the Restart and Jets programmes helped to mitigate up for further falls in Wiltshire Council funding. Around 83% of all our spend is now staff costs as we become more efficient in all other areas of the service. At the end of the year reserves rose by £73,047.

During the year our volunteers contributed time across all channels and locations, and this has considerably helped our organisation to deliver a high level of service within a cost effective way, and also has made for more efficient use of our offices and resources. We greatly value the efforts and expertise of our volunteers as it brings enormous benefit to the organisation and its clients.

Some of the key achievements in the year were:

- We helped 14,192 clients with 42,431 issues, and we also had 309,113 visits to our digital advice platforms. For every £1 invested in Citizens Advice we saved £3.47 in government and public services, delivered £24.59 in wider economic and social benefit and delivered a direct value of £9.70, to the people that we help. It has been reassuring to be told by over 80% of our clients that we have been able to positively change their lives. Answered 5,844 phone calls in the year, and 3,386 emails.
 - We continued to expand the number of people across WCA who were involved in Research and Campaigning, and continued to work on both Mental Health and the costs of living crisis.
 - We directly contributed to local policies including with Council Tax collection, and the distribution of local discretionary funds including the Household Support Fund.
 - We had a perfect assessment of green score across all measures in our Leadership Self Assessment, and no audit recommendations.
-

WILTSHIRE CITIZENS ADVICE TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2022

B. Covid-19 pandemic

Covid continued to have an impact on our staff, volunteers, service and clients in the year. We had periods of uncertainty as restrictions were eased and then reintroduced. All offices remained open for staff and volunteers but we remained closed to drop in services. By the end of the year all paid staff had a hybrid work agreement in place that allied them to, in the majority of cases, have a work life balance of working from home and an office.

Advice continued to be provided by telephone and email with face to face provided in limited circumstances where required. By March 2021 we had decided as a trustee board not to reintroduce drop in advice as a standard part of our service but to target face to face advice to those who most need it.

C. People

Generally, staff turnover for the year was low. Karen Proudlock the Head of Advice left us in December 2021 and was replaced by Katherine Cronnelly in February 2022.

D. Fundraising activities and income generation

As a charitable organisation, WCA relies on financial support and an element of fundraising so as to cover its ongoing expenses and to promote the services and support that it offers to everyone within Wiltshire. We have actively sourced new avenues of income over the past year by making formalised grant applications to organisations and local councils, with some positive responses and donations. We were also successful in 2 new contracts with a print provider of DWP work contract Seetec Pluss.

It is interesting that a large number of people when questioned about their awareness of the Citizens Advice organisation believed that it was fully government funded. We continue to try to raise public awareness of the services offered and of the necessary funding to sustain these efforts.

WCA voluntarily complies with The Code of Fundraising Practice, published by the Fundraising Regulator and developed by the Institute of Fundraising (IoF) and Public Fundraising Association (PFRA). We have received no complaints about our fundraising activities.

WCA always strives to protect our service users, clients and customers as well as other members of the general public from any unreasonable intrusion or other unacceptable behaviour due to any fundraising activities carried out on our behalf.

FINANCIAL REVIEW

A. Overview

WCA's total income, excluding donated services, was £1,542,738 this year from £1,408,483 in 2020/21. A detailed analysis of income is shown in the Statement of Financial Activities (SOFA) and notes 2 and 3 of the Financial Statements.

The generosity and far-sightedness of our funders have allowed WCA to assist 14,192 clients through the last year and to strengthen our operations in terms of essential equipment and office locations. This is approximately one in every 14 households in Wiltshire.

Expenditure total spending on charitable activities, excluding donated services, for the year was £1,469,691, an increase from £1,335,973 the previous year.

The amount spent on salaries including employer national insurance and pension contributions was £1,230,662 (other staff costs were £39,677) an increase from the previous year of £1,140,458. Staff costs are 83% of the organisation's charitable spend.

WILTSHIRE CITIZENS ADVICE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Further analysis of charitable activity expenditure, showing the operational activities undertaken by WCA are given in the SOFA and in notes 4 to 7 of the Financial Statements.

Income for the year of £1,559,115 included £799,981 of restricted funds. Surplus funds of £73,047: £52,153 were restricted and £20,894 unrestricted, leaving £66,239 in restricted funds and £532,445 unrestricted on the balance sheet. None were designated.

Included within restricted funds at the year end was a balance of £32,086 relating to the Energy Redress Winter Hardship Scheme. The grant was awarded to the charity near the year end and will need to be fully spent within 6 months. Further analysis of restricted funds is shown in note 13 of the Financial Statements.

B. Reserves policy

The Board has examined the Charity's requirements for reserves in the light of the main financial risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the charity should be maintained at a level in the region of three months of organisational running costs.

Better financial management and increased costs meant that for 2021/22 we have increased our reserves policy to £412,500. Free reserves at 31 March 2022 are £474,436 which equates to approximately 3.8 months organisational running costs. At this level, the Board feel confident WCA is able to continue the core activities of the Charity in the event of a significant drop in funding, whilst considering how any such loss in funding could be replaced or activities changed.

The Board is committed to investing additional resources for the purposes of developing services but this has to be weighed against the need to maintain our reserves in the volatile funding environment which we face.

C. Investment policy

WCA is committed to maintaining funds in instant access accounts to meet all the day to day needs for working capital. Any funds beyond this, and not required for development of the business in the short term, are invested in low risk deposit accounts, reviewed and recommended by the Finance and Business Development Committee, and approved by the Board.

During 2021/22 Trustees reviewed the existing performance of our deposit account with a review to investing in more low risk, fixed rate, medium term deposit accounts. We have £85,000 (maximum amount covered by the FSCS) invested in the Bank of India on a deposit account arrangement and £86,615 in Charity Bank Ethical Easy Access account. The trustees will review other investment opportunities in 2022/23.

D. Going concern

After reviewing the organisation's budgets and business plan, taking account of the current economic climate and its reserves position, the Trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

E. Principle risk and uncertainty

Our Board of Trustees is ultimately responsible for risk management. A comprehensive annual planning and budgeting process is approved by the Board, during which a thorough assessment of our key external and internal risks is undertaken, together with how these risks are being managed. In addition each Trustee Board sub Committee reviews risk on a regular basis through receiving risk registers from senior management. They assess the adequacy of the internal control systems and risk management processes in place. The Trustee Board annually reviews the key Corporate risks, the adequacy of the actions being taken to address them, and the advent of any new risks.

WILTSHIRE CITIZENS ADVICE TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2022

As an integral part of the risk management approach the Board of Trustees considers the following to be the principal risks and uncertainties for WCA and the actions we take to manage those risks.

- Not being able to maintain financial stability. Our income strategy is to maintain and grow a broad base of diverse funds and identify new ways of generating income aligned to our business objectives. Our expenditure plans are carefully developed, with an ability to adapt to changed financial circumstances should the need arise. In addition, our reserves policy provides a degree of financial stability over the short term.
- Our current and potential clients are not being able to access our service. We respond to increasing demand by constantly addressing accessibility, capacity and capability challenges. This includes a constant review of delivery channels.
- Damage to our reputation and service. For example, by breaches in client confidentiality, loss of sensitive data, inaccurate or inappropriate access to data. Risks have been controlled by constantly reviewing our policies and approach to maintaining confidentiality, handling data and serving our clients. We make sure they are effective, legal and consistently communicated and understood.
- Failing to influence policy and practices that influence people's lives and therefore not meeting the needs of our stakeholders, including clients, volunteers, funders, partners and staff. To manage this we actively campaign on issues through the research we carry out and support. Our strategy emphasises the importance of collecting and communicating issues affecting clients. This knowledge and evidence will inform our influencing work at local, regional and national level to help achieve our vision of "People of Wiltshire successfully dealing with life's problems".

STRUCTURE, GOVERNANCE AND MANAGEMENT

WCA is a charitable company limited by guarantee, incorporated on 28th May 1996 and re-registered as a charity on 6th May 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

For debt and credit services we are authorised and regulated by the Financial Conduct Authority. FRN: 617798.

The governing body is our Board of Trustees, which meets quarterly and currently has 8 members (maximum 15). Trustees are also the directors of the company who are responsible for the strategic direction and governance of the charity, they agree the business plan, monitor progress toward achievement of organisational goals, review operational performance and oversee the management of organisational risk. Meetings must be quorate with the attendance of a minimum of 5 Trustees or 50% whichever is higher, and each meeting is formally minuted.

During the year we received resignations/stand-downs from two trustees who had served their term of office and we appointed one new trustee.

The Board is elected from its membership by its Members either at its AGM, or, where a vacancy exists, at any time between AGMs. The trustees have power to co-opt not exceeding one third of the total number of trustees.

The Trustee Board has 2 Committees operating under specific delegated authority through approved Terms of Reference.

- Finance and Business Development
- People and Engagement

The CEO is responsible for strategic and operational management and is authorised to use resources, through the Senior Management Team, towards the achievement of WCA business objectives.

WILTSHIRE CITIZENS ADVICE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

The Senior Management Team of the organisation comprises of:

- CEO - through whom the Board exercises its Governance
- Head of Service Delivery
- Head of Finance & Business Support

Regular business meetings are held where performance is monitored, strategically, operationally and financially, and potential improvements discussed, and actions agreed. A scheme of delegation exists which clearly outlines the delegated authorities of senior staff. Through the activities of skilled and committed staff and volunteers, managers and Team Leaders also discharge their responsibilities.

The Trustee Board carries out an annual skills audit to ensure there is appropriate expertise within its members. If a gap exists a rigorous recruitment and selection process takes place. Prospective Trustees are provided with a briefing about the organisation and the duties in law of a Charity Trustee. They are then interviewed by a panel comprising the Chair and at least one other Trustee with the Chief Executive in attendance and due diligence checks are completed. Following a satisfactory interview and due diligence process, candidate Trustees are invited to join at least one Board meeting as an observer, before a recommendation is made to the full Board that the prospective Trustee be appointed as a full member.

New trustees undergo a briefing session on the working of the organisation, and they have induction training. They are given further information on the obligations of being a trustee, including employer responsibilities. They are provided with the Business and Strategic Plans, most recent minutes of Trustee Board meetings, budgets and financial reports. They are offered access to online training on financial management, employer responsibility and trusteeship run by Citizens Advice.

In addition to training for new trustees, existing trustees spend time within the organisation alongside volunteers and employees, to maintain awareness of the wider social and policy context in which WCA provides support for our clients.

There is a trustee annual review (similar to an appraisal) system in place. Despite the Covid-19 restriction we held these remotely throughout the year and all trustees were able to discuss and review their input and performance with the chair and to talk through involvements for the coming year.

WIDER NETWORK

Wiltshire Citizens Advice is a member of Citizens Advice, the National Association of Citizens Advice Bureaux. Citizens Advice regulates WCA and, through formal audit, monitors quality of advice and management processes.

PAY POLICY FOR KEY MANAGEMENT PERSONNEL

Key management personnel, excluding Trustees, are remunerated by annual salary and the WCA standard pension contribution. There are no additional payments or benefits in kind. The CEO's salary is set by the Board. The principal aim is to offer a fair pay that will attract and keep appropriately skilled senior staff. The pay policy is reviewed annually.

RELATED PARTY RELATIONSHIPS

There were no material related party transactions with trustees or senior management. Citizens Advice provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of WCA in order to fulfil its charitable objectives and comply with the national membership requirements.

WILTSHIRE CITIZENS ADVICE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

PLANS FOR THE FUTURE

We plan to continue to deliver services by phone and email with a face to face provision only where a specific need is identified by clients or advisors.

- Review our core service to meet the reduced funding agreement from Wiltshire Council, and continue to diversify our funding streams.
- Providing multi channel advice to increase access to clients, in a way that suits them best.
- Campaigning on the big issues and using our influence to prevent problems.
- Working in effective partnerships and providing the tools, skills and confidence to empower people and build resilient communities
- Have the right resources in the right place
- Underpinning these objectives are a number of operational and potential structural changes including improved efficiencies from simplification of processes, reviewing supplier contracts, promoting remote and flexible working by further use of technology and focussing on recruitment, retention and training strategies to promote alignment to our service needs.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of Wiltshire Citizens Advice for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to make themselves aware of that information.

This report was approved by the Trustees, on and signed on their behalf by:

Barrie Driscoll

B Driscoll Trustee

Date: 10 October 2022
.....

WILTSHIRE CITIZENS ADVICE INDEPENDENT AUDITORS REPORT YEAR ENDED 31 MARCH 2022

Independent auditor's report to the members of Wiltshire Citizens Advice

Opinion

We have audited the financial statements of Wiltshire Citizens Advice (the "Charity") for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained in the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or

WILTSHIRE CITIZENS ADVICE INDEPENDENT AUDITORS REPORT YEAR ENDED 31 MARCH 2022

apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report (incorporating the director's report). We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or;
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

WILTSHIRE CITIZENS ADVICE

INDEPENDENT AUDITORS REPORT

YEAR ENDED 31 MARCH 2022

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the Charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

**WILTSHIRE CITIZENS ADVICE
INDEPENDENT AUDITORS REPORT
YEAR ENDED 31 MARCH 2022**

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm This description forms part of our auditor's report.

Joshua Kingston

Joshua Kingston ACA (Senior Statutory Auditor)

For and on behalf of Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 10 October 2022
Date:

WILTSHIRE CITIZENS ADVICE

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £ (Restated)
Income from:					
Donations and grants	2	55,030	40,167	95,197	37,100
Charitable activities	3	673,039	759,814	1,432,853	1,374,389
Other trading income		29,212	-	29,212	11,190
Investments		1,853	-	1,853	2,181
Total income		<u>759,134</u>	<u>799,981</u>	<u>1,559,115</u>	<u>1,424,860</u>
Expenditure on:					
Charitable activities	4	738,240	747,828	1,486,068	1,352,350
Total expenditure		<u>738,240</u>	<u>747,828</u>	<u>1,486,068</u>	<u>1,352,350</u>
Net income/ (expenditure)	6	20,894	52,153	73,047	72,510
Transfers between funds	13	(6,887)	6,887	-	-
Net movement in funds		<u>14,007</u>	<u>59,040</u>	<u>73,047</u>	<u>72,510</u>
Total funds at start of year	13	518,438	7,199	525,637	453,127
Total funds at end of year	13	<u>532,445</u>	<u>66,239</u>	<u>598,684</u>	<u>525,637</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

See note 18 for fund-accounting comparative figures.
The notes on pages 17 to 27 form part of these financial statements.

WILTSHIRE CITIZENS ADVICE

BALANCE SHEET

AS AT 31 MARCH 2022

Company number: 03204218

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	8	<u>130,188</u>	<u>139,587</u>
		130,188	139,587
Current assets			
Debtors	9	111,020	62,358
Cash at bank and in hand		<u>647,825</u>	<u>511,254</u>
		758,845	573,612
Liabilities			
Creditors : amounts falling due within one year	10	(198,173)	(90,368)
Net current assets			
		<u>560,672</u>	<u>483,244</u>
Creditors : amounts falling due after more than one year	11	(67,176)	(72,194)
Provisions for liabilities	12	(25,000)	(25,000)
Net assets			
		<u>598,684</u>	<u>525,637</u>
Funds			
Restricted funds	14	66,239	7,199
Unrestricted funds	14	532,445	518,438
Total funds			
		<u>598,684</u>	<u>525,637</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

These financial statements were approved by the Trustees on 10 October 2022 and are signed on their behalf by:

Barrie Driscoll

.....
B Driscoll
Trustee

The notes on pages 17 to 27 form part of these financial statements.

WILTSHIRE CITIZENS ADVICE
CASHFLOW STATEMENT
YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
Net cash inflow from operating activities	19	141,342	102,974
Non-operational cash flows:			
Investing activities			
Payments for tangible fixed assets		(1,607)	(9,397)
Investment income		1,853	2,181
		<u>246</u>	<u>(7,216)</u>
Financing activities			
Loan repayments		(5,017)	(4,736)
		<u>(5,017)</u>	<u>(4,736)</u>
Net cash inflow for the year	20	<u><u>136,571</u></u>	<u><u>91,022</u></u>

Cashflow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 17 to 27 form part of these financial statements.

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

Wiltshire Citizens Advice meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Going concern

After reviewing the organisation's budgets and business plan. Taking account of the current economic climate and its reserves position, the Trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Income

Income from donations is included in income when these are receivable, except as follows:

- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Legacies are included on a receivable basis where the charity is entitled to the income, it can be measured reliably and receipt is probable. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is not included in income but is treated as a contingent asset and disclosed if material.

Investment income is included on a receivable basis.

Donations in kind comprise donated services where the costs are measurable and the services would otherwise have to be paid for to maintain operational effectiveness.

Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Raising funds

Raising funds expenditure include those costs incurred in seeking voluntary contributions, costs of goods sold and other costs which include the costs of running and participating in fundraising events and collections and cost of goods purchased for resale.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

Allocation and apportionment costs

Certain expenditure is directly attributable to specific activities and this has been included in those cost categories. Other costs, which are attributable to more than one category, are apportioned across cost categories on the basis of an assessment of workload carried out from time to time. Overhead support costs have been apportioned between charitable activities on a basis consistent with the use of resources.

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1 Accounting policies (*continued*)

Pension

The charity contributes to defined contribution pension schemes. Contributions payable to the charity's pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Tangible fixed assets are initially recognised at cost. After recognition, under the cost mode, tangible fixed assets are measure at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost. Capital items with purchase price of more than £500 are included within fixed assets.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using straight- line method:

Depreciation is provided on the following basis:

Freehold property	- 2% straight line
Plant and machinery	- 15%-25% straight line

A review of impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets are their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors and provisions are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable of a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Creditors are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted and the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trustees. They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees. Further explanation of the nature and purpose of each fund is included in note of the financial statements.

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

2 Income from: Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £ (Restated)
Donations and Grants	19,738	40,167	59,905	5,723
Small parish and council giving	18,915	-	18,915	15,000
Donations in kind	16,377	-	16,377	16,377
	55,030	40,167	95,197	37,100

Income from donations and grants in the prior year was unrestricted.

Donations in kind comprise £16,377 (2021: £16,377) in respect of the rental value of donated premises.

3 Income from: Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Grants - core service delivery	673,039	-	673,039
Grants and contracts - restricted projects	-	759,814	759,814
	673,039	759,814	1,432,853

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £ (Restated)
Grants - core service delivery	560,743	-	560,743
Grants and contracts - restricted projects	-	813,646	813,646
	560,743	813,646	1,374,389

4 Expenditure on: Charitable activities

	Activities undertaken directly £	Grants payable £	Support costs (Note 5) £	Total 2022 £
Core service delivery	516,297	-	221,943	738,240
Restricted projects	611,422	2,940	133,466	747,828
	1,127,719	2,940	355,409	1,486,068

All grants made within the year were to individuals, through voucher schemes.

	Activities undertaken directly £	Support costs (Note 5) £	Total 2021 £
Core service delivery	325,653	191,469	517,122
Restricted projects	688,762	146,466	835,228
	1,014,415	337,935	1,352,350

Included within Core Service Delivery is £16,377 (2021: £16,377) relating to the value of donated premises.

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

5 Support costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Staff and volunteer costs	106,437	64,006	170,443
Office costs	37,697	26,872	64,569
Premises costs	73,458	39,528	112,986
Other costs	220	148	368
Governance costs	4,131	2,912	7,043
	<u>221,943</u>	<u>133,466</u>	<u>355,409</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Staff and volunteer costs	96,309	80,733	177,042
Office costs	47,553	25,840	73,393
Premises costs	42,297	35,529	77,826
Other costs	41	35	76
Governance costs	5,269	4,329	9,598
	<u>191,469</u>	<u>146,466</u>	<u>337,935</u>

6 Net income/ expenditure for the year

	2022 £	2021 £
Statutory audit fee: - Current year	7,500	5,950
- Prior year over/under provision	-	-
Depreciation	11,006	11,642
Trustees remuneration	-	-
Reimbursement of Nil Trustees expenses (2021: 1)	-	57
	<u>19,506</u>	<u>17,549</u>

7 Staff costs and numbers

The aggregate payroll costs were:

	2022 £	2021 £
Wages and salaries	1,093,032	1,020,258
Social security costs	74,478	64,444
Contribution to defined contribution pension scheme	63,152	55,756
	<u>1,230,662</u>	<u>1,140,458</u>

The average number of persons employed by the company during the year was as follows:

	2022 No.	2021 No.
Management	3	3
Administration	5	4
Other	47	51
	<u>55</u>	<u>58</u>

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

7 Staff costs and numbers (continued)

The average headcount expressed as full-time equivalents was:

	2022	2021
	No.	No.
Management	3	3
Administration	3	2
Other	43	36
	<u>49</u>	<u>41</u>

No employee received remuneration amounting to more than £60,000 in the current or preceding year.

The key management personnel of the charity comprise of the Trustees, CEO, Head of Service Delivery and Chief Finance Officer. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charity was £136,308 (2021: £123,450).

8 Tangible fixed assets

	Freehold property	Plant and machinery	Total
	£	£	£
Cost or valuation			
At 1 April 2021	190,610	178,417	369,027
Additions	-	1,607	1,607
Disposals	-	(102,374)	(102,374)
At 31 March 2022	<u>190,610</u>	<u>77,650</u>	<u>268,260</u>
Depreciation			
At 1 April 2021	68,831	160,609	229,440
Charge for the year	3,812	7,194	11,006
Elimination on disposal	-	(102,374)	(102,374)
At 31 March 2022	<u>72,643</u>	<u>65,429</u>	<u>138,072</u>
Net book value			
At 31 March 2022	<u>117,967</u>	<u>12,221</u>	<u>130,188</u>
At 31 March 2021	<u>121,779</u>	<u>17,808</u>	<u>139,587</u>

9 Debtors

	2022	2021
	£	£
Trade debtors	43,908	174
Other debtors	3,242	86
Prepayments and accrued income	63,870	62,098
	<u>111,020</u>	<u>62,358</u>

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

10 Creditors: amounts falling due within one year

	2022	2021
	£	£
Bank loans and overdrafts - mortgage	5,003	4,823
Trade creditors	4,256	19,047
Taxation and social security	16,361	17,975
Other creditors	-	4,745
Accruals and deferred income	172,553	43,778
	<u>198,173</u>	<u>90,368</u>

Included within bank loans due within one year is a secured bank loan by a fixed charge over the land and building asset of the charitable company. Interest is charged on this loan at 2.5% over the Bank of England base rate. The Bank of England base rate prevailing at 31 March 2022 was 0.75% (2021: 0.10%).

11 Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Bank loans - mortgage	<u>67,176</u>	<u>72,194</u>

	2022	2021
	£	£
Included within the above are amounts falling due as follows:		
Within one year	5,003	4,823
Within two and five year	21,293	20,779
Over five years	45,883	51,415
	<u>72,179</u>	<u>77,017</u>

12 Provisions for liabilities and charges

	2022	2021
	£	£
Dilapidations	<u>25,000</u>	<u>25,000</u>

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

13 Movement between funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Restricted funds					
Pension Wise	-	263,229	(263,229)	-	-
Green Square	2,726	47,500	(51,982)	1,756	-
Building Bridges	-	10,509	(12,209)	1,700	-
MacMillan Cancer Support	-	52,075	(55,291)	3,216	-
Wiltshire Council Carers	-	60,210	(58,685)	-	1,525
M S Society	-	5,810	(6,160)	350	-
Wiltshire Money	4,473	20,000	(11,715)	-	12,758
Wiltshire Council Mental Health	-	42,000	(39,144)	-	2,856
Money Advice Service	-	109,576	(112,484)	2,908	-
Wiltshire Council - resettlement service support	-	15,000	(16,882)	1,882	-
Help to Claim	-	70,443	(70,443)	-	-
Best Practice Lead	-	39,962	(39,962)	-	-
JETS	-	23,500	(6,486)	-	17,014
Energy Redress Scheme Winter Hardship Fund	-	40,167	(3,156)	(4,925)	32,086
	<u>7,199</u>	<u>799,981</u>	<u>(747,828)</u>	<u>6,887</u>	<u>66,239</u>
Unrestricted funds					
General funds	518,438	759,134	(738,240)	(6,887)	532,445
	<u>518,438</u>	<u>759,134</u>	<u>(738,240)</u>	<u>(6,887)</u>	<u>532,445</u>
Total funds	<u>525,637</u>	<u>1,559,115</u>	<u>(1,486,068)</u>	<u>-</u>	<u>598,684</u>

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

13 Movement between funds (continued)

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Restricted funds					
Pension Wise	-	278,082	(278,082)	-	-
Green Square	-	47,500	(44,774)	-	2,726
Building Bridges	-	43,959	(50,018)	6,059	-
MacMillan Cancer Support	-	51,687	(52,166)	479	-
Wiltshire Council Carers	-	60,210	(60,920)	710	-
M S Society	-	5,000	(8,301)	3,301	-
Wiltshire Money	4,891	20,000	(20,418)	-	4,473
Wiltshire Council Mental Health	-	42,000	(42,262)	262	-
Money Advice Service	-	101,603	(105,635)	4,032	-
Wiltshire Council - resettlement service support	-	15,000	(15,887)	887	-
Help to Claim	-	70,314	(77,713)	7,399	-
Best Practice Lead	-	34,397	(34,397)	-	-
Lottery Community Fund	-	43,894	(44,655)	761	-
	<u>4,891</u>	<u>813,646</u>	<u>(835,228)</u>	<u>23,890</u>	<u>7,199</u>
Unrestricted funds					
General funds	448,236	611,214	(517,122)	(23,890)	518,438
	<u>448,236</u>	<u>611,214</u>	<u>(517,122)</u>	<u>(23,890)</u>	<u>518,438</u>
Total funds	<u>453,127</u>	<u>1,424,860</u>	<u>(1,352,350)</u>	<u>-</u>	<u>525,637</u>

Pension Wise

Grant funded from HM Treasury for the provision of Pension Wise services. WCA is lead partner in Wessex Partnership including High Wycombe and West Oxfordshire Local Citizens Advice.

Green Square

Contract to provide a debt and benefit take up service for Green square residents and employees.

Building Bridges

A National Lottery and European Social Fund project. WCA is a sub-contractor delivering debt and benefits advice to support clients into paid work.

MacMillan Cancer Support

A grant to provide welfare benefit advice to people affected by cancer.

Wiltshire Council Carers

A grant to provide welfare benefit, debt and money management advice to carers in Wiltshire.

M S Society

Funding to support people with benefits advice.

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

13 Movement between funds (continued)

Wiltshire Money

A grant to implement the Wiltshire Money strategic plan (tackling financial exclusion) through partnership working.

Wiltshire Council Mental Health

A grant to provide welfare benefit, debt and financial management advice to service users of Community Mental Health teams based in Wiltshire.

Money Advice Service

Grant funded by the Money and Pension Service (previously known as Money Advice Service) to provide dedicated debt advice.

Wiltshire Council Resettlement Service Support

A grant to provide support to refugees welcomed into Wiltshire under the UNHCR resettlement scheme.

Help to Claim

Grant for a national contract with the DWP to deliver Help to Claim support to those claiming Universal Credit.

Best Practice Lead

Grant for set up costs for BPL contract. WCA is lead in one of DWP districts for Help to Claim.

JETS

Job Entry Targeted Support (JETS) Funding to support Seetec Plus get people back into employment.

Lottery Community Fund

Grant to increase level of debt and employment advice.

Energy Redress Scheme Winter Hardship Fund

The restricted fund is created by a grant from Energy Saving Trust and must be spent strictly in the form of energy vouchers given to beneficiaries from low income households. The grant was awarded to Wiltshire Citizens Advice near the end of the financial year and must be spent within a 6 month period.

14 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	130,188	-	130,188
Bank loan and mortgage	(72,179)	-	(72,179)
Other net current assets	474,436	66,239	540,675
	<u>532,445</u>	<u>66,239</u>	<u>598,684</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	139,587	-	139,587
Bank loan and mortgage	(77,017)	-	(77,017)
Other net current assets	455,868	7,199	463,067
	<u>518,438</u>	<u>7,199</u>	<u>525,637</u>

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

15 Operating Lease Commitments

At 31 Mar 2022 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022	2021
	£	£
Amounts payable:		
Within one year	71,407	72,231
Within two and five year	150,828	178,749
More than 5 years	-	42,109
	<u>222,235</u>	<u>293,089</u>

16 Related party transactions

There are no related party transactions in the year (2021: £Nil) apart from those already disclosed throughout the report.

17 Controlling party

The Charity is controlled jointly by the Trustees, there is no controlling party.

18 Prior year fund comparatives for the Statement of Financial Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from:			
Donations and grants	37,100	-	37,100
Charitable activities	560,743	813,646	1,374,389
Other trading income	11,190	-	11,190
Investments	2,181	-	2,181
Total income	<u>611,214</u>	<u>813,646</u>	<u>1,424,860</u>
Expenditure on:			
Charitable activities	517,122	835,228	1,352,350
Total expenditure	<u>517,122</u>	<u>835,228</u>	<u>1,352,350</u>
Net income/ (expenditure)	94,092	(21,582)	72,510
Transfers between funds	(23,890)	23,890	-
Net movement in funds	<u>70,202</u>	<u>2,308</u>	<u>72,510</u>
Total funds at start of year	448,236	4,891	453,127
Total funds at end of year	<u>518,438</u>	<u>7,199</u>	<u>525,637</u>

WILTSHIRE CITIZENS ADVICE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

19 Reconciliation of net movement in funds to net cash inflow from operating activities

	2022	2021
	£	£
Statement of Financial Activities: Net movement in funds	73,047	72,510
Investment income	(1,853)	(2,181)
Depreciation	11,006	11,642
Increase in creditors: current liabilities	107,805	8,428
Decrease / (increase) in debtors	(48,663)	12,575
Net cash (outflow)/inflow from operating activities	<u>141,342</u>	<u>102,974</u>

20 Analysis of changes in cash during the year

	2022	2021	Change
	£	£	£
Cash at bank and in hand	<u>647,825</u>	<u>511,254</u>	<u>136,571</u>
	2021	2020	Change
	£	£	£
Cash at bank and in hand	<u>511,254</u>	<u>420,232</u>	<u>91,022</u>

21 Third party funds

In aggregate the charity received income of £2,057 and made payments of £3,341 in relation to funds held as a custodian trustee.

The balance in cash held for clients at 31 March 2022 was £322.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **Alzheimer's Support**
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number: 01225 621000

Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based?
Local – Wiltshire based Charity.
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Our national award-winning Home Support is based throughout Wiltshire. Memory loss does not have to result in social isolation. Our trained support workers help people to enjoy social contact and to continue to pursue their interests. They also provide a break to family carers by taking over caring responsibilities for a few hours each week. The support worker offers companionship, respect, and having a good time together. It can make all the difference for the whole family. A hugely valuable service that our carers are extremely grateful for.

Home Support is run by a team of eight care co-ordinators who each organise the service in a different part of the county. They stay in close contact with families and offer advice and support throughout the dementia journey.

Each care co-ordinator has a team of specialist staff who help to support people with dementia in their homes. The support worker is trained to understand how memory problems can affect life and relationships and is carefully matched to the client. Subject to availability, they can arrange to come at any time of the day or evening, and on any day of the week.

Everyone's needs and interests are different, but they could provide:

- Companionship and conversation at home
- Support to continue with a favourite hobby or pastime
- Social trips out eg to a garden centre, library, coffee in town
- Countryside walks (or cycles or swims if that is your thing!)
- Practical help eg to accompany shopping trips or hairdressing appointments
- Help to collect pensions or pay bills
- An opportunity to talk, revive past skills or just have fun together.

6. Amount of Grant requested: £500

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We provided Home support to over 100 clients in the Melksham and surrounding area. This is an ongoing service which we get part funding for. The funds we receive will be going towards the shortfall of this service. It is a hugely beneficial service we provide in Melksham and allows people with dementia to live as well as possible and independently and the carer to receive much needed respite.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils		
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We need to fundraise £300k a year to keep all our services going. This is done by fundraising within the local community.

Events

Our annual walk

Denim 4 Dementia

Skydive

fetes and many more fundraising initiatives throughout the year through supporting corporates local businesses and schools.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

www.alzheimerswiltshire.org.uk

Signature: 

Date: 26.1.23

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	26.1.23

Skydive for dementia!



**Experience the thrill of a
lifetime with a tandem skydive
for Alzheimer's Support**



Join our team!

Make a difference and raise money for
people living with dementia in Wiltshire

Old Sarum, Sunday 7th May 2023
- or choose your own date!

Sign up at alzheimerswiltshire.org.uk

Or phone 01225 776481 • registered charity number 1048314



Company Number: 03082546
Charity Number: 1048314

Alzheimer's Support
Report and Accounts
For the year ended
31st March 2022

**Alzheimer's Support
Legal and Administrative Information**

Company Number: 03082546
Charity number: 1048314
Registered office: 5 Sidmouth Street
Devizes
Wiltshire
SN10 1LD

Chair: Janet Dore

Trustees Management Committee: Janet Dore
Michel Streams
Wendy O'Grady
Jane Ebel
Carolyn King
Melissa McCloy
Harry Theobald
Paul Tumim
Paul Whitby

Chief Executive Officer: Sarah Marriott

Auditors: William Price & Co.
Chartered Accountants
Suite 9 Westbury Court
Church Road
Westbury on Trym
Bristol
BS9 3EF

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Structure, Governance and Management

The Trustees, who are the directors of the charity for the purposes of the Companies Act, submit their annual report and audited financial statements of the year ended 31st March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in 2019, in preparing the annual report and financial statements for the charity.

Governing Document

Alzheimer's Support is a charitable company limited by guarantee, incorporated on 21 July 1995 and registered as a charity on 27 July 1995. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

Any person may be elected to be a member of the Board, excluding a member of staff of the organisation, but not excluding any volunteer of the organisation.

It is our aim to have a skill mix of carers, ex carers and professionals working in the field of dementia and social care, finance and law as members of the Board. In the event of particular skills being lost due to retirements, efforts are made to close the skills gap as soon as possible.

The members of the Board of Trustees are elected at the Annual General Meeting. The trustees relinquish their positions every year and are eligible for re-election at the Annual General Meeting.

Trustee Induction and Training

Most prospective Trustees are already familiar with the work of the Charity; however, after completing an application form they are invited to attend a minimum of two Board meetings as observers before agreeing to be co-opted and standing for election at the AGM.

All new Trustees are encouraged to attend a comprehensive induction programme. A Trustee handbook is distributed to all new Trustees along with the Memorandum and Articles and "The Essential Trustee" published by the Charity Commission. Feedback from new Trustees about their induction has been very positive.

Trustees are informed about suitable external training and their expenses are reimbursed. An annual joint meeting with senior managers; participation in sub committees; spending time within the different departments; attending team meetings when possible, has all helped to increase the visibility of the Trustees to the staff, and helped the Trustees have a good understanding of the organisation's services and challenges.

Organisation

The Board of Trustees meets every six weeks and is responsible for the governance of the organisation. Subcommittees for Finance and Fundraising, Quality Assurance and Risk Management meet regularly and report to the Board. Decisions on the day-to-day operation of the Charity are taken by the Chief Executive in consultation with the senior management team. The Board receives

reports from the Heads of Services on operational matters and from the Head of Finance and Business on financial performance. Decisions on matters with significant implications for the organisation are brought to the Board of Trustees.

These include:

- Organisational priorities
- Strategic planning
- All matters of risk to the organisation – in particular resource and reputation
- Significant organisational change
- Major initiatives
- Policy formation and development
- Appointment of senior posts

The Finance and Fundraising Sub-Committee meets quarterly. The specific responsibilities of this committee include the management of the assets and liabilities of the Charity, the agreement and monitoring of the annual budget, and credit control.

The Trustees have delegated the day to day management of operation to the Charity's Chief Executive – Sarah Marriott.

The organisation's structure is robust, with a full complement of committed Trustees. We have three patrons - Lady Sidmouth, Lady Lansdowne, and John Bush, ex Lord Lieutenant of Wiltshire. An experienced Senior Management Team, comprising of the Heads of Departments provides the drive and hands on approach to implementing the organisation's vision to an exceptional standard. Alzheimer's Support generally enjoys high levels of staff retention, and the appointment of new CEO and some Senior Management during summer 2021 was done smoothly, with staff and service users largely unaffected. The CQC survey confirms this.

Internal control

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems of internal controls across the entire organisation. They are also responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements follow best practice. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

Internal control processes implemented by the Trustees include:

- A Quality Assurance Sub-Committee, consisting of Trustees, Senior Managers, and representatives from each department, meets at least three times a year and reports to the Board of Trustees. It is responsible for providing:
 - assurance to the Trustees that the Charity operates sound systems of internal control; and
 - comfort and transparency to donors and beneficiaries that there are appropriate systems in place to ensure that the resources of the Charity are effectively allocated and utilised.
- An internal audit system which conducts an ongoing programme of reviews of internal controls across all areas of the Charity.
- A strategic plan and an annual budget approved by the Trustees.
- Regular consideration by the Trustees of financial results, variances from budgets, forecasts and performance indicators.

- Delegation of authority and segregation of duties.
- Identification and management of risk.

Risk Management

The Trustees have in place a formal risk management process to assess risks and implement risk management strategies. This Risk Register is reviewed and updated at least 3 times a year by the Risk sub-committee, consisting of Trustees, Senior Managers, and representatives from each department (ensuring that changes are understood and implemented at all levels). The sub-committee identifies the types of risks the Charity faces, prioritises them in terms of likelihood of occurrence and potential impact, and identifies the means of mitigating these risks. Risk management is embedded in the day to day processes of the Charity.

We have also appointed Croner as our provider of HR and Health and Safety advice and guidance, helping to create new Staff Handbooks and update Policy and Procedures so we comply with all current employment, and health and safety law.

Objectives, Activities and Achievements

The Trustees have complied with the duty set out in Charities Commission (CC3a) to have regard to the public benefit guidance published by the Charity Commission.

The objectives of the Charity are to “improve the quality of life and to relieve poverty, sickness and distress for people with all forms of dementia and their carers, primarily for people living in Wiltshire.”

Specific activities which confirm the public benefit the Charity produces by its existence are set out below, within the principal operating activities and under the sub-headings “Ongoing Activities” and “The Difference We Make”, whilst the sub-heading “2021/2022 Achievements” sets out the targets set last year and the degree to which they have been achieved.

Alzheimer’s Support enjoys the support of about 150 volunteers in all aspects of our work. Their involvement ranges from occasional fundraising events, cake bakes and staffing an information stall, to regular attendance at our day clubs or community groups. Volunteers are an integral part of the teams, dedicated to their role, and enable us to offer a uniquely high staff-client ratio and high-quality service delivery. The Volunteer Manager oversees recruitment, induction and ongoing training, monitoring and communications for them.

Alzheimer’s Support is instrumental in the implementation of the National Dementia Strategy and is a member of the countywide Dementia Delivery Board (when operational). We contributed to and endorse the aims of the Wiltshire Dementia Strategy. Alzheimer’s Support will continue to play an active part in planning and delivering the strategy, and future development.

2021/2022 was a year of recovering from the Covid-19 pandemic. We continued to open and expand services in line with Public Health guidelines, while also maintaining the online services and hybrid working for staff where possible. By the end of the year we were practically back to pre-covid levels of occupancy and service delivery.

This was not easy, and we appreciate the dedication and commitment of all staff.

Babs Harris resigned as CEO, to take up a new challenge with another charity, and Sarah Marriott was selected to take over as interim CEO, with the support of Senior Management and Trustees. This

position was made permanent in September 2021.

Kate Sharpe took over her position as Head of Community Services. Due to other retirements and resignations, we also had new Head of Finance and Business (John Broomfield) and Head of Home Support Service (Monique Bentley).

The Senior Management team is a cohesive and collaborative unit. The benefits of this are felt throughout the organisation, with the cascading example of teamwork and transparency.

Information and Support – Dementia Advisers

2021/2022 achievements

- Maintaining the access to advice and support from our offices, website and online requests, through flexible and hybrid working
- Dementia Advisers maintained contact with healthcare providers both face to face and over TEAM meetings. This has increased our presence throughout the county and embedded working relationships
- Referral rates have stayed steady, and are on average 20% increased year on year
- New post created to cope with the increasing referral rates from the Memory Service
- Memory Liaison Dementia Adviser is working well with the staff from Fountain Way Hospital in Salisbury, picking up all referrals from the South of the County
- Linking with local hospitals and being part of the Dementia Operational team meetings, and Carers committee meetings, help continue working relationships with the wider healthcare teams. We have also run training courses within Salisbury Hospital to staff, creating more dementia awareness.

Ongoing activities

Relationships with local contacts, community health and wellbeing boards are continuing. The team have manned several stands during the summer at the Wellbeing events. The Team have very good relationships with surgery Social Prescribers, dementia nurses and Admiral nurses.

The Difference We Make

Since the Covid pandemic, cases seem to be much more complex, and carer stress higher. Difficulties in contacting GP surgeries by telephone has resulted in a higher demand for help from the Dementia Advisers. Even within the surgeries, staff are struggling to know how to help, so are passing onto the team without looking at what can be done first. Collaboration works well in some areas not so in others. Contacting the Advice and Contact Team at Wiltshire Council can also be an exhausting process, so again Carers will contact the team for answers. The team has a wealth of knowledge so can often cover all areas of concern. The reliance on the Dementia Adviser team by carers, those diagnosed, and other healthcare professionals, has been huge. We will continue to work in partnership with all concerned to achieve the best outcome for those needing our support.

Feedback regarding Dementia Advisers:

“ . . . we met Claire on Monday, she came to speak to us reference Jean’s mum who has dementia. We were so moved by Claire’s knowledge and how professional she was. After Claire had gone we both felt that we wanted to help. You all do a marvellous job and we wish your charity all the very best.”

A carer

“ . . . The dementia advisers are a wonderful group of people. Thank you to everyone. I met Chris Maple a few years ago and found him to be such a kind, caring and reassuring man. I went to his office on an off chance to speak to someone, he sat me down, a cup of tea appeared, and he listened to me pouring my heart out. His advice has proved invaluable, as inevitably my Alzheimer’s has progressed.” A person with dementia.

Priority objectives for 2022/2023

- Work with Area Boards to increase awareness of the support available for those diagnosed with a dementia, and their carers.
- Responding to the increased referral rates for Dementia Advisers in a timely manner
- Upskilling staff to enable them to be up to date with current practices and information regarding dementia

Home Support Service (Registered)

This end of this year sees the service enjoying a period of stability following changes in management and administrative support. The retention and recruitment of front-line staff has been challenging to navigate. However, we have continued to maintain existing service provision without disruption. All staff have shown extraordinary resilience to management changes and continued to ensure that service delivery is efficient, consistent and of outstanding quality.

2021/2022 achievements:

- Successfully navigated the (ongoing) national retention and recruitment crisis in health and social care so that existing service provision remained unaffected
- The service was shortlisted as one of three finalists in the national Markel 3rd Sector Care Awards
- Hours of support have increased in all areas. However, comparable data is skewed due to Covid-19 restrictions 2020/2021 and 2019/2020 data being incomplete due to the implementation of CarePlanner during the year. Of note, we have seen a significant increase in hours of support in the North East HSS team
- The service has continued to explore how CarePlanner can support the service with its administrative needs, implementing new ways of working that are more efficient, and supported other departments to explore the systems potential to their benefit
- Compliments received from service staff and other departments with regards to changes in management, service procedures and organisational initiatives.

Ongoing activities

During 2021/2022 the service provided 23,149 hours of support over 9,803 visits.

This is an increase of 234% on reported data from 2020/2021 (9,912 hours of support).

We can attribute this to Covid-19 recovery and an unprecedented increase in demand for the service. As we emerged from lockdowns, we are seeing referrals with much larger requests for support, and more service users with complex and challenging needs. So the demand is twofold – more people needing Home Support, and those that are being referred to us need more hours of service than previously.

The Difference We Make

Through the provision of home support, individuals with dementia retain a degree of independence that allows them to continue to live at home for longer. Their quality of life is enhanced by a one-to-one association with a trained support worker who encourages them to participate actively in life, through the exploration of likes and interests, participation in hobbies and to (re)connect with their

local community. The family carer benefits by receiving a reliable respite during the visits, and are afforded the knowledge that their loved one is safe and well looked after by the support worker. All staff work effectively as advocates for the individual with dementia and their carer, raising the profile of dementia in the local community.

Care Co-ordinators work closely with our Dementia Advisers and have a good relationship with the Adult Care Teams, CIT (Complex Interventions Team) and Resource Teams. We continue to build relationships with the wider healthcare provision to encourage and manage referrals into the service.

Feedback on the service:

"I cannot compliment Anna (support worker) enough, she is such a lovely person and gets on so well with mum. The change in mum's general mood and outlook in such a short period of time is amazing. I cannot thank you enough."

"Just a note to thank you all for your support over this year. I know Sam, in particular, bore the brunt of Mum's frustration but without her help, and also Caroline, Mum would have been in a much worse place. I have realised what a vital service you all provide and AS will be a charity that is always close to my heart."

"Joyce is really happy with the visits and is really benefiting from the social contact. It's a shame that it took so long for her to agree to some support, but she really likes Sue. In all honesty it is a relief to know that somebody is popping in twice per week, and I know she is ok. It is also hopeful that if she needs more support in the future, she may actually accept it! Joyce now sounds happier than I have heard her in a long time. The isolation of the pandemic has been very difficult, and I know that Sue's company has really helped. Sue also helped Joyce to put her new Hoover together, so she can now do no wrong!!"

"I just wanted to take a moment to thank you for taking part in the Markel 3rd Sector Care Awards. The work your organisation is doing is truly inspiring, and I hope we've gone some way in celebrating that hard work."

"What a success story, best thing I ever did was refer him to Alzheimer's Support, you have changed his life by placing Debbie with him and her arranging for him to get back to playing bowls - she is a superstar."

"If it wasn't for you guys I wouldn't and couldn't carry on. Since you started visiting, Mum has improved no end and is better both mentally and physically. The support workers stimulate her and this has made a positive change. She is brighter and enjoys her visits."

2022/2023 Priority objectives:

- To continue to increase the resilience of the service including (but not limited to): developing and implementing strategies to increase staff retention and recruitment and addressing ways of working with regards to annual leave and sickness cover
- To review and consolidate service activity spread and structure including the development of senior support worker roles
- To develop and implement an internal audit programme to drive excellence within the service
- To review service training to ensure that staff have the information and skills to meet the changing needs of our service users
- To review service procedures to ensure we continue to be efficient and accountable

Day Care Service

2021/2022 achievements

- Incredible teamwork to deliver support and club members, and all staff through another very tough year
- The links with local community groups and other healthcare professionals through visits and joint projects were re-established
- Determination and commitment by everyone to keep the clubs open, and build up the occupation levels which had been decreased during the pandemic

Ongoing activities

A year still dominated by Covid, but the clubs went from strength to strength.

The pressure on the club staff and volunteer teams was intense. Through keeping them informed and dealing with any fearfulness as it arose, we maintained our usual service and informal atmosphere even with the constraints of PPE and extensive Covid-related procedures. The club teams were remarkable in how they adapted and made things work and are a credit to Alzheimer's Support.

- The clubs adapted as needed to the various lockdowns and ever- changing government advice. We started asking for Covid testing for the clubs in September 2020 and it took about six months for this to be provided. In the meantime, and until now, we have kept the clubs safe and without major incident for members, only having to shut once in Warminster as a precaution, due to staff exposure. We have also kept our staff and volunteer teams almost entirely intact with all now returned to working in their respective clubs.
- We are welcoming visitors and entertainers, university trainees and therapy dogs back to the clubs and we are starting to reconnect with our many friends in the community including schools. We are however, proceeding with caution and have plans in place to adapt as needed should the Covid situation worsen.
- All day clubs are generally running at capacity providing 128 places of day care four days a week. In May 2022 we will open an additional day at Old Silk Works, Warminster, so it offers five days a week.
- The new day club planned for Salisbury is moving ahead, and we are using our learned experience from running the three current clubs in helping to plan the new one.

The Difference We Make

Day Care Services provide members with a socially engaging and safe environment to feel connected with others, pursue hobbies or activities, and most importantly feel recognised for the person they are. The high staff ratio (1:2), which is achieved through volunteer input, ensures that each member's needs are met. This positive impact extends beyond their time in the club into the home life. Family carers benefit from up to 7 hours of respite, secure in the knowledge that their loved one is receiving person-centred care in a stimulating environment.

Feedback on day care:

"I know I have said before, but the care support and encouragement your team have shown to mum has been quite outstanding. I really appreciate all that has been done and feel sure it has played a significant part in slowing down mum's progression of this dreadful disease."

Mark Windeatt, Mill St, April 2022

I volunteer at Old Silk Works on a Thursday and have made so many new friends young and old alike. Before volunteering I was a carer myself and felt the relief of dad having a place at the Old Silk Works on both a Wednesday and Friday. I could have much needed respite whilst knowing that dad was safe and happy and wonderfully entertained all day. This in turn also gave me the strength to carry on caring for my dad in a very challenging world for him and me. The love my dad and myself felt being supported by the Old Silk Works still touches my heart today and forever will."

Maria Noke, OSW April 2022

2022/2023 Priority objectives

- Going forward in the next 12 months we look forward to opening in Salisbury and bringing much needed day care to this community.
- We will also continue to reconnect to our many community supporters to inform, support and include them in the running of the clubs where appropriate, and be a tangible example of what the charity does when they are fundraising for us.
- We will maintain the excellent reputation we already have with our members and carers and peer group care organisations.
- We will also retain and encourage our 'open door policy' of inviting people in to see what we do, make dementia visible, and hope they find some inspiration from our practices that they can take away for themselves.

Community Groups

2021/2022 achievements

- From March 2021 we still ran all of our groups with Covid protocols at the forefront. With cleaning regimes and social distancing between people. A lot to manage with the groups of people that we have joining our groups. This was a challenge as we had staff members off with Covid along with volunteers who were still concerned to come back to the groups.
- From July onwards, we relaxed the social distancing enabling more people to come to the groups.
- Delivered over 246 sessions of Music for the Mind; 80 x Movement for the Mind; 78 x Art; 65 x Cafes; 36 x Carers Groups; 48 x Muddy Boots; 3 x Training Course for Carers (each 6 weeks in length. 21 x Memory Shed.
- The face to face sessions achieved an average of 15-20 people attending per session, a mix of people with dementia, family carers. We also have 4-5 volunteers at each session along with an Alzheimer's Support facilitator and an Art/music/Shed/Movement specialist.
- Training Course for Carers was so successful online that we have carried running them online. Generally, we have 20-25 family members using Zoom to get the advice needed when family members have recently been diagnosed. Online has proved a great success as carers can be at home and can continue to care for their loved one while the course is running. Getting help to look after the person with dementia if we do face to face is always a problem.
- Our new Carers Group works nicely in conjunction with the Training Course for Carers. Being able to talk face to face with people in the same position has proved to be a big success.
- In May 2021 we delivered a new training course online – for those diagnosed. The Support and Information course after Diagnosis was very successful, and we hope to repeat it again.

Ongoing activities

The range of activities we offer include: Music for the Mind, Movement for the Mind, Art Groups, Muddy Boots outdoor groups, Gardening Café Groups, Memory Cafes, Memory Shed, carers groups and Training Courses for Carers.

It is very important to Community Services and that of our facilitators that we continue to offer diversity to all our members.

We have regular evaluation forms so that we can get feedback and suggestions from our clients, so that we can collate more qualitative and quantifiable data. This is done in June before our summer break.

It is important to have regular volunteers and instructors so that they are familiar to our clients to make our activities and stimulating, friendly and fun places to be with continuity to all who come along on a weekly basis. The groups all follow a familiar format, guidelines of which are reviewed regularly.

We run groups each and every week but what is fantastic to see is that our members go onto make friendships beyond Alzheimer's Support.

Easter, Summer and Christmas concerts

Due to Covid still around we decided to postpone any big concerts until the Summer/Winter of 2022. However, each group held its own mini concert or Christmas party which was enjoyed across Wiltshire. Along with special activities over the year to celebrate being together.

The Difference We Make

The groups provide a fun and welcoming environment for the various activities, and help people re-engage with familiar activities. It creates a sense of community, and reminiscence. However, more than that, it also allows a period of time for couples to reconnect, to return to being wife and husband, mother and daughter. Together they are people enjoying an art project, or singing together. We are linking with the person behind the diagnosis, which is so crucially important.

Feedback on Community Groups:

"I expected to learn about the illness and the impact it can have on individuals and their families. The course surpassed expectations because of the amount of practical advice and information shared. It was particularly helpful and reassuring to speak with others and to hear what they had to say from their own experience." Participant from the Training Course for Carers.

"Really good to realise that I'm not the only one and how I feel is normal." Participant from the Training Course for Carers.

"The day centre and all the activity groups have literally been life savers, giving Dave fun and enjoyment as his illness has progressed." Sue - carer.

"The change I saw in my mum after she had been to the Art Group was amazing." Daughter.

"I still remember our days attending all the different groups with such fondness, despite the difficult circumstances. You all really do make such a huge difference and everyone's love and compassion will forever be in my heart. It allowed us all as a family to enjoy this stage of Mum's life and to be become part of your family." Family member

2022/2023 Priority objectives

- Continued consolidation of department – evaluation of value to members and development of best practice
- Delivery of more Training Courses for Carers
- Run another course for those recently diagnosed
- Link with other healthcare providers for increased awareness of our services
- Group facilitators to use the ‘Sum up machine’ to ensure that fees are paid
- Increase in fees across all groups
- New Art Group in Chippenham and Malmesbury
- Seasonal Muddy Boots Group in Chippenham
- Muddy Boots Warminster
- Memory Shed Arts & Craft
- Two new Coordinators – to receive relevant training
- Five new facilitators – to receive relevant training
- Re-opening of Discussion Group – fortnightly support and information group for those diagnosed. Training of staff to facilitate this is planned for October 2022.

Awareness Raising – Communication, Engagement and Fundraising

2021-2022 achievements

- We kept in touch with and grew our various audiences in new ways from hyperlocal websites and social media presences to regular supporter bulletins which achieved a very high average open rate of 72%
- Fundraising Strategy written with benchmarked targets set
- In Memory online tribute pages launched
- Communi-TEAS summer fundraiser launched
- Denim4Dementia relaunched
- Contactless payment systems introduced
- Registered with the Fundraising Regulator
- Website redesigned in line with accessibility guidelines
- Revamped website fundraiser pages for better supporter journeys
- Community Fundraising rebalanced after the previous exceptional year, raising £127,494 (excluding legacies)
- Website generated income of £47k, down by 27% from the previous year but a 61% increase over 2019-20
- Updated and continued to promote the Dementia Roadmap for Wiltshire. Visits grew by 8%.
- Social media presence and engagement continued to grow

Ongoing activities

Face-to-face **community fundraising** returned in force towards the end of the year with a very busy calendar of events across Wiltshire in the last quarter. To help cope with the plethora of events and partnerships we recruited an active team of community ambassadors to represent us in their own communities.

Alongside the launch of our Communi-TEAS summer fundraiser, we developed our own ‘pop-up

café' to take to events, including several gardens open under the National Gardens Scheme. After the sad premature death of our longstanding volunteer Andrea Staniforth, her friends in Starry Eyes Productions staged a series of music events and public showings of the Secret Spitfires film in her memory. Although Covid concerns forced us to cancel the 2021 Walk to Remember, individual challenge events continued, with the Skydives popular for a second year. October saw the return of our Denim 4 Dementia fundraising campaign.

We laid the groundwork for a **new training offer**, developing Learning to Live with Dementia sessions pioneered by Buzz Loveday and people living with dementia which we are now licensed to deliver. Our trainer Annie Clayton also developed our own one-hour Understanding Dementia sessions to replace Dementia Friends in many instances.

The team relocated to Old Silk Works on the closure of Park House, benefiting from being adjacent to the day club and with dedicated admin support for the first time.

The Difference We Make

Our relationships are key to our success as a charity; our small team of fundraisers work hard to develop and nurture relationships with supporters, families, businesses and communities while also making the most of the changing digital landscape.

As our charity has grown, we are proud of how we have maintained a personal, 'family' feel in our external relations, with exceptionally high engagement levels on some social media channels. Our communications offer, from the authoritative information on the website to more relaxed social media updates, reflects our values, represents us visually, and allows informal engagement with the families we support, as well as with potential service users, volunteers, supporters and other professionals.

Feedback on Communications and Fundraising

"We both left Old Silk Works with huge grins on our faces having seen what fundraising events can achieve. We are already planning our next event!"

"My name is Emily and I am a teaching volunteer with Homeschooling Adventures. I'm reaching out because our class found your website very useful. We are teaching students about social and moral development in society and how we should provide support for seniors with geriatric conditions such as dementia and Alzheimer's disease. We wanted to say thank you for your resources."

"I imagine it has been a tough time for you all as a charity and I do hope that events can start taking place soon to raise money for such a wonderful charity. You have helped me make Mum's life a better one for as long as possible. Couldn't have done it without your support."

2022/2023 Priority objectives

- Develop and implement a legacies campaign
- Reintroduce A Walk to Remember as a major fundraising event
- Continue to increase awareness, particularly through corporate engagement
- Redesign our print newsletter
- Market our training offer externally

Organisation wide

2021/2022 achievements

- The Covid pandemic continued to impacted us throughout all aspects of our service delivery, our finances and our strategy.
- We recruited key new staff, and looked at how we were supporting our staff and volunteers, aiming to prevent burnout.
- Simply Health was maintained as a source of both financial and advice support for staff.
- The legacy from Mr William Elliott provided financial security during the period.
- Staff were given an additional concession day holiday in December 2021, recognising that people were tired and needed rewarding for the long hours they had worked to help clients/members during the year.
- With funding from Wiltshire Council Recruitment and Retention fund, applied for in December 2021, we were able to give all eligible staff a £260 bonus in May 2022. This was exceptional, and went a long way to improving staff morale.

Ongoing Activities

Everyone continued to work with dedication and commitment to provide the valuable services for which we have a great reputation. We not only consolidated what we do, but looked at ways of improving the services wherever possible, working with all stakeholders for ideas and suggestions.

2022/2023 Primary Objectives

- Co-production of new Dementia strategy for Wiltshire.
- We will continue to be innovative, but within the parameters of current service provision.
- We must increase our staff to meet the ever- increasing demand for services, and will review internal structures and roles. We will be careful and informed in our development of job opportunities.
- Salisbury Dementia Centre (Day Care centre, with office bases for staff from Home Support, Community Services and Dementia Advisers, Admin presence so we offer a drop- in facility for advice and support) is well underway. Building work has started, and fundraising and awareness of the project gains momentum.
- We have reviewed our staff contracts and conditions, taken advice and guidance from Croner, and are beginning to implement the new contracts after consultation and explanation with staff. We want to ensure we remain an attractive employer.
- Evaluation of training and development opportunities for staff and volunteers.
- Active participation in the new Integrated Care Alliance and the opportunities it presents for us to position ourselves as a respected Dementia care specialist working within the wider care system to achieve the best integrated care for service users

Chair of Trustees Additional commentary

Covid was still having a significant impact at the beginning of the year, and I must again congratulate all staff on their efforts and stamina in these difficult circumstances. The strain on everyone has continued and yet there has still been enthusiasm and dedication. We were lucky to also receive monies for continuing to operate during the pandemic, which meant small bonuses for those staff who continued to work.

It has been also the case of a new year and a new regime. When CEO Babs Harris left, she was succeeded by Sarah Marriott in the first ever internal promotion for the post. A well-received move and I must congratulate Sarah, who took over at a difficult time, but took it in her stride and has re-shaped the organisation to reflect the fact that it has 'grown up' from a small charity to a medium sized one. No easy task to reassure staff and implement changes, but the result is a much more coordinated organisation.

The need for our services continues to grow. The new ways of working introduced during the pandemic have continued so that we have online links for many meetings, allowing easier attendance. Trustees regularly meet with the Senior Management Team and staff representatives in various sub committees, to take stock of the situation as it changes and determine how to manage new risks as they arise. There are a range of perspectives, and collaboration for agreed actions. This I think has made the organisation stronger and more resilient.

Financially we were lucky to again receive a number of bequests which were gratefully received. In fact, we now have good reserves and are on a more secure financial footing than we have been for some time.

FINANCIAL REVIEW

Principal sources of funding during this financial year were: Wiltshire CCG, Wiltshire Council, Masonic Charitable Foundation, Wiltshire Community Foundation. Local financial support is also received from a variety of community groups including Rotary, Lions, Freemasons and Town Councils as well as Area Boards and Health and Wellbeing Boards.

During the 12 months under review income exceeded expenditure by £312,187. During the year the unrestricted reserves increased from £312,187 to £592,992
This was largely due to the bequest of £340,000 from Mr William Elliott.

RESERVES POLICY

The Finance and Fundraising Sub-Committee, on behalf of the Board of Trustees, conducts an annual review of the level of unrestricted reserves by considering risks associated with the various income streams, expenditure plans and balance sheet items. This enables an estimate to be made of the level of reserves that are sufficient:

- to allow time for re-organisation in the event of a downturn in income
- to protect ongoing work programmes; and
- to allow the Charity to meet its objectives.

Risks and issues considered by the Finance and Fundraising Sub-Committee in making this judgement on the level of unrestricted reserves include:

- over-dependence on any single source of income;
- likelihood of a downturn in income streams;
- period of time required to re-establish income streams;
- period of time required to downsize the Charity operations;
- whether there is adequate control over budgets;
- requirements for a reasonable level of working capital.

The target for unrestricted level of reserves is estimated at the equivalent of three months of the Charity's general expenditure budget. The unrestricted reserve held as at 31 March 2022 is £592,992 which exceeds this target.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make sound judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on a going-concern basis, unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure, that the financial position of the Charity and the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

A resolution will be proposed at the Annual General Meeting that William Price & Co will be appointed as auditors to the charity for the coming year.

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

Chair
Janet Dore

Date:

**Alzheimer's Support
Independent Auditors' report
to the members of Alzheimer's Support**

Opinion

We have audited the financial statements of Alzheimer's Support (the 'charitable company') for the year ended 31 March 2022 which comprise of the Statement of Financial Activities, Balance Sheet, Cash Flow statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Alzheimer's Support
Independent Auditors' report
to the members of Alzheimer's Support

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Alzheimer's Support
Statement of Financial Activities (including summary income & expenditure account)
For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Incoming and endowments from:					
Donations and legacies	2	473,084	37,553	510,637	354,003
Charitable activities	3	1,410,938	308,751	1,719,689	1,600,063
Investments - interest received		90	-	90	142
Total incoming resources		1,884,112	346,304	2,230,416	1,954,208
Expenditure on:					
Raising funds	4	82,785	-	82,785	64,248
Charitable activities	5	1,489,140	346,304	1,835,444	1,755,609
Total resources expended		1,571,925	346,304	1,918,229	1,819,857
<u>Net incoming resources/ (resources expended)</u>		312,187	-	312,187	134,351
Realised gains on investment assets		-	-	-	-
<u>Net incoming resources/(resources expended) including realised gains on investments</u>		312,187	-	312,187	134,351
Unrealised losses on investment assets		-	-	-	-
<u>Net movement in funds</u>		312,187	-	312,187	134,351
Funds balances brought forward at 1 April		280,805	-	280,805	146,454
Funds balances carried forward at 31 March		592,992	-	592,992	280,805

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

**Alzheimer's Support
Balance Sheet
As at 31 March 2022**

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	11	141,599	163,443
Current assets			
Debtors	12	281,856	258,557
Cash at bank and in hand		615,492	296,578
		897,348	555,135
Creditors: amounts falling due within one year	13	(445,955)	(437,773)
Net current assets		451,393	117,362
Net assets		<u>592,992</u>	<u>280,805</u>
Funds			
Unrestricted funds	15	592,992	280,805
Total Funds	20	<u>592,992</u>	<u>280,805</u>

The trustees are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476. However, an audit is required in accordance with the Charities Act 2011.

The trustees acknowledge their responsibilities for:

- i) ensuring that the company keeps accounting records which comply with section 476; and
- ii) for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Janet Dore

Date:

Company Number

3082546

**Alzheimer's Support
Cash Flow Statement
For the year ended 31 March 2022**

	2022	2021
	£	£
Cash generated from operating activities		
Operating profit	312,097	134,209
Reconciliation to cash generated from operations:		
Depreciation	32,882	40,328
Loss on disposal of assets	-	-
(Increase)/decrease in debtors	(23,299)	30,947
Increase/(decrease) in creditors	8,182	(761)
	329,862	204,723
 Cashflow incoming from investing activities		
Interest received	90	142
	----- 90	----- 142
 Cashflow outgoing from non trading activities		
Purchase of tangible fixed assets	(11,038)	(15,850)
	(11,038)	(15,850)
 Net increase in cash	318,914	189,015
Cash at bank and in hand less overdrafts at 1 April	296,578	107,563
	-----	-----
Cash at bank and in hand less overdrafts at 31 March	<u>615,492</u>	<u>296,578</u>
 Consisting of:		
Cash at bank and in hand	<u>615,492</u>	<u>296,578</u>

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

1 Summary of significant accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) General information and basis of preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard 102 (FRS 102), the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2019 and applicable charity and company law. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Funds

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

Restricted funds are funds which are to be used in accordance with specific instructions imposed by donors or which have been raised by the charity for a particular purpose. The costs of raising and administering such funds and the costs incurred in complying with the specific restrictions are charged against the specific fund.

c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after performance conditions are met, when the amount can be measured reliably and it is probable that the income will be received.

Grant income is recognised on an accruals basis and is allocated to accounting periods specified by the donor.

Grants awarded for the provision of a particular service are shown as charitable activities income and where a service level agreement is in place or a period of funding support is specified in the terms of the award the income is allocated across the period specified in that agreement.

Where no period is specified grant income is allocated equally over a period of twelve months from the month of receipt.

Client repayments are fees for the provision of services or charges for travel and ancillary items and are accounted for as Charitable Activities income on an accruals basis.

Funds raised by events, gifts, donations and legacies and other sources of funds raised are accounted for as Donations and legacies and are taken to the SOFA when received.

d) Expenditure recognition

Expenditure is recognised when there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

- Costs of raising funds are those incurred by the fundraising department in attracting grants from trust, voluntary donations and in activities to raise funds.
- Charitable activities costs include both direct and indirect support costs relating to the activities. The salary element of indirect support costs are allocated to the activity in proportion to staff time spent on the particular activity and all other costs are allocated according to usage of the service provided. The value of services provided by volunteers is not included.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include a proportion of indirect support costs.

Expenditure incurred by the head office function is allocated to specific projects in accordance with the level of management time and cost incurred and is charged directly to the restricted and unrestricted funds and projects as each cost is incurred.

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

e) Tangible Fixed assets

Fixed assets are recorded at their original cost. Assets costing less than £100 are charged to resources expended in the year they are purchased. The net residual value of the asset base is estimated to be nil.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Leasehold improvements	Over the length of the leases
Computer equipment	33% straight line
Other equipment	20% straight line

f) Debtors and creditors receivable or payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

g) Pensions

The company operates a defined contribution pension scheme. Contributions are charged as they become payable in accordance with the rules of the scheme.

2 Income from donations and legacies	Unrestricted	Restricted	2022	2021
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Gifts, legacies and donations	443,849	37,553	481,402	311,363
Fundraising events	29,235	-	29,235	42,640
	<u>473,084</u>	<u>37,553</u>	<u>510,637</u>	<u>354,003</u>

3 Income from charitable activities	Unrestricted	Restricted	2022	2021
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Grants and contracts (see note 14)	439,858	308,751	748,609	868,413
Client repayments: fees	927,323	-	927,323	695,214
Client repayments: travel	35,989	-	35,989	28,206
Client repayments: other	7,768	-	7,768	8,230
	<u>1,410,938</u>	<u>308,751</u>	<u>1,719,689</u>	<u>1,600,063</u>

4 Expenditure on raising funds	Unrestricted	Restricted	2022	2021
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Staff costs	71,705	-	71,705	56,008
IT equipment and support	5,040	-	5,040	4,254
Other Fundraising costs	6,040	-	6,040	3,986
	<u>82,785</u>	<u>-</u>	<u>82,785</u>	<u>64,248</u>

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

5 Expenditure on charitable activities	Unrestricted	Restricted	2022	2021
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Information and support	6,174	8,917	15,091	31,957
Community activities	144,916	58,856	203,772	122,640
Dementia adviser service	87,353	238,686	326,039	294,138
Home support	866,712	1,853	868,565	900,824
Day care	380,585	37,992	418,577	385,518
Governance	3,400	-	3,400	20,532
	<u>1,489,140</u>	<u>346,304</u>	<u>1,835,444</u>	<u>1,755,609</u>

6 Governance costs	Unrestricted	Restricted	2022	2021
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Audit	2,400	-	2,400	2,200
Accountancy	1,000	-	1,000	1,000
Covid related expenditure	-	-	-	17,332
	<u>3,400</u>	<u>-</u>	<u>3,400</u>	<u>20,532</u>

7 Operating surplus/(deficit)	2022	2021
	£	£
This is stated after charging:		
Depreciation of fixtures fittings and equipment	11,874	13,302
Amortisation of leasehold improvements	21,009	27,026
Salaries	1,408,722	1,363,806
Social security costs	61,903	54,007
Pension costs	33,134	32,062
Auditors' remuneration:		
- Audit Fee	2,400	2,200
- Other services	-	-
	<u>-</u>	<u>-</u>

The total number of employees during the year was 142 (2021 - 140).

No employees received emoluments as defined for taxation purposes of over £60,000.

The company contributes to the employees' personal pension schemes which are defined contribution schemes.

The key management personnel of the charity comprises the trustees and the Chief Executive, to whom responsibility for the day-to-day activities of the charity is delegated. The total employee benefits received by key management personnel during the year amounted to £44,907 (2021: £44,521).

8 Related Party Transactions

There were no related party transactions in the year to 31st March 2022.

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

9 Resources analysis

	Information and support	Dementia advisors	Community activities	Home Support	Day Care	Governance	Fundraising	2022 Total	2021 Total
	£	£	£	£	£	£	£	£	£
Costs directly allocated to activities									
Staff costs	10,954	292,911	138,125	707,083	286,143	-	71,705	1,506,921	1,449,857
Volunteer costs	76	-	43	-	1,486	-	-	1,605	602
Consultants	18	373	31,647	594	512	-	-	33,144	15,579
Travel	70	6,297	3,812	34,249	1,281	-	-	45,709	30,556
Recoverable travel	-	-	1,299	35,109	-	-	-	36,408	31,053
Subsistence and hospitality	120	2,025	1,591	13,439	9,757	-	-	26,932	14,561
Client shopping	-	-	-	175	-	-	-	175	3,232
Recruitment	7	110	20	498	70	-	-	705	1,937
Training	14	378	49	2,913	82	-	-	3,436	5,045
Rent and rates	(71)	5,048	15,074	12,788	42,709	-	-	75,548	66,976
Light and heat	206	1,077	673	2,718	9,981	-	-	14,655	12,131
Insurance	226	1,173	732	2,960	2,632	-	-	7,723	5,308
Printing postage & stationery	235	1,311	769	3,248	2,002	-	-	7,565	7,021
Subscriptions	754	1,528	1,097	5,563	3,337	-	-	12,279	16,477
Repairs and renewals	120	627	475	3,198	19,952	-	-	24,372	29,182
IT support	1,447	6,554	4,220	31,995	8,256	-	5,040	57,512	50,440
Photocopier leasing	566	2,956	1,846	7,460	3,101	-	-	15,929	4,635
Telephone and fax	198	2,431	1,759	850	1,083	-	-	4,621	22,076
Accountancy fees	-	-	-	-	-	1,000	-	1,000	1,000
Audit fees	-	-	-	-	-	2,400	-	2,400	2,200
Legal fees	-	-	-	-	-	-	-	-	1,525
Bank charges	99	514	321	1,298	540	-	-	2,772	1,925
Fundraising costs	-	-	-	-	-	-	6,040	6,040	3,986
Depreciation & amortisation	127	1,119	465	5,107	26,065	-	-	32,883	40,328
Bad debts (recovered)	(75)	(393)	(245)	(980)	(412)	-	-	(2,105)	2,225
Total Resources Expended	15,091	326,039	203,772	868,565	418,577	3,400	82,785	1,918,229	1,819,857

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

10 Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

11 Tangible fixed assets

	Property improvements	Computer equipment	Other equipment	Total
	£	£	£	£
Cost				
At 1 April 2021	271,215	90,043	61,406	422,664
Additions	-	5,630	5,408	11,038
At 31 March 2022	<u>271,215</u>	<u>95,673</u>	<u>66,814</u>	<u>433,702</u>
Depreciation				
At 1 April 2021	130,936	75,472	52,813	259,221
Charge for the year	21,009	7,509	4,364	32,882
At 31 March 2022	<u>151,945</u>	<u>82,981</u>	<u>57,177</u>	<u>292,103</u>
Net book value				
At 31 March 2022	<u>119,270</u>	<u>12,692</u>	<u>9,637</u>	<u>141,599</u>
At 31 March 2021	<u>140,279</u>	<u>14,571</u>	<u>8,593</u>	<u>163,443</u>

12 Debtors

	2022	2021
	£	£
Trade debtors	176,005	169,082
Prepayments and accrued income	105,851	88,374
Other debtors	-	1,101
	<u>281,856</u>	<u>258,557</u>

13 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	23,042	16,774
Other taxes and social security costs	14,271	14,755
Accruals	172,514	172,394
Deferred income (Note 14)	182,037	167,620
Other creditors	54,091	66,230
	<u>445,955</u>	<u>437,773</u>

Deferred income represents grants received that are specified to future periods as set out in Note 14

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

14 Deferred grants and contracts

	Deferred Income B/Fwd £	Grant Received £	Deferred Income C/fwd £	Income 2022 £
Restricted funds				
<u>Statutory funding: WC/CCG:</u>				
Dementia advisors project	32,245	246,281	(39,865)	238,661
<u>Trusts and Foundations:</u>				
St James' Trust	333	2,000	-	2,333
HSBC Garden grant	31,735	-	(31,735)	-
Royal British Legion - Aged Veterans Fund	8,750	-	-	8,750
Wiltshire Council - Area Board Grant	825	-	-	825
Wiltshire Community Foundation	1,267	1,000	-	2,267
Chippenham Borough Lands Charity	1,655	-	-	1,655
Wessex Water Community Fund	1,657	-	-	1,657
Girdlers Trust	117	1,150	-	1,267
Masonic Fund	5,000	30,000	-	35,000
Serco	166	-	-	166
Armed Forces Covenant	3,250	-	-	3,250
National Lottery Community Fund	5,000	-	-	5,000
Warminster Town Council	500	-	-	500
Fulmer Trust	-	900	-	900
Wiltshire Council - Pewsey Art Group	-	2,500	-	2,500
Wiltshire Council - Mill Street	-	1,550	-	1,550
Wiltshire Council - Marlborough Area Board	-	2,250	(2,062)	188
Wiltshire Charities Fund - Salisbury	-	5,000	(5,000)	-
Pargiter Trust	-	10,000	(10,000)	-
CHAPS Saturday Hospital Fund	-	2,000	(2,000)	-
St Thomas' & St Edmunds'	-	672	(672)	-
Harry and Ali Theobald	-	1,100	(1,100)	-
Stonehenge Chamber of Commerce	-	2,000	(2,000)	-
Melksham Town Council	-	782	-	782
Ernest & Marjorie Fudge Trust	-	1,000	-	1,000
Julius Silman Trust	-	500	-	500
	60,255	64,404	(54,569)	70,090
Total restricted grants (see note 16)	92,500	310,685	(94,434)	308,751
Unrestricted				
<u>Statutory funding: WC/CCG:</u>				
Wilts Council Covid grants	75,120	401,576	(71,167)	405,529
Other grants	-	32,354	(16,436)	15,918
	-	18,411	-	18,411
Total Unrestricted grants (see note 15)	75,120	452,341	(87,603)	439,858
	167,620	763,026	(182,037)	748,609

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

15 Unrestricted funds

	Balance as at 1 April 2021 £	Income £	Expenditure £	Balance as at 31 March 2022 £
Unrestricted Funds				
General funds	280,805	1,884,112	(1,571,925)	592,992
Designated funds - Grants (see note 14)	-	-	-	-
	<u>280,805</u>	<u>1,884,112</u>	<u>(1,571,925)</u>	<u>592,992</u>

16 Restricted funds

	Balance as at 1 April 2021 £	Income (See note 14) £	Expenditure £	Balance as at 31 March 2022 £
<u>Statutory funding</u>				
Dementia advisors project per note 14	-	238,661	(238,661)	-
<u>Trusts and Foundations - per note 14</u>	-	70,090	(70,090)	-
Total per Note 14	-	308,751	(308,751)	-
Donations	-	37,553	(37,553)	-
Total restricted funds	-	<u>346,304</u>	<u>(346,304)</u>	-

17 Other financial commitments

	2022	2021
As at the year-end the charitable company had total minimum commitments under non-cancellable operating leases as set out below.		
	Land & Buildings	Land & Buildings
	£	£
within one year	45,925	60,170
within two to five years	133,375	185,855
in over five years	7,750	23,250
	<u>187,050</u>	<u>269,275</u>
	2022	2021
	Equipment	Equipment
	£	£
within one year	20,860	6,509
within two to five years	41,900	1,627
in over five years	-	-
	<u>62,760</u>	<u>8,136</u>

18 Trustee expenses

No trustees received emoluments or expenses during the year. (2021 - £ Nil).

Alzheimer's Support
Notes to the Accounts
For the year ended 31 March 2022

19 Ultimate controlling party

The trustees do not consider that the organisation has an ultimate controlling party.

20 Analysis of Net Assets Between funds

	Total	Restricted £	Unrestricted £
Tangible Fixed Assets	141,599	-	141,599
Current Assets	897,348	94,434	802,914
Current Liabilities	(445,955)	(94,434)	(351,521)
	<u>592,992</u>	<u>-</u>	<u>592,992</u>

21 Going concern

The charity's accounts are produced under the going concern convention. The charity is reliant for its future operation on the continuing support of its principal funders, in particular, Wiltshire Council and the Wiltshire CCG. These funders have continued to support the Charity for many years and are expected to do so in the future. They ensure the provision of its core services and the fulfilling of its main aims and objectives.

.MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Rainbow Day Centre, Melksham
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

[Redacted]
[Redacted]
[Redacted]

Telephone number: [Redacted]
Email: [Redacted]

4. Is your work National/Countywide/District/Locally based?
Local
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

**The Rainbow Day Centre catchment serves the whole area of the Melksham Without Parish, and in the past have had members living in each of the communities of Sandridge Common, Bowerhill, Berryfield, Beanacre, Shaw and Whitley. Currently we have four members in attendance, living in Sandridge Common, Bowerhill and Whitley, which is slightly lower than in recent years – last year we had an additional three members.
The benefits to all members are shown in section seven.**

6 Amount of Grant requested: £400.....

- 7 Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The Day Centre allows elderly persons and some younger persons who have a disability to meet together socially, participate in activities to maintain their mobility, and exercise their minds, in a safe and enclosed environment. Many are restricted to their homes because of mobility issues and some have advanced memory loss. They also receive a hot traditional two course meal.

Since the Day Centre opened in 1981, it has been our policy to ensure that members have the opportunity to engage with the wider society through arranging four outings each year, initially to local coastal towns or other places of interest, but currently to local restaurants/public houses, because of their increasing frailty.

Although we currently appear to have healthy finances, we are having to review our non core services to ensure that the Centre continues to operate as long as possible into the future, and this is one of the services which we might have to discontinue.

We consider that these outings, although not a core activity, has a tremendous impact on members wellbeing and if we have to discontinue them it would seriously restrict members feeling of being part of the local community in which they live, some of them for most of their lives.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

- 8 Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	Next meeting in March	
Town & Parish councils	£1,000	Pending
Any other body Melksham Almshouses.....	£1,000	Refused

9 Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Finance.

Since the Day Centre opened, it has been recognised by Wiltshire Council that our service could only operate with substantial annual grant funding from themselves – recently this has been around £7,000, but this financial year it was reduced to half of this amount, and will be withdrawn completely in 2023/24. The reason for this funding is due to the fact that the Council has not provided day care for the elderly for many years, and they have also discontinued day care for younger people with a disability. As an alternative to grant funding, they have introduced tendered contracts for services provided by day centres such as Rainbow, and also from commercial organisations. Payment will be made only for persons who meet the Care Act requirements and only for the number of their attendances. The reason for the new arrangement is to extend the range of services available, and also to make them available to people living in areas where service is not currently available. In the past, we have had very few people directly referred to us by the Council and we have reservations that this scheme will provide an adequate replacement for the former grants.

The reason for our current assets is due to a very generous legacy from a former member some years ago, which we have preserved for just such a situation that we find ourselves in now.

The financial statement for the calendar year 2021 is misleading since the Centre did not reopen after the pandemic until August, 2021, and so only covers four and a half months operations. Our rent has doubled since before the pandemic and the expenditure on our one employee's wages will be much higher than in 2021.


The accounts for 2022 are in the process of being prepared and for the current year, in addition to the loss of the grant for £7,000, there will be a further loss of about the same amount for general expenses, reducing our assets very considerably.

Rainbow's own fundraising activities.

Because of the grant aid policy of Wiltshire Council, which was sufficient to finance our activities before the pandemic, it has not been necessary to engage in fund raising. It has also been the Centre's policy not to expect volunteers to engage in this work. We have five volunteers on Monday and four on Friday, whose ages range from 86 to late sixties, and it is felt that their commitment of loyal service over many years is all that can be expected from them.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:



Date:

26/11/23

Please return your completed form, together with a copy of your latest audited accounts to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	27 th January, 2023

RAINBOW ACCOUNT FINAL STATEMENT 2021

Income:

Opening balance	£ 40,572.83
Membership fees:	£ 758.00
Sale of meals :	£ 1,583.00
Transport	£ 786.00
Beverages	£ 187.00
Bring & buy	£ 0.00
Interest	£ 111.78
Bingo	£ 182.00
Social	£ 0.00
f.c.c grant	£ 7,074.00
Other income	£ 0.0
Extra fees	£ 0.00

Total : £ 10,681.78

Expenditure :

Rent:	£ 1,860.00
Provisions	£ 984.88
Transport	£ 1,002.80
Wages	£ 4,532.00
Inland revenue	£ 0.00
Insurance	£ 334.87
Bingo	£ 67.25
Social	£ 857.35
Sundries	£ 186.49

Total £ 9,825.64

Opening Balance : £40,572.83

Current account : £ 7,333.40

Income : £10,681.78

Bus account : £ 34,095.57

Total : £51,254.61

Total : £ 41,428.97

Expenditure : £ 9,825.64

Total : £41,428.97

I have examined the accounts of 'Melksham Rainbow Club' and for information provided to me ^{confirm} that they are a true & accurate reflection of the club's financial activities

 13th February 22.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Meadowbrook (Wiltshire) CIC
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based? Locally based.
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

If we were successful in getting a grant, the funding would go towards the completion of a growing space where those living in Melksham Without Parish experiencing poor mental and physical health and social isolation could access regular supported growing sessions from Spring '23. We have a particular focus on supporting those of a working age. We are conscious that whilst there are a wide range of local activities and groups aimed at the older demographic, there is far less on offer to those of a working age. Many of these local working age residents would greatly benefit from participating in activities with therapeutic qualities in a communal outdoors space. The local Social Prescribing team with the Melksham and BOA Primary Care Network have confirmed this fact and are keen for us to be up and running so they can signpost residents to our setting.

Considering that 1 in 4 people experience mental ill health during their lifetime it's likely that many residents within Melksham Without would greatly benefit from access to the many different therapeutic activities that will increasingly occur on site. In addition, there are many residents who live with chronic physical health conditions and social isolation whose numbers are hard to estimate. As our support is not strictly 'time-limited', some vulnerable people (who are unable to sustain continued attendance' in the way that many recovery projects often require) are more likely return and engage after periodic absences. We are planning on running regular supported sessions several times a week lasting up to 3 hours long. All activities can be adapted for the different beneficiaries and beneficiary groups within the Melksham Without who may choose to access our support.

At its core, Meadowbrook is all about the people and the place. Meadowbrook is being developed to be a special outdoors place where residents from the Melksham Without community can truly experience and testify that being part of a healthy community directly affects their wellbeing for the better. Meadowbrook will strive to create a climate in which local individuals, local community, and local land can thrive and grow. We truly believe that the nature of the work to occur at Meadowbrook will make a tangible and lasting positive difference to the quality of people's lives locally.

The peaceful location of the Meadowbrook site sets it apart as a literal and metaphorical breathing space and a safe neutral meeting place. As people gather and get stuck into a fantastic assortment of therapeutic activities, over time, they can experience richer, healthier, and happier lives. The more disadvantaged and socially isolated residents in Melksham Without deserve to have good things to do, places to be and nice occasions to stick in their calendars on a regular basis.

The impact of providing this is that they have something tangible to look forward to and know they will have opportunity to connect with others. This lifts the spirit; bringing purpose to the solitude of their day-to-day life and injects hope where despair can threaten to overwhelm. Loneliness is literally a killer. It shortens life spans. Meadowbrook can help to turn the tide on this avoidable affliction within society. Chronic physical and mental ill health erodes so much from the lives of individuals experiencing it. The negative knock-on effects are numerous. Loss of employment, loss of income, loss of independence and the breakdown of relationships can occur. Self-esteem and self-confidence often take a nose-dive. The smallest of tasks can feel daunting and unachievable. Individuals can feel robbed of their identity, experience personality and behavioural changes and develop crippling anxieties and fears.

Meadowbrook is a place to 'just be' as stated in our project motto. Individuals are invited to show up just as they are. As they start to understand that their showing up to the project matters and that their contribution to the project matters - a shift in their outlook can happen which can have long term positive ripple effects.

Meadowbrook is easily reached by foot, bicycle, bus, and car (parking on site is available) and will offer a beautiful and lovingly developed green space that will allow residents to visit and participate in various activities. Participants will develop a renewed appreciation of nature; being out in all weathers and through the seasons. They will get dirt under their fingernails as they get stuck into the growing process, enjoy the fruits of their labour, and have time out from everyday life in a restorative setting. Environmentally speaking – much of what will take place at Meadowbrook is about helping locals tune into the countless benefits of connecting with nature and learning the value of caring, protecting and nurturing the pockets of green; whether big or small, on their doorstep.

Melksham Without residents will acquire skills, exchange knowledge, and grow in awareness about their relationship with the environment. Growing in a communal space encourages a real sense of togetherness and helps foster a renewed sense of community spirit and pride. We believe that both the people visiting and participating, as well as the land itself, will always be left better than before. There is much scope for collaboration with other local groups and organisations within the town as a whole as time unfolds.

Longer term vision of Meadowbrook as a micro ‘hosting space’ will be of great benefit to the Melksham Without Parish: -

With time Meadowbrook will become a viable ‘micro hosting space.’ This multi-purpose year-round venue can serve as a local space of imagination and atmosphere. It will grow in reputation for hosting unique yet affordable ‘Al-fresco’ small-scale events and gatherings. The site would host micro and small events where people can hire out part; or all, of the field space exclusively for their own use – whether for celebrations of life, family parties, wellbeing retreats or corporate team building days. There is a lot of scope to adapt it to be of benefit to local photographers, home educators, small businesses looking for an away-day space and much more. The growing area on site could supply produce for these ‘gatherings’ and this produce could also eventually supply charitable local groups as well as dining clubs, community larders and foodbanks as well as supply paying businesses locally.

Local service providers are keen to use more interesting and alternative venues. Being a predominantly outdoors venue (albeit with some shelter) raises the awareness and engagement of locals with the environment and their connection with local wildlife and nature. In addition, an ethical Not-For-Profit venue is appealing to Melksham Without residents and groups/businesses that are keen to be involved in societal change on their doorstep. Other local session providers are already being identified who’d benefit from hiring out the space in which to deliver their sessions, whether this be art, yoga, bootcamps, outdoor cooking and so on.

The regular supported sessions would be initially facilitated by myself and my husband and consist of visual arts, green crafts, gardening, and yoga. The regular

'free' (and perhaps 'pay-what-you-can') sessions during the week will be tailored to the more vulnerable members of the community. For these people – knowing they are coming to a more guided/ facilitated session that actively caters for their needs can be more achievable to attend, less anxiety-inducing and more likely to encourage regular attendance.

Once Meadowbrook is fit-for-purpose, the various income streams from hosting on site will help ensure sustainability for the venture. The intention is that Melksham Without residents can know the benefits that come from being part of a healthy inclusive community and want to stick around for the long haul. It is ultimately hoped that many beneficiaries will become peer volunteers; supporting others and where appropriate; facilitating activities and workshops themselves. Longer-term goals are also for these residents to experience improved wellbeing, a sustained sense of purpose and better engagement with other groups and opportunities out in the Melksham Without parish and the wider community.

6. Amount of Grant requested: £ 900

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits residents of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

A grant would go towards helping make our new communal growing space at the Meadowbrook site (location: SN12 7RD) totally accessible and usable by anyone using wheelchairs or walking aids.

We secured funds from the National Garden Scheme in Summer 2022. This was in the form of a Community Garden Award which has helped us kickstart our enclosed communal growing area. The 20 x 32m area currently consists of 11 empty growing beds of differing sizes. Work is due to begin imminently (by a group of volunteers) to enclose the space with deer-proof fencing as we regularly get deer on site.

Central to the enclosed growing area will be some hand-built wheelchair-friendly raised beds (Melksham Men's Shed is being approached to help with the construction of these beds). **We need to purchase some treated timber to construct these beds from the Wiltshire Wood Recycling Scheme.** We are also needing to purchase around 70sqm of non-slip pathway called Rola-Trac. This will provide a safe surface underfoot for anyone to: -

a) Get to the growing area by crossing the field

b) Once within the growing area, the pathway will go all the way to and around the raised accessible growing beds.

c) The pathway will continue a little further so people can safely get to a garden bench located nearby that can seat 4 people.

Rola trac is a clever 'temporary' pathway solution which is made up of smaller durable sections which connect to create a suitable surface free from trip hazards. Edging ramps are available to allow easy wheelchair access. It can be hosed down if it gets too dirty and can be rejigged and relocated easily if we ever needed to alter the pathway in any way as time goes on. We have a close working relationship with a local Stroke Survivors Group who have many members with a variety of mobility issues. They have confirmed that this pathway solution would be a great choice for anyone in a wheelchair or with walking aids to access the project.

We have already have funds in place to purchase 50sqm of the pathway, **but we require further funds to purchase the remaining 20sqm of pathway that is needed to make our growing area completely accessible and safe for all.**

We would like to lay all the necessary pathway down by April/ early May this year. We would like the growing beds and raised beds to start being in regular use by beneficiaries soon after.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
National Garden Scheme	£4500	Full amount awarded
Melksham town council	£1000	Awarded £500
Melksham Lions	£250	Awarded amount at their discretion
Arnold Clark	£1000	Full amount awarded
Screwfix Foundation	£4950	Full amount awarded

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We have raised funds through:

- Donations given at our Big Jubilee Lunch Event last June as well as monies raised through raffle, tombola, stalls etc on the day.
- Ran a 'Mend the Mower' Campaign via 'Just Giving' website
- Were given funds by a project supporter specifically for the purchase of a polytunnel.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Instagram @meadowbrook_wiltshire
Facebook @Meadowbrook-Wiltshire

(Our website is currently in development)

Signature:

Date: 27/01/23

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	27/01/23

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: FearLess Charity
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?

Regional. We are the main provider of domestic abuse services in Wiltshire and within Melksham.

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

We are seeking funding to help us purchase emergency provisions for our clients who reside in Melksham Without Parish who are escaping abuse or experiencing stalking/harassment.

During and since the pandemic and now the cost of living crisis, we have experienced a huge increase in the demand for our life saving services. Last year we supported over 3,500 adults, families, and children in Wiltshire alone who are facing or have experienced domestic abuse or sexual violence.

32% of the people we supported in our domestic abuse 1-1 service were deemed high-risk, meaning a possible threat to their life. As well as the large number of people in need

of our help, we are also experiencing an increase in the complexity of our client's needs, including the severity of abuse, poor mental health, poverty, extreme feelings of isolation and anxiety and accommodation issues.

As our support is tailored to our clients, we are in need of funding to purchase necessary emergency provisions.

Having funds available means we can act quickly to get the individual or family the support they need at the most crucial time.

Some of our clients are forced to leave everything behind and flee with nothing. The provisions we can provide vary but can include anything from emergency overnight accommodation for someone fleeing (this is the time when a victim's life is most under threat), a new phone so someone can stay in contact with us and access emergency support without the threat of their perpetrator tracking them, phone top-up's, emergency food vouchers for families struggling to access benefits or who have been financially abused by their partner, Ring video doorbells for victims who are being stalked and/or a house move on pack for victims moving into temporary accommodation.

On average we are supporting 25 people from the Melksham area each month. Around 5% of our referrals come from Melksham.

6. Amount of Grant requested: £.....750.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

While there is no set time frame, by being able to purchase items when our clients need them is vital to our safeguarding and recovery work. For example, our Wiltshire team had to recently help move a client and her son into accommodation who were fleeing abuse. The accommodation had zero furnishings. As such, our team had to move quickly to get a bed and essential items in place for her family. Having funds available means we can act fast, changing and even saving lives.

With £750, we could fund 7 families with a one-night emergency accommodation, or up to 15 new smart phones and phone top ups so victims can feel safer and contact emergency help and support. It could purchase four Ring Doorbell cameras so victims of stalking can feel safer in their home. Recently, one of our clients was targeted by an ex-partner over four years since they split up – her car was repeatedly damaged; a bullet was left on her door-step. Thanks to the Ring doorbell we purchased and the evidence this collected, police were finally able to obtain a Stalking Protection Order to keep her safe.

The funds will help to change and save lives. The items we could purchase will help our clients feel safer and help them to rebuild their lives.

The funds will only be used to help people in crisis with the Melksham Without Parish.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	5000	From Wiltshire Community Foundation for general charitable activities in March 2022
Town & Parish councils	2000	From Chippenham Town Council and Warminster Town Council & Melksham Without Parish for crisis funding.
Any other body	3500	To Support Crisis Funding in Wiltshire.

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We have started fundraising and launched a Christmas Appeal in December 2022 along with a virtual fundraising challenge where we successfully raised £4,000. We are also building relationships with the community and local corporates to raise additional funds in 2023.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 31/01/2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

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I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

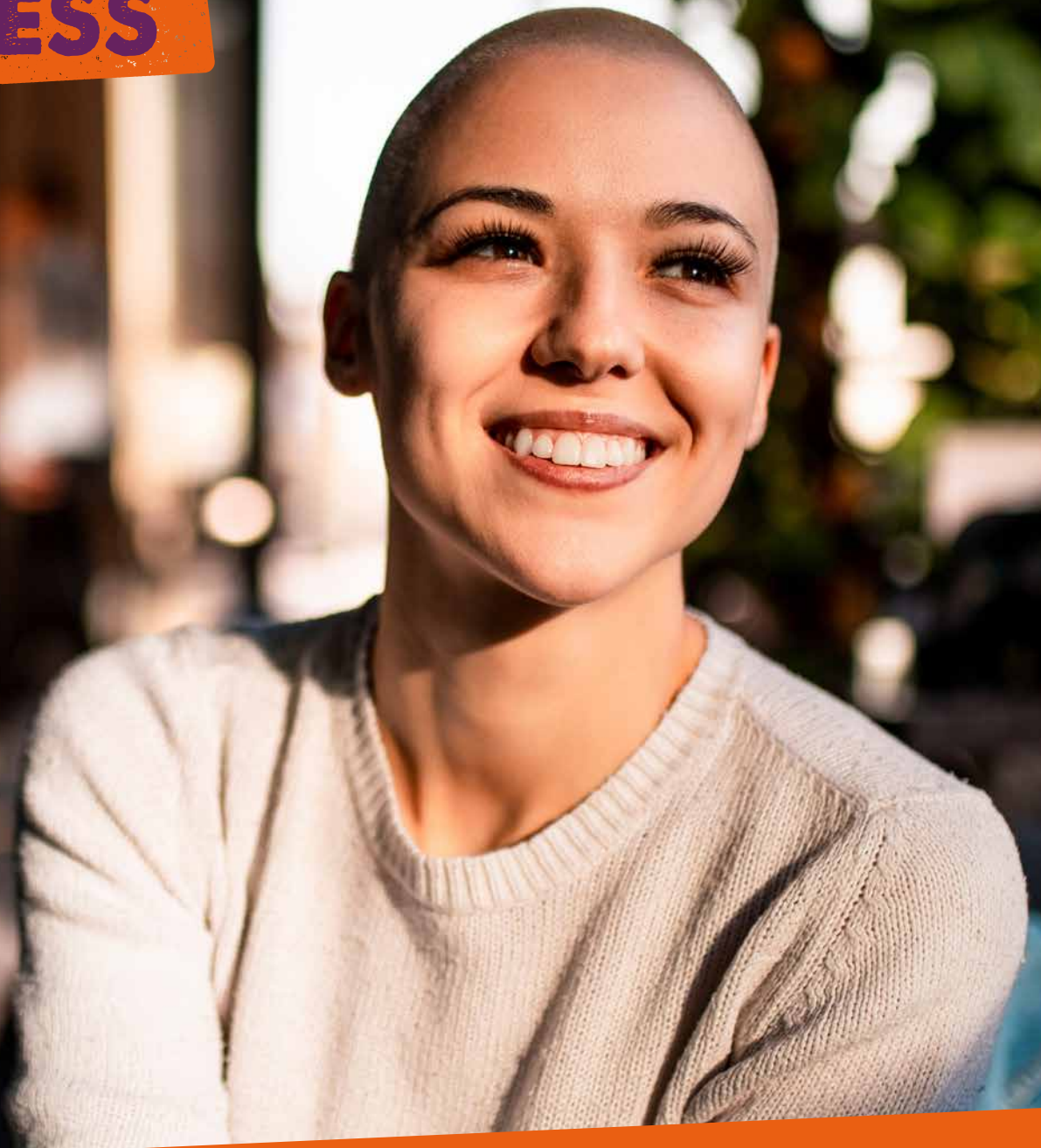
I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	31/01/23

FEAR

LESS



BREAKING THE CYCLE OF ABUSE

ANNUAL REPORT 2022

**FEARLESS CHARITY
(FORMERLY SPLITZ SUPPORT SERVICE)**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022
Company Registration Number 03360057
Charity Number 1064764

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INTRODUCTION FROM THE CHAIR



If we thought leading a charity through a pandemic had its difficulties than transitioning the organisation out of lockdown into an uncertain new world provided a new challenge.

How do we establish a new normal when the organisation has changed

beyond recognition and our operating environment is ever changing too?

That was achieved by focusing on the most important people in our charity, our clients. Our staff and volunteers have been extraordinarily dedicated throughout this time of change and we continue to be grateful to them for their commitment.

Splitz Support Service has had a long and successful history as a small charity in the South West but this last year has marked a change in its trajectory, not only doubling in size and scale to meet pandemic demands but under new leadership in the form of a new CEO and Senior Management Team working to build the charity into the contemporary service provider it needs to be to survive and thrive well into the future.

There has also been changes on the Board of Trustees as a number of long serving and committed colleagues have completed their terms of office.

Thank you to Stephen Foster who served as the charity's Treasurer and extended his term of office until we recruited a new Finance Champion, Fiona Carter, a fellow accountant who was appointed in October 2021 and is now Chair of the Finance and Income Generation Committee.

Thank you too to Peter Leach who resigned this last year having completed many years dedicated service.

Harriet Kemp, who resigned in March 2022 and provided extraordinary support to our HR function during the pandemic lending her expertise during a very challenging time. I'm delighted to say Harriet is still contributing to the charities reward and recognition strategy as a volunteer thus continuing her excellent contribution. Clare Fielden has now been appointed as the People Champion on the Board and brings with her a wealth of HR experience standing her in good stead as the Chair of the People Committee.

We wish a warm welcome to new Trustee Adrian Long who joins us with executive experience in marketing and strategic communications.

Our final hoorah is reserved for Annette Foster who has now retired as our Vice Chair after many dedicated years' service as Trustee and Chair of the Risk and Audit Committee. Annette will be very much missed and wish her well in her retirement.

The charity finances continue to be carefully managed and we ended the year 21/22 with a small deficit. A carefully considered investment budget has been planned for year 22/23 with a view to supporting our new 3-year strategy, a new brand and a new fundraising strategy which in turn will bring greater sustainability for the charity for years to come.

We look forward with optimism to the transformational year ahead and thank everyone who has supported the charity this last year by giving their time or funds to our vital work.

Ann Cornelius
Chair



INTRODUCTION FROM THE CEO



Reflecting back on my first year in post feels like looking back on an entire decade rather than a mere 12 months in time. How far the organisation has travelled in that time and the progress that has been made can't be overstated.

We started the year in lockdown and the impressive way our staff and volunteers not only coped with confinement but emerged from it has been incredible, all the while supporting clients at the worst time in their lives, providing exemplary support, advice and compassion day in and day out. The referrals to our services doubled during the pandemic and they've scarcely dropped since, we've stayed at full capacity and gone significantly beyond it with over 14,000 referrals this last year.

The numbers may be huge, but they only tell one part of the story. Every single one is a person in crisis, every one is a person with a life, a story, in desperate need of help. What our clients are experiencing or have experienced is often harrowing. It sometimes beggars belief that a living feeling human being is experiencing such abuse, fear, control, pain and humiliation. The stories stay with us because they are real and listening to those experiences inspire us not only to keep going but to aspire to do more, be able to step up even further and support more and more clients when they need us most.

It was our clients who inspired our new brand and our new strategy. During the course of last year we conducted the biggest consultation in our history; we listened to staff, volunteers, our Trustees, partners, commissioners and of course, our clients. What they said was inspired our new brand and our new name – FearLess. They said we need to be fearless as an organisation in order to support our clients and that we help them to fear less, to live their lives free from fear. And so, our new name is FearLess – breaking the cycle of abuse.

The consultation also created our new vision, purpose, values and our new strategy which is far reaching and increases our commitment to providing extraordinary services across the Southwest for those facing domestic abuse, sexual violence and stalking.

We don't operate in isolation but in a huge wider team, our extraordinary staff work with wonderful commissioners and partners across councils, social care, the police and criminal justice teams, probation services, the military, GP's and hospitals, academia and our charity sector colleagues. It's been both pleasure and privilege getting to know you this last year and working together to support clients and navigate the significant challenges of our many sectors.

As for next year, 2022/23 is absolutely pivotal for FearLess and will be our most challenging but hopefully rewarding year yet:

The majority of our service contracts are being re-tendered in response to new legislation and the need to manage the surge in demand the pandemic zeitgeist has created and this will be a significant challenge for a small leadership team to manage and hopefully win those all-important contracts.

Leading the charge on developing our services and contracts is Emily Denne who is newly appointed as Director of Services, having previously successfully developed our Wiltshire services and supplementing that with our Devon Service as Deputy Head of Services.

The next year will also see us implementing our new brand and name, our new vision and strategy and sharing and embedding our values and launching a much longed for new website.

Jessica Gay has joined us as Head of Fundraising and will be building a new fundraising team and implementing new income streams as never before and hopefully the last quarter of the next year will see the opening of our very first charity stores.

Thank you to all of our wonderful staff and volunteers past and present, who have all played an important part of our charity's development and a big thank you too to my new but very gifted senior management team. A particular thanks to Sarah-Jane King, who joined us in November 2021 as Head of People and her focus on staff well-being, developing working practices and staff reward and recognition is helping to make our charity an even more special place to work.

There is much work to be done and as we face an economically and politically uncertain time in the wider world, I know that as we say goodbye to Splitz and hello to FearLess we have the very best team to weather the huge changes the organisation is undertaking.

Our commitment to our clients is unwavering and the work we do in this next year will ensure that in future we can support many more clients to live their lives and be truly FearLess.

Claire Marshall
Chief Executive

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name	Fearless Charity (formerly Splitz Support Service Limited)
Charity Registration	1064764
Incorporation	Company Limited by Guarantee registered company number 03360057
Registered Office	Oak House Epsom Square White Horse Business Park Trowbridge BA14 0XG

Our Board of Trustees

Chair	Ann Cornelius BSc Econ (Hons), CIHCM	
Vice Chair	Annette Foster BA (Hons)	Resigned 25th September 2022
	Stephen Foster BSc PhD FCA	Resigned 21st October 2021
	Fiona Carter ACA	Appointed 21st October 2021
	Rebecca Ayres BSc MA DipSW	
	Cindy Ervine LLB (Hons)	
	Peter Leach	Resigned 19th October 2021
	Harriet Kemp	Resigned 31st March 2022
	Steve Offord BA Econ/Soc (Hons)	
	Clare Fielden MCIPD	Appointed 21st October 2021
	Adrian Long BSc	Appointed July 2022

Our Senior Management Team

Chief Executive Officer	Claire A Marshall MA, MCioF, MIoD	
Director of Services	Emily Denne BA (Hons) MA	Appointed 18th April 2022
Head of Service	Rachel Wetton BA (Hons) PGC	Resigned 31st May 2022
HR Manager	Janet Carpenter	Retired 29th November 2021
Head of Finance	Fiona Lawley ACCA AAT	
Head of Fundraising	Jessica Gay	Appointed 4th April 2022
Volunteering Manager	Natalie Oria	

Principal Bankers

CAF Bank Limited
Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

Auditor

Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Quote from a client:

"The lovely lady I got to know was very sensitive to how the topics we talked about might affect me. The support given was excellent."

FearLess is breaking the cycle of domestic abuse, sexual violence and stalking through a comprehensive range of services operating across the Southwest

From awareness & prevention, through safety and support, to empowerment and recovery, we are here to support our clients' every step of their journey, to build a life free from fear.

Our clients' needs are as diverse as they are unique, we are a provider of trauma informed services personalised to each individual. As a well-loved charity, we provide support completely free of charge and for all sexes, backgrounds and beliefs. We work with victims and their children to understand what is happening to them, to help them feel safe and supported and ultimately take control of their lives and eventual recovery.

We are also specialists in behaviour change programmes for perpetrators or abusers who are willing to work with us to understand and ultimately change their behaviour for the better.

We all know someone who has experienced domestic abuse, sexual violence or stalking but we may not realise it. 1 in 4 women have experienced domestic abuse or sexual violence. 1 in 20 men have experienced sexual violence.

On average, domestic abuse victims experience 50 incidents of abuse before they get effective help – often living in fear for years, as they suffer repeated harassment, coercion, financial control, verbal abuse and physical, sometimes sexual violence.

Just 1 in 6 sexual violence victims ever seek help.

Many victims of abuse don't report their abuser for fear of reprisals, or in the belief that they'll change. They may have low self-esteem, feel helpless, trapped and economically dependent. And they can be scared that law enforcement and social services won't take their situation seriously.

With 80% of abusers having suffered an abusive past themselves, it's easy to see how domestic abuse and sexual violence becomes a cyclical pattern of behaviour that ruins lives.

Through this holistic approach we can change lives, provide hope for the future and give people the opportunity and skills to flourish in their future relationships.

Not just for the short term, not just until the next time. But permanently.

Together, we can break the cycle.



TOGETHER, WE CAN BREAK THE CYCLE.

Quote from a client:

"My relationship is not perfect but its better now, I am looking forward to a better future with my child and know I can co parent better. I wish I had found you guys years ago, I would not be in this mess now".

TRUSTEES ANNUAL REPORT

Vision, Purpose and Values

Vision:

Working for a future where those trapped in a cycle of domestic abuse, sexual violence and stalking can break free and live a life free from fear

Purpose:

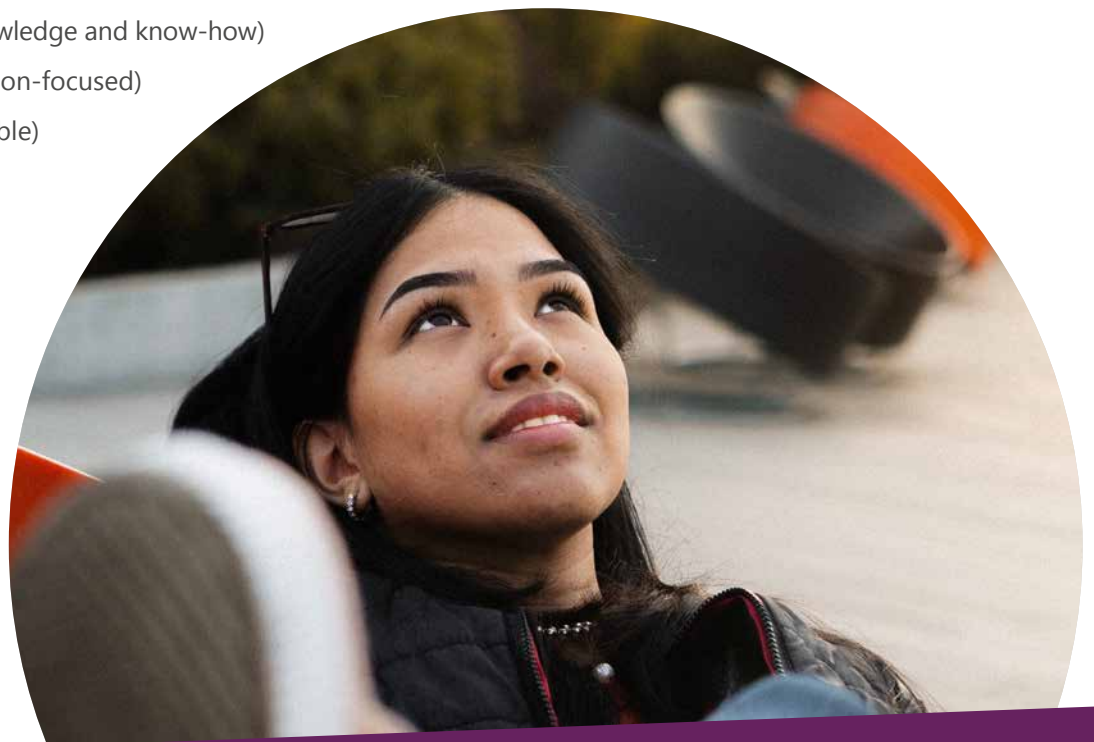
We will break the cycle of abuse and sexual violence because we will:

- Help build public awareness and support those affected by abuse to recognise the signs and symptoms of unhealthy behaviours and relationships
- Give people the confidence to change or leave abusive experiences or relationships behind and help them to find opportunities to rebuild their lives
- Help abusers and survivors recognise the causes and impacts of their behaviour and support them in their efforts to change for the better

Values

We are:

- Kind (generous of spirit)
- Receptive (believing, empathetic)
- Open (welcoming, friendly)
- Expert (applying deep knowledge and know-how)
- Pragmatic (practical, solution-focused)
- Robust (strong, solid, reliable)



Quote from professional partner and client:

"Police Constable Smith said that she has spoken to Jess and wanted to feedback to me how Jess spoke so highly of us, she said how wonderful it was to hear, and that Jess said how much we have helped her to see the signs, and to recognise what is happening is emotional abuse and how to manage and move forward from this. She said it has had a clear and positive impact on Jess's life".

Our Purposes and Activities

Our charity's purposes are set out in the objects contained in the company's Articles of Association. The main objects include:

- Support adults and children who are experiencing or have experienced domestic abuse, sexual violence and stalking.

The aims of our charity are to work with victims and perpetrators of domestic abuse, sexual violence and stalking and provide support to families of those affected and work to encourage healthy relationships. Our aims fully reflect the purposes that the charity was set up to further.

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months and assesses the success of each key activity and the benefits they have brought to those groups of people we are established to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. To enhance this review we produce an Equality Monitoring report showing demographic and biographical details of the team and service users.

Public benefit

In shaping our objectives for the year and planning our activities, the trustees have considered Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity. Our main objectives for the year continued to be promoting healthy relationships, preventing family crises and relieving the needs of those affected. The strategies we use to meet these objectives include:

- Providing a range of services that promote healthy relationships and prevent family crises.
- Focusing on encouraging healthy relationships, and the impact on family, friends and the wider community.
- Applying national standards of service delivery.
- Working in partnership with other agencies to ensure the widest range of services is available to best match the needs of the community.
- Promoting awareness of healthy relationships, to reduce the likelihood of young people engaging in harmful behaviour.

Our main activities and the groups we aim to help are described below. Our main charitable activities consist of the services we provide and are demonstrably undertaken purely for public benefit.

Putting these strategies into action we have four major areas of activity which are: domestic abuse, sexual violence and stalking support and advocacy work; support for children and young people affected by domestic abuse and sexual violence; programmes for perpetrators to help them change their abusive behaviour; and mentoring/befriending services to help people move forward.

Our service offer:

Domestic Abuse Services

We offer domestic abuse community services for adults aged 16 and over and saw a rise in demand for these services over this last year. Our dedicated, skilled and qualified teams of staff provide trauma informed services, designed to meet the individual needs of each service user, to the highest quality standards and were able to report good outcomes for many families.

Our services include single point of access, assessment and triage service, high risk outreach service (independent domestic violence advisers - IDVA), specialist Young People's IDVAs and a range of support for those assessed as medium risk including whole family support. We deliver these services in Devon and Wiltshire. Although they are funded from different sources in each area the services are all delivered using a broadly similar model. The main aim in each case is to reduce risk, improve safety and meet needs to enable people to live free from fear.

To ensure that we offer the support that is best for each individual and family we assess risk and needs. Risk is assessed at the earliest opportunity and then continuously monitored (every 6 weeks or following an incident) using the national risk assessment tool, DASH (Domestic Abuse, Stalking and Honour based violence). We understand that domestic abuse rarely occurs in isolation and many who use our services experience a range of complex needs. By accessing support for our clients from other professionals we are able to provide more holistic support. We seek regular feedback including satisfaction levels.

In all cases the aim is to reduce risk and increase safety, help the individuals and their family recover from abuse and move towards achieving and sustaining independence.

DEVON

We continue to manage and deliver the Devon commissioned domestic abuse and sexual violence services, on behalf of Devon County Council, operating under the banner of the LEESAR Partnership (the LEESAR Partnership includes subcontracting arrangements with three specialist organisations providing sexual violence recovery, court IDVAs and therapeutic recovery for domestic abuse).

We deliver (IRIS) the Domestic Abuse Advocate Educator pilot scheme in GP surgeries and a health IDVA based in Royal Devon & Exeter Hospital and two mental health IDVA's.

WILTSHIRE

In Wiltshire, alongside adult Domestic Abuse support, we additionally provide accommodation services and support for children who have witnessed Domestic Abuse, or experienced it in their own intimate relationships. FearLess were commissioned to deliver these services, known collectively as the Phoenix Project, partnering with GreenSquare and Salisbury Refuge. The Phoenix Project supports men and women, children and families at all risk levels across Wiltshire and adult and child victims of sexual abuse across Wiltshire and Swindon.

GLOUCESTERSHIRE

The Independent Stalking Advocate Caseworker (ISAC) is funded through the Gloucestershire Police and Crime Commissioner. The ISAC is the key link between the victim and the police and wider criminal justice system through the Stalking Clinic, one of the few in operation across England.

Domestic Violence Perpetrator Work

We continue to develop and expand our Behaviour Change provision, offering a range of services including:

- Integrated Offender Management (IOM) model services, for high-risk perpetrators.
- A 25 week extended Domestic Violence Perpetrator Programme (DVPP) for men who have been abusive in a heterosexual relationship.
- One to one behaviour change support – offering inclusive and accessible services for men and women, alongside younger perpetrators.
- Healthy relationships support for standard risk men and women.
- Situational violence one to one support.

This year has also seen us develop our new ten week course, Choosing Positive Relationships (CPR), which offers specialist behaviour change support for low-medium risk perpetrators in a group setting. The shorter programme has resulted in increased engagement rates and can act as an introductory programme to build motivation, before someone joins a DVPP.

The DVPP consists of 25 weekly 2hr sessions, with one-to-one monitoring meetings throughout. Motivation to attend such a long programme is measured during the comprehensive pre-group assessment. While some men fail to complete the programme it is not always a lack of motivation. Some have shown enormous reserves of determination making a huge effort to get to the groups.

Following DVPP, completers are invited to join a Relapse Prevention Group (RPG). Our facilitated groups provide ongoing peer support and challenge, to help perpetrators maintain the changes they have made.

Participants are given the opportunity to discuss challenges they have experienced and practice using the tools and techniques they have been taught.

We continue to run our specialist DVPPS in Wiltshire and Bristol as part of the Reprovide pilot in partnership with Bristol University and look forward to seeing the results of their study.

All of our Behaviour Change Services have dedicated support for (ex)partners, typically provided by a Partner Safety Worker (PSW). This involves working with the (ex) partner to measure safety and help the family understand how the modules are likely to impact on the perpetrator as they progress through the programme. In Bristol this service is provided by the commissioned service, Next Link.

Sexual Violence Services

Our Wiltshire and Swindon Independent Sexual Violence Advocate (ISVA) service provide trauma informed support to recent and non-recent adult and child victims of sexual violence for people going through the criminal justice system and for those who do not want to report the abuse. Our staff are ISVA or CHISVA (Children's ISVA) qualified, and all referrals are risk assessed utilising a bespoke risk assessment, which enables us to co-produce a safety and support plan with the service user.

As in our domestic abuse community services our ISVAs have seen an increase in the number of requests for support and for service users with complex needs and poor mental health, again exacerbated by delays to investigations and trials. Wiltshire PCC have supported the expansion of the service including the funding of new positions, such as a Male Independent Domestic and Sexual Violence Advisor (MIDSVA) and an additional CHISVA position. Our ISVA and domestic abuse staff work closely together, recognising the intersection between them for many service users.

Mentoring and Befriending Services

We provide a mentoring and befriending service in Wiltshire that offers support to clients who have experienced domestic abuse and sexual violence and are working to rebuild their lives. This service is delivered by volunteers, some of whom have lived experience were service users. We look forward to expanding this across Gloucestershire and Devon in the next year.

Employment services

Building Bridges Wiltshire is funded by the Big Lottery and European Social Fund to help people overcome their barriers to employment and education in Wiltshire and Swindon, with FearLess providing support to vulnerable women. Support is personalised to each individual's needs and strengths.

Spotlight on services

Children’s Domestic abuse support work – authored by our practitioner.

As a domestic abuse support worker, I work with children and young people who are victims of domestic abuse, aged between 11 and 17. I provide educational sessions around what domestic abuse is, healthy and unhealthy relationships and emotions and wellbeing. Typically, the programme is structured over 6 sessions, either in school or online, depending on the child’s individual needs. I use a wide range of resources that are interactive and interesting but also suitable to the child/young person. I will re-create my resources depending on the person, to gauge their interest but also providing them with resources that are suitable.

I build relationships with each child/young person by giving them a safe space to communicate, validating their feelings and giving them independence, time, and education. In my initial sessions, I spend the time building trust and getting to know the child/young person, allowing them to get to know me. This creates a safe, non-judgemental environment which allows them to be comfortable in the environment.

I have found that the work I have provided has had many positive outcomes. Some of the children/young people I work with first approach the sessions with anxiety, confusion and anger. Through getting to know the person, listening, and creating a safe space for them to communicate their thoughts and feelings, we can create coping mechanisms and allow them to put “pieces of a puzzle together” around aspects of their lives that they may have been confused or concerned about. Throughout the sessions, we outline aspects of their lives that they maybe struggling with and put together further support in place for them.

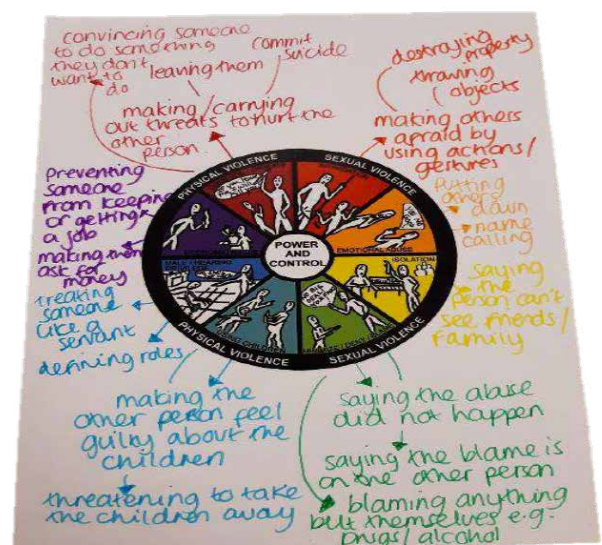
Domestic Abuse

Occasionally, the client I have worked with will not understand the meaning of domestic abuse and what they have witnessed. Sometimes, these behaviours are “normal” to them, and they did not know what they were experiencing was abuse. These sessions allow the client to be able to “piece pieces of a puzzle together” and make sense of any behaviours or situations they have witnessed that may have not have felt right or they have felt comfortable with. It also allows them, later in their lives, to recognise abusive behaviours sooner in their own actions or relationships. It teaches them healthy ways to act in a relationship and allows them to know what is right and wrong.

In these sessions we look at many different resources that I adapt to cater to the child/young persons needs. We will look at the Power and Control Wheel, the Cycle of abuse

and what domestic abuse is to the child/young person. I have also created a “True or False” game where we will discuss different statements around domestic abuse, whether the child/young person believes they are True or False and then discuss these further.

With the Power and Control wheel we will look at all the different behaviour tactics someone may use in an abusive relationship. We will either discuss this, create a poster around the different behaviours and tactics or I have adapted this into a “Pizza Power and Control Wheel” and created a more interactive session around the power and control wheel. With each resource I allow the child/young person to discuss if they can relate to any part of it and give them safe space to discuss their thoughts and feelings.



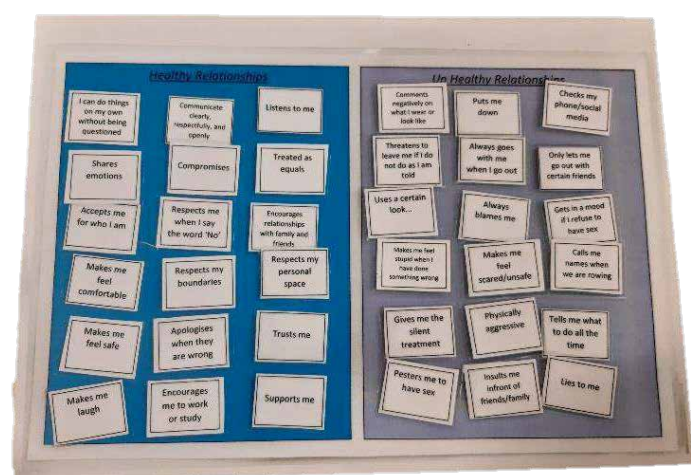
Healthy Relationships

Our healthy relationship work is spread out over 2 sessions where we will look at healthy and unhealthy behaviours, rights and responsibilities, red flags when dating or early on in a relationship and boundaries.

I have found through these sessions many young people do not know their rights in a relationship, their own responsibilities, the differences between healthy and unhealthy behaviours and how to set their own boundaries.

I have created a healthy relationships board where there are different unhealthy and healthy behaviours, and I will ask the child/young person to put the behaviours on either "healthy" or "unhealthy". From this we will discuss the different behaviours, why the client believed it to be healthy or unhealthy and on occasion the person may want to discuss their own behaviours or the behaviours of their parent.

For rights and responsibilities, I teach the client what their rights and responsibilities are in a relationship. I have developed this in 2 ways. One way is creating a poster using different rights and responsibilities and outlining which ones are which. I have also turned this into a game where I have all the statements numbered, ping pong balls also numbered and 2 jars: one for rights and one for responsibilities. The client will pick a ping pong ball, match it to the numbered statement and then we will discuss the statement. They will then throw the ping pong ball into either jar. This activity is interactive, fun and engaging leading to a discussion around different rights and responsibilities whilst still be educational.

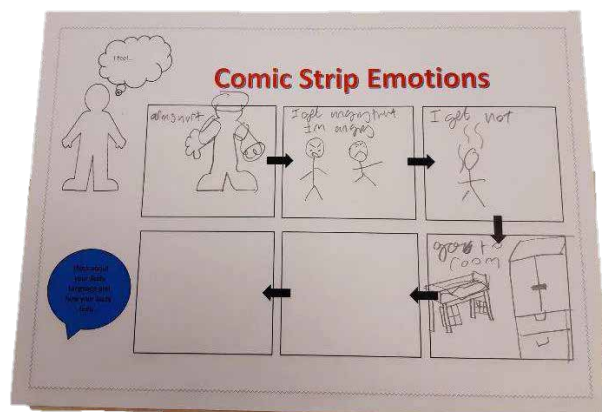


Emotions and Wellbeing

Many of my clients come to our meetings not being able to understand their emotions. These sessions give them the space and time to understand their emotions, understand their feelings and put coping mechanisms in place. We will begin to create a mind map, mapping different emotions the person feels, then exploring what makes them feel this way and looking at what helps them or what could potentially help them. I have many different emotion wheels I use because I have found a lot of the people I work with cannot describe what emotions they feel. I have found them being able to read an emotion enables them to be able to relate to it more allowing us to explore different emotions, beginning a conversation and enabling the client to realise how they have been feeling.

For some of my clients, we have used Emojis instead of the emotions wheel. The client will pick out the emoji they relate to, they name that feeling. We can then explore what makes them feel that way and what could/does help them.

Through these sessions I may also look at exploring triggers, intrusive thoughts, self-harm and anxiety. We will discuss feelings around self-harm and explore techniques of prevention. I have created kits for people who self-harm with resources in we have discussed that they feel may benefit them such as elastic bands, hair bands, red pens and a pen and paper for doodling.



Quote from a child client:

"She is nice she is helpful she is funny she is fun she is cool and she is good".



Case study

The referral came in through Mum due to Jacob's behaviour at home and witnessing domestic abuse between Mum and Dad. Jacob at the beginning of the support was closed off, he understood why he was having the support sessions but wasn't fully committed to the sessions.

I offered educational to Jacob. This support is around what domestic abuse is, healthy relationships, emotions and wellbeing.

Our first session, we spent the time discussing what the support would look like, what we would cover and started safety planning and discussing Jacobs feelings. Jacob began to start discussing the feelings of anger he experiences. We looked at what triggers Jacob, what behaviour's he experiences when angry and what helps him regulate this emotion. From this Jacob began discussing his feelings towards his dad and not wanting his dad to see him angry.

After this session, Jacob entered the sessions more committed and was wanting to learn and discuss his feelings and experiences, to learn from them.

We discussed a lot around Jacobs's relationship with his dad and his feelings, validating Jacobs's feelings and allowing him to understand them. We explored a lot around where his feelings of anger have stemmed from and coping mechanisms.

Through the relationship built up between myself and Jacob, Jacob disclosed to me ongoing concerns he had for his sister's wellbeing and that he wanted help for his sister. Jacob's statements led me to have concerns of child sexual abuse.

From here, a report was made to the police by myself and a MASH referral into Social Services was completed. Through the investigation, it was established the perpetrator had previous convictions of sexual offences and the children were being put at serious risk.

Following on from the investigation, more support was able to be put in place for the family. Further emotional support for Jacob from myself has been put in place; catering the work around Jacobs's emotions, support has been offered to the sibling of Jacob through our ISVA service and also support through our counselling team we access in our ISVA service has been offered to mum.

After the first 2 session's, I had contact with mum who said Jacob mentioned to her "he felt like a lid had been lifted". Mum said she has seen a difference in Jacobs's behaviour at home, he has grown as a person and Mum is very appreciative of the support being given to Jacob.



Further quotes from clients of this service:

There aren't enough sessions - I enjoyed the sessions and they benefited me - There aren't enough sessions - Becky was able to understand me and didn't judge me for me. We were able to have great conversations with each session and helped me get through a lot of difficult times and events that have happened over the past time I have been working with her. It has upset me that we are no longer working together and feel as though we still need more time and sessions. - We need more sessions, thank you

There needs to be more sessions. - I enjoyed the sessions and the activities we did to help me understand each of the topics better. - Becky was really understanding and was able to help me through a lot of situations that were currently happening. I felt as though I was understood for once and not seen as different because of everything that has happened in the past. I felt like she didn't judge me and wanted to listen. Becky has made it a lot easier for me to open up and made all my sessions enjoyable and educational. -There needs to be more lessons

Hey, just wanted to pop in and say thank you for everything you've helped me through, if it wasn't for you and Alice I wouldn't be as strong as I am now. I've ensured to do everything you've taught me and it's really helped a lot with making me a happier person. So once again thank you for that I will for ever appreciate it

Quote from a client:

"The support we received from the service was exceptional. We felt reassured, understood, heard, and empowered".

Our Staff

FearLess has a dedicated team of 103 staff working across 5 counties and based in 6 office locations as well as in the community. The last year has seen a significant increase in staff recruitment from 61 to 103 (40.8% increase) people in order to manage the upsurge in demand as a result of the pandemic and the same increase is planned for financial year 2022/23, again to expand our services and keep up with demand.

Staff and Volunteers

At 31 March 2022, the number of paid staff and volunteers assisting the paid staff was as follows:

	Paid staff			Volunteers
	Full time	Part time	Total	
FearLess Charity Limited				
Directors (Trustees)	-	-	-	8
Services and education	42	54	96	25
Fundraising and marketing	1	0	1	0
Support Services	4	2	6	1
	47	56	103	34



Feedback from Social Worker:

The client has said 'you're her lifeline, you don't judge her, and she finds it therapeutic just talking to you – she feels supported by FearLess'.

Our Volunteers

Our volunteers are simply incredible and we wish to thank all of our volunteers for their generous gift of support, time, experience and skill.

Historically FearLess has focussed on volunteers in one core role, the mentoring/befriending recovery scheme which offers incredible 1:1 support for up to 9 months. 2021/22 has been an exciting year and we developed an ambitious Volunteer Strategy looking to diversify ways that volunteers can offer their support as well as exponentially expanding the number of volunteers in our organisation. We have seen the mentor/befriender scheme expand; volunteer welfare support offered to the ISVA service overwhelmed by Covid related referrals; and Groupwork volunteer facilitators supporting the expansion of groupwork provision. In addition, we created and recruited to core service roles to support our incredibly busy core office teams.

Our focus on volunteering is threefold –

1. How can we harness the time and expertise of our communities to best support our organisation and service delivery?
2. How can we support volunteers to develop their skills, knowledge and awareness and to become community advocates and support organisational resilience?
3. How can we support volunteers who themselves have experienced abuse on their healing journey; or volunteers who wish to develop their skills and work in the field?

Volunteering spotlight – Jane

Jane joined us as a volunteer in Devon in early 2021 with a passionate desire to support others who had experienced domestic abuse. Jane experienced abuse herself so knew firsthand the devastating effects on herself and family, and the long journey to recovery. I asked Jane why she came to us as a volunteer and she shared “this always was something that I knew I wanted to do when I was ready – to give the same support that I received. The support I received and we give is invaluable: somebody has come along in a time when you were desperate, scooped you up and put you down in a place where you are whole again. It is priceless.”

Jane is amazing and gives a lot of her time in her volunteering, often support four service users at a time. Jane has very clear boundaries, wonderful communication skills, and enormous heart, offering a supportive space and care during what can be an incredibly tough time. Jane is organised, efficient in her communication and notes, and adept at raising the need for escalation when there is any sign of increased risk.

Here is what one service user said to us about her support from Jane:

“I’m so grateful. You made me see that I’m not mad and I couldn’t have gone through this journey without you and FearLess. I had reassurance that I’m not alone by simply having someone who understands, listens to me, and builds me up. I’m now confident in my abilities and I’m looking forwards to the future.”

And when I asked Jane about what she loves she shared similar words: “I love seeing people move forwards and on their own journey. All of the supports have been successful, each coming into their own person now – developing this new life. When you meet, people can be scared to talk, crushed. We focus over time on building up a sense of self, reminding them that they have a future they control – and they fly.”

Quote from a client:

“I was fortunate enough to run the sessions alongside counselling and I am certain that without them, I would still be unwell and struggling. Jasmine’s sessions, because of her caring and compassionate nature, made me feel seen and heard after years of silence and hiding the abuse. Having a safe space to tell someone about these things helped me make peace with it and cleared my mind, ready to move on.”

Volunteer hours and training

Number of active volunteers	Buddy Scheme: 38 Groupwork: 5 Finance: 2 Admin: 3 ISVA Welfare Checks: 5 Total: 53
Volunteer hours	Buddy Scheme Support: 1,791 Groupwork: 171 Administration: 120 Finance: 65 ISVA Welfare Checks: 25
Total hours meeting and training	14 volunteers trained for Buddy = 126 5 volunteer induction training = 25 Monthly Hive meetings = 144 Buddy Scheme Support = 228 Supervision = 41 Total = 564
Other notable statistics	Volunteers who became staff – 3 ISVA Welfare check volunteers (existing volunteers called upon during Covid waitlist emergency) – 5
Value and total volunteer hours	2,736 x £11.50 = £31,464

An enormous thank you to Jane for sharing her time and her story, and to all of our volunteers who share their skills and time with us so generously.



Professional partner quote:

"I very much appreciate your work. In my view your service is a necessary presence in the Emergency Department. On this recent patient for example, it was the first time she had disclosed her experience of domestic violence and she expressed a relief in doing so".

Activity in 2021-22

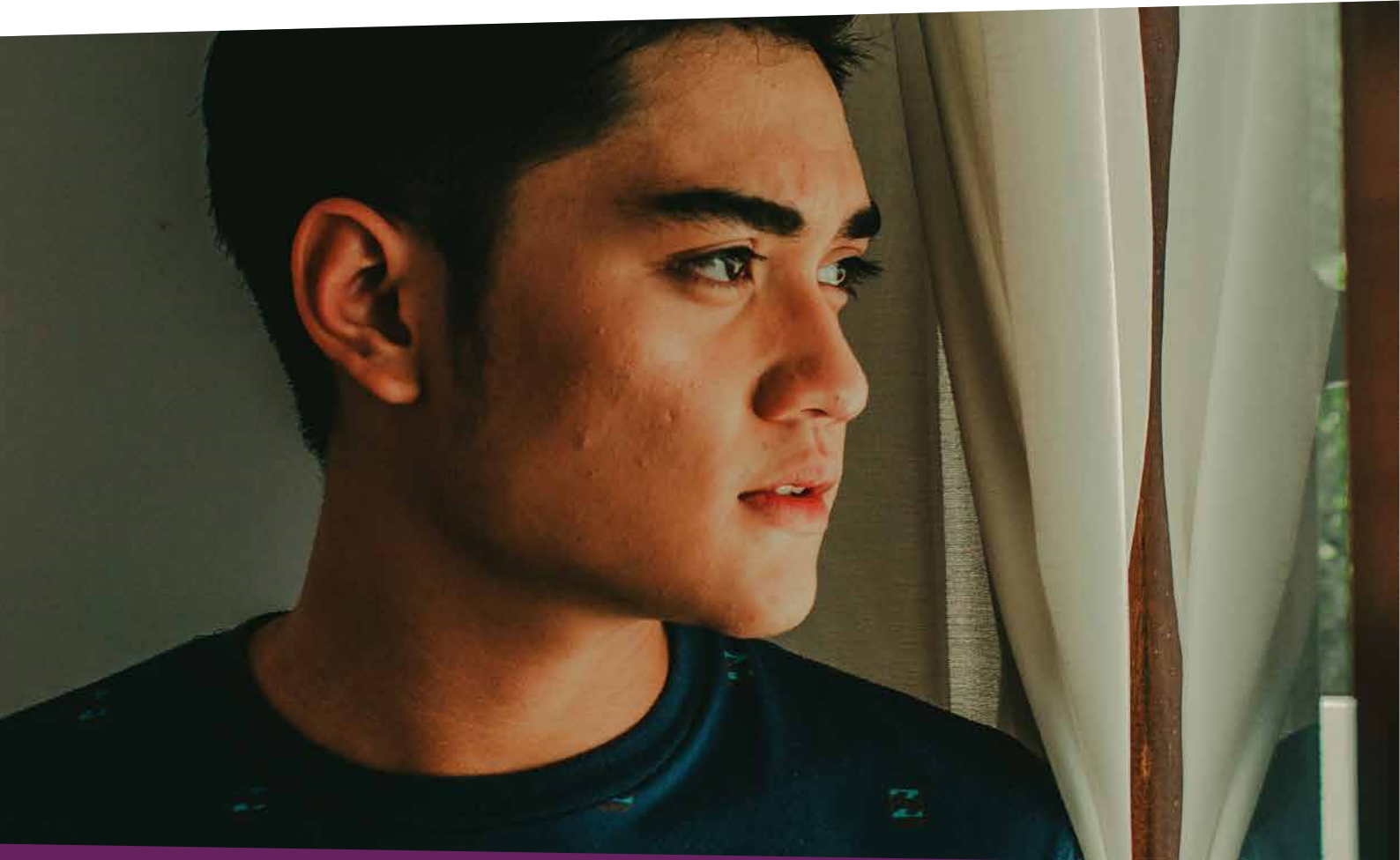
The first quarter of the reporting year started in lockdown conditions and as the population were released referrals continued to at the same pandemic levels. Recruitment of staff was challenging throughout the year, particular in highly specialised roles, for example, perpetrator programme facilitators and staff continued to be affected by covid themselves.

Despite the challenges staff have continued to manage a vast number of cases, still approximately 40% above pre pandemic levels.

Stalking case work in Gloucestershire and Perpetrator referrals are fairly consistent with past years as those services are limited by funding and therefore staff resource.

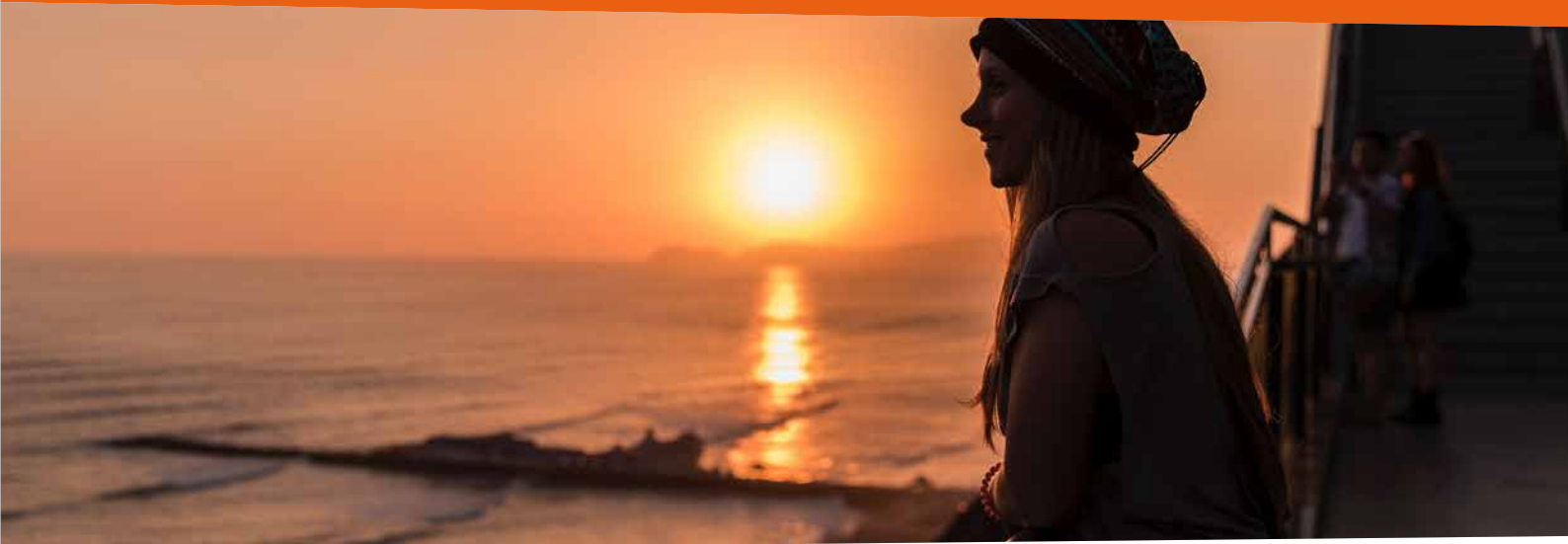
During 2021/22 FearLess did:

Area	20-21	21-22
Victims referrals (Domestic abuse and sexual violence)	11,843	13,384
Gloucestershire stalking referrals	124	187
Perpetrator referrals	308	605
Total	12,275	14,176



Quote from a client:

"THANK YOU very, very much for the things and vouchers I got from you. Until the end of my life I will not repay you for all that you have done for me so far, but I promise that as soon as I get back on my feet and recover, I will invite you for coffee".



Strategic review of 2021/22

The following indicates the priorities set for the year and how the charity met those objectives:

- The Domestic Abuse bill has shone a light on the importance of our work and the charity will be supporting commissioners in its implementation and campaigning for its share of funding in order to work at greater scale.

FearLess worked with commissioners to consult on community and client needs analysis and has gratefully received funding from the bill through regional commissioners to manage the increasing scale of referrals. FearLess service staff also sit on regional domestic abuse and sexual violence boards and consultation committees to provide an expert view on regional service needs and provide service user insights.

- The charity will be making a significant step change in its income generation capabilities through building greater networks, diversifying its voluntary income streams and having a stronger presence in all its communities and through more effective marketing.

The year marked the beginning of professional fundraising within Fearless with the recruitment of its first Head of Fundraising who in turn has now developed a strategy to deploy the key voluntary income streams; grants and trusts, corporate partnerships, community fundraising, events and individual giving. The year also saw recruitment of FearLess first marketer to focus on digital presence and service marketing.

- The volunteer workforce will be expanded to support the organisations fundraising and community engagement plans.

The organisation's new volunteering strategy was implemented during the year with the central departments seeing volunteers and a successful internship programme was started by our Finance department.

- As the charity and its services have grown over the last year, its central infrastructure is currently under development and further investment will be deployed to ensure, estate, systems, and IT are all fit for purpose as the charity expands.

A new post of Estates and Administration Manager was recruited to and whole estate's structure was reviewed during the year. The IT, IG and cyber security has been radically upgraded and moved to cloud-based facility and the client's management systems have been upgraded.

- For years the charity has wanted to review its brand and name to better reflect its current and future service offer and consultation will soon begin to get that process underway.

As reported elsewhere in this document, a full stakeholder consultation was carried out to determine the organisations new brand, vision, purpose, values and long-term strategy and the new brand and strategy are now being implemented.

Quote from a client:

"It may not feel like a lot to you, but you've changed the course of my life".

Looking Forward to 2022/23

Alongside our new vision, purpose and brand, the charity has a new four-year strategy developed from the consultation process.

The long-term strategy is summarised below with key priorities for the four-year period:

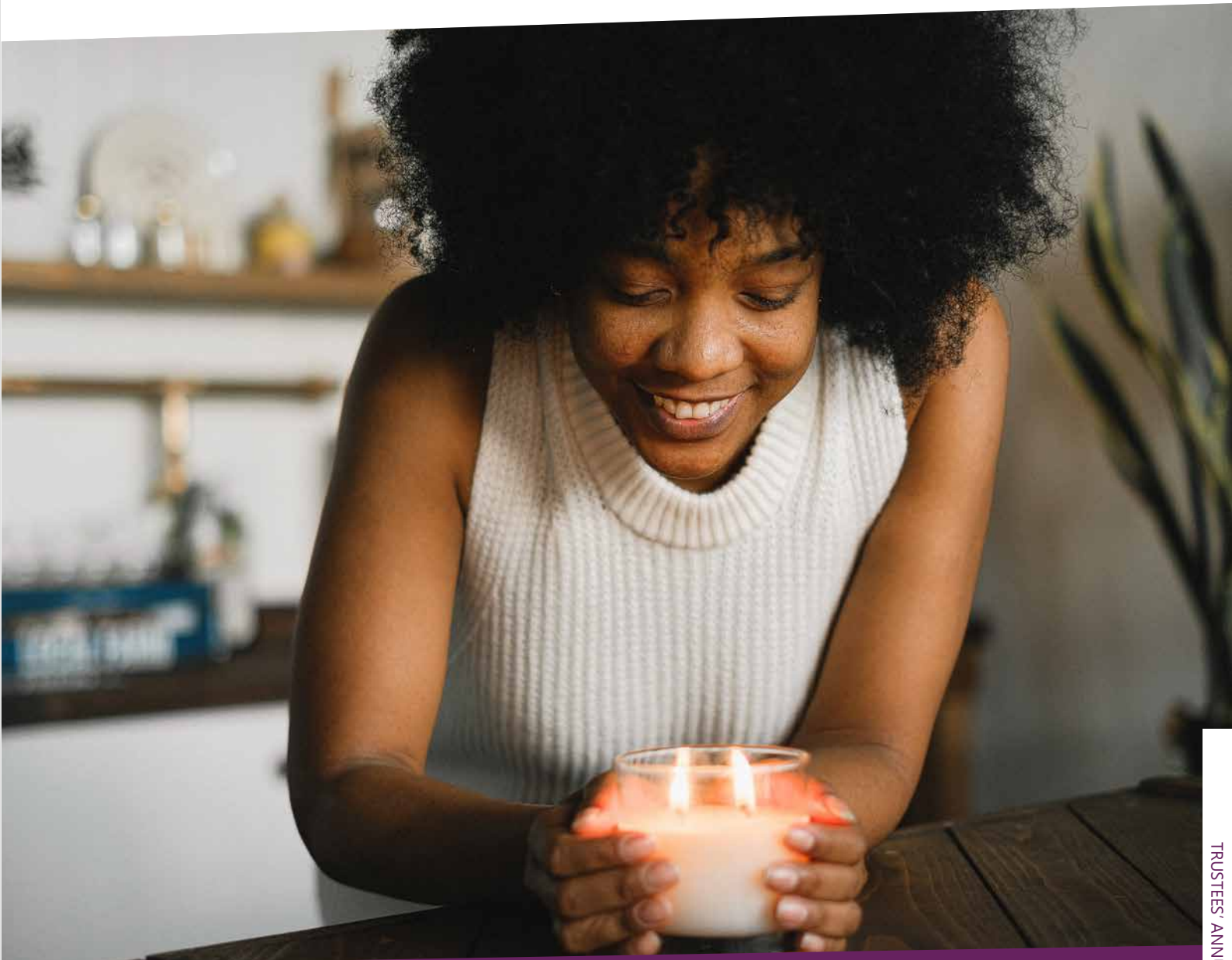
Vision: Working for a future where those trapped in a cycle of domestic abuse and sexual violence can break free and flourish			
Mission: From prevention and awareness, through safety and support, to empowerment and recovery.			
Core objectives:	1) Provider of trauma informed and evidence based services personalised to clients' needs	2) Investing in people supporting people, experts in our field	3) Independent, sustainable charity and company present its many communities
STRATEGIES	PRIORITIES	MEASUREMENT	
Service offer Quality and standards	<ul style="list-style-type: none"> Integrated services for domestic abuse, sexual violence and stalking Personalised needs-based services for victims, perpetrators and children Volunteer led therapeutic and recovery services 	<ul style="list-style-type: none"> Full offer across the Southwest Bespoke offer Expanded service offer 	
Reach Improve access to services	<ul style="list-style-type: none"> Diverse and open services for all our communities Physical presence in all our communities and localities Easy access via all digital and physical media 	<ul style="list-style-type: none"> Reflect our communities Service, volunteering and fundraising presence Full suite of digital media 	
People Supporting people to flourish	<ul style="list-style-type: none"> High performing and flexible workforce of trained experts in our field Resilient, well-being focused culture and environment The place to work; reward and recognition, development, career pathways 	<ul style="list-style-type: none"> Multi-skilled diverse workforce Low sickness and turnover Recruitment – charity of choice 	
Sustainability Diversification and investment	<ul style="list-style-type: none"> Full range of voluntary income streams Invest in commercial presence and opportunities Capacity to expand current services and pilot new initiatives 	<ul style="list-style-type: none"> All charity income streams Trading presence and commercial partnerships Self-funded contract expansion and pilots 	
Education and Research Development and innovation	<ul style="list-style-type: none"> Support sector colleagues through flexible education packages Awareness campaigns and support through schools, colleges and workplaces Research division to demonstrate service value and evidence base 	<ul style="list-style-type: none"> Education subsidiary training packages Targeted exposure to key awareness messages Evidence effectiveness, value and new initiatives 	
Influence Brand, reputation and visibility	<ul style="list-style-type: none"> Create a brand that speaks to all audiences Invest in marketing to provide a platform for income generation Reputation as sector experts and thought leaders 	<ul style="list-style-type: none"> Spontaneous brand recognition Brand recognition supporting donor conversion Go to voice of the sector 	

Quote from a client:

“Great support and help to deal with incident and how it was progressing from police to court. Then helping to deal with feelings after court. I was also given tools to help deal with the emotions which will help with recovery and laying the past back in the past.”

The year 2022/23 is the first year of the strategy and presents an additional challenge of it being the year that the majority of FearLess's statutory contracts are being tendered. In addition to that work, this year's priorities will be:

- Implement the new brand, vision, purpose, values including the new website and communications strategy.
- Implement the charity's ambitious new four-year strategy.
- Manage the significant challenge of key service contracts and the related tender processes.
- Development and implementation of the organisations new People and Well-being strategy.
- Continue to upgrade the organisations technology and security systems in line with statutory requirements and to create the most flexible working systems for our staff.



Quote from a partner service:

"Really enjoyed the training, it's too easy to see an individual as a perpetrator and not as a person that may wish to address their issues and what may have happened in their life, that may have influenced their behaviour".



Quote from a client:

"The non-judgemental way in which you listened and offered help and advice was incredible. Your staff have been so helpful, thank you".

Financial Review

Total income for the year ended 31 March 2022 was £3,501,062. A detailed analysis of income is shown in the Statements of Financial Activity (SOFA) on notes 3 to 6 of the financial statements.

Total spending on charitable activities (excluding donations in kind) was £3,541,818.

Overall, expenditure exceeded income giving a deficit of £40,756.

The amount spent on salaries and staff costs including NI and pension was £2,370,516 and showed an increase on the previous year of £223,709. Staff costs are 67% (2021: 68%) of the organisation's charitable spend.

Further analysis of charitable expenditure showing the operational activities undertaken by FearLess are given in the SOFA and in note 4 of the financial statements.

Income for the year of £3,501,062 included £461,859 of restricted funds. Of the £590,439 of funds retained at the year end, £64,799 were restricted and £525,640 were unrestricted. Further analysis of restricted and unrestricted funds is shown in the SOFA and notes 13 and 15 of the financial statements.

Income and expenditure are managed through stringent financial controls. Income has continued to grow with new contracts and contract variations. As such, we hold an appropriate amount of deferred income which is used to generate a small amount in interest. Movements are shown in note 13 of the financial statements.

Fundraising

During the year no funds raised are paid in commission to any person or organisation. All funds raised are for the sole use of FearLess in delivering its charitable benefit. We may allocate the funds to a specific project or piece of work with the agreement of the donor. Unsolicited donations or small donations with no restricted purpose will be allocated to our general funds.

Accreditation

FearLess has maintained national recognition for the quality of its governance, management and service delivery. Accreditation includes: NCVO – Trusted Charity Level 2, Cyber Essentials Plus, Safe Lives – Leading Lights, Respect perpetrator programme standard, NCVO, investing in Volunteers and Lime Culture Male ISVA Sexual Violence accreditation. We are also Living Wage Employers and an Accredited Disability Confident employer.

Quote from a client:

"From the support offered by Sarah and her referral to Claire in her capacity as Court IDVA, and then all of Claire's help taking me through the court process, it was all extremely supportive and useful."

Investment Power and Policy

Investments are made in accordance with the charity's Articles of Association and Investment Policy. Having considered the available options, the Trustees decided to invest in commercial common investments funds (high interest bank accounts and short term deposit accounts). The Trustees consider the overall return on investments and deposits to be disappointing.

Reserves Policy and Going Concern

Reserves are needed to cover unforeseen costs like redundancy payments should a service not be funded or temporary funding of services while new funds are sought, and to cover unplanned emergencies and other unforeseen expenditure. The Trustees consider that the ideal value of reserves as at 31 March 2022 would be £250,000. The charity holds £464,672 of free reserves as of 31 March 2022, the details of which are given in note 15 of the accounts. The Trustees are satisfied with the excess due to future strategy and plans for next year. The trustees have reviewed the charity's circumstances and consider that adequate resources continue to be available to fund our activities for the foreseeable future. There has been considerable change within FearLess over the financial year with additional experienced and qualified staff employed, enhanced governance and considerable time spend on a new strategic plan for charity growth over the next three years. The progress of the charity over the last 12 months has been closely monitored in line with KPIs and targets from the strategic plan and continues to be scrutinized by Trustees at Board level. Trustees are of the view that FearLess remains a going concern.

Donations and Donors

We have received many donations from individuals, communities and fund raising teams that we are most grateful for and thank everyone for their kind and generous support.

We would also like to thank the following organisations for their support and generosity this year:

St James Trust
St Olaves Trust
Excalibur Communications
Melksham Town Ladies Football Club
Devon RGB
Bideford bike Show
Verve Financial
Waitrose
Wiltshire Community Foundation

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 25 April 1997 and reregistered as a charity on 9 October 1997, having previously been registered as the Single Parent Family Association in 1993. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. The Memorandum and Articles of Association were reviewed in 2013 and redrawn to conform to the Charity Commission template. The Trustees undertook a review of the charity's Objects and recommended a minor amendment, which was approved in January 2017. The Articles and constitution have again been reviewed and are being submitted to the Charity Commission in October 2022 under the charities new name FearLess.

Appointment of Trustees

Trustees are appointed by the members at the Annual General Meeting of the Charity. Under the Articles, Trustees who have completed their term of office must retire at the Annual General Meeting unless an extension is agreed by the full Board of Trustees.

Potential new Trustees are identified from a variety of sources including external recruitment, personal recommendations by members or the current Trustees. Selection for appointment is based solely on the contribution it is believed the individual is likely to make to the development and delivery of the Charity's objectives. Regular skills audits inform the recruitment of new trustees to ensure the broadest possible range of specialist skills are represented at the Board.

The Board embraces diversity in its broadest sense, believing that a wide range of experience, background, perspective, skills and knowledge combine to contribute towards a high performing, effective Board, which is better able to support and direct the Charity.

In addition, the Board ensure a proportion of Trustees have lived experience of domestic abuse and sexual violence to provide context to Board decision making and best represent the views of service users.

Prospective Trustees are interviewed by the Chair and CEO before their appointment is ratified by the Board of Trustees. Pre-appointment vetting checks are conducted against the Disqualified Directors Register and the Individual Insolvency Register, plus a vetting process is carried out.

New Trustees are provided with a comprehensive induction including; details of the management structure, financial performance and the constitution and governance framework for the charity. Trustees are expected to undertake statutory and mandatory training, Board development training and encouraged to attend internal and external events and spend time with staff delivering front line services.

The Charity's Trustees are also directors of the company for the purposes of company law. Trustee indemnity insurance is provided for the benefit of the Trustees.

Board Effectiveness

The Board of Trustees review its own effectiveness through a bi-annual review in accordance with the Charity Commission Governance Code. The Board also undertakes development reviews at annual Board away days and the Chair conducts annual reviews with each individual Trustee.

Trustee Remuneration

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity, with a production company, contracted actor, performer or exhibitor must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

The board of trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no director received remuneration in the year. Details of trustees' expenses and related party transactions are disclosed in the accounts.

Quote from a client:

"I hope that I never have to! But if it was ever needed, I wouldn't hesitate to recommend FearLess to anyone that needs them".

Corporate Governance and Internal Control

The Charity is governed by the Board of Trustees which is responsible for agreeing the strategic direction of the organisation, establishing policy and agreeing the annual financial budget, operations plan and monitoring progress against the budget. The Board meets regularly throughout the year. Overall responsibility for the day to day management of the organisation is delegated by the Board to Claire Marshall, the Chief Executive.

Charity Governance

Responsibility for the governance structure of the organisation is split between the Board of Trustees, four committees and the Senior Management Team. The make-up and responsibilities of these committees are described below. Trustees are encouraged to attend meetings of any of these committees and working groups where appropriate to their roles and interests.

Board of Trustees

The Board holds a quarterly reporting meeting and also holds specific meetings to review and develop strategy, for Governance and Board development and holds responsibility for reviewing organisational and service effectiveness.

The specific duties of the Board of Trustees are:

- Ensure that the organisational strategy is delivered;
- Have overview responsibility for the service elements of the organisational strategy, agree priorities and monitor progress against key quality indicators;
- Review primary reports, escalations and risks escalated from the Board sub committees;
- Received assurance that all FearLess services are performing effectively.

Senior Management Team

The Senior Management Team meets twice a month and is chaired by the Chief Executive. The Team is responsible for strategic leadership, organisational development, external relationships and environment, change leadership, organisational communication and risk management.

People Committee

This is responsible for all matters relating to human resources including regulation and compliance, the charities staffing structure and policies, volunteering strategies and trustee selection and development. The committee meets four times a year with additional meetings as required by the Board.

The specific duties of the Committee are to:

- Maintain a strong awareness of the latest employment legislation and ensure the organisations policies reflect contemporary practice and manage organisational risk.
- Review matters affecting staff performance or satisfaction including the charities biannual staff survey results and make recommendations as to remedial actions.
- Review the development of staffing structures.
- Ensure new organisational development strategies and interventions are well planned and support the development of a positive organisational culture.
- Use monitoring systems to evaluate progress and regular agreed intervals and recommend actions.

Remuneration Committee

This committee is responsible for ensuring the remuneration arrangements support the strategic aims of the organisation. The committee has the same membership as the People Committee and meets once or twice a year.

The main responsibilities of the Committee are to:

- Formulate and monitor the organisation's Remuneration Policy.
- Review the organisation's salary banding process and related remuneration and reward packages against agreed independent market benchmarking tools and ensure FearLess salary and reward packages are equitable, fair and remain competitive.
- Approve the annual cost of living salary increase for all staff considering rates of inflation and known social care, charity sector and commercial benchmarking in the given year.
- Approve any non-consolidated pay awards (bonus) as recommended by the Chief Executive which relates to the organisational policy in this matter.
- Determine the remuneration and reward package of the Chief Executive.

Quote from a client:

"I've had the pleasure of working with several IDVAs over the last 2+ yrs & they have all been extremely kind. As well as regularly checking in with me & keeping me updated, they helped my confidence grow."

Finance and Income Generation Committee

The Finance Committee is responsible for ensuring the financial viability of the Charity, stewardship of the charitable assets and the financial audit. It is also responsible for monitoring and developing the income generation functions of the charity and to provide assurance to the Board of Trustees that all structures, processes and controls are fully compliant with regulators and commissioners. The committee meets four times a year and on other occasions as required to deal with specific matters raised by the Board.

The specific duties of the Committee are to:

- Recommend the Reserves policy to the Board of Trustees and reviewing the use of reserves;
- Review the financial position and performance of FearLess;
- Recommend approval of the annual financial plan;
- Review the quarterly forecast to ensure projections are reasonable and fall within the Trustees reserves policy;
- Approve all banking arrangements and reviewing performance;
- Appoint external auditors and financial advisors and reviewing performance;
- Liaise with the external auditors before, during and after the annual statutory audit, ensuring all key issues identified are satisfactorily resolved;
- Review internal audit reports, ensuring all key issues identified are satisfactorily resolved.
- Maintain a strong awareness of the latest legislation and practices affecting or related to income generation and report to the Committee;
- Maintain an awareness of regulatory obligations and requirements including the latest Fundraising regulation and Gambling Commission obligations and report to the Committee;
- Identify areas of risk and/or development opportunity and agree monitoring mechanisms;
- Utilise monitoring systems to evaluate progress against the Income Generation Strategy at regular agreed intervals and recommend actions to mitigate risk as appropriate;
- Ensure budget achievement is realistic and proportionate to investment;
- Ensure expenditure budget allocation is appropriate and fit for purpose and that excellence and effectiveness is the overriding motivator in decision making;
- Receive audit results of above responsibilities.

Risk and Audit Committee

This committee meets quarterly and is responsible for regulation and compliance, the charities risk management, health and safety, estates and environment, quality and audit management. The specific duties of the Committee are to:

- Maintain a strong awareness of the latest legislation and practices affecting or related to our work, environment and workforce and report to the Trustee Board;
- Identify areas of risk and/or development and agree priorities and monitoring mechanisms;
- Utilise monitoring systems to evaluate progress and regular agreed intervals and recommend actions to mitigate risk as appropriate;
- Ensure that all systems and process are integrated across all support functions and that a service culture is embedded across all support services;
- Ensure all practice is evidence based and audit policies to ensure compliance;
- Receive audit results of above responsibilities.

Risk Management

FearLess has a comprehensive structure of controls to co-ordinate and manage risk within the organisation. This consists of lines of accountability through which issues of risk can be debated and the effectiveness of the organisations risk management arrangements assured.

The CEO, SMT and Trustees use a risk register to regularly assess the risks and uncertainties that the Charity is exposed to which helps the SMT to identify, monitor, record, and manage risk on an operational and strategic basis. The risk register is a live document that is regularly reviewed and updated by the CEO and SMT. All risks have a risk owner from the SMT who report on their areas of responsibility to the Risk and Audit Committee at quarterly intervals. Significant risks are escalated to the Trustees for review. Sub-committees of the Board of Trustees have delegated responsibility to keep those risks specific to them under review and escalate to the Board where necessary.

Quote from a child client:

"Becky is the greatest person in the history of persons."

In 2021/22, the three most significant risks are identified as follows:

<p>Area of Risk: Sustainability</p> <p>Risk of insufficient funds to meet strategic intentions and deliver quality services. What could go wrong?</p> <ul style="list-style-type: none"> • Overreliance on contract funding which offers ever depreciating core contribution for infrastructure, HR, IT etc • Short term contract funding providing little long term security • Insufficient growth of unrestricted voluntary income and project funding. 	<p>Area of Risk: HR and OD</p> <p>Risk of poor organisational capacity and performance What could go wrong?</p> <ul style="list-style-type: none"> • Structure is inadequate to deal with the demands made on the service • Key personnel, SMT and specialists are absent for lengthy periods • Failure to recruit in a difficult marketplace • Staff sickness and turnover increases because of workload • Staff leaving due to temporary contracts • Staff non-compliant with contracts, regulatory standards and organisational policies and procedures 	<p>Area of Risk: Estates and systems</p> <p>Risk of Cyber-attack of other IT system breach or failure What could go wrong?</p> <ul style="list-style-type: none"> • IT system/website/database becomes inaccessible, outdated or are costly to rectify • Staff are unable to access case notes or other records • System is subject to a cyber-attack
<p>Risk Mitigation</p> <ul style="list-style-type: none"> • Testing of contract parameters to ensure the contracts are sustainable without supplementary funding • A fundraising strategy is now in place and a fundraising team is being recruited. The strategy will be reviewed annually and subject to quarterly performance reviews • All proposed projects that may be reliant on long term voluntary funding must comply with the charity's objects, have agreed outcomes and budgets 	<p>Risk Mitigation</p> <ul style="list-style-type: none"> • Regularly review the organisational structure to ensure it remains appropriate • Use service reviews and staff appraisals to analyse capacity • Ensure all staff have clear job descriptions and work plans • Regular review of structure in light of post pandemic challenges and longer-term strategy • Regularly report on staff sickness rate, holiday uptake and staff turnover • Ensure the succession plan is reviewed, updated and accessible • Conduct regular line-management and appraisals in accordance with supervision policy • Provide external supervision for those involved in casework • Provide appropriate training on accordance with service training plans • Review recruitment processes to ensure they adhere to Best Practice 	<p>Risk Mitigation</p> <ul style="list-style-type: none"> • The Charity is Cyber Essentials Plus accredited and subject to annual re-certification which includes penetration testing • Specialist contractors manage the ICT systems • Maintain rolling programme to monitor and update hardware <ul style="list-style-type: none"> • Ensure ICT systems remain effective and relevant through a programme of updates and scoping of new systems • GDPR Assessment

Quote from a professional partner:

"Thank you, your work to support people making negative choices in their relationships has such an impact on their families".



Statement of trustees' responsibilities

The trustees (who are also directors of FearLess for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company [and the group] and of the income and expenditure, of the charitable [company/group] for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company [and the group] and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to make themselves aware of that information.

The Charity arranges insurance to protect the Charity from loss arising from neglect or default of its Trustees or Officers and to indemnify the Trustees and Officers from the consequences of any neglect or default on their part.

This report, which incorporates the Strategic Report, was approved by the Board of Trustees

on **21 December 2022** and signed on its behalf by:

By Order of the Trustees



Ann Cornelius
Chair

Date: **21 December 2022**



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FEARLESS CHARITY

Opinion

We have audited the financial statements of FearLess (the "Charity") for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state in them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement

when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm. This description forms part of our auditor's report.

Joshua Kingston

**Joshua Kingston ACA
Senior Statutory Auditor**

For and on behalf of Burton Sweet Limited
Statutory Auditor
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: **21 December 2022**





STATEMENT OF FINANCIAL ACTIVITIES (INCLUDES INCOME AND EXPENDITURE ACCOUNT)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £ (Restated)
Income from:					
Donations and grants	2	66,137	9,773	75,910	118,975
Charitable activities	3	2,965,067	452,086	3,417,153	3,134,286
Investments		7,999	-	7,999	9,370
Total income		3,039,203	461,859	3,501,062	3,262,631
Expenditure on:					
Charitable activities	4	3,079,419	462,399	3,541,818	3,167,804
Total expenditure		3,079,419	462,399	3,541,818	3,167,804
Net income/ (expenditure)	6	(40,216)	(540)	(40,756)	94,827
Transfers between funds	13	(2,211)	(2,211)	-	-
Net movement in funds		(42,427)	1,671	(40,756)	94,827
Total funds at start of year (restated)	13	568,067	63,128	631,195	536,368
Total funds at end of year	13	525,640	64,799	590,439	631,195

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

See note 14 for fund-accounting comparative figures.

The notes on pages 38 to 47 form part of these financial statements.

BALANCE SHEET AS AT 31 MARCH 2022

Company number: 03360057

	Note	2022 £	2021 £ (Restated)
Fixed assets			
Tangible assets	8	60,968	10,704
		60,968	10,704
Current assets			
Debtors	9	438,883	413,637
Cash at bank and in hand		741,132	407,911
Short-term investments		347,823	472,500
		1,527,838	1,294,048
Liabilities			
Creditors: amounts falling due within one year	10	(990,581)	(665,771)
Net current assets		537,257	628,277
Provisions for liabilities	11	(7,786)	(7,786)
Net assets		590,439	631,195
Funds			
Restricted funds	15	64,799	63,128
Unrestricted funds	15	525,640	568,067
		590,439	631,195

These financial statements have been prepared in accordance with the special provision for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102 (FRS102).

The financial statements were approved by the Trustees on **21 December 2022** and are signed on their behalf:

Fiona Carter

Fiona Carter
Treasurer

The notes on pages 38 to 47 form part of these financial statements.

CASHFLOW STATEMENT

	Note	2022 £	2021 £ (Restated)
Net cash inflow from operating activities	18	266,469	352,584
Non-operational cash flows:			
Payments for tangible fixed assets		(65,924)	(2,740)
Investment income		7,999	9,370
		(57,925)	6,630
Net cash inflow for the year	19	208,544	359,214

Cashflow Restrictions

Charity law prohibits the use of net cash inflows of any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

BASIS OF PREPARATION

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Companies Act 2006 and UK Generally Accepted Practice as it applies from January 2019.

Fearless Charity meets the definition of a public entity under FRS102.

The Trustees have considered all available information to ensure that the charity is a going concern. Particular attention has been paid to the reserves and cash position of the charity along with monthly monitoring of the financial reports, budgets and future forecasting. The Trustees conclude that the charity is a going concern.

INCOME

Income from donations is included in come when these are receivable, except as follows:

I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;

II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.

Legacies are included on a receivable basis where the charity is entitled to the income, it can be measure reliably and receipt is probable. Where legacies have been notified to the charity, or the charity is aware of the granting probate, and the criteria for income recognition have not been met, then the legacy is not included in income but is treated as a contingent asset and disclosed if material.

Investment income is included on a receivable basis.

Donations in kind comprise of donated goods and services where the costs are measurable and the services would otherwise have to be paid for to maintain operational effectiveness.

EXPENDITURE

Expenditure is recognised on an accruals basis in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Raising funds expenditure include those costs incurred in seeking voluntary contributions costs of goods sold

and other costs which include the costs of running a participating in fundraising events and collections and cost of goods purchased for resale.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

ALLOCATION AND APPORTIONMENT COSTS

Certain expenditure is directly attributable to specific activities and this has been included in those cost categories. Other costs, which are attributable to more than one category, are apportioned across cost categories on the basis of an assessment of workload carried out from time to time. Overhead support costs have been apportioned between charitable activities on a basis consistent with the use of resources.

PENSION

The charity contributes to defined contribution pension schemes. Contribution payable to the charity's pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

TANGIBLE FIXED ASSETS

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible asset into its intended working condition should be included in the measurement cost. Capital items with purchase price of more than £1,000 are included within fixed assets.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using straight- line method:

Depreciation is provided on the following basis:
 Fixtures and fittings - straight line over 5 years
 Computer equipment - straight line over 3 years

DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1 Accounting policies (Continued)

CREDITORS

Creditors and provisions are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable of a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Creditors are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted and the pretax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trustees. They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in note 13 of the financial statements.

2 Income from: donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations and gifts	32,618	9,773	42,391
Donations in kind	33,519	-	33,519
	66,137	9,773	75,910

Prior year comparatives	Unrestricted Funds £ (Restated)	Restricted Funds £	Total Funds 2021 £ (Restated)
Donations and gifts	106,015	-	106,015
Donations in kind	12,960	-	12,960
	118,975	-	118,975

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the accounts.

3 Income from: charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Public sector funding - core service delivery	2,965,067	452,086	3,417,153
	2,965,067	452,086	3,417,153

Prior year comparatives	Unrestricted Funds £ (Restated)	Restricted Funds £	Total Funds 2021 £ (Restated)
Public sector funding - core service delivery	2,899,338	234,948	3,134,286
	2,899,338	234,948	3,134,286

Income from public sector funding comprises of performance related grants and service level agreements made by local authorities to fund the charity's activities.

4 Expenditure on: charitable activities

	Activities undertaken directly £	Support costs (Note 5) £	Total 2022 £
Provision of contracted services	3,120,122	421,696	3,541,818
	3,120,122	421,696	3,541,818

Prior year comparatives	Activities undertaken directly £ (Restated)	Support costs (Note 5) £ (Restated)	Total 2021 £ (Restated)
Provision of contracted services	2,848,243	319,561	3,167,804
	2,848,243	319,561	3,167,804

5 Support costs

	Total Funds 2022 £	Total Funds 2021 £ (Restated)
Staff and volunteer costs	146,052	85,537
Office costs	149,867	114,801
Premises costs	111,297	105,686
Finance costs	124	69
Governance costs	14,356	13,468
	<u>421,696</u>	<u>319,561</u>

6 Net income/ (expenditure) for the year

	2022 £	2021 £
Statutory audit fee:		
- Current year	12,420	5,525
- Prior year over/under provision	(725)	-
Depreciation	15,660	10,867
Trustees remuneration	-	-
Reimbursement of 2 Trustees travel expenses (2021: 1)	255	110

7 Staff costs and numbers

The aggregate payroll costs were:

	2022 £	2021 £
Wages and salaries	2,129,932	1,929,806
Social security costs	172,295	155,652
Contribution to defined contribution pension scheme	61,560	61,349
Redundancy costs	6,729	-
	<u>2,370,516</u>	<u>2,146,807</u>

The average number of persons employed by the company (headcount) during the year was 105 (2021: 95).

One employee received benefits (excluding employer's national insurance contributions and employer pension costs) of between £70,000 and £80,000.

The key management personnel of the charity are listed on page 6.

The total amount of employee benefits (including employer's national insurance contributions and employer pension contributions) received by key management personnel for their services to the charity was £236,562 (2021: £201,560).

8 Tangible fixed assets

	Fixtures, fittings & equipment £	Total £
Cost		
At 1 April 2021	117,673	117,673
Additions	65,924	65,924
At 31 March 2022	183,597	183,597
Depreciation		
At 1 April 2021	106,969	106,969
Charge for the year	15,660	15,660
At 31 March 2022	122,629	122,629
Net Book Value		
At 31 March 2022	60,968	60,968
At 31 March 2021	10,704	10,704

9 Debtors

	2022 £	2021 £ (Restated)
Trade debtors	379,380	376,564
Other debtors	5,473	3,165
Prepayments and accrued income	54,030	33,908
	438,883	413,637

10 Creditors

	2022 £	2021 £ (Restated)
Trade creditors	189,589	22,137
Taxation and social security	51,632	52,781
Other creditors	50,437	21,750
Accruals and deferred income	698,923	569,103
	990,581	665,771

11 Provisions for liabilities and charges

	2022 £	2021 £
Dilapidations	7,786	7,786
	<u>7,786</u>	<u>7,786</u>

12 Operating lease commitments

At 31 March 2022 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Amounts payable:		
Within one year	47,670	43,225
Within two and five year	80,010	130,900
	<u>127,680</u>	<u>174,125</u>

13 Movement between funds

	At 1 April 2021 £ (Restated)	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Restricted funds					
University of Bristol REPROVIDE	40,625	110,304	(131,369)	-	19,560
Standing Together Against Domestic Abuse	11,231	36,227	(30,786)	-	16,672
OPCC Gloucestershire	10,927	36,000	(33,970)	-	12,957
Community First	(3,500)	46,833	(48,711)	5,378	-
The Noel Buxton Trust	3,845	4,869	-	-	8,714
DHSE Best Start	-	222,722	(216,911)	(3,167)	2,644
Chippenham Boroughlands	-	4,904	(652)	-	4,252
	63,128	461,859	(462,399)	2,211	64,799
Unrestricted funds					
General funds	557,363	3,039,203	(3,063,759)	(68,135)	464,672
Fixed asset reserve	10,704	-	(15,660)	65,924	60,968
	568,067	3,039,203	(3,079,419)	(2,211)	525,640
Total funds	631,195	3,501,062	(3,541,818)	-	590,439

Prior year comparatives	At 1 April 2020 £ (Restated)	Income £ (Restated)	Expenditure £ (Restated)	Transfers £ (Restated)	At 31 March 2022 £ (Restated)
Restricted funds					
University of Bristol REPROVIDE	38,659	121,578	(119,612)	-	40,625
Standing Together Against Domestic Abuse	4,640	36,226	(29,635)	-	11,231
OPCC Gloucestershire	7,493	36,000	(32,566)	-	10,927
Chippenham Boroughlands	-	96	(96)	-	-
Community First	(11)	41,048	(44,537)	-	(3,500)
The Noel Buxton Trust	3,845	-	-	-	3,845
	54,626	234,948	(226,446)	-	63,128
Unrestricted funds					
General funds	462,910	3,027,683	(2,930,491)	(2,739)	557,363
Fixed asset reserve	18,832	-	(10,867)	2,739	10,704
	481,742	3,027,683	(2,941,358)	-	568,067
Total funds	536,368	3,262,631	(3,167,804)	-	631,195

13 Movement between funds (continued)

The prior year fund balances have been reallocated. Primarily this is the designated funds to general funds to more accurately reflect the nature of the funds during the year and at the year end.

FIXED ASSET RESERVE

The net book value of fixed assets is shown in a separate designated fund. Transfers between this and general funds represent fixed asset additions and disposals.

UNIVERSITY OF BRISTOL

FearLess participation in the Bristol University funded research study entitled Reaching Everyone Programme of Research On Violence in diverse Domestic Environments (REPROVIDE).

STANDING TOGETHER AGAINST DOMESTIC ABUSE

Provision of a full time hospital based IDVA at the Royal Devon & Exeter hospital.

OPCC GLOUCESTERSHIRE

Employment of one full time Independent Stalking Advocacy Caseworker (ISAC) for Gloucestershire to focus on high risk cases.

COMMUNITY FIRST

National Lottery funded partnering with Community First to deliver a Building Better Opportunities program to enable clients to get back into employment or training post recovery.

THE NOEL BUXTON TRUST

Funding for The Elephant In The Room project for children.

DHSE BEST START

Department of health and Social Care, Health and Wellbeing fund to provide the Best Start project in Devon improving access to perinatal services through the provision of community navigators and community champions.

CHIPPENHAM BOROUGH LANDS COMMUNITY TRUST

Welfare support for individual clients residing within the parish of Chippenham and have done so for two years.

14 Prior year fund comparatives for the Statement of Financial Activities

	Unrestricted Funds £ (Restated)	Restricted Funds £	Total Funds 2021 £ (Restated)
Income from:			
Donations and grants	118,975	-	118,975
Charitable activities	2,899,338	234,948	3,134,286
Investments	9,370	-	9,370
Other income	-	-	-
Total income	3,027,683	234,948	3,262,631
Expenditure on:			
Charitable activities	2,941,358	226,446	3,167,804
Total expenditure	2,941,358	226,446	3,167,804
Net income/ (expenditure) and net movement between funds	86,325	8,502	94,827
Total funds at start of year	481,742	54,626	536,368
Total funds at end of year	568,067	63,128	631,195

15 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	60,968	-	60,968
Other net current assets	464,672	64,799	529,471
	525,640	64,799	590,439

Prior year comparatives	Unrestricted Funds £ (Restated)	Restricted Funds £	Total Funds 2021 £ (Restated)
Tangible fixed assets	10,704	-	10,704
Other net current assets	557,363	63,128	620,491
	568,067	63,128	631,195

16 Related party transactions

There are no related party transactions in the current or prior year apart from those already disclosed throughout the report.

17 Control

The Charity is controlled jointly by the Trustees, there is no controlling party.

18 Reconciliation of net movement in funds to net cash inflow from operating activities

	2022 £	2021 £ (Restated)
Statement of Financial Activities: Net movement in funds	(40,756)	94,827
Investment income	(7,999)	(9,370)
Depreciation	15,660	10,867
Increase in creditors: current liabilities	324,810	253,016
Decrease / (increase) in debtors	(25,246)	3,244
Net cash (outflow)/inflow from operating activities	266,469	352,584

19 Analysis of changes in cash during the year

	2022 £	2021 £	Change £
Cash at bank and in hand	741,132	407,911	333,221
Short-term investments	347,823	472,500	(124,677)
	<u>1,088,955</u>	<u>880,411</u>	<u>208,544</u>

	2021 £	2020 £	Change £
Cash at bank and in hand	407,911	96,997	310,914
Short-term investments	472,500	424,200	48,300
	<u>880,411</u>	<u>521,197</u>	<u>359,214</u>

FEAR
LESS **BREAKING**
THE CYCLE
OF ABUSE

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
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Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **Melksham Food and River Festival**
2. Name to which cheque should be paid to, if different from above: **As above**
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:
4. Is your work National/Countywide/District/Locally based? **Locally based**
5. How will the grant benefit resident living in Melksham Without? NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.

The grant is requested to generate sufficient income to cover costs which enables this popular annual community event to take place. Specifically, the grant requested will be used towards meeting the increasing costs of event insurance and providing third party professional services – such as first aid, security, and toilets / waste management .

The 2023 Melksham Food and River Festival is planned to take place in the King George V Park and on the River Avon over the weekend of Saturday 2nd and Sunday 3rd September 2023.

The Festival is again FREE for the public to attend; with attendance drawn from the entire Melksham Parish and Town areas and increasingly attracting visitors from a wider catchment area.

It will again offer a programme of field and river based activities / demonstrations; a fun fair, family musical entertainment; and other activities for children and people of all ages; plus a range of hot food and other stalls to promote local food / products, and to promote the activities of local Melksham artisans, communities and charities.

As anticipated, the 2022 event was highly successful, with an estimated attendance over the two days of around 7,000 – 12,000 – up from the previous the pre-COVID lockdown attendances.

This was sufficient, together with other funding sources, to enable the 2022 Festival to break event with about £200 surplus available to carry forward.

We therefore anticipate that additional funding will be needed from all sources at maintain the financial viability of the event for the future.

Objectives

- **To raise the profile of Melksham, its surrounding villages and rural hinterland.**
- **To show that the River Avon is an important leisure and wildlife resource.**
- **To give people a safe, fun weekend on and by the river that is suitable for everyone.**
- **To promote local food and drink businesses.**
- **To offer opportunities for local individuals and businesses to provide activities and attractions.**
- **To encourage tourists and day visitors to the Melksham area.**
- **To publicise the Wilts & Berks Canal Trust and promote membership.**
- **To promote and gain public support for the Melksham Canal Link project.**
- **To promote the facilities available in the King George V Park.**
- **To provide a platform for local organisations to publicise their activities and membership.**
- **To provide free stalls to enable local charities to promote their services**

6. Amount of Grant requested: **£600**

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The Festival provides a weekend of social, community, educational and fund raising opportunities – and is a shop window for many local small suppliers of food / products.

As it is free to attend, we do not take detailed information about origination of attendees but are confident that It attracts very significant numbers from the Melksham Without Parish Council area.

The grant is required to contribute towards anticipated additional costs from third parties for professional services provided to support the Festival; such as:

- (a) the event insurance premium to cover the increasing number of activities and attendees;**
- (b) installation of mobile electricity supply cables;**

- (c) provision of first aid to meet new requirements for cover of the increasing number of attendees;
- (d) provision of the larger waste disposal facilities to meet the demand to keep the site litter free;

All the costs actually incurred during the Festival in September each year, have to be contracted with third parties well in advance.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	MTC £3,000 + £1000 MWPC £500	Included in MTC budget Applied for
Any other body	Leekes £1,200	Paying for Marquee

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

In common with experiences of similar organisations nations-wide, we have found it increasingly difficult to obtain grants – so we are now seeking to obtain support in kind by way of providing free or reduced cost services from local businesses ie: Leekes pay for Festival marquee.

For the 2022 Festival we received some additional smaller cash or in-kind sponsorship, which together totalled approximately £1,400

The bulk of funding comes from sale of stalls or shared income from the Facepainting, Festival Bar, and FunFair at event (see attached accounts)

If you would like a link to your organisation’s website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

info@melkshamfoodandriverfestival.co.uk

Signature: Date: 9th January 2022

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	9th January 2023

Draft Accounts attached

**Melksham Food and River Festival
Annual Overview, 3 November 2022**

	2022	2021
	£	£
RECEIPTS		
Grants	3,200	4,250
Sponsors	1,400	400
Stallholders	7,410	4,945
River races	n/a	30
Donations	0	20
Profit shares:		
Bar	200	1,199
Charities etc	25	80
Face painter	126	473
Funfair	555	900
Horse rides	142	n/a
WOLT	200	200
	13,258	12,497
PAYMENTS		
Event costs	12,482	11,181
Overheads	507	405
	12,988	11,586
SURPLUS FOR THE YEAR	269	910
CASH MOVEMENTS		
Reserves brought forward	4,963	
2021 accountancy underestimated	(6)	
Surplus for the year	269	
Closing reserves	5,226	
ASSETS AT 30.9.22		
Bank	8,503	
Cash	0	
Debtor: WOLT	200	
Creditor: Melksham ATC	(150)	
Annual accounts (estimated)	(328)	
	8,226	
COMPRISING		
Reserves	5,226	
Melksham TC grant for 2023 event	3,000	
	8,226	

Marianne Rossi

From: [REDACTED]
Sent: 09 January 2023 12:52
To: Marianne Rossi
Subject: MWPC Grant Application

Good afternoon

Please find attached the completed 2023 grant application and most recent financial statement submitted on behalf of the Melksham Food and River Festival.

In case Councillors seek more information on the financial statement, there are a couple of matters that perhaps need some explanation:

(a) the 2021 Grant figure covers two grants from the Town Council - this includes the £3,000 grant that has been awarded for each of the current Council cycle;

(b) the drop in income from the Bar arose because our partner declared bankruptcy shortly after the Festival so we did not receive any profit share.

Fortunately this loss was covered by the increase in income generated from stall holders and enabled us to break even - just!! For information, we opened for 2023 stall bookings on 1st January 2023 and already have over thirty (37.5%) reservations at the end of the first week.

Happy to answer any questions you may have. Best wishes

[REDACTED] Melksham Food and River Festival Steering Group

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

- 1. Name of Organisation: MELKSHAM SIXTY PLUS CLUB
- 2. Name to which cheque should be paid to, if different from above:
- 3. Name and Address of Secretary/Correspondent:

[Redacted Name and Address]

Telephone number: [Redacted]
Email: [Redacted]

- 4. Is your work National/Countywide/District/Locally based?

LOCALLY BASED

- 5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

AT MELKSHAM 60 PLUS CLUB WE TRY TO ENCOURAGE OUR MEMBERS TO BE AS ACTIVE AS POSSIBLE. WE CURRENTLY HAVE ABOUT 50 MEMBERS WHO VARY IN AGILITY - FROM THE VERY ABLE TO THE LESS MOBILE MEMBERS WHO USE WALKERS & WHEELCHAIRS. BEING OLDER DOESN'T MEAN THAT YOU CAN'T HAVE A SOCIAL LIFE. WE HIRE A COMMUNITY BUS FOR OUR WEEKLY MEETINGS, AND THE BUS PICKS UP MEMBERS FROM BOWERHILL, BEANACRE & BERRYFIELDS. THERE ARE APPROX 8 MEMBERS FROM THESE AREAS.

- 6. Amount of Grant requested: £1,000.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

WE ORGANISE COACH TRIPS BETWEEN MAY AND NOVEMBER. WE HIRE COACHES FOR THE JAY! LAST YEAR WE ORGANISED 6 OUTINGS DURING THESE MONTHS, VARYING FROM SEASIDE AND SHOPPING TRIPS TO A MYSTERY TOUR. THE COACHES FOR 2023 WILL ALL BE GOING UP IN PRICE. WE ALWAYS SHOP AROUND FOR A GOOD DEAL - BUT AVERAGE PRICE FOR A COACH FOR THE JAY LAST YEAR WAS £575! WE HOPE TO ORGANISE 6 TRIPS AGAIN THIS YEAR, AND EVEN THOUGH MEMBERS PAY A SMALL SUM, WE RARELY COVER THE COST OF THE COACH HIRE. A GRANT FROM YOURSEVES WOULD REALLY HELP US AND WOULD BE GREATLY APPRECIATED.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	£1,000	GRANT REJECTED
Any other body MELKSHAM...A.M.SHOUSES	£500	£500 RECEIVED

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

WE REGULARLY HOLD BAKING DAYS & BRING & BUY SALES FOR OUR MEMBERS. I AM CHAIRPERSON, AND ALONG WITH MY VICE-CHAIRPERSON & 8 COMMITTEE MEMBERS, WE ALL RUN THE CLUB VOLUNTARILY. I ALSO CALL THE BINGO AT OUR MEETINGS. WE DON'T EMPLOY ANYONE TO DO THIS TASK.

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	28-11-22

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

NOT APPLICABLE

Signature:

Date:

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

MELKSHAM SIXTY PLUS CLUB

STATEMENT OF ACCOUNTS

TO 31 MARCH 2022

RECEIPTS		PAYMENTS	
Gas and Attendance	£ 2,429.70	Kitchen Supplies	£ 308.71
Raffles	£ 738.80	Raffles	£ 330.00
Bingo	£ 3,020.50	Bingo + Rollover	£ 2,052.00
Mia Lohan Flyer	£ 506.90	Wages	£ 690.00
My Bank Donations	£ 15.32	Audit	£ 120.00
Gifts & Donations	£ 750.20	Rent	£ 1,285.00
Bus Fares	£ 677.00	Bus & Coach Fares	£ 2,109.60
Outings	£ 566.00	Outings & Christmas Party	£ 352.00
Subscriptions	£ 188.00	Insurance	£ 162.60
Books	£ 3.50	Sundries & Supplies	£ 239.90
TOTAL	£ 8,895.92	TOTAL	£ 7,649.81
		Balance at 31 March 2022	£ 6,608.80
Bank B/F	£ 5,361.99	Lloyds Bank Account	£ 6,608.39
Cash B/F	£ 0.70	Cash C/F	£ 0.41
	£ 14,258.61		£ 14,258.61
Inventory BS	£ 1,882.67		
Lloyds Bank	£ 6,608.39		
Cash in Hand	£ 0.41		
TOTAL CASH ASSETS	£ 8,491.47		

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
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Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Shaw and Whitley Community Hub Ltd
2. Name to which cheque should be paid to, if different from above: n/a
3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

4. Is your work National/Countywide/District/Locally based?

Locally Based (serving the communities of Shaw and Whitley)

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

From August 2021 to December 2022 Shaw and Whitley Community Hub Limited (“**SWCH**”) (registered as a community benefit society) successfully operated Whitley Stores as a community store from the Spindles premises in Top Lane. Following the success of this venture the community hub is looking to develop a new community shop to serve the villages of Shaw and Whitley at a purpose-built premises in the car park of Pear Tree Inn. This new shop will provide services to the community in terms of a convenience store, a meeting place, a communications centre, and an important hub for village life. As with the previous store, this new community shop will particularly benefit those who are disadvantaged by lack of personal transport, limited physical mobility or social isolation. The new store will be staffed by volunteers where it will continue to provide a fun and rewarding role for all who support the shop either in store or behind the scenes. In April 2022 SWCH was able to offer grants to three local community groups. This new premises will allow the hub to continue to offer grants to the local community from any profits made in the new community store.

6. Amount of Grant requested: £10,000

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The money will be used for the purchase and fit out of a purpose-built building for a community store.

The approximate cost of a building (portacabin) will be £4000

The approximate cost of the wood cladding for the exterior of the building will be £4000

The approximate cost of the fit out of the inside of the building including electrical and water installation will be £2000

The works will be carried out in the first half of 2023 pending the granting of the required permissions

SWCH is a member of the Plunkett Foundation, which is a national charity that supports rural communities to set up and run community enterprises. They provide us with expert advice and connect us to other community shops.

The SWCH is led through a Steering Group of six people and has 175 members from the local area. The community store is run by a group of 40 volunteers.

The community store provides services to the villages of Shaw and Whitley and the surrounding area.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Melksham Without Parish Council	£628 requested	£250 granted in April 2022

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

In June 2021 SWCH undertook a community share scheme which created a local membership group and through which we raised £33,690, with a further contribution of £5,000 from the Area Board, and £750 from MWPC. From these funds the SWCH covered all the set up and equipment costs of Whitley Stores.

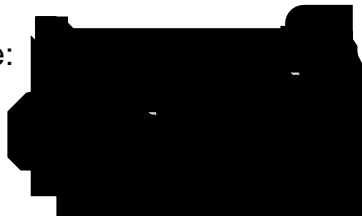
Whitley Stores commenced trading in August 2021 and in the first year we made an operating loss of (£2,176) however overall gross profits allowed us to provide grants to the community of £1000 to support local community projects and groups. Prior to the closure in December 2022, Whitley stores remained a viable business with a monthly turnover of approximately £4,700.

In addition to the grant applied for from MWPC the community hub will support the set-up of the new community store with monies remaining from the original membership share investments and potential additional capital raises.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout.co.uk give website address here:

<https://whitleycommunityhub.com/>

Signature:

A large black rectangular redaction box covers the signature area.

Date: 23rd January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement


In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
[REDACTED]	
[REDACTED]	[REDACTED] 2023

Shaw and Whitley Community Hub Limited
Unaudited Financial Statements
31 March 2022

Shaw and Whitley Community Hub Limited

Financial Statements

Period from 4 December 2020 to 31 March 2022

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Statement of income and retained earnings	3
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Detailed income statement	10
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Shaw and Whitley Community Hub Limited

Management Committee Report

Period from 4 December 2020 to 31 March 2022

The officers present their report and the unaudited financial statements of the society for the Period ended 31 March 2022.

Principal activities

The principal activity of the company during the year was

Officers

The officers who served the society during the Period were as follows:

Alison Candlin
Charlotte Yates
Nathan Hall
Dominic Szanto

This report was approved by the management committee on and signed on behalf of the board by:

Charlotte Yates
Deputy chair

Nathan Hall
Chair

Dominic Szanto
Treasurer

Alison Candlin
Secretary

Registered office:
63a Shaw Hill
Shaw
Wiltshire
SN12 8EX

Shaw and Whitley Community Hub Limited

Independent Accountant's Report to Shaw and Whitley Community Hub Limited

Period from 4 December 2020 to 31 March 2022

We report on the financial statements of the society for the Period ended 31 March 2022 which comprise the statement of income and retained earnings, statement of financial position and the related notes.

Our work has been undertaken so that we might state to the society those matters we are required to state to it in an accountant's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the management committee and independent accountant

The management committee is responsible for the preparation of the financial statements and they consider that an audit is not required for this Period and that an independent accountant's report is needed.

It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis for opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants. Our procedures included a review of the accounting records kept by the society and a comparison of the financial statements presented with those records. It also included consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently we do not express an audit opinion on the view given by the financial statements.

Opinion

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the society under section 75 of the Co-operative and Community Benefit Societies Act 2014.
- b) having regard only to, and on the basis of, the information contained in those accounting records, the financial statements comply with the requirements of the Co-operative and Community Benefit Societies Act 2014.

DAVID CADWALLADER & CO LIMITED
Chartered Certified Accountants

Suite 3 Bignell Park Barns
Chesterton
Nr Bicester
Oxon
OX26 1TD

Shaw and Whitley Community Hub Limited

Statement of Income and Retained Earnings

Period from 4 December 2020 to 31 March 2022

	Period from 4 Dec 20 to 31 Mar 22
	£
Turnover	34,501
Cost of sales	27,848
Gross profit	<u>6,653</u>
Administrative expenses	12,255
Other operating income	3,426
Operating loss	<u>(2,176)</u>
Loss before taxation	4 <u>(2,176)</u>
Tax on loss	—
Loss for the financial period and total comprehensive income	<u><u>(2,176)</u></u>
Retained earnings at the start of the period	—
Retained losses at the end of the period	<u><u>(2,176)</u></u>

The notes on pages 6 to 8 form part of these financial statements.

Shaw and Whitley Community Hub Limited

Statement of Financial Position

31 March 2022

	Note	31 Mar 22 £
Fixed assets		
Tangible assets	5	6,817
Current assets		
Stocks		4,100
Cash at bank and in hand		<u>26,302</u>
		30,402
Creditors: amounts falling due within one year	6	<u>1,955</u>
Net current assets		<u>28,447</u>
Total assets less current liabilities		35,264
Creditors: amounts falling due after more than one year	7	<u>3,750</u>
Net assets		<u><u>31,514</u></u>
Capital and reserves		
Called up share capital		33,690
Profit and loss account		<u>(2,176)</u>
Members funds		<u><u>31,514</u></u>

The society is satisfied that it is entitled to exemption from the requirement to obtain an audit under section 84 of the Co-operative and Community Benefit Societies Act 2014.

The members have not required the society to obtain an audit of its financial statements for the Period in question in accordance with the Act.

The officers acknowledge their responsibilities for:

- ensuring that the society keeps proper accounting records which comply with section 75 of the Co-operative and Community Benefit Societies Act 2014 (the Act);
- establishing and maintaining a satisfactory system of its books of accounts, its cash holdings and all its receipts and remittances in order to comply with section 75 of the Act; and
- preparing financial statements which give a true and fair view of the state of affairs of the society as at the end of the financial Period and of its income and expenditure for the Period in accordance with the requirements of section 80, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the society.

These financial statements have been prepared in accordance with Section 1A of FRS 102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The statement of financial position
continues on the following page.

The notes on pages 6 to 8 form part of these financial statements.

Shaw and Whitley Community Hub Limited

Statement of Financial Position *(continued)*

31 March 2022

These financial statements were approved by the management committee and authorised for issue on, and are signed on their behalf by:

Charlotte Yates
Deputy chair

Nathan Hall
Chair

Dominic Szanto
Treasurer

Alison Candlin
Secretary

Registration number: 8517R

The notes on pages 6 to 8 form part of these financial statements.

Shaw and Whitley Community Hub Limited

Notes to the Financial Statements

Period from 4 December 2020 to 31 March 2022

1. General information

The society is registered under the Co-operative and Community Benefit Societies Act 2014. The address of the registered office is 63a Shaw Hill, Shaw, Wiltshire, SN12 8EX.

2. Statement of compliance

These financial statements have been prepared in compliance with Section 1A of FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Revenue recognition

Turnover is measured at the fair value of the consideration received or receivable for goods supplied and services rendered, net of discounts and Value Added Tax.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership have transferred to the buyer (usually on despatch of the goods); the amount of revenue can be measured reliably; it is probable that the associated economic benefits will flow to the entity; and the costs incurred or to be incurred in respect of the transactions can be measured reliably.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in equity, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in equity in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in equity in respect of that asset, the excess shall be recognised in profit or loss.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Plant and machinery	-	20% straight line
Equipment	-	20% straight line

Shaw and Whitley Community Hub Limited

Notes to the Financial Statements *(continued)*

Period from 4 December 2020 to 31 March 2022

3. Accounting policies *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the society are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the society becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Where investments in non-convertible preference shares and non-puttable ordinary shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in profit or loss. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in profit or loss, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

Shaw and Whitley Community Hub Limited

Notes to the Financial Statements *(continued)*

Period from 4 December 2020 to 31 March 2022

3. Accounting policies *(continued)*

Financial instruments *(continued)*

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Profit before taxation

Profit before taxation is stated after charging:

	Period from 4 Dec 20 to 31 Mar 22
	£
Depreciation of tangible assets	<u>1,135</u>

5. Tangible assets

	Plant and machinery £	Equipment £	Total £
Cost			
At 4 December 2020	–	–	–
Additions	<u>2,493</u>	<u>5,459</u>	<u>7,952</u>
At 31 March 2022	<u>2,493</u>	<u>5,459</u>	<u>7,952</u>
Depreciation			
At 4 December 2020	–	–	–
Charge for the period	<u>374</u>	<u>761</u>	<u>1,135</u>
At 31 March 2022	<u>374</u>	<u>761</u>	<u>1,135</u>
Carrying amount			
At 31 March 2022	<u>2,119</u>	<u>4,698</u>	<u>6,817</u>

6. Creditors: amounts falling due within one year

	31 Mar 22
	£
Other creditors	<u>1,955</u>

7. Creditors: amounts falling due after more than one year

	31 Mar 22
	£
Other creditors	<u>3,750</u>

Shaw and Whitley Community Hub Limited

Management Information

Period from 4 December 2020 to 31 March 2022

The following pages do not form part of the financial statements.

Shaw and Whitley Community Hub Limited

Detailed Income Statement

Period from 4 December 2020 to 31 March 2022

	Period from 4 Dec 20 to 31 Mar 22 £
Turnover	
Sales	34,501
Cost of sales	
Purchases	30,240
Subcontractor costs	1,708
	<u>31,948</u>
Closing stock - resale	4,100
	<u>27,848</u>
Gross profit	<u>6,653</u>
Overheads	
Administrative expenses	12,255
	<u>(5,602)</u>
Loss on society trading	<u>(5,602)</u>
Other income	1,500
Capital grant	850
Donations	1,076
	<u>3,426</u>
Operating loss	<u>(2,176)</u>
Loss before taxation	<u><u>(2,176)</u></u>

Shaw and Whitley Community Hub Limited

Notes to the Detailed Income Statement

Period from 4 December 2020 to 31 March 2022

	Period from 4 Dec 20 to 31 Mar 22 £
Administrative expenses	
Rent rates and water	4,369
Insurance	553
Repairs and maintenance (allowable)	80
Telephone	36
IT Software and Consumables	706
Printing postage and stationery	1,036
Sundry expenses	1,071
Laundry and cleaning	190
Subscriptions	240
Advertising	1,608
Entertaining	123
Accountancy fees	785
Depreciation of tangible assets	1,135
Bank charges	323
	<u>12,255</u>

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: **that meeting space** administered by GoodNews Church

GoodNews Church, Melksham CIO
Charity registration number: 1167992

2. Name to which cheque should be paid to, if different from above:

GoodNews Church, Melksham CIO

3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?

Locally based.

5. How will the grant benefit residents living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

'that meeting space' aims to provide a safe and welcoming place for anyone in Melksham and Melksham Without to access for friendship, activities and community initiatives. Our objectives are to serve the town and surrounding villages and their residents by assessing and fulfilling needs within the community.

Since November 2021 'that meeting space' has:

- completed five six-week Bereavement Journey courses and is currently doing a sixth. These courses are recommended by the GP surgeries' Social Prescribers and have had a documented positive impact on the attendees to date.
- opened its doors to a 'drop-in' every Tuesday morning, which has an average attendance of 25 people – most of whom were previously socially isolated.
- facilitated the establishment of a weekly art group, open to all, with an average attendance of 15 people.
- provided free 'tech savvy' courses and one-to-one coaching on IT skills to around 40 digitally excluded people.
- supported UK hosts and Ukrainian refugees by hosting weekly drop-ins and conversational English lessons for both children and adults.
- hosted meetings of U-Meet – local coordinators who support the integration of Ukrainian refugees into UK life.
- hosted the launch of the Melksham Community Larder before it had its own base.
- assisted the launch of My Tribe women's networking group.

Community groups who have hired, or made donations after use to 'that meeting space' include:

- Melksham book club
- Swindon Council
- Wiltshire Council Area Board
- The Singalong Group
- 4Youth
- Melksham Food and River Festival committee
- Read Easy
- Macapello Choir

Potential users

- Makaton classes
- Women's Institute
- Writing courses

Along with GoodNews Church's own use of the space.

6. Amount of Grant requested: £.....500.00.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits residents of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

It can be difficult for people to find 'that meeting space' because there is nothing outside the building to identify it, although as an iconic building we thought it would be easily recognisable. We purchased an A-frame sign to put outside, but people still have difficulty finding us. We write 'formerly the Art House café' on all publicity, but with many new residents in the local area, that is becoming less helpful.

We would use the grant to purchase signage to clearly identify the use of the building, using the local company, Melksham Signs, who have given us a quote.

A recent postcode survey of users of 'that meeting space' indicated that there were between 120-160 people per week coming through our doors, of which 26% were Melksham Without residents, 62% were Melksham residents and about 12% were from a little further afield. (The ratio of Without to Town users is in line with the relative populations of the two areas.)

'that meeting space' is a project of the GoodNews Church, Melksham CIO. The objectives of 'that meeting space' are in line with the objectives (2 and 3) of the constitution of the CIO.

The finances of the 'that meeting space' are ring-fenced within the accounts of the CIO.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils Melksham Town Council	£1000.	March 2022 Grant used to support the community outreach work of that meeting space
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Funds have been raised during the year by donations from users, and charges to organisations hiring that meeting space. Shortfalls have been made up using the savings of GoodNews Church. A £1000 grant from Melksham Town Council in March 22, has been used to support that meeting space during the current financial year.

Please find attached our most recent financial accounts (Up to 31st March 2022). Also included below is a financial summary of the first nine months of 2022/3 drawing out the specific figures for 'that meeting space'.

Year to date (9 months to December 22) summary of accounts for 'that meeting space' within the GoodNews Church accounts.

Income		TMS sub total
Offerings	22840	
Restricted Giving	7063	
Donations -TMS	1800	1800
Income - TMS	410	410
U-Meet	714	714
Miscellaneous Income	32	
HMRC - Gift Aid	5102	
	37961	2924
Expenditure		
Church expenses	-1601	
Professional/legal /Web	-2025	
Salaries	-22266	
Mission Support	-7665	
TMS* - Rent	-4500	-2250
TMS - Renovation	-273	-273
TMS - Supplies	-865	-865
TMS - Professional/Legal/Web	-526	-526
TMS - Phone/internet	-557	-557
TMS - Miscellaneous	-1	-1
TMS - Wages	-621	-621
U-Meet	-614	-614
Total	-41514	-5707
Deficit	-3553	-2784
*The rent for 'that meeting space' is £500/month. Half of this is assigned to 'TMS' and half for GoodNews Church use of 'that meeting space'.		

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

www.thatmeetingspace.org.uk

Signature:

Date: 27th January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	27 th January 2023

Charity registration number: 1167992

Goodnews Church, Melksham CIO

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Goodnews Church, Melksham CIO

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Goodnews Church, Melksham CIO

Reference and Administrative Details

Trustees

Mr John Francis Firth

Myles Pilling

Shirley Jenkins

Principal Office

55 Foundry Close

Melksham

SN12 8FD

Charity Registration Number

1167992

Independent Examiner

Kolade Andrew Alli ACMA

10 Gatcombe Gardens

West End

Hampshire

SO18 3NA

Goodnews Church, Melksham CIO

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2022.

Objectives and activities

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Objectives:

The objectives of the CIO are:

A. To advance the Christian faith in accordance with the Statement of Beliefs appearing in the Schedule hereto in the County of Wiltshire and in such other parts of the United Kingdom or the world as the Trustees may from time-to-time think fit and to fulfil such other purposes which are exclusively charitable according to the law of England and b) Wales and are connected with the charitable work of the charity.

B. To relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in the said location and in such other parts of the United Kingdom or the world as the Trustees may from time-to-time think fit.

C. To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship, or social circumstances with the object of improving their conditions of life.

Governance Nature of governing document:

The Trustees meet regularly with the pastors and leaders of the church to review achievements and activities, and to plan strategy. John and Sharon Firth lead and pastor the church, with John Firth continuing as a paid employee and as a Trustee in accordance with the CIO's constitution, which has provision for the employment of a Pastor/Trustee.

Owen Morse-Brown stepped down as Trustee in June 2021 and was replaced by Myles Pilling. Shirley Jenkins is also a Trustee and has agreed to remain so until 2024. Steve Knight is the Assistant Pastor. Catherine Morse-Brown is acting as Church Elder.

Goodnews Church, Melksham CIO

Trustees' Report

Nancy Millard is the Church Treasurer. The payroll function is handled by David Bull of DC Tax and Accounts Ltd. Sharon Firth is the Safeguarding Coordinator and she carries out the DBS checks through Thirtyone:Eight.

GoodNews is part of "Synergy Alliance", a loose fellowship of churches led by Pastor Andy Elmes of Family Church, Portsmouth.

The Church also maintains its historic connections with the Door Fellowship, Williamsport, PA USA.

Premises:

Due to the Lockdowns, a charity café run by the Rotary Club in Melksham Market Place was forced to close. The Rotary Club decided that they would not reopen the café, and as the building is owned by Melksham Town Council, it was put forward for bids.

GoodNews Church Trustees agreed to submit a bid for use of the room for church meetings and community outreach, and after several meetings and a resubmission to meet new Council intentions for the future use of the building, Melksham Town Council agreed to rent the building to GoodNews Church.

This is the first time since the church was established that GoodNews has had a base that can be used every day and it is being rented on the understanding that it will be returned to the Council when they have decided on the use of all Council owned assets within the town.

GoodNews church named the ex-café 'that meeting space'.

Activities 2021-22:

This has been another exceptional year. Through various lockdowns and social-distancing restrictions, the church has had to be flexible in the ways that it meets together. During the times of them most severe Covid restrictions the church continued to meet on Zoom and then as the restrictions eased and the weather improved the church began to meet outside before opening up to hold hybrid (in-person/Zoom) meetings at 'that meeting space' in Melksham. Small groups continued to follow the appropriate restrictions, meeting outside when possible until conditions normalised.

As soon as it was permitted the youth group began to meet again. Now using Queensway Hall, the group has grown, and as the year ended began a Youth Alpha that has drawn in a number of young people from other churches and none.

"SHINE" is a praise meeting for the special needs community, has begun to meet again monthly at Queensway Chapel. The weekly SHINE coffee morning has moved to Queensway Hall and is now supported by Queensway Chapel with GoodNews no-longer taking the primary role.

Goodnews Church, Melksham CIO

Trustees' Report

GoodNews has been involved in a number of inter-church children's events actively supporting the Melksham-wide children's holiday clubs and other events including a holiday club, Light Party and Messy Church which during the restrictions used a hybrid format where the children are supplied with activity bags and then join the activities on social media. The number of children involved for the holiday club was equal to the numbers at our most successful in person meetings from previous years.

During the year, a new cross church prayer meeting began, "Prayer for Melksham", bringing Christians together from different streams to pray. The year began with this being an on-line meeting but once again as soon as restrictions were lifted, became in person and was hosted by GoodNews at 'that meeting space'.

During the time of the pandemic a majority of the members transitioned to online giving which has meant that the financial support for the church has held steady throughout the year. This year has been a year of exceptional needs nationally and internationally. The church took in several collections during the year for areas with significant needs.

The church also continued to support the work of Arnold Muwonge and his work with the Kampala Children's Centre in Uganda. Mr Muwonge spends half his time in the UK and half his time in Uganda. Support to him is given through the NDE Network.

Support is provided for the work of Pastor Tinashe Veremu in Zimbabwe, to whom the church has given support for over 15 years. Regular contact is maintained with Pastor Veremu and £200 is sent every other month to him using WorldRemit.

Support is given to Rhea Ministries supporting their outreach work in the Thar Desert in Pakistan and humanitarian relief for Afghani refugees.

The Church resumed the support for Jon Cassel, formerly of CBN, but now works with World Team in Cameroun and Transworld Radio in Benin. Support is sent to Mr Cassel through World Remit on a bi-monthly basis.

Specific collections were taken during the year for identified needs. These include the help with college for a girl in Jamaica that GoodNews Church has supported since she was orphaned at the age of 4.

A collection was taken to support the widow of a missionary in Columbia, who was a regular speaker at GoodNews before his death in 2021.

A collection was made to support the work of People Against Poverty with refugees fleeing into Romania from the fighting in Ukraine.

Sometimes a church offering is taken specifically to support this work. Other humanitarian relief may be provided through connected ministries as and when the need arises.

'that meeting space'. During this year the church has taken over a redundant café in the centre of Melksham developed into a community meeting place. Once the room had been renovated the church began to hold weekly gathering and small group meetings there.

Goodnews Church, Melksham CIO

Trustees' Report

The church began a Tuesday morning community drop-in that has attracted up to 25 people. During the drop-in a number of attendees recognized that they had a military background in common and formed a support group that meets at that meeting space.

For a few months the drop-in included one-to-one smart phone help, which developed into a course for the digitally isolated. The course was oversubscribed and two further courses have been scheduled.

Working with Celebrating Age Wiltshire, a 'Noticing Nature' course was arranged. Once the course was finished, the group had enjoyed being together so much that they formed into Nature and Art Friends, which meets weekly. This group is hosted and supported by GoodNews.

Following the trauma of the last two years, we recognized a need for helping people through their grief. We ran a 'Bereavement Journey' course at that meeting space, which had such positive results that we have repeated the course twice more and are presently planning further offerings.

Also meeting regularly at 'that meeting space' are a singalong group, Melksham Book Club, a woman's networking group and All Nations Christian Fellowship.

The church was awarded a £1000 grant towards the continued work of that meeting space. The continued hostilities in Ukraine have brought many refugees to Melksham and the surrounding area. It is hoped that 'that meeting space' can be a resource that will help them settle.

The annual report was approved by the trustees of the charity on 3 June 2022 and signed on its behalf by:


.....
Mr John Francis Firth
Trustee

Goodnews Church, Melksham CIO

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 3 June 2022 and signed on its behalf by:


.....
Mr John Francis Firth
Trustee

Goodnews Church, Melksham CIO

Independent Examiner's Report to the trustees of Goodnews Church, Melksham CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 8 to 15.

Respective responsibilities of trustees and examiner

As the charity's trustees of Goodnews Church, Melksham CIO 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 Goodnews Church, Melksham CIO'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 Goodnews Church, Melksham CIO 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 accounting 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.



.....
Kolade Andrew Alli ACMA

10 Gatcombe Gardens
West End
Hampshire
SO18 3NA

3 June 2022

Goodnews Church, Melksham CIO

Statement of Financial Activities for the Year Ended 31 March 2022

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Charitable activities		32,723	9,036	41,759	45,716
Expenditure on:					
Charitable activities		(39,453)	(10,731)	(50,184)	(53,154)
Total expenditure		(39,453)	(10,731)	(50,184)	(53,154)
Net expenditure		(6,730)	(1,695)	(8,425)	(7,438)
Gross transfers between funds		(1,695)	1,695	-	-
Net movement in funds		(8,425)	-	(8,425)	(7,438)
Reconciliation of funds					
Total funds brought forward		60,409	-	60,409	67,847
Total funds carried forward	8	51,984	-	51,984	60,409

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 8.

Goodnews Church, Melksham CIO

**(Registration number: 1167992)
Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
Current assets			
Debtors	6	5,047	6,314
Cash at bank and in hand	7	<u>46,937</u>	<u>54,095</u>
		<u>51,984</u>	<u>60,409</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		-	53,732
Unrestricted income funds			
Unrestricted funds		<u>51,984</u>	<u>6,677</u>
Total funds	8	<u>51,984</u>	<u>60,409</u>

The financial statements on pages 8 to 15 were approved by the trustees, and authorised for issue on 3 June 2022 and signed on their behalf by:


.....
Mr John Francis Firth
Trustee

Goodnews Church, Melksham CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Goodnews Church, Melksham CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Goodnews Church, Melksham CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Goodnews Church, Melksham CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

2 Income from charitable activities

	Unrestricted		Total 2022 £	Total 2021 £
	General £	Restricted £		
Donations and offering	27,208	-	27,208	31,367
Donations towards the support of John Firth's wages	-	1,702	1,702	1,754
HMRC Gift Aid Payments	5,047	-	5,047	6,314
Miscellaneous Income	450	-	450	427
Restricted Giving - Miscellaneous	-	2,663	2,663	5,752
Rental income - TMS	-	20	20	-
Giving - That Meeting Space (TMS)	-	4,651	4,651	-
Bank interest receivable	18	-	18	102
	32,723	9,036	41,759	45,716

Goodnews Church, Melksham CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

3 Expenditure on charitable activities

	Unrestricted		Total 2022 £	Total 2021 £
	General £	Restricted £		
Music and Sound Equipment	110	-	110	180
Office Supplies & Equipment	873	-	873	1,621
Wages and salaries	20,337	-	20,337	18,826
Staff NIC	6,165	-	6,165	7,327
Staff pensions	1,908	-	1,908	1,743
Advertising	21	-	21	122
Website and Internet cost	468	-	468	335
Children's Ministry	25	-	25	96
Ministries	7,488	-	7,488	16,811
Gifts	-	2,315	2,315	4,779
Events	113	-	113	-
Rent	74	-	74	117
Professional Services	625	-	625	381
Legal Requirements	946	-	946	516
Rent - TMS	-	3,500	3,500	-
Supplies - TMS	-	676	676	-
Office Equipment - TMS	-	938	938	-
Phone - TMS	-	100	100	-
Website/Internet - TMS	-	112	112	-
Legal Requirements - TMS	-	5	5	-
Renovation - TMS	-	2,905	2,905	-
Miscellaneous - TMS	-	144	144	-
Wages -TMS	-	36	36	-
Independent examiner's fee	300	-	300	300
	39,453	10,731	50,184	53,154

Goodnews Church, Melksham CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

4 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Mr John Francis Firth

Mr John Francis Firth received remuneration of £28,410 (2020: £27,896) during the year.

Goodnews Church, Melksham CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

5 Taxation

The charity is a registered charity and is therefore exempt from taxation.

6 Debtors

	2022 £	2021 £
Other debtors	5,047	6,314

7 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	46,937	54,095

8 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted					
General	60,409	32,723	(39,453)	(1,695)	51,984
Restricted	-	(9,036)	10,731	(1,695)	-
Total funds	(60,409)	(41,759)	50,184	-	(51,984)

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted				
General	16,842	38,210	(48,375)	6,677
Restricted	51,005	7,506	(4,779)	53,732
Total funds	67,847	45,716	53,154	(60,409)

Recd 17/1/23

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: *SHAW & WHITLEY CONNECT*

2. Name to which cheque should be paid to, if different from above:

3. Name and Address of Secretary/Correspondent:

[Redacted]
[Redacted]
[Redacted]

Telephone number: [Redacted]

Email: [Redacted]

4. Is your work National/Countywide/District/Locally based? *Locally.*

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Provide useful information and articles bi-monthly via free magazine.

6. Amount of Grant requested: £ *250*

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We gave an advert for a free year 2021/22 due to impact of covid so a contribution from MWPC would be appreciated in order for the service to continue.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	<i>NINE</i>	
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

honestly does but unable this year due to impact of covid.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:



Date:

5/1/2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED] [REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	5/1/2023

SHAW & WHITLEY CONNECT MAGAZINE

INCOME & EXPENDITURE ACCOUNT
FOR THE 12 MONTHS TO 31 MARCH 2022

EXPENDITURE		INCOME	
Printing Magazine	1,759.00	Advertising (Free Year)	-
		MWPC Grant	250.00
		Excess Expenditure	-
		Over Income	1,509.00
	<u>1,759.00</u>		<u>1,759.00</u>

BALANCE SHEET
AS AT 31 MARCH 2022

ASSETS		LIABILITIES	
Bank	2,200.40	Accumulated Fund B/F	3,709.40
		Excess Expenditure	(1,509.00)
	<u>2,200.40</u>		<u>2,200.40</u>



TREASURER,

MELKSHAM WITHOUT PARISH COUNCIL

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

Tel/Fax: 01225 705700

Email: admin@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation:

TransWilts CIC

2. Name to which cheque should be paid to, if different from above:

As above

3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number: [REDACTED]

[REDACTED]

4. Is your work National/Countywide/District/Locally based?

The Melksham Hub Café, SN12 8BN and throughout the district and county.

5. How will the grant benefit residents living in Melksham Without? NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.

The benefits to the Melksham Without Parish are:

- Creating a safe space for those with additional needs promoting creativity and raising individuals confidences, whilst bringing communities together, supporting diversity and inclusion.
- Mental health benefits for support workers. Creating an environment for them to talk about their feelings and swap ideas/offer support to one another.
- Giving those with additional needs a sense of worth and ownership.
- Safeguarding independence within the special need community whilst raising the profile of a marginalised community.
- Station adoption group. We have gained formal [Community Rail Network](#) membership and adopted Melksham Station so we hope that with the necessary risk assessment training

our Glee clients can join us in making the station a more friendly and welcoming environment.

- Ensuring the Melksham community has a voice and plays a part in the development and improvement of our railways whilst promoting the rail industry as a safe space.
- Unlock the social value of railways with bold initiatives and working with local businesses and charity groups.
- Contributing to the consultation of development opportunities around stations and making them a gateway to employment opportunities.

6. **Amount of Grant requested:** £2,000.

7. **Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).**

Please note: Wiltshire Council Planning Permissions for this building work and lodge premises has been agreed and granted.

We would like to buy and implement the installation of a weatherproof lodge or converted container space for the Melksham Hub Cafe to be used by customers and most importantly for our growing weekly Glee Club membership (circa 30 per week). Creating a safe indoor meeting space which can be used by those with additional needs, promoting creativity and raising individual's confidence. The Café and Glee Club is already providing mental health benefits to our additional needs clients and their support workers/carers. By creating a larger secure environment for the Club it will further enable them to talk about their feelings and swap ideas/offer support to one another and for us to provide workshops and activities. Some of our café volunteers have already gone on to become paid members of the café team with the confidence to travel to work and make a living independently.

It is estimated that up to 1.5 million people in the UK have a learning disability. In Wiltshire, young people with learning disabilities are taught at special needs schools and mainstream schools with special resources. When they are 16 they can move to specialist colleges such as Fairfield Farm College in Dilton Marsh or other colleges with specialist facilities. Once they leave these specialist environments there is often nowhere locally where they can continue to learn the skills to work in



a structured way. Yet, many people with a learning disability, with the right support, make a valuable contribution to organisations and society.

We have a unique opportunity at Melksham Hub Café as we can offer a safe space and support with the added bonus that we are right opposite Melksham train station so we are easily accessible. Our Glee Club creates a network of support for these community members, offer volunteer opportunities to gain café experience and also produce a safe space for them to network with one another.

The Glee Club is a weekly gathering, providing regular, reliable support to our local community raising the profile of a marginalised community and promoting diversity. We are passionate about improving local services for children and young people in the Melksham Without parish with special educational needs and/or disabilities and promoting and supporting independent living.

We hope to involve Young Melksham/4Youth to engage with the Glee Club. This gives young people experience of working with the additional needs community, perhaps giving them the confidence to seek a career in this field. We already work in collaboration with Wiltshire Centre for Independent Living.

The Glee Club has grown rapidly this year, consequently the café is too small to accommodate the numbers now attending (circa 30). We have been using the covered canopy area in the Melksham Hub outside space during the summer but the problem is to continue the Club activities through the winter months and during rain. The objective is to continue the momentum for the community attendees by providing weekly interaction throughout the year. Our project includes the cost for providing a suitable timber building 20' x 13' adjacent (approx.) to the café for use by Glee Club and for storing the equipment. We have been negotiating with a local Melksham supplier for supplying the building.

We work in partnership with local newspapers Melksham News/White Horse News to publicise our activities and promote good news stories, with a number of "good news" stories about those who have benefitted from the chance to gain independence by learning food cooking, barista and serving skills in our Café.

Project costing outline:

Moving current bike stands:	£1,500
Relocating the current storage container, groundwork prep (including electric installation, ground levelling etc).	£7,000
Purchasing the new lodge plus groundwork prep & delivery is	£17,500
PROJECT TOTAL COST:	£25,500

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council - Melksham Area Board	£5,000	Pending
Town & Parish councils	0	0
Lit Fibre	£2,000	Approved
Community Rail Network	£7,500	Approved

9. **Apart from grant aid applications, what has your organisation done to help itself by raising funds?**

We also hope to apply for Great Western Railway funding in the new financial year (Apr 2023).

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date:

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	██████████ ██████████████████ ██████████████████
██████████	██████████████████ ██████████████ ██████████
Telephone No.	██████████
Email Address	██████████████████
Signature	██████████
Date	19/01/2023

**TRANSWILTS COMMUNITY INTEREST COMPANY
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2022**

Registered number: 09397959

2022 2021

£ £

Fixed assets 7,506 10,725

Current assets 35,412 36,717 Prepayments and accrued income 480 2,499 Creditors: Amounts Falling Due Within One Year (19,482) (6,384)

NET CURRENT ASSETS 16,410 32,832

TOTAL ASSETS LESS CURRENT LIABILITIES 23,916 43,557 Accruals and deferred income (2,998) (18,688)

NET ASSETS 20,918 24,869 **RESERVES** 20,918 24,869

Notes

1. Average Number of Employees

Average number of employees, including directors, during the year was as follows:

2022 2021

Office and administration 1 1 Cafe Staff 2 -

3 1

2. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

3. General Information

Transwilts Community Interest Company is a private company, limited by guarantee, incorporated in England & Wales, registered number 09397959 . The registered office is Dryfields House, Bristol Road, Chippenham, SN14 6LG.

Transwilts Community Interest Company Balance Sheet (continued) As at 31 January 2022

For the year ending 31 January 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



Director

10/02/2022



Issuer Park Lane Accountants Limited

Document generated Wed, 4th May 2022 16:50:17 BST

Document fingerprint d62e3567ec6d3240c72ed2f711420ffa

Parties involved with this document

Document processed Party + Fingerprint

Wed, 4th May 2022 18:07:18 BST [REDACTED] (451240999c97be3fa8b70f9f80fd7e6d) **Audit**

history log

Date Action

- Wed, 4th May 2022 18:07:20 BST Mr Paul Roland Johnson viewed the envelope. (18.132.124.34)
- Wed, 4th May 2022 18:07:18 BST The envelope has been signed by all parties. (35.179.80.221)
- Wed, 4th May 2022 18:07:18 BST Mr Paul Roland Johnson signed the envelope. (35.179.80.221)
- Wed, 4th May 2022 18:04:59 BST Mr Paul Roland Johnson viewed the envelope. (35.179.80.221)
- Wed, 4th May 2022 16:50:29 BST Document emailed to party email (18.130.75.114)
- Wed, 4th May 2022 16:50:20 BST Sent the envelope to Mr Paul Roland Johnson for signing. (18.168.197.0)
- Wed, 4th May 2022 16:50:20 BST Envelope has been set to automatically remind the active signer every 1 day(s). (18.168.197.0)
- Wed, 4th May 2022 16:50:20 BST Mr Paul Roland Johnson has been assigned to this envelope. (18.168.197.0)
- Wed, 4th May 2022 16:50:20 BST Envelope generated. (18.168.197.0)
- Wed, 4th May 2022 16:50:20 BST Document generated with fingerprint 5ebc509248d2a8bd1ca11040bc6392ac. (18.168.197.0)
- Wed, 4th May 2022 16:50:20 BST Document generated with fingerprint 1f9407d4710426bc58acb2ee8fb40fed. (18.168.197.0)
- Wed, 4th May 2022 16:50:20 BST Document generated with fingerprint d62e3567ec6d3240c72ed2f711420ffa. (18.168.197.0)
- Wed, 4th May 2022 16:50:17 BST Envelope generated with fingerprint a7998127f9d719ec907d77ae7b8aa4e8 (18.133.63.166)

Community Connecting

Meet Lottie . . .



Lottie was attending college and an interest in broadening her employability skills by finding a suitable voluntary role. A referral was sent to Community Connecting who could support her in reaching her goals and aspirations.

Lottie had experience of working in a café while at college and had expressed a desire to volunteer in this sector.

A new café had opened in nearby town and were looking for volunteers to help during both the week and on a Saturday. As Lottie was at college full-time, she was looking for a voluntary job on a Saturday, after speaking to the manager this was something that could be offered. Working in a café means being available for weekend work, so this suited both Lottie and the manager.

On her first day Lottie said she was very nervous. She was concerned about being asked to complete tasks that she was not confident in doing. Lottie and her community co-ordinator discussed how learning new skills empowers you and helps to build your confidence and knowledge and support was available

to learn new tasks.

“I am really impressed with Lottie; she has come out of her shell and has become so confident so early while also thinking on her own. She is a pleasure to work with.”

Gemma, Manager

During her first morning the manager asked her to phone through the orders to the wholesalers and leave a voice message with the order request. This was a job that Lottie was anxious about yet said she wanted to try as it was a skill she needed to learn.

The items were written down so she could read them from a list and the invoice number for the café was included. Lottie completed the task and said she was very proud of her achievement; it was nice to prove to herself that she could do things she found challenging.

The following week Lottie asked if she could be taught how to use the till which was a big challenge to her. Over the course of the morning, she was serving customers on her own and said she was enjoying herself.

Lottie has learnt all aspects of the role and grown in confidence. She is a valued member of the café team and continues to enjoy her job and often talks about how this will help her find paid work in a café in the future.

Supported by Clare Chester

Community Connecting

February 2022



Editorial on Cyrus Driver

18th November 2022

The Melksham Hub Cafe has a new volunteer. Cyrus has previously run a successful gardening business and was an Account Director in a leading advertising agency in London.

Cyrus moved to Wiltshire and was diagnosed with Bipolar 2 Disorder which led to becoming socially isolated for a number of years.

A recent employee to TransWilts CIC, Corinne Martin, had met with Cyrus in a previous role and they had discussed his want to find a volunteer position to feel valued, useful and once again, part of a team. Knowing Cyrus could cook and was a great gardener, this was an ideal opportunity to introduce Cyrus to the Cafe.

Within a few weeks Cyrus has made homemade soup at the cafe and made a start on gardening projects.

Cyrus says “Being able to get out of the house on a regular basis, to be part of something worthwhile is invaluable. The Glee Club is a worthy and valuable community project and I am enjoying working on a Friday with Gemma and being around people”.

Gemma the Hub Manager thinks “Cyrus is a great asset to the team. He is helpful and knowledgeable. We hadn't made soup in the cafe before and Cyrus has introduced this to the menu. Cyrus is such a great help and asset to our team”.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
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Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: AFC MELKSHAM (DISABLED FOOTBALL)
2. Name to which cheque should be paid to, if different from above: AFC MELKSHAM
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:

4. Is your work National/Countywide/District/Locally based?

LOCAL

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

This still remains the only local disabled football club in Melksham

6. Amount of Grant requested: £...300.00.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

Winter months we have to pay £28 week /£740 per annum hire fee Melksham oak school as the main expense this supports this part of the costs
 This covers some 30 disabled people and parents careers.total 45/50

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	MELKSHAM TOWN COUNCIL£300.00	POSITIVE
Any other body	WILTSHIRE COMMUNITY FUND £1500 KNORRE BREMMSE£500 Alms house £300	POSITIVE POSITIVE POSITIVE

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

The club is run at no cost to participants who if charged most likely could not afford to come each week, the support from Knorre Bremmse and Wiltshire community fund has allowed yet another year of activity to occur.

The volunteers and coaches do not take payment for service despite being FA qualified coaches and this is now some 16 years running with a turn over each year of different people.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 29TH November 2022

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	



AFCMELKSHAM ACCOUNT DEC 2022

INCOMING

ALMESHUSE £250	£300	Dec-22
MELKSHAM WPC	£300	Jun-21
MELKSHAM COUNCIL	£300	Apr-22
KNORRE BREMS	£500	Jul-21 note due sept2022
WILTS FOUNDATION	£1,500	C/F

TOTAL £2,900

OUTGOINGS

AFFILIATION REG WFA	£220
E FIN PLAYER INSURANCE	£87
HIRE MELK OAK	£780
EQUIPMENT	£1,230
	<i>£2,317</i>

BALANCE £ 583

NOTE EQUIPMENT NEEDED IS MORE IN NEW YEAR AS WE USED SOME ITEMS OVER TWO YEAR PERIOD THAT REPLACING

Apr-22

MELKSHAM WITHOUT PARISH COUNCIL

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Tel/Fax: 01225 705700
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APPLICATION FOR GRANT AID

1. Name of Organisation: **MELKSHAM GARDENERS' SOCIETY**
2. Name to which cheque should be paid to, if different from above: **N/A**
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:

4. Is your work National/Countywide/District/Locally based? **Locally**
5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

Our Society aims to bring information, share ideas, give presentations and hold talks for club members (and visitors) with regards to gardening for themselves and across the country. We achieve this by inviting speakers, going on visits to gardens (NGS, RHS etc) and having an annual show with approximately 90 classes for members and the public to enter. Principal beneficiaries of the Society are people from Melksham Town, who form 2/3rds of the members and for Melksham Without Parish (including surrounding areas) who form the remaining 1/3rd of club membership. The Society is an affiliated member of the RHS which brings additional benefits to Members.

6. Amount of Grant requested: **£200.00**

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

Funding towards coach cost and organising our club Annual Show. Members often bring partners or friends so MWP members and their guests benefit like the rest of members – no distinction is made.

Trips and dates are in process of being finalised for 2023 but we hope to go to Kew's sister garden in Wakehurst this year. Percentage of members are as above in point 5.

The Annual show in September 2023 benefits Melksham and Melksham Without as it is inclusive of all, including visitors, with the aim of encouraging all ages to enter the approximately 90 classes displaying their garden produce, their cooking skills or craft skills.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	Hire of Melksham Assembly Hall (no amount)	Granted
Any other body		

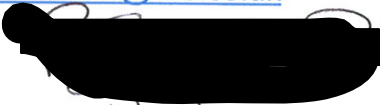
9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

Membership fees, meeting fees, tea/coffee, raffles at meetings, sales of donated plants at our annual Plant Swap. Also during 2022 we joined other stall holders (including EcoFest) to advertise ourselves and sell garden and house plants.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here: **Please note there is an under-score between Melksham and the word gardeners**

Melksham_gardeners@live.co.uk

Signature:



Date:

18/1/2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement



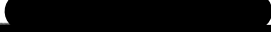
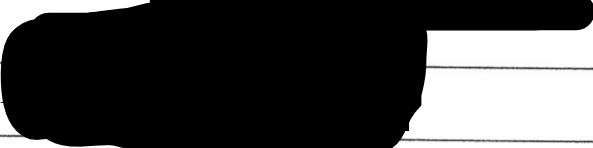

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Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	18/1/2023

Annual Accounts Summary

1 Apr 21 to 29 Mar 22 **NOTE club closed until Jul 21 due to covid -19**

Opening Balance		£3,065.49	
Income			
Annual Membership		£740.00	
Membership Entry Fees		£384.50	
Raffles		£273.00	
Refreshments		£7.50	
Donations		£0.00	
RHS Wisley trip payments		£485.00	
Seed Orders		£515.76	
Expenditure			
Hall			£140.00
Tea/Coffe			£25.00
Raffle Prizes			£43.49
Speakers			£522.75
Club Stationary (including quiz prizes)			£74.00
Bus hire - RHS Wisly - Sep club outing (55 members)			£560.00
Garden Visit (Jul 21 - donation to friends of Chalfield Manor)			£50.00
RHS Annual Subscriptions 2022			£95.00
Xmas meeting Nov 21 -wreath making material			£106.42
Mr Fothergills MGS Members Annual Seed Order 60% saving			£521.03
Mayors Reception			£36.00
Show Costs			
Assembly Rooms Hire			£0.00
Food/Tea Coffe			£0.00
Brochures			£0.00
Stationary, Tavble Cloths, cups, Misc			£0.00
Total Expenditure			£2,173.69
Grants			
Melksham			
Melksham Without		£0.00 Hire costs paid for Show Hall by Melksham Council	£200.00
Income In			£2,605.76
Closing Balance @ 27/3/22			£3,497.56

2023	Topic	Speaker
31st January	Butterflies & Moths of Wiltshire and how to attract to your Garden	Hugo Brooke
28th February	Your Garden a Paradise for Wildlife	Christine Johnson
28th March	AGM Sensory Sensations	Committee Mem Charges up to £15.00 pp - Speaker Paul Green
25h April	Water conservation and Garden ponds	David Gray
May visit	Possible coach trip to Wakehurst	
30th May	Quiz & Plant Swap	Committee
27th June	Garden Visit - 42 Silver Street Midsommer Norton	Own Cars
July visit	Coach Trip	
25th July	Making the Most of a Small Garden	Mary Payne
29th August	Bearded Iris, Talk and demo	Andy King
10th September	13th Annual flower & Produce Show	Committee
26th September	T.B.C.	
31st October	Winter Baskets/Containers	Peter Ingrams
28th November	Xmas meeting	Committee

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APPLICATION FOR GRANT AID

1. Name of Organisation: Melksham Amateur Swimming Club
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number: [REDACTED]
Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based? Locally based

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

We are a friendly club, focusing on inclusion for all, rather than competition as the primary focus. As such, we welcome anyone who wants to join, subject to club and national rules. Our activities are equally split between teaching swimming, at all levels

from beginners upwards, through to offering the opportunity to swim competitively for those who wish to do so. We provide a safe, fun and healthy environment for children of all ages, and some adults.

6. Amount of Grant requested: £340.00

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

As 2022 ends, we will be losing several of our teach to swim teachers to university. As such, we have a requirement to quickly train up new coaches to replace them. This must be done via official, Swim England coaching courses. There is also a Swim England requirement to have at least one Level 2 coach on pool side throughout any session we wish to run there (or indeed elsewhere). Level 2 teachers design training programmes for entire sessions, and direct and supervise Level 1 coaches who assist them. The grant, if successful, will cover 50% of the Level 2 Swim Teaching course fees for one person. The need for at least one other Level 2 qualified teacher will become urgent. Approximately 25-30% of our members are from Melksham Without Parish

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£1360	Approved
Town & Parish councils	£890	Unknown

Any other body		
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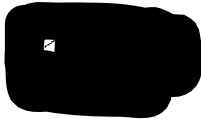
9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We have returned to the pool and our membership numbers are growing. We also provide the club with cost of running funds. Also, I am planning several fund-raising events throughout 2023 to include sponsor distance swims, party in the park and a triathlon.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

<http://www.melkshamswordfish.org.uk>

Signature:



Date: 19th January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham NB: **Closing Date for Applications: 31st January 2023.**

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

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I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	19th January 2023

Melksham Amateur Swimming Club
Income and Expenditure Account
Year ending 30.9.21

INCOME

Membership Fee (part of SO)	6,000.00
Swim fees (paid by SO)	19,180.60
Swim fees (paid by cha/cash)	373.00
New starter fee	320.00
Club champs / presentation	925.00
Kit	127.00
Events (fun galas etc)	-
Grants / donations	1,000.00
Open meets, counties	663.00
Land training	-
Badges	15.00
Swim England fees & misc	70.65
Deposit a/c interest	1.43
Total Income	28,675.68

EXPENDITURE

Pool & lifeguard hire	20,775.60
Stationery	-
Insurance	-
Coaching / training exp	776.00
League / Swim England fees	3,003.45
Gala / open meets	986.50
Land training	-
Kit	788.39
Equipment / books etc	251.76
Badges / certificates	-
Committee meetings (room hire)	-
Event expenses	-
Refunds on SO	19.50
Misc	422.70
Total Expenditure	27,023.90
Income less expenditure	1,651.78
Balance b/f	14,761.58
Balance c/f	16,413.36

**Meiksham Amateur Swimming Club
30 September 2022**

Bank Balances as at 30.09.22

Lloyds Deposit a/c

Opening balance at 1.10.21	8,929.	
Interest from 1.10.21 to 30.09.22	1.43	
Less transfers to current account	-	
Balance as at 30.09.22		8,930.49

Lloyds Current a/c

Balance as per statement 30.9.22	7,482.87	
Less uncleared chqs	nil	
		7,482.87
Balance c/f		16,413.36

MELKSHAM WITHOUT PARISH COUNCIL

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APPLICATION FOR GRANT AID

1. Name of Organisation: Shaw and Whitley Friendship Club
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:

Email:

4. Is your work National/Countywide/District/Locally based?

Locally

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

It will help to keep our friendship club open. We are still struggling with low numbers since we returned after covid restrictions. We serve a hot lunch and drinks every Wednesday and much needed social interaction for the older residents of Shaw & Whitley. We would really like to continue for as long as possible to provide this service to prevent social isolation for our older residents. We are hoping to also continue our occasional daytrips should finances allow.

6. Amount of Grant requested: £450.....

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

The money will be used to help keep our club open this year. We hope to be able to have some social events to build on the support we received last year including musical and energy advice events assisted by the council which were well received by our members.

We haven't increased our prices this year, despite the rising food costs and rent increase in order to help retain the members we still have so the funding will help to offset that.

Our members state that there lunch and social activities here are crucial to their wellbeing, sometimes it's the only proper meal they will eat and helps prevent loneliness in our community.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	n/a	
Town & Parish councils	n/a	
Any other body	n/a	

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We have held coffee mornings, but due to our low numbers this has made it difficult to raise any substantial funds. We hope to do more this year, now that restrictions are lifted and more events are taking place.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:

Date: 30th January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

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Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	30/01/2023

Profit & Loss

Shaw & Whitley Friendship Club

	Jan 2022- Mar 2022	Apr 2022- Jun 2022	Jul 2022-Sep 2022	Oct 2022- Dec 2022	Total
Income					
Deposit	£488.50	£662.15	£145.00	£555.00	£1,850.65
Donation	£0.00	£0.00	£651.00	£0.00	£651.00
Sales	£0.00	£0.00	£108.50	£0.00	£108.50
Total	£488.50	£662.15	£904.50	£555.00	£2,610.15
Expenses					
Other <input type="button" value="expand_less"/>	£362.42	£287.03	£126.36	£479.58	£1,255.39
Other	£362.42	£287.03	£126.36	£386.14	£1,161.95
Insurance	£0.00	£0.00	£0.00	£93.44	£93.44
Rent	£225.00	£330.00	£120.00	£0.00	£675.00
Transport	£0.00	£275.00	£395.00	£0.00	£670.00
Total	£587.42	£892.03	£641.36	£479.58	£2,600.39
Net Profit	-£98.92	-£229.88	£263.14	£75.42	£9.76

MELKSHAM WITHOUT PARISH COUNCIL

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Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: *Shaw and Whitley Garden Club*
2. Name to which cheque should be paid to, if different from above: *N/A*
3. Name and Address of Secretary/Correspondent:

[Redacted]
[Redacted]
[Redacted]
[Redacted]
Telephone number: [Redacted]
Email: [Redacted]

4. Is your work National/Countywide/District/Locally based?
Locally based.

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

We are a club with 33 members all of whom live in M.W.P.C. mainly Shaw, Whitley, Bearace and Atworth. Almost all members are aged over 70 and the meetings are their opportunity to socialise. Our meetings start with half an hour of tea coffee and biscuits for a social chat followed by invited speakers giving a talk on garden-related items. Once a year we visit a local garden attraction.

The Club maintains three Planters at the entrances to the village to enhance its appearance.

6. Amount of Grant requested : *£250-00*

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

We deliberately keep the membership fee low so as to attract those pensioners etc on low incomes - £20 per annum. Visitors who are non-members pay £5 per meeting. We however have to pay an average of over £100 per speaker for 9 speakers per year. Also pay Insurance + Hall Hire. We raise funds by charging a subscription as above, have one or two sales each year of Plants grown by members. We offer free delivery to Shaw and Whitley. We have a monthly raffle and charge for refreshments. The MWPC Grant would supplement that income.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	N/A	
Town & Parish councils	N/A	
Any other body	N/A	

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We have a £20 per annum subscription - £705.00
£5 fee for visitors each meeting

One or two public sales of plants raised by members


- we raised £465 last year

We hold monthly raffles which raised £153.00

and charge for refreshments.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature:



Date:

18 January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Enclosure: Accounts for Y/E 31/12/2022

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	18 / 1 / 2023

SHAW AND WHITLEY GARDEN CLUB

Receipt and Payment Account for Y/E 31/12/2022

Receipts		Payments	
Balance brought forward :-			
Bank	3118.68	Hall Hire	119.00
Cash on hand	176.25	Speakers	950.09
Total	3294.93	Insurance	104.60
Subscriptions	705.00	Printing etc	159.92
Plant Sale	465.30	American trip	309.00
American Museum trip	180.00	Platinum stall	27.95
Platinum Jubilee stall	147.20	Bank Charges	77.48
Melksham WDC grant	150.00	Christmas Meal	582.00
Christmas Meal	582.00	Village Planters	76.00
Raffle	153.50	Refreshments	27.40
Refreshments	33.00	Other Expenses	121.83
Donation received	10.00	Balance carried Forward :-	
Other Income	20.00	Bank	2916.10
		Cash	269.56
		Total	3185.66
Total	5740.93	Total	5740.93

Note to Accounts : Refreshments did not recommence until September .

I have examined the books and records of the above and hereby certify that they represent an accurate summary of transactions for the year.



Accountant.

11/12/22

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: MELKSHAM WI
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

[REDACTED]

Telephone number: [REDACTED]
Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based?

Melksham WI is locally based and we try to get most of our speakers/demonstrators from the local and surrounding areas.

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

A lot of our members are from Melksham Without Parish areas including Bowerhill and Berryfield, it was 14 members at last count but this may have reduced marginally.

6. Amount of Grant requested: £250.00

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

Melksham WI is a small group of currently about 25 members with an older demographic – currently 58 to 92 years old - so funds are limited to our annual subscriptions and anything we can manage to raise holding stalls (tombola or cakes).

We have a monthly evening meeting on the 3rd Wednesday where, on average, we have 18 attendees and we have a speaker or a demonstrator on diverse subjects such as: Reflexology, Belly Dancing, Hat Designing, History of Bras, Saving Wildlife, Safety at Home etc.

We also have a couple of evening trips out (self-funded) to local attractions and a couple of meals out (self-funded).

Any grant that may be awarded will go towards the cost of hiring speakers, which has risen rapidly since Covid; indeed, it has put some speakers out of our budget. *- also hall costs have risen exponentially*

Melksham Without members would benefit equally with the Melksham Members as no distinction is made – all are welcome.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	£200	£200
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We hold a small raffle at each meeting and hold cake/tombola stalls at different events such as Christmas Fete or summer fetes. An example of this is we held a small cake stall at the Melksham Gardeners Annual Show in Sept 2022 and raised £44.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here: melkshamwi@live.com

Signature: 

Date: 20/01/2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.


Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

STATEMENT REGARDING ACCOUNTS

Our Treasurer is currently on an extended holiday and our Accounts are also being audited as I type but they are due back imminently – we do not see any problems with the accounts being incorrect.

To that extent, I will be submitting the Grant application without our accounts but we will deliver them to you as soon as they are returned to us.

Thank you.

A large black rectangular redaction covers the signature and name of the sender.

Melksham WI Sec.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Wiltshire Youth Canoe Club (WYCC)
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number:

Email: [REDACTED]

4. Is your work National/Countywide/District/Locally based?

Locally based in Melksham. Club based at Melksham Activity Centre, King George V Park, Lowbourne, Melksham SN12 7ED

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

At WYCC approx 50% of the regular participants come from Melksham Without, plus many of our volunteers (including coaches) reside in Melksham Without

The club is based in Melksham as this is the only access to the river in the local area, this is the closest and only access for Melksham Without. From this location we can access the river Avon which runs through Melksham Without even though there are no direct access points within the parish.

WYCC is the only organisation or club to provide paddlesport activities within our community and residents of Melksham Without

The additional equipment would be used to make our existing club sessions more inclusive by giving us a wider range of equipment available to accommodate a wider range of needs from participants. We already do everything we can to meet the needs of everyone, with this additional equipment making it easier.

Our plan also involves purchasing a Two seat sit-on top. These are stable craft but similar in appearance and performance to other kayaks providing inclusion into groups. The extra stability they provide actually makes it possible for an individual with less balance, core strength or awareness to make a start, to experience and potentially develop. They provide inclusive access to the water based activity and give the option of a child to be paddled if they are no able to do so, and to keep up with the group. This is huge for inclusion of SEND (special educational needs and disability) children within groups or even to gain their own experience.

The equipment we are looking to purchase, whilst being more accessible than our regular equipment, still look like enough like our standard equipment to allow young people using them to participate in our general sessions with their peers, without feeling out of place. We encourage all our young participants to choose from the range of boats we have whatever takes their fancy on any given day, meaning we already have groups using a mixture of craft.

We aim to treat all participants as individuals and provide them whatever support needed and encourage supportive culture. Which feeds into the idea that different people have different needs, but they can all have equal enjoyment of the activity.

For us as a club success is about getting kids on the water and having fun. We keep records of attendances at all sessions and will be able to track participation numbers in any dedicated SEND sessions we run and track how many go on to join the club full time.

We always seek feedback from participants and will use that to assess the success of dedicated sessions and use it to improve what we can offer in future.

6. Amount of Grant requested: £...1017.....

1x Two seat sit on top kayak @ £725

2x Paddles @ £46 each = £92

2x Bouyancy aids, universal size with additional floatation @ £100 each = £200

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

Wiltshire Youth Canoe club is a British Canoeing accredited club, with recognition as a Quality club, run by volunteers which offers a range of paddlesport activities (canoeing and kayaking) for young people from 6 years old and up. The club's volunteer, British Canoeing qualified coaches run sessions almost every day of the week, year round, catering for all interests from novices having their first taste of the sport through to those training for competition at international level. During peak times in the summer we currently see upwards of 40 young people on the water in any given week, with many taking part in multiple sessions (some almost everyday).

It is commonly reported that unfortunately there are fewer opportunities for SEND children to access outdoor activities and many miss out completely.

We all know how good it feels to be in the outdoors, doing activity and this is the same for SEND children. It has both physical and sensory benefits. Plus then the added opportunities for social interactions outside their usual network. Outdoor activities are well known for helping to reduce stress, anxiety and relieve depression. Plus it's a naturally inclusive environment. So that's social, mental health and wellbeing benefits. Wiltshire Youth Canoe Club (WYCC) has found its strength in prioritising a youth focus and being inclusive. Even the children comment on their first experience as being very different to school and other sports clubs as they are provided with challenge and choice to meet their own needs.

Over the last 12-18 months the club has found more children joining the group with additional needs including SEND. Parents enquire carefully with questions and the club has found that individual conversations are required to understand needs and how the club and its volunteers can best accommodate each child.

The club has great people, members and volunteers, so that's covered but the limitations of the equipment available are the biggest barrier to support SEND children, from their first experience to developing confidence and being included with others, so gaining new social experiences.

The water attracts children as we all are aware but there is something special about being on the water. SEND children tell me its relaxing (especially in the rain). They say it's a quiet place which they like, enjoy and want to explore. Its amazing to listen to children tell you about their experience of Paddlesport, being on the water. Some tell me its relaxing after a stressful day at school so they can sleep better. (Its amazing what you can learn from children when taking the time to listen when they are in their happy place on the water- otherwise we can only rely on their huge smiles)

We have been adaptable and amenable to try to accommodate but this is the barrier faced. The equipment, from stable craft which can provide access to the activity and double craft when assistance is needed to get started or to share. So far we have needed to use only open canoes but this prevents some children from being in a kayak like the other children, due to needs for support and stability or even strength and co-ordination to propel the craft along the water to get that feeling which is so special to us

all. These barriers extend through to safety equipment such as larger size personal floatation devices & even life jackets to meet needs in this environment. Some of these things are quite simple but essential to providing the access.

The plan for this funding would be to purchase a two seat Sit-on-top kayak – stable craft but are similar in appearance and performance to other kayaks to provide inclusion into groups. The extra stability they provide actually makes it possible for an individual with less balance, core strength or awareness to make a start, to experience and potentially develop.

Aside from the boat we would purchase Personal floatation device (buoyancy aid) and life jackets are personal safety and standard requirements for anyone to access this water environment. A correctly size piece of equipment, appropriate in function is essential too. At the club we have limited sizes and often find that SEND children are larger than the size we have or a lifejacket is more appropriate if they are unable to swim or float confidently or even move themselves in the water all or part of the time. Having more of a range of this equipment simply removes that barrier to access. Is essential for safety. But provides sometime the extra confidence for child and/or parent to enjoy the activity. Many SEND children have strong connection with a parent so we need to be able to get that person safely out on the water too so having adult sized equipment is also essential too. This equipment only has a limited life of max 5 years so in order to maintain activity the club has to replace this kit as on-going cycle.

And finally paddles for the boat, which need to be slightly longer than our standard paddles due to the extra width of the boat.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	£6999	Submitted to Wiltshire Council, Decision pending
Town & Parish councils	Application Jan '22 for £1400	Received £500 from Melksham Without Parish Council
Any other body	£6822	Submitted to WASP, Decision pending

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

The club operates a minimum cost policy and are open to consider individual hardship cases as and when they come up, we strive to ensure that money is not a barrier for anyone to take part in our activities. We are fortunate to have voluntary coaches and minimal operating overheads, meaning equipment costs are the biggest burden. In addition to membership fees the club runs a number of race events and participates in local events to raise additional funds. Last year club members organised stalls to sell cakes at the River Festival and Wiltshire 10 running race. We also organised 3 regional ranking races which were attended by paddlers from across the country, raising funds through entry fees and refreshments. The focus of the funds generated by members activities is on maintaining and upskilling our voluntary coaches to allow them to offer a wide range of activities for our young members.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

Signature: 

Date: 29th January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	29/1/2023

Treasurers Report End of Year Landing 2021-2022





2021 - 2022

Opening Balance (01st April 2021) = £ 3,008.67

Closing Balance (31st March 2022) = £ 6,604.93

- Total Income April 2021 - 31st March 2022 = **£ 10,066.59**
 - Weekly Subs = £ 4,422.93
 - Memberships = £ 460.00
 - Grants / Donations = £ 3,710 (WASP,BC)
 - Equipment = £ 990.00 (Boat Sales)
 - Fund Raising = £ 313.66 (River Festival, Wilts 10m, WWR)
 - Course = £150.00 (FRST)

- Total Outcome April 2021 - 31st March 2022 = **£ 6,469.66**
 - Rent = £ 2,650 (£50 per week)
 - BC Affiliation = £ 133.60
 - Gym Hire = £ 305 (£10 per week + Kitchen Hire + Room Hire)
 - Events = £ 30 (Racing Boards - Nottingham)
 - Coaching / Courses = £960
 - Equipment = £ 2,391.06 (2xLightnings, 2xRockets, Escape + Vomo, Clothes Rail & Trailer Tyre)



2021 - 2022 - Key Observations

- £ 500 grant received from Melksham without - Monies not included in 2021-2022 accounts - Cheques to be paid in. **Action Kev B / Kev M**
- Lots of grant funding received - Thanks to Dee!!!
- Lots of money raised sale of old unused club boats - Thanks to Alex!!!
- Paddler Numbers have increased significantly from previous years (Esp during Spring and Summer Months)
- Not all paddling no's reflected in memberships (we need to tighten up on memberships in 2022)



Yearly Forecasts - Costs

Yearly Boat House Rent	£ 2,600
Yearly Gym Rent	£ 520
Yearly BC Affiliation	£ 150
Equipment	£ 1,000 (Approx 10 BA's @ £60 per unit + General Boat Maintenance)
TOTAL	£ 4,270

Yearly Forecast - Income

Yearly Subs	£ 4,400 (Based on 21 Active Members)
Memberships	£ 730 (Based on 5 Families @ £50 & 16 Indiv @ £30)
Fundraising	£ 150
TOTAL	£ 5,280

£ 1000 in black each year

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: WHITLEY CRICKET CLUB

2. Name to which cheque should be paid to, if different from above:

3. Name and Address of Secretary/Correspondent:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Telephone number:

Email:

[REDACTED]
[REDACTED]

4. Is your work National/Countywide/District/Locally based?

local

5. How will the grant benefit resident living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

WHITLEY CC ARE IN DESPERATE NEED OF
2 NEW BENCHES FOR BOTH PLAYERS +
SPECTATORS TO SIT + WATCH THE GAME
WE HAVE 20+ MEMBERS + LOCAL VILLAGERS
OFTEN COME DOWN + WATCH

6. Amount of Grant requested: £ 300 00

7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

2 NEW BENCHES - HOPEFULLY BOUGHT IN APRIL AS SEASON STARTS SEATS FOR LOCALS + PLAYER ALIKE TO USE DURING GAMES AND WHEN PEOPLE PASS THE PAVILLION TO REST. UP TO 20+ PEOPLE WILL USE THE SEATS DURING THE GAMES

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards	—	—
Town & Parish councils	—	—
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

MEMBER FEES

SUB MONEY FROM TEAM PLAYERS

PAYMENT FROM CLUBS PLAYING ON PITCH

FUND RAISING ACTIVITIES

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here:

WHITLEY-PLAY-CRICKET.COM

Signature: 

Date: 19-1-2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	[REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED]
Telephone No.	[REDACTED]
Email Address	[REDACTED]
Signature	[REDACTED]
Date	19-1-2023

Summary of charges for the period
01 DEC 2022 to 31 DEC 2022
Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB52MYMB23058033922906



One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

WHITLEY CRICKET CLUB
WHITLEY GOLF CRSE CORSHAM RD SHAW
MELKSHAM
SN12 8EQ

Metro Bank Community Account number	[REDACTED]
Sort code	[REDACTED]
Statement date	31 DEC 2022
Overdraft limit	£0.00

The total of fees and charges for the account during this period is £0.00.

Your fees and charges for this period are as follows:

Monthly Maintenance fee	£0.00
Online Banking fee (if applicable)	£0.00
FX Platform monthly fee	£0.00
Setup fee	£0.00
Service charges	£0.00
Cash charges	£0.00
Transaction charges	£0.00
Post Office change giving charges	£0.00
Instant overdraft charges	£0.00
Interest charges	£0.00
Total Fees and Charges:	£0.00

Details of Transaction and Cash Charges

Transaction charges	Volume	Price (£)	Charge (£)
Inward Payment	1	0.30	0.30
Sub Total	1		0.30
Less Free Transaction			0.30
Total transactions Charge			0.00

Statement number

Metro Bank Community Account number

Sort code



Cash charges	Amount (£)	% Charge	Charge (£)
Sub Total			0.00
Less Free Allowance			0.00
Total Cash transaction Charge			0.00

This document sets out the charges and interest that have accrued on your account within the above period. There are 5 types of charge:

1. 'Monthly maintenance fee' – please see the Community Account Important Information Summary for information on the monthly fee.
2. 'Transaction charges' – these are incurred when you make certain types of transaction – please see Community Account Important Information Summary for further details.
3. 'Cash charges' – incurred when you bank or withdraw cash – please see Community Account Important Information Summary for further details.
4. 'Instant Overdraft Charges' – these are incurred as follows:
 - When a transaction creates or increases an instant overdraft – debit interest at 25% EAR* is charged and we may make a 'paid item charge'; and
 - When we refuse to allow a transaction because it would have created or increased an instant overdraft – 'unpaid item charges' may be charged.

5. 'Agreed Overdraft Charges' – these are incurred when you use your agreed overdraft facility – debit interest (as set out in your agreed overdraft facility letter) is charged. Please see Community Bank Account Important Information Summary for any additional charges applicable to your account. Should you require information about the calculation of debit interest (if any) deducted from your account and detailed in this statement please contact us.

Should you have any queries regarding your statement or any transaction on your statement, we would love to hear from you. Please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit one of our stores.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

*EAR stands for Effective Annual Rate and illustrates what the interest rate on the overdraft would be if interest was charged and added to the amount owed once each year. It does not take into account fees and charges.

Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB52MYMB23058033922906



One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

WHITLEY CRICKET CLUB
WHITLEY GOLF CRSE CORSHAM RD SHAW
MELKSHAM
SN12 8EQ

ACCOUNT NAME: WHITLEY CRICKET CLUB

Your account summary

From: 01 DEC 2022	To: 31 DEC 2022
Opening balance	£2,548.53
Total money in	£750.00
Total money out	£0.00
End balance	£3,298.53

Account number	[REDACTED]
Sort code	[REDACTED]
Statement number	[REDACTED]
Overdraft limit	£0.00

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			2,548.53
19 DEC 2022	Inward Payment CORSHAM CRICKET CL		750.00	3,298.53
	Closing Balance			3,298.53

Statement number

Metro Bank Community Account number

Sort code



Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website:
<https://www.metrobankonline.co.uk/about-us/legal-information/>

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

Listening to you

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

MELKSHAM WITHOUT PARISH COUNCIL

First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
Tel/Fax: 01225 705700
Email: admin@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

APPLICATION FOR GRANT AID

1. Name of Organisation: Melksham Tourist Information Centre
2. Name to which cheque should be paid to, if different from above:
3. Name and Address of Secretary/Correspondent:

Telephone number:
Email:

4. Is your work National/Countywide/District/Locally based?

District and locally based

5. How will the grant benefit residents living in Melksham Without? **NB: No grant can be given unless it directly benefits residents living in the Melksham Without Parish.**

The grant enables us to continue offering a range of services not available in any other organisation in the town. The Information Centre is the source of information on activities, learning and travel for people of all ages. We are here to help and support Melksham Without residents to access information of local services within our town.

Services we offer include:

Booking agent - for National Express and for the Melksham Area Community Transport.

Box Office - for professional, amateur productions and events in the area.

Agent for charity cards at Christmas – Cards for Good Causes

We sell local souvenirs, literature, postcards and stamps.

Selection of local information leaflets/newspapers eg train and bus timetables, Melksham News, Your Wiltshire.

6. Amount of Grant requested: £...600.....
7. Purpose for which grant is required. Please provide a statement on how the money will be used; give details of when work will be done and date by which the project will be

completed, along with details of how this benefits resident of the Parish (for example number/ percentage of people taking part in your organisation or activities who live in Melksham Without).

To help with the general running of the Information Centre to keep it open to be able to support residents within Melksham Without Parish.

We are the booking centre for the community bus which picks up customers from their front door to take them shopping and for the community bus days out.

NOTE: Should your application be for a value exceeding £2,000 it is a requirement for the recipient to provide a written report on how the money was used within 12 months of the date of the grant. (This can be in the form of an annual report or set of accounts which clearly identify the manner of spending).

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council /Area Boards		
Town & Parish councils	£4,000	£4,000
Any other body		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

We obtain commission on sales for the National Express and Cards for Good Causes.

We have Melksham souvenirs for sale, sale books on Wiltshire, local honey, cards supplied by local artist/crafters and Melksham keyrings from the Melksham Shed.

We have a large selection of second-hand books and jigsaws for sale.

If you would like a link to your organisation's website from the Parish Council website www.melkshamwithout-pc.gov.uk give website address here: visit-melksham.com

Signature:

Date: 30 January 2023

Please return your completed form, together with a **copy of your latest audited accounts** to Melksham Without Parish Council at the above address.

NB: Closing Date for Applications: 31st January 2023.

Please note: Grant awards will be presented at the Annual Parish Meeting on Monday 3rd April 2023, venue tbc.

Privacy Statement

In line with the General Data Protection Regulations that came into force in May, please find below the Parish Council's privacy notice which contains details relating to your personal data being stored by the Parish Council. Can you please sign and return the Consent form.

I agree that I have read and understand Melksham Without Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Melksham Without Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No.	
Email Address	

Signature	
Date	30/1/2023

MELKSHAM TOURIST INFORMATION CENTRE LTD
BALANCE SHEET AS AT 30TH APRIL 2022

	2022		2021	
Fixed Assets		£ -		£ -
Current Assets	£	8,754	£	8,186
Current Liabilities	£	<u>955</u>	£	<u>808</u>
Net Current Assets		£ 7,799		£ 7,378
Total Net Assets		<u>£ 7,799</u>		<u>£ 7,378</u>
Reserves				
Balance b/fwd		£ 7,379		£ 4,557
Surplus/(deficit) for the year		£ 808		£ 2,821
Balance c/fwd		<u>£ 8,187</u>		<u>£ 7,378</u>

NOTES TO THE FINANCIAL STATEMENTS

No share capital has been issued as the company is limited by guarantee.

For the financial year ended 30th April 2022 the company was entitled to exemption from audit under section 477 Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476:

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the micro-entity provisions and with the Financial Reporting Standards for Smaller Entities (effective January 2015).

These financial statements were approved by the board of directors and authorised for issue on 21st January 2023 and are signed on behalf of the board by:

P. R. Baker
Director

Company registration number: 5795109

Hire charges for Bowerhill Sports Pavilion and Field

Please see email attached regarding the increase in Stanley Parks hire charges:

Football Pitch	2022/23	5% increase	10% increase
Club – per match – adult with use of pavilion	£60	£63.00	£66.00
Club- per match – adult without use of pavilion	£35	£36.75	£38.50
Club – per match – junior 9v9 pitch without use of pavilion	£30	£31.50	£33.00
Club – per match – junior 7v7 pitch without use of pavilion	£25	£26.25	£27.50
Club – per match – junior 5v5 pitch without use of pavilion	£20	£21.00	£22.00
Club – per match – adult with use of changing rooms for toilet and handwashing use only- Due to Covid reasons	£46	£48.30	£50.60
Blanket Booking- Future of Football FC (FoF FC)	£100 per weekend (For the use of Youth Pitches only)	£105.00	£110.00

Hire of outside toilet and car park for training sessions	2022/23	5% increase	10% increase
Under 25 people	£15	£15.75	£16.50
From 26-50 people	£20	£21.00	£22.00
Over 50 people	£30	£31.50	£33.00

Training Camps for Future of Football Ltd	2022/23	5% increase	10% increase
Includes use of car park, changing rooms to store bags for the day and outside toilet	£100.00 per session	£105.00	£110.00

	2022/23	5% increase	10% increase
Bowerhill Bomber race	£75	£78.75	£82.50
Colin Fitness (use of one changing room)	£10	£10.50	£11.00

Hire of Kitchen and games room *As set out by Full Council 25 th July 2022 min. 140/22iv	2022/23	5% increase	10% increase
To charge an hourly rate of £5 per hour with a minimum charge of £10 per session.- The would need to be changed if you increased the charges			
1 hour hire	£10	£10.50	£11.00
2-hour hire	£10	£10.50	£11.00
3-hour hire	£15	£15.75	£16.50
4-hour hire	£20	£21.00	£22.00
5-hour hire	£25	£26.25	£27.50

Future of Football FC Blanket Bookings- As per Asset Management 15th February 2021- Min 328/20a- FOF to pay £100 per weekend **for matches on the youth pitches only.**

Notes

1. 'Without use of Pavilion' includes access to the external toilet facilities
2. 'With use of Pavilion' includes access to the above facilities as well as 2 changing rooms and the official's area

Recommended at Asset Management Committee 28th February 2022- Min 453/21e. Approved at Full Council 14th March 2022

**Melksham Without Parish Council, First Floor, Melksham Community Campus,
Market Place, Melksham, SN12 6ES
Email: admin@melkshamwithout-pc.gov.uk**

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Marianne Rossi

From: [REDACTED]
Sent: 06 March 2023 15:30
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Pitch charges 2023/24

Hi Marianne,

The fees for the next financial year have already been formally agreed and set as they are each year as part of the annual budget setting process which is held during Full Council in January. Councillors agreed in a 4.9% increase in fees and charges across all Council services.

This puts us slightly higher than your costs for all our 7v7, 9v9 and 11v11 pitches (approximately £5 more across all hires). All ours come with the option of hiring the pitches with a changing room included at no extra cost. In general it is just the 11v11 games that use this option.

Hope this helps.

Thank you,

Paul.

[REDACTED]
Head of Leisure Services



Stanley Park Sports Ground
Stanley Lane. Chippenham
Wiltshire SN15 3RP

[REDACTED]
Twitter: @StanleyParkSG
Facebook: @StanleyParkSG
Linked-in: Chippenham Town Council
YouTube: Chippenham Town Council



Chippenham Town Council

The Town Hall, High Street
Chippenham, Wiltshire SN15 3ER
www.chippenham.gov.uk

 @chippenhamtcl
 @chippowntowncouncil



From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 06 March 2023 14:22
To: [REDACTED]

Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: Pitch charges 2023/24

Dear Paul,

I hope all is well with you.

I wonder whether you can help, the parish council are reviewing their pitch hire charges for next season shortly for the Bowerhill Sports Field and I just wondered whether you had reviewed your charges yet? If so wondered whether you were putting yours up and if so by what %? We just want to make sure that if the council do decide to increase the charges we aren't increasing them too much.

Below are our current pitch charges:

Football Pitch	2022/23
Club – per match – adult with use of pavilion	£60
Club- per match – adult without use of pavilion	£35
Club – per match – junior 9v9 pitch without use of pavilion	£30
Club – per match – junior 7v7 pitch without use of pavilion	£25
Club – per match – junior 5v5 pitch without use of pavilion	£20
Club – per match – adult with use of changing rooms for toilet and handwashing use only- Due to Covid reasons	£46

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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We do not guarantee that any email is free of viruses or other malware.

Breakdown of income and expenditure at the Bowerhill Sports Field and Pavilion through the years:

Financial year	Income	Expenditure	Difference
2018/19	£2,720.00	£21,232.00	-£18,512.00
2019/20	£3,115.00	£19,030.00	-£15,915.00
2020/21	£1,869.00	£24,010.00	-£22,141.00
2021/22	£9,593.00	£38,781.00	-£29,188.00
Estimated 2022/23	£9,075.00	£34,685.00	-£25,610.00
Estimated 2023/24	£6,135.00	£33,714.00	-£27,579.00

Explanation

2020/21- Income was of course down this year due to covid, we spent more than expected on repairs and maintenance which was for brook maintenance, painting of the pavilion doors and cutting back of the hedge. The expenditure budgeted this year was on par with what was spent.

2021/22- £2,189 came from reserves which was for the work undertaken on the Oak tree at the field as well as a bat survey. The council also spent around £2,500 on the replacement fire alarm system; pitches were fertilised at around £1,200. Around £4,000 was spent on hardstanding for the verandah to improve this area. £1,650 was spent on large boulder stones to help to prevent travellers from entering the field so are all one-off costs. We received a covid grant and therefore this was used for the big cost items such as the boulder stones etc to offset the cost to parishioners.

2022/23- As this financial year hasn't ended yet these figures have been taken from the estimated income and expenditure expected for this financial year at budget setting. One of the elements that have increased the expenditure on the pavilion this year was higher than expected gas costs due to the situation in Ukraine, however as we were not charged for rates this financial year a virement will be made at year end to the gas cost code so this will be offset. Hedge maintenance is double than budgeted for this year, which is purely due to the fact that we weren't charged for hedge maintenance in the 2021/22 year. Around £2,500 was

spent on the replacement CCTV at the pavilion, plus around £1,000 spent on fertilising and filling in cracks on the youth pitches. An unexpected expense was also the removal of the fallen elm at the field, this also damaged part of the fence with Great Bear so this was around £700.

2023/24 ESTIMATED- A lot of the costs estimated for the 2023/24 financial year have been increased by the rate of inflation at the time of budget setting. Of course the gas and electricity have been estimated as being increased due to the situation in Ukraine. As the JH Jones grass cutting, line marking and bin emptying contract will come to an end on 31st March 23 , the council have agreed to extend for 1 year and have been advised that their costs will increase by 10% so this has been accounted for. £1,500 has also been included to verti drain both of the adult pitches which if undertaken will come from solar farm funding. The council have also been cautious on the amount of income they will receive from pitch bookings in this year.

1 February 2023

VAT on sporting fees

HMRC concede that charges for council sports facilities are non-business

HMRC's existing guidance is that local authority sports and leisure services can either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In *Chelmsford City Council* [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC unsuccessfully appealed the first part of that decision, as they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they will NOT be pursuing the 'significant distortion of competition' argument and **accept that local authority sports services can be treated as non-business and outside the scope of VAT.**

HMRC have yet to issue any further guidance as to the basis on which they accept no significant distortion of competition would be caused, how far the interpretation of "sport and leisure services" extends or what steps councils should take to recover VAT.

We suggest that councils consider the following steps in relation to sports facilities, bearing in mind that HMRC have not issued any guidance and might refuse claims or require them to be submitted in a particular way:

- 1) If you're VAT registered and charging VAT on your sports services, you should:
 - a. stop doing so as soon as possible and certainly before 1 April 2023,
 - b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
 - c. consider whether you will refund that VAT to the bodies charged for sports.
- 2) If you're not VAT registered and have avoided reclaiming VAT on sports facilities because you thought they were taxable supplies, you should reclaim any such VAT incurred over the last 4 years.
- 3) If you treat any sports services as VAT-exempt and include VAT incurred on those activities in your partial exemption calculation, you should:
 - a. take that VAT out of the 2022/23 calculation,
 - b. if you had any irrecoverable VAT in the 2018/19 to 2021/22 calculations, review them to see if you can now reclaim some or all or of that VAT, and
 - c. if you have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if you can recover any further VAT.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for purchases in February 2019 until the end of this month.

For VAT-registered councils, adjustments cannot be made more than 4 years after the due date of the VAT return that is being amended, so the oldest return that can be adjusted is the one for the January to March 2019 quarter, unless you submit monthly returns or have non-standard VAT quarters.

In reclaiming any VAT charged, councils must avoid “unjust enrichment”, which might occur if you reclaim the VAT and keep it, rather than refunding it to your customers. Where council facilities are subsidised and operate at a loss due to low charges, or where charges were made VAT-inclusive rather than being increased, HMRC are unlikely to consider that unjust enrichment.

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, or other taxable or exempt business activities at this point. If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

Disclaimer

This bulletin is only intended as a brief guide about a developing situation and councils should ensure they follow the Regulations and guidance on www.gov.uk, read the tribunal decisions and seek professional advice if they are in any doubt.

The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the applicable law and guidance.

Officers Note: Following the tribunal decision it appears that sports services can now be treated as non business, therefore not vatiable. Note: that this change came after the internal auditors visit in late December 22, when he advised that the council may now need to look at becoming VAT registered due to the increased amount of income for sports field bookings.

Joint Panel on
Accountability and
Governance
**Practitioners'
Guide**

March 2022



- 1.31 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.33 Supporting information on risk management can be found in Section 5.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.34 Internal audit — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- 1.35 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.
- 1.36 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

- 1.37. To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.
- 1.38. Supporting information on reports from auditors can be found in Section 5.

Assertion 8 — Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

SECTION FOUR — BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT

Introduction

- 4.1. This section intends to provide members and officers of smaller authorities as well as those offering to provide internal audit services to such authorities, details of the legal framework, regulations and guidance to be followed.
- 4.2. Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.
- 4.3. The public sector internal audit standards have not been applied to smaller authorities. The information in this section is therefore guidance and should be considered by smaller authorities in undertaking a best practice effective internal audit.
- 4.4. It is not the purpose of either internal or external audit to detect or prevent fraud. However if internal auditors identify concerns as part of the review, they may wish to contact the authority's external auditor who are a 'prescribed body' under the Public Interest Disclosure Act.
- 4.5. It is not the role of any internal auditor to complete Section 1 or Section 2 of the AGAR, that is the responsibility of the authority.

Selecting and appointing an internal audit provider

- 4.6. In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.
- 4.7. There are various ways for an authority to source an internal audit service, for example:
 - Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework
 - Purchasing an internal audit service from a principal local authority
 - Engaging a competent internal auditor with sufficient organisational independence to undertake the role
 - Appointing a local individual or a member of a panel of individuals administered by a local association affiliated to NALC, SLCC or ADA.
- 4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:
 - understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets

- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
- awareness of relevant principles and practice of financial and other risk management
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite)
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities

Independence

- 4.9. Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.
- 4.10. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.
- 4.11. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

Competence

- 4.12. Evidence as to competence might include letters of recommendation from other similar authorities.

Engagement

- 4.13. Every authority should ensure that they have a letter of engagement which would normally include:
- roles and responsibilities
 - audit planning and timing of visits

- reporting requirements
- rights to access to information, members and officers
- period of engagement
- remuneration
- any other matters required for the management of the engagement by the authority

4.14. Most internal auditors will have professional indemnity insurance cover which provides both the authority and the person or firm engaged, with protection and assurance.

Planning and oversight

4.15. It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its size, scope of services and complexity of financial arrangements.

4.16. Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.

4.17. As with any review, it should be evidence based.
Wherever possible this should be gathered throughout the year.

Sources may include:

- previous review and action plan
- annual report by internal audit
- other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations
- any reports by the external auditor
- the results of any other external reviews of internal control

4.18. As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.

Internal Audit Checklist

4.19. The following sets out the basic requirements for conduct of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and Accountability Return (AGAR). The detail is not exhaustive but aims to provide Proper Officers and internal auditors with a basic guide to the controls that should ideally be in place and physical checks/testing that should be applied. Where records examined

include personal detail, such as in the case of staff salaries, allotment records and detail of hall hirers on invoices, care should be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).

4.20. Internal auditors should also, as part of the overall check on the authority's governance arrangements, review all full authority and committee minutes (and supporting papers) to gain an overview of the authority's financial and governance controls, monitoring that no actions of a potentially unlawful nature are being considered or any such decisions have been taken and that approval of all minutes is in accordance with the legislation.

This particular facet does not align to an individual section of the internal audit report in the AGAR but serves to give a degree of high-level indication as to the effectiveness of an authority's overall controls and decision-making process.

AGAR certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been properly kept throughout the year.</p> <p>AND</p> <p>I. Periodic bank account reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> ● Ensure the correct roll forward of the prior year cashbook balances to the new financial year ● Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained ● Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members ● Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. ● Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> ● Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the <u>SOs and FRs</u> which should be based on the latest version. ● Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents) ● Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place

	<p>providing for evidencing of these checks and payment authorisation</p> <ul style="list-style-type: none"> ● Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments ● Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements ● Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> ● Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc ● Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security ● Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation ● Review the effectiveness of internal control carried out by the authority
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> ● Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable ● Ensure that current year budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances ● Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances ● Ensure that the Authority has considered the

	<p>establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process</p> <ul style="list-style-type: none"> ● Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the <u>public record of precepted amounts</u>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> ● Review “Aged debtor” listings to ensure appropriate follow up action is in place ● Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored. ● Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (<u>Authorities should also acquire and retain copies of Burial / Cremation certificates</u>) ● Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised ● Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time ● Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income ● Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> ● A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area. ● Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc) ● Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held

	<ul style="list-style-type: none"> ● Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held ● Ensure that VAT is identified wherever incurred and appropriate ● Physically check the petty cash and other cash floats held ● Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> ● Ensure that, for <u>all staff</u>, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract ● Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability ● Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the <u>NJC</u> scale or hourly rate, if off-scale, and also with the contracted hours ● Ensure that appropriate tax codes are being applied to each employee ● Where <u>free</u> or <u>paid for</u> software is used, ensure that it is up to date. ● For the test sample of employees, ensure that tax is calculated appropriately ● Check the correct treatment of Pension contributions ● For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The <u>employers allowance</u> is not available to councils but may be used by other authorities ● Ensure that the correct employers’ pension percentage contribution is being applied ● Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.
<p>H. Asset and investment registers were complete and accurate and properly</p>	<p>Tangible Fixed Assets:</p> <ul style="list-style-type: none"> ● Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at

<p>maintained.</p> <p>This section/assurance should be extended to include loans to or by the authority</p>	<p>historic cost price, net of VAT and removing any disposed of / no longer serviceable assets</p> <ul style="list-style-type: none"> ● Physically verifying the existence and condition of high value, high risk assets may be appropriate ● Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement ● Additions and disposals records should allow tracking from the prior year to the current ● Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals ● Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority <p>Fixed asset investments:</p> <ul style="list-style-type: none"> ● Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “<u>Investment Strategy</u>” and reported as Assets in the <u>AGAR at section 2, line 9</u>. <p>Borrowing and Lending:</p> <ul style="list-style-type: none"> ● Ensure that the authority has sought and obtained appropriate <u>DMO approval</u> for all loans acquired ● Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt ● Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5 ● Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the <u>DMO website</u>) ● Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt
<p>J. Accounting statements</p>	<p>Whilst IAs are not required to verify the accuracy of detail to be</p>

<p>prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at <u>section 2 of the AGAR</u> reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should</p> <ul style="list-style-type: none"> • Ensure that, where annual turnover exceeds <u>£200,000</u>, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end
<p>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>IAs should ensure that, <u>all relevant criteria are met</u> (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> • the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • that it has been published, together with all required information on the Authority's website and noticeboard
<p>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements</p>	<p>This test applies only to those councils covered by the £25,000 <u>External Audit exemption</u> IAs should review the Authority's website ensuring that all required documentation is published in accordance with the <u>Transparency Code</u>.</p>
<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory <u>30 working day period when the Authority's records are available for public inspection</u>.</p> <p>IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR</p>
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p>IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.</p>
<p>O. Trust funds (including charitable) - the Council met its responsibilities as a trustee</p>	<ul style="list-style-type: none"> • Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements • that the council is the sole trustee on the <u>Charity</u>

	<p><u>Commission register</u></p> <ul style="list-style-type: none"> ● that the council is acting in accordance with the <u>Trust deed</u> ● that the Charity meetings and accounts recorded separately from those of the council ● review the level and activity of the charity and where a risk based approach suggests such, review the <u>Independent Examiners</u> report
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Reporting on Internal Audit

- 4.21. The duties of internal audit relate to reporting on the adequacy and effectiveness of an authority's system of internal control. The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on the Annual Governance and Accountability Return.
- 4.22. In most cases, particularly for larger authorities, an additional narrative report to the full council would be expected and then be published with the AGAR along with any comments from the external auditor.
- 4.23. Any narrative report should have conclusions that are compatible with the entries on the AGAR.
- 4.24. The annual internal report will inform the authority's response to Assertion 2 and Assertion 6 in the annual governance statement.
- 4.25. An authority should minute their review and actions planned from the outcomes of the AGAR tests and content of any narrative reports from Internal Auditors.



The Clerk
Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

14-Dec-22

Internal Audit Engagement Letter

Roles and responsibilities

IAC Audit & Consultancy Limited will conduct the internal audit work for your Council in relation to the 2023 Annual Return and such subsequent Annual Returns as required by the Council.

The work undertaken will specifically relate to the Annual Internal Audit Report, and aiding the Council to fulfil its obligations under Section 1 of the Annual Return. In conducting this work we will comply with the requirements of

- 'The Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Such other guidance and best practice that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

Audit planning

We will plan our audit with due care to ensure that the appropriate level of resources are made available to conduct our work, and that the council is able to meet its statutory reporting obligations.

Reporting

We will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report we shall prepare a detailed report on those areas of noncompliance which have led to a qualification.

Where necessary we will attend council meetings, or other meetings with officers or councillors to discuss our audit report and findings. We reserve the right to raise an additional fee in relation to attendance at such meetings, but will agree to this fee, if any, in advance of such a meeting.

Independence and competence

We will ensure that staff conducting and supervising audits are appropriately trained and qualified for the level of work undertaken.

We will ensure that we maintain independence from the day to day activities of the council. We will not provide additional consultancy or advisory services to the council which may compromise our audit independence.

Access to information, members and officers

In undertaking our work, we will be provided such information as we may reasonably require to complete our audit, subject to reasonable notice. Where we have requested but been unable to obtain such information we will notify the council in writing of the information that we have not received.

The records made available to us will be sufficiently well ordered and maintained as to permit a timely and effective audit.

In order to complete our work we will be provided with access to such records, officers or members as may be appropriate and necessary.

Remuneration

The fee for our work will be in accordance with the fee quote previously provided. The fee includes all travel and out of pocket expenses. If additional audit time is required then this would be discussed and invoiced as per our proposal letter.

PLEASE RETAIN A COPY OF THIS LETTER FOR YOUR RECORDS

Yours sincerely,

A handwritten signature in black ink that reads "K. Rose". The signature is written in a cursive style with a large, looped initial "K" and a smaller "R" for "Rose".

Kevin Rose ACMA
Director

Teresa Strange

From: Kevin Rose <kevin.rose@audit-iac.com>
Sent: 14 December 2022 11:45
To: Teresa Strange
Subject: Interim Audit Records Required
Attachments: Melksham_Without_Parish_Council_6.pdf

Melksham Without Parish Council

Dear Teresa

I hope you are keeping well.

Please find attached our Internal Audit Engagement Letter for the year 2022-23.

As you are aware I am due to visit you on xx-xxx-xx. It would be helpful if prior to my visit you could have the following records available; I will also need access to the Councils accounting system and records during my visit.

Note: I am happy to work with electronic versions of documents if they are available, so there is no need to print documents if they can be provided electronically.

Minutes

We will need access to Minutes. We are happy to work with Minutes published on the Councils website but will need to see original signed minutes where indicated below.

- Minute confirming the adoption of General Power of Competence (if applicable).
- Full Council signed Minutes confirming review of the 2021-22 Internal Audit Report.
- Full Council signed Minutes approving the Annual Governance Statement and Accounting Statements 2021-22
- Full Council signed Minutes approving the dates set for the Exercise of Public Rights
- Full Council signed Minutes confirming review of the 2021-22 External Audit Report
- Full Council signed Minutes approving the Budget & Precept for the current financial year.
- Minutes showing Council review and approval of Financial Regulations and Standing Orders during the current financial year.
- Full Council signed Minutes confirming review of Risk 2022-23
- Full Council signed Minutes confirming review of Internal Controls
- Council Minute confirming review and renewal of insurance.
- Minute confirming review of fees and charges
- Minutes approving Grants awarded
- Minute confirming review and approval of Standing Orders / Direct Debits
- Minutes approving the award of any tenders.

Budget and Precept

- Budget working papers/listing for 2022-23 financial year as approved by Council.
- I will also need a report from the Councils accounting system which lists and totals the budget as recorded on the system.

Financial Regulations and Standing Orders

- Financial Regulations (if not published on website)
- Standing Orders (if not published on website)

Risk

- The Risk Register.
- RoSPA reports
- Any ad hoc risk assessments produced during the year

Insurance

- Confirmation of renewal of insurance from insurance provider i.e. email from insurance provider.
- Insurance policy schedule and certificate.

VAT Returns

VAT Returns / S126 claim(s) made in the current financial year

Income

- Current Schedule of Fees & Charges
- Allotment Register
- Booking Register
- Burial records
- Current Debtors Listing
- Details of income received during September 2022 (Underlying documents supporting this income e.g. Invoices and receipts will be sampled during our audit visit).

Leases

Access to ALL leases of which the Council is a party, either as Landlord or as Tenant

Grants

- List of Grants awarded including relevant powers.
- Value of permitted S137 funding for 2022-23.

Bank Payments

- All Bank Statements for the current financial year so far
- Schedule of Direct Debits & Standing Orders
- Listing of Direct Debits and/or Standing Orders and date of their approval by Council.
- Details of all payments made in September 2022. (Underlying documents supporting these payments e.g. Invoice and schedule of payments presented to Council will be sampled during our audit visit).

Bank Reconciliations

- Signed Bank Reconciliations and supporting bank statements.

Credit/Debit Cards (if applicable)

- Credit Card Statements.
- Supporting invoices for Debit/Credit Card transactions

Tenders/Quotes (if applicable)

- Details of any tenders raised during the current financial year.

Petty Cash

- Petty cash book (manual or computerised)
- Petty Cash receipts.
- Details of any reimbursements made during the year
- Petty Cash reconciliations.

That's it!

Kevin Rose ACMA
Director

IAC Audit & Consultancy Ltd



30 January 2023

Procurement Thresholds

The £25,000 threshold increased to £30,000 from 21 December 2022 (SI 2022/1390)

Public contracts, with an estimated value (including VAT, from 1 January 2022):

over £213,477 (previously 189,330 ex VAT) for goods or services, or

over £5,336,937 (previously £4,733,252 ex VAT) for public works (construction),

must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £25,000 prior to 21 December 2022, or £30,000 thereafter, on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

Disclaimer

This bulletin is only intended as a brief guide and councils should ensure they follow the Regulations and guidance on www.gov.uk, seeking professional advice if they are in any doubt. The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the law and guidance.

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quotation

Ms Teresa Strange
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way Bowerhill
MELKSHAM
Wilts
SN12 6TL

Quotation Number	NWX11086	Date	01/03/2023
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To supply and apply chemical control to paths etc Shaw Whitley Beanacre Berryfields
To spray further down Semington Road (in Berryfield) past the police station and up to the bridge down the road that's bypassed for traffic but still used by pedestrians (but not in Semington as not part of Melksham without)
To spray off linking footpaths in the residential areas of Bowerhill
To spray the footway on the A365 past Melksham Oak Community School until you reach the turning of Redstocks
To spot weed spray amongst planted shrubs Bowerhill Sports Pavillion & spray carpark area
To spray in and around the bus shelters in the Parish (19no)
Allotment Carpark Berryfield -during Spring spray only
To include Bowerhill Roads at extra cost
We don't cover industrial estate can be done at extra cost
To spray inside of play areas Berryfield, Kestrel Court (in Bowerhill) Shaw, Hornchurch Road (in Bowerhill) and Beanacre at extra cost £20 plus VAT per play area x 5
2 applications 2023

Site	Description	Applications	Price Per Application	Total
All areas as described	weed control	2	£1,023.00	£2,046.00
Bowerhill Roads	weed control	2	£361.00	£722.00
industrial estate	weed control	2	£235.00	£470.00
All areas as described	weed control to inside of playing areas	2	£100.00	£200.00
Sub Total				£3,438.00
Standard VAT at 20%				£687.60
Grand Total				£4,125.60

This quotation is valid for a period of 30 days from 01/03/2023

We undertake to offer further treatment free of charge to any area where it is agreed at a joint inspection that a satisfactory initial treatment in accordance with this quotation has not been achieved providing that notification of defect is given within 30 days of initial completion, or 90 days in the case of total/residual herbicides.

The specific control of grass and weed growth cannot be guaranteed due to varying seasonal temperatures and rainfall affecting the overall result.

01454 415 921 07836 345 154 north.wessex@completeweedcontrol.co.uk www.completeweedcontrol.co.uk

Complete Weed Control (North Wessex) Ltd. Registered in England and Wales. Company No: 4056365. VAT No: 762339520
1st Floor, 25 King Street, Bristol, BS1 4PB Office: Unit 4, The Rearing Site, Oldbury Lane, Oldbury on Severn, BS35 1RF



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quotation

Customer Acceptance

For acceptance of this quotation please fill in and return to Complete Weed Control at the address below.

Signature		Date	
Order Number		Grand Total	

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quotation

Terms and Conditions of Contract

The following terms and conditions apply to and are incorporated into any agreement, unless expressly modified or excluded in writing and signed by the Contractor.

1. THE SCOPE OF THE WORK:

1.1 The Contractor shall carry out and complete the work described in the contract documents in a good and workmanlike manner. He shall have no obligation to execute any further work unless otherwise agreed in writing between the parties. If there shall be any discrepancy between any specification and any drawing the description contained in the specification shall prevail over the drawing.

1.2 The contract documents shall include the quotation, the specification, plans and drawings and any other document referred to in said quotation. No qualification in any acceptance issued by the Client shall form part of the contract unless specifically agreed to in writing by the Contractor.

1.3 The Client is responsible for obtaining any necessary planning permission for the works and for fulfilling statutory requirements including Water Board approval where necessary.

2. QUOTATION:

2.1 The Quotation is at a fixed price which shall remain open for acceptance within 30 days of the date shown and thereafter lapses automatically.

2.2 The Contractor also reserves the right to increase the contract sum should the date for completion of the contract become impossible to attain for reasons wholly or partly beyond his control.

2.3 Acceptance of the Contractor's quotation involves acceptance of these terms and conditions and of the contract documents, and will lead to a binding contract between the parties. It should be noted by the Client that any attempted or any actual cancellation thereof by the Client may involve the Client in a claim for recovery by the Contractor of any loss or expense incurred as a result, including a claim for a loss of profit.

3. PAYMENT:

3.1 The Client agrees that he will pay to the Contractor the contract sum together with any Value Added Tax properly chargeable upon the contract sum.

3.2 All accounts are net and do not provide for any discounts or retentions, also, payment by credit card is not accepted.

3.3 Unless otherwise stated accounts are payable immediately on receipt of invoice.

3.4 Interest will be charged from the due date of payment of all invoices at 2% per month until actual payment is received.

4. THE SITE:

4.1 The Client warrants that the site is free from springs, flooding, covered wells or other cavities, or other hazards including radiation or obstructions which are not discoverable upon visual inspection of the surface of the site or made known in writing by the Client to the Contractor prior to the date upon which the Contractor submits the quotation overleaf. If the Client breaches the above warranty, the Contractor shall be entitled to make a reasonable charge for all additional work necessarily and properly executed by the Contractor as a result.

5. DELAY/DISRUPTION:

5.1 Unless otherwise agreed, the Contractor undertakes to use all reasonable endeavours to complete the works within a reasonable time or, if a specific date for completion is agreed, by that date, but under no circumstances shall the Contractor incur any liability to the Client for any untimely performance unless a figure for liquidated and ascertained damages is specifically agreed

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quotation

and quoted overleaf especially if access to the site is prevented due to other works or delays in completing other work.

5.2 In the event that the Contractor is unable to perform or complete performance of the contract due to any act of God, war, strike, governmental action, regulation, restriction or order, flood, tempest or other cause (whether or not of a similar nature) beyond the reasonable control of the Contractor then the Contractor may (during the continuance of such contingency) by written notice terminate the contract without liability to either party other than for work done and materials used.

6. MATERIALS ON SITE:

6.1 Material delivered to site become the responsibility of the Client, and the Contractor accepts no responsibility for loss, damage or expense after delivery of the materials to site for any reason, including pilfering while materials are on site during the course of the contract works, where such losses are beyond the Contractor's reasonable control.

6.2 All materials brought on site by the Contractor which prove to be in excess of his requirements shall remain the property of and shall be removable by the Contractor who shall have the right to enter the site for that purpose.

7. COMPLIANCE WITH LAWS:

7.1 The Contractor will comply with all applicable statutory legislation including the Food & Environment Protection Act 1985 the Control of Pesticides Regulations and the Health and Safety at Work Act (1974) in force at the time. The Contractor does not accept responsibility for the posting of warning signs nor warning of neighbours where this may be a requirement and under the terms of this contract this responsibility must pass to the Client and will indemnify the Contractor against any claims occurring as a result of failure to take such action.

7.2 The Contractor shall not in any circumstances be responsible for any economic loss or other indirect or consequential loss, damage or expense whatsoever, howsoever caused or occasioned, unless such loss, damage or expense shall have resulted directly from death or personal injury caused by the Contractors negligence.

8. WARRANTIES:

8.1 The Contractor will undertake further treatment free of charge to any areas where it is agreed at a joint inspection that a satisfactory initial treatment in accordance with the terms of the contract have not been achieved providing that notification of defect is given within 90 days of initial completion. 8.2 Due to variations in seasonal temperatures and rainfall the specific control of grass and hedge growth is not guaranteed. Where a failure to achieve a reasonable degree of control is due to poor workmanship the Contractor will undertake to carry out a further treatment.

9. DISPUTES:

9.1 In the event of any dispute or difference between the Client and the Contractor arising during the progress of the works, or after completion or abandonment thereof in regard to any matter or thing whatsoever arising out of this contract or in connection therewith, the said dispute or difference shall be and is hereby referred to the arbitration of such person as the parties may agree to appoint as Arbiter/Arbitrator or failing agreement within fourteen days after either party has given to the other written notice to concur in the appointment of an Arbiter/Arbitrator as may be appointed by the National Chairman of the National Association of Agricultural Contractors (NAAC) Arbitration proceedings shall be deemed to have been instituted on the date on which said written notice has been given. The Arbiter/Arbitrator shall be entitled to remuneration and reimbursement of his outlays. This contract shall be regarded as a English Contract and shall be construed and the rights of parties and all matters arising hereunder determined in all respects according to the Law of England and Wales unless this contract is made by the Contractor in Scotland when it shall be regarded as a Scottish contract and all matters determined accordingly under Scottish Law.

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