

**Charity registration number: 1168220**

**Company registration number: 9210780**

**Penparcau Community Forum Ltd**  
**(a company limited by guarantee)**

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the year ending 30 September 2019**



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**Penparcau Community Forum Ltd (a company limited by guarantee)**

**Legal and administrative information**

Charity registration number	1168220
Company registration number	9210780
Registered office and principal address	Penparcau Community Centre Penparcau Road Penparcau Aberystwyth Ceredigion SY23 1RU
Website	<a href="http://www.facebook.com/PenparcauCommunityForum">www.facebook.com/PenparcauCommunityForum</a>
Trustees	D Jones E De Visscher GD Barratt A Chamberlain S Thomas S Hearne K Jones Rh Jones
Key staff: Forum Co-ordinator	Bryn Jones to 31st July 2019
Forum Manager	Karen Rees Roberts from 1st September 2019
Finance Officer	Kate Williams
Volunteer & Events Co-ordinator	Julie Thomas to 31st July 2019
Local Conversations Officer	Andra Jones
Cafe Manager	Lisa Holmes from 24th August 2019
Caretaker	Jonathan Evans from 1st September 2019
Independent examiner	Mark Baker FCCA Davies Lewis Baker 31 Bridge Street Aberystwyth Ceredigion SY23 1QB
Bankers	Natwest plc Aberystwyth Branch PO Box 5 Owain Glyndwr Square Aberystwyth Ceredigion SY23 2NB

**Penparcau Community Forum Ltd (a company limited by guarantee)**

Penparcau Community Centre, Penparcau, Aberystwyth, Ceredigion SY23 1RU

Company No: 09210780 Charity No: 1168220

**Trustees' Report**

**October 2018 – September 2019**

The Trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ending 30<sup>th</sup> September 2019, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

**Mission Statement**

Penparcau Community Forum Ltd are a community-based charity who actively engage with the community of Penparcau to develop sustainable and inclusive community activities and facilities for the benefit of all.

**Our Charitable Objects:**

- A. To promote for the benefit of the inhabitants of Penparcau without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for arts, culture, recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants.
- B. To establish or secure the establishment of a community centre and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

**Our Vision**

To be a catalyst for connecting the community with other groups and sectors who determine and influence our future through enabling our community's needs to be heard and in turn be empowered to deliver a better Penparcau for all.

- To be trusted and valued as a charity that makes a real difference in our community.
- To represent all who need to be heard in Penparcau.
- To develop a positive image and strong identity for Penparcau.
- To be open, inclusive and accountable to our community.
- To strive towards good governance.
- To be financially sustainable.
- To respond as quickly as possible to new ideas.
- To be a respected and significant employer in Penparcau.
- To create opportunities for volunteering within the community.
- To empower our community to come together.
- To increase the skills of our residents, especially our young people.
- To utilise the power of social media as an engagement tool.

**Trustees' Report continued**

**Organisational Background:**

The community of Penparcau is a large housing estate on the outskirts of Aberystwyth, Ceredigion. The whole area consists of over 1,200 homes with approximately 3,100 people within the wards of Penparcau 1 and Penparcau 2 (both LSOAs fall within the top 30% deprived wards identified in the overall score - WIMD August 2014). In addition, 40% of our 800 children and young people live in poverty (End Child Poverty Report).

Penparcau Community Forum Ltd is a Company Limited by Guarantee and registered Charity that aims to enable residents and organisations to take full advantage of funding and resources available to the area, together with co-ordinating and organising community events and being a voice for the long-term needs of Penparcau. The Forum acts as a conduit for much needed funding for the area and works closely with statutory and voluntary agencies to make this happen.

The Forum would like to thank the People's Health Trust as they were instrumental in helping us to develop our 'Area Plan' through funding our 'Local Conversations' programme that ascertained what the community wanted to make Penparcau a better place for all. The resulting area plan and subsequent revisions (which continue to be funded by the People's Health Trust) is based on five identified community priorities. These included; 1. building and managing a new Community Centre, 2. developing the Youth Forum, 3. developing Community Transport links including use of the community Minibus, 4. developing the Environment group and 5. developing Education and Skills opportunities.

The Forum would also like to thank the National Lottery Community Fund following their successful grant application. This funding (£498,894 to November 2023) has enabled the Forum to employ extra staff and continue to develop the community centre and café for use by the local community.

In addition, we have over 70 volunteers registered with the Forum and have up skilled many of them in food hygiene, minibus driving, First Aid, child protection and in the use of a defibrillator.

Penparcau Community Forum Ltd and Charity consists of the following experienced local individuals:

**Dylan Jones (Trustee)** is a retired Police officer, independent trainer and Estyn schools lay inspector with extensive knowledge of the area, education and legal systems.

**Dr Eva De Visscher (Trustee)** is a Penparcau resident. Originally from Ghent, Belgium, she has lived in the UK for over 20 years and works at Aberystwyth University as a Development Officer and grants bid writer. She volunteers as one of the University's Equality Champions and has an interest in university/community partnerships, history, archaeology and heritage. Her two young children attend the Penparcau Cubs and Beavers and she and her family enjoy going on wildlife walks in the area.

**George Barratt (Trustee)** is a former regular in the British Army. He is a retired painter and decorator who has worked all over the UK and overseas. He is currently the Chairman of the Ceredigion Sea Angling Coaching Project working with vulnerable young people in the area. He has extensive knowledge of local businesses, tradespeople and fundraising.

**Dr Alan Chamberlain FRSA (Trustee)** is a Penparcau resident and a former member of the Penparcau Communities First Partnership Board. Dr Chamberlain has worked in academia for over a decade, where he currently is a Senior Fellow at Nottingham University. His research is based around technology, community, rurality and participation. He has published widely and presented internationally within these areas. He has played a key role in writing successful grants (£1m+), managing projects and liaising with policy makers. He is a Welsh learner.

**Trustees' Report continued**

**Sue Thomas (Trustee)** is a well-known and respected local resident and former Vice-Chair of Penparcau Football Club with over 20 years' experience of volunteering and organising local fundraising events within the community. She is the Chairperson of the Cambrian Printers Sports and Social Club, a founder member of the original community forum in Penparcau and a qualified first-aider.

**Sam Hearne (Trustee)** is an Administration Officer for Lifestyle Services and Business Support with Ceredigion County Council. She is a member and Treasurer for the Royal British Legion Aberystwyth Branch. She was an elected councillor of Aberystwyth Town Council from 2008-2012 and was Deputy Mayor in 2009, Mayor 2010 and Deputy Mayor again in 2011. Married with two grown up children, she attended Penparcau School and has lived in the area. She is a former member of the Communities First Partnership Board for Aberystwyth & Penparcau.

**Kelvin Jones (Trustee):** after a twelve year career in the Royal Navy, he returned to Aberystwyth and worked for MANWEB / Scottish Power as a Logistic Team Leader for Aberystwyth and Oswestry District. He was then recruited by an IT company as an Implementation Consultant and worked throughout the UK and Ireland. At a local level, he joined Aberystwyth Sea Cadets in 1982 as an Instructor and over the years filled many roles up to and including his current position of Commanding Officer. He also worked as a Group Development Officer for Communities First in Penparcau and was a member of the Aberystwyth Youth Forum. Along with others, he set up the original Forum in Penparcau that introduced various events into the community, e.g. Party in the Parc and Llwyn yr Eos Xmas tree. In addition, he is a Community Governor in Penglais School, a position he's held for 6 years.

**Rhian Jones (Trustee)** has lived in Penparcau with her husband and two children since 1994 and is a first-language Welsh speaker. Her working life has so far been shared between the fashion industry, child minding and running her own small retail business for several years in Carmarthen. She moved into child minding in 1992 when her son was a toddler and has since shared that working life with private work as a clothing seamstress. In 2000, she set up and still helps to run a local child minders group. She was a county standard athlete and golfer in her youth and has an interest in most sports. Her main strengths are her creativity and pragmatism, a blend that allows her to see a problem and quickly come up with a practical solution.

**Goronwy Edwards MBE (Honorary President)**

Affectionately known as Groxy, he has over 40 years' experience of representing Penparcau as a democratically elected Town and Ceredigion County Councillor. Now retired, he is still hugely respected within the community of Penparcau (and beyond) and brings a wealth of knowledge and experience of Local Authority and community issues and procedures to the Forum.

**Appointment of trustees**

At every Annual General Meeting, one-third of the Trustees shall retire and may offer themselves for re-election. The trustees to retire shall be those trustees longest in office since their last election. Trustees will be elected annually by the members at the Annual General Meeting of the Charity. Retiring trustees shall be eligible for re-election without further nomination. If there is a choice between retiring trustees of equal service it shall be made by drawing lots.

Invitations for nominations for the position of trustee will be sent to all Members with the notice of the Annual General Meeting. Completed nominations will be accepted up to seven days before the date of the meeting. All nominations require the signature of the nominated person and the signature of a proposer and seconder all of which shall be Members of the Charity.

## **Penparcau Community Forum Ltd (a company limited by guarantee)**

### **Trustees' Report continued**

Unless otherwise determined by the Charity in General Meeting, the number of trustees shall be not less than four.

The trustees may at any time co-opt any person to the Board of Trustees, whether or not they are a Member of the Charity, provided that the maximum number prescribed in these Articles is not exceeded and that no more than three such co-options shall be made between one Annual General Meeting and the next. All persons so co-opted shall retire at the Annual General Meeting following their co-option but shall be eligible to be re-appointed thereafter.

As set out in the Articles of Association, the Chair of the trustees is nominated by trustees at the AGM.

**The day to day running of the organisation is implemented through the following staffing structure:**

#### **Forum Manager – Karen Rees Roberts (full time)**

Karen joined the Forum in September 2019 following the departure of Bryn Jones (Forum Co-ordinator). The role was amended to reflect the status of the post. The Trustees would like to thank Bryn for all the time and effort he put into the development of the Forum and wish him health and happiness for the future.

#### **Finance Officer – Kate Williams (part time)**

Kate has been with the Forum since January 2016.

#### **Local Conversations Officer - Andra Jones (part time)**

Andra joined the Forum on 1<sup>st</sup> October 2018 and helped implement the PHT funded Local Conversation project.

#### **Café Manager – Lisa Holmes (full time)**

Lisa joined the Forum in August 2019

#### **Caretaker – Jonathan Evans (part time)**

Jon joined the Forum in September 2019

#### **Julie Thomas – Volunteer & Events Officer (part-time)**

Julie left the Forum in July 2019 and the Trustees would like to thank her for all the work she did, particularly the excellent Carnivals!

In addition, the Forum runs a Facebook page and has a Twitter account. These social media outlets greatly assist the charity in their day to day work and informs the community of developments on a daily basis. The website is also a great tool for archiving and informing the community of Penparcau.

### **Financial Review**

The community centre and café (Hub), through a combination of community use and the hiring of facilities, continues to maintain the Forum's capacity for income generation and in turn is making a difference to the long-term financial sustainability of the organisation and assisting the charity in meeting its objects.

This is further enhanced by the successful grant application to the National Lottery Community Fund, which has enabled a team to be put in place to take the Forum forward.

## Penparcau Community Forum Ltd (a company limited by guarantee)

### Trustees' Report continued

In addition, the support from our funders continues to be essential to maintaining our programme of activities as not all our activities are self-supported and our community development work relies on a mixed economy of funding to ensure a vibrant and wide programme of events and projects.

#### Reserves policy and going concern.

Penparcau Community Forum is a registered Charity providing community based activities for the residents of Penparcau in order to improve their well-being.

The majority of the income is from grants and earned income is mainly from the hire of the new facilities at the community centre.

Penparcau Community Forum Board discussed the following factors in arriving at their reserves policy:

- Money should be kept in reserve only for specific reasons
- It is prudent to keep 2 to 3 months running costs in reserves (£4,000)
- It would also be good to have money in reserves to cover future repairs and maintenance work (£1,000)
- To cover 2 to 3 months wages if there is any unexpected gap in grant funding (£20,000)

**Policy:** Penparcau Community Forum aims to keep approximately 2 to 3 months running costs in reserves plus an amount to cover repairs and maintenance costs and wages (maximum of £25,000). To achieve this we aim to put £5,000 per year into reserves from earned income until that level is achieved. At 30 September 2019, the level of reserves held was £6,000, as per the Forum's reserves policy.

#### Objectives and Activities

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Our five community priorities are:

1. sustaining the new Community Hub
2. developing the Youth Forum and educational activities
3. developing community Communications
4. developing the Environment group
5. develop community Transport links

The Forum is a registered charity, number 1168220, and is constituted as a not for profit company limited by guarantee, number 09210780. The trustees are local people who are dedicated to making Penparcau a better place for all. New trustees are appointed by the existing trustees and serve for three years after which they may put themselves forward for re-appointment, with no more than three trustees due for re-appointment in any one year.

At the trustees' meetings', the trustees agree the broad strategy and areas of activity for the Forum. The day to day administration of the forum is delegated to the Forum Co-ordinator and part-time staff who report back to the trustees on progress towards our stated priorities above which is primarily at our monthly trustees meetings.



**Trustees' Report continued**

**Our community based activities during 2018/19 can be summarised as:**

- Halloween: the Youth Forum organised a very successful party for the young children of Penparcau with over 300 in attendance and a great success for all involved. The pictures of all the costumes were amazing and prizes were given out to the best dressed.
- Christmas Party: The Youth Forum was again involved with volunteers in organising a party in our community Hub for young children and local parents, with over 100 in attendance.
- Christmas Fayre and Christmas Lights: this was held at our community Hub with many stalls and a very popular Santa's Grotto. The Christmas tree was funded through the Town Council and was switched on by a very popular local choir, Sgarmes.
- Easter Egg Hunt: this was a great success with over 200 parents and young children all hunting for chocolate eggs across the community Hub and park land.
- Carnival: following the successful resurrection of the Penparcau Carnival in 2018, the Forum organised a Carnival again with the theme of 'The Sea'. This event was a huge success with approximately 1,200 people in attendance throughout the day.
- Trip to Royal.Mint: this specific intergenerational trip was very popular with over 70 people attending the day out. They also visited Cardiff Bay.
- Youth Forum: on 4<sup>th</sup> May they organised a very successful Duck Race with a Star Wars 'May the Fourth Be With You' theme. It took place on the river Rheidol with local fishermen and the Aberystwyth Kayakers club guiding and retrieving the ducks! The ducks were sponsored by local businesses and individuals and we would like to say a big thank you to all involved. They also organised a successful trip to Chester Zoo during the school summer holidays.

**Community activities continued:**

We organised several events in the community to help raise much needed funds for our community efforts. These events included St David's Day (Cawl) and coffee mornings. These events have involved our volunteers and have been hugely popular with our residents. In addition, we have established a much loved and popular weekly Bingo session for our residents.

Local Conversations are our regular community meetings and information gathering held during the year. This is our mechanism for keeping everyone informed and updating on our developments and in engaging with and gleaning what the community issues/needs are going forward.

We have made a point of nurturing good relationships with the local press and have published numerous articles that portray a positive image for our village.

The new Community Centre Development and Hub is making a big difference to many people with opportunities to volunteer being taken by our committed residents. Specifically, the new Community Café, Youth Zone, Training Room and Training Kitchen has created opportunities for employment, volunteering and training e.g. We continue to work with Aber Food Surplus and distributing surplus foods from our local Marks & Spencer and Tesco stores. During the year Lidl supermarket joined the programme, which continues to be invaluable to our residents.

## Penparcau Community Forum Ltd (a company limited by guarantee)

### Trustees' Report continued

Over the year we have secured numerous grants and donations which include funding from the People's Health Trust, National Lottery Community Fund, Blakemore Foundation, Barclays Bank Charities Trust, Banister Charitable Trust, Thriplow Charitable Trust, D'Oyly Carte Company and NINEVEH, which in total amounts to over £100,000.

The minibus and ride on mower (bought through the People's Health Trust funding) have been utilised throughout the year and volunteers continue to be trained to MIDAS level which allows them to drive the minibus.

Penparcau Youth Forum is for 11-18 year-olds and has gone from strength to strength through fundraising and arranging numerous events for other children and young people in Penparcau. It gives our youngsters a focus as well as the opportunity to develop good life skills and an awareness of community citizenship.

We supported the local Polish Association again this year to run a celebration of Polish Independence Day. This proved to be a huge success for all concerned.

We continue to fundraise for additional defibrillators (*Heartstart* machines) for Penparcau.

The 'Nature of our Village' project (funded by the Nineveh Trust, the Banister Charitable Trust, the Thriplow Charitable Trust and D'Oyly Carte Company) set out to significantly increase how much we know about wildlife in Penparcau by involving local people in learning how to recognise and look after the nature of our area. It began in November 2015 as a partnership between the Penparcau Community Forum, the West Wales Biodiversity Information Centre and the Wildlife Trust for South and West Wales. It is a 5-year project and is run by Chloe Griffiths, an Ecologist living in Penparcau.

Chloe Griffiths co-ordinated and led a programme of community-based activities with volunteers and people of all ages which included 471 sessions, 2869 attendances, 7587 records of species. There have been over 1,690 volunteer hours within the community for the year starting 1st November 2018 and ending 31st October 2019. This work included surveys on birds, reptiles, amphibians and dragonflies to name but a few. The group were involved in recording as much as possible of our local wildlife and also took part in some restoration work to enable wildlife to thrive on some local farmhouse ruins on Pen Dinas. The project lead presented regularly at meetings of the Wildlife Trust to share updates from the project and recruit new members, as well as advertising upcoming sessions to a wider audience.

This year also saw the launch of the Armed Forces Veterans Hub at Penparcau Community Centre after a successful funding bid to the National Lottery by the MOD saw funding awarded for a joint project in Ceredigion, Carmarthenshire and Pembrokeshire. The position of an armed forces veterans hub peer mentor was created to work on projects to help and support veterans and their families. Captain Colin Jones MBE was appointed and he quickly started work with the local Armed Forces community who have founded a well-supported veterans breakfast club that meets up on every second Saturday of the month at the Hub. He has also formed a very good rapport with the Aberystwyth Company of the University Officers Training Corps who have offered support at planned events and providing our veterans with the opportunity of corresponding with potential Armed Forces leaders of the future. He has several projects planned including a trip to the war graves in France.

## **Penparcau Community Forum Ltd (a company limited by guarantee)**

### **Trustees' Report continued**

Our community office continues to be that 'one-stop-shop' for all kinds of information and support and some of our elected officials have popped in to see us including our new local MP Ben Lake and AMs Elin Jones, Eluned Morgan and Joyce Watson, together with Baroness Kay Andrews.

Local organisations around us continue to utilise the Centre to run many and varied courses during the year for our community. These have included Flying Start, Coleg Ceredigion, Aberystwyth University, Hywel Dda Health Board. All of these have also brought in much needed funding through hire fees for the Forum.

Social Media: Through our Facebook and Twitter accounts, we encourage anyone who lives or works in Penparcau, or who has roots in the village to let us know what they want and to get involved. These are powerful tools for community engagement and are very successful in informing and encouraging volunteers to be involved.

It is worth noting that all the above could not have been achieved without our fantastic volunteers and we thank them for all their hard work and dedication. Moreover, we would encourage anyone who has either a good idea or the time to lend a hand as a volunteer (or both) to visit or ring us. They'll get a great deal out of it and will be helping many others in our community.

The total grants raised for the year were £138,495 per the accounts.

#### **The challenges we face:**

The future is largely concerned with the long-term viability and sustaining the Hub and park development in order for our community to continue to utilise the facilities and opportunities on hand. We have planning permission in place and plans for a Stage 2 extension to the new centre and we continue to actively seek funding to make this a reality. This would include a new large community room and exhibition space for our History & Heritage sub-group and the wider community to make use of.

Opportunities for project funding continue to present themselves for us and we successfully meet the community's needs through these funded projects.

#### **Finally**

We would like to recognise the invaluable financial assistance and support received from the National Lottery Community Fund, the People's Health Trust in London, Blakemore Foundation, Barclays Bank Charitiés Trust, Banister Charitable Trust, Thriplow Charitable Trust, D'Oyly Carte Company and NINEVEH, together with all the local businesses and individuals who continue to support us. Without their funding and support the Forum would struggle to survive within this current financial climate.

The Forum would also like to give a special thanks to our community who support the work we do here in Penparcau and are the reason why we exist.

## Penparcau Community Forum Ltd (a company limited by guarantee)

### Trustees' Report continued

#### Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Penparcau Community Forum Ltd for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 charity for that period. In preparing the 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;
- 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 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 charity and hence taking reasonable steps for the prevention and detection 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.

#### Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Board of Trustees

  
Dylan Jones (Chair)

Date: 10<sup>th</sup> June 2020

**Penparcau Community Forum Ltd (a company limited by guarantee)**

**Independent examiner's report to the trustees on the unaudited financial statements of Penparcau Community Forum Ltd**

I report to the charity trustees on my examination of the accounts of Penparcau Community Forum Ltd for the year ended 30 September 2019, which are set out on pages 13 to 24.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's report**

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:

- 1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those accounting records; or
- 3) the accounts 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 accounts 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 accounts to be reached.

**Mark Baker**

Fellow of the Association of Chartered Certified Accountants

**Independent Examiner**

Davies Lewis Baker, 31 Bridge Street, Aberystwyth, Ceredigion, SY23 1QB

Date: 13<sup>th</sup> July 2020

**Penparcau Community Forum Ltd (a company limited by guarantee)**  
**Statement of Financial Activities (including income and expenditure account)**  
**for the year ending 30 September 2019**

	Note	Year ended 30 September 2019			Year ended 30 September 2018		
		Unrestricted	Restricted	Total funds	Unrestricted	Restricted	Total funds
		funds	funds		funds	funds	
£	£	£	£	£	£		
<i>Income</i>							
Donations and grants	3	12,526	142,258	154,784	7,910	99,917	107,827
Community centre hire		14,986		14,986	17,440	-	17,440
Café and catering income		18,417	-	18,417	15,982	-	15,982
Community events and activities		6,760	3,382	10,142	5,099	1,370	6,469
Boxing club rent		400	-	400	610	-	610
Food cooperative sales		72	-	72	628	-	628
<b>Total income</b>		<b>53,161</b>	<b>145,640</b>	<b>198,801</b>	<b>47,669</b>	<b>101,287</b>	<b>148,956</b>
<i>Expenditure</i>							
Cost of community events and activities	5	(7,810)	(27,524)	(35,334)	(1,868)	(21,774)	(23,642)
Café and catering costs		(9,509)	-	(9,509)	(8,653)	(56)	(8,709)
Donations and grants to others	6	(200)	(3,000)	(3,200)	-	-	-
Food cooperative purchases		(72)	-	(72)	(628)	-	(628)
Staff costs	7	(3,651)	(67,623)	(71,274)	(210)	(59,618)	(59,828)
Property and equipment costs	8	(9,186)	(19,694)	(28,880)	(8,156)	(15,521)	(23,677)
Cost of new buildings and improvements	9	-	-	-	(2,340)	-	(2,340)
Administration expenses	10	(9,758)	(11,298)	(21,056)	(12,761)	(15,044)	(27,805)
<b>Total expenditure</b>		<b>(40,186)</b>	<b>(129,139)</b>	<b>(169,325)</b>	<b>(34,616)</b>	<b>(112,013)</b>	<b>(146,629)</b>
<b>Net income / (expenditure)</b>	11	<b>12,975</b>	<b>16,501</b>	<b>29,476</b>	<b>13,053</b>	<b>(10,726)</b>	<b>2,327</b>
<b>Transfers between funds</b>	17	<b>1,700</b>	<b>(1,700)</b>	<b>-</b>	<b>1,000</b>	<b>(1,000)</b>	<b>-</b>
<b>Net movement in funds</b>		<b>14,675</b>	<b>14,801</b>	<b>29,476</b>	<b>14,053</b>	<b>(11,726)</b>	<b>2,327</b>
<b>Total funds brought forward</b>		<b>68,153</b>	<b>44,651</b>	<b>112,804</b>	<b>54,100</b>	<b>56,377</b>	<b>110,477</b>
<b>Total funds carried forward</b>		<b>82,828</b>	<b>59,452</b>	<b>142,280</b>	<b>68,153</b>	<b>44,651</b>	<b>112,804</b>

Notes 1 to 22 form an integral part of these accounts.

Penparcau Community Forum Ltd (a company limited by guarantee)

Balance Sheet as at 30 September 2019

	Note	30 September 2019			30 September 2018		
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
<b>Fixed assets:</b>							
Tangible assets	13	43,032	16,620	59,652	50,292	19,390	69,682
<b>Current assets:</b>							
Stock		695	-	695	783	-	783
Debtors	14	826	-	826	771	-	771
Cash at bank and in hand		40,579	80,016	120,595	18,235	41,575	59,810
<b>Total current assets</b>		42,100	80,016	122,116	19,789	41,575	61,364
<b>Liabilities:</b>							
Creditors falling due within 1 year	15	(1,104)	(2,803)	(3,907)	(548)	(1,230)	(1,778)
<b>Net current assets</b>		40,996	77,213	118,209	19,241	40,345	59,586
<b>Total assets less current liabilities</b>		84,028	93,833	177,861	69,533	59,735	129,268
<b>Accruals and deferred income</b>	16	(1,200)	(34,381)	(35,581)	(1,380)	(15,084)	(16,464)
<b>Net assets</b>		82,828	59,452	142,280	68,153	44,651	112,804
<b>The funds of the charity:</b>							
Restricted income funds	17			59,452			44,651
Unrestricted income funds	18			82,828			68,153
<b>Total charity funds</b>				142,280			112,804

Notes 1 to 22 form an integral part of these accounts

**Penparcau Community Forum Ltd**  
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**Balance Sheet as at 30 September 2019 continued**

For the year ended 30<sup>th</sup> September 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Trustees' responsibilities:**

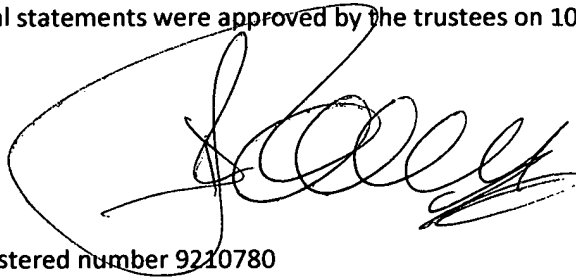
The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees 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 provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the trustees on 10<sup>th</sup> June 2020 and signed on their behalf by:

D Jones  
Trustee

A handwritten signature in black ink, appearing to read 'D Jones', is written over a large, faint circular stamp or watermark.

Company registered number 9210780

Notes 1 to 22 form an integral part of these accounts



**Notes to the accounts for the year ending 30 September 2019**

**1 Accounting policies**

**a) Basis of preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with applicable UK accounting standards, 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) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

**b) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

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.

**c) Donated services and facilities and gifts in kind**

Gifts in kind and donated 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) time donated by volunteers is not recognised. Refer to the trustees' annual report for more information about the contribution of volunteers.

On receipt, donated 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.

**d) Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work or for specific projects being undertaken by the charity.

**e) Expenditure and irrecoverable VAT**

Expenditure is recognised once 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. Expenditure is classified according to the type of expenditure.

Irrecoverable VAT is charged as an additional cost of the related expenditure.

**f) Operating leases**

Penparcau Community Forum Ltd lease the boxing club premises owned by the county council to operate as a community centre, for a period of 21 years to 24 February 2036. Rent of £250 per annum is paid to the council

**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

and charged on a straight line basis over the term of the lease. Any improvements to the premises are charged in the income and expenditure account when incurred.

**g) Tangible fixed assets**

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Equipment, fixtures and fittings	10% - 25% per year
Motor vehicles	10% per year

Improvements to leasehold property are not capitalised as the lease restriction on the use of the building to sports and community use render its recoverable amount likely to be NIL.

Defibrillators supplied to Penparcau village and maintained by Penparcau Community Forum Ltd are not capitalised.

**h) Stock**

Stock is measured at the lower of cost and selling price less cost to complete and sell.

**i) Impairment**

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.

**j) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**k) Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**l) Pensions**

The charity is a member of the National Employment Savings Trust (NEST) defined contribution pension scheme. Employees of the charity are enrolled in the scheme unless they exercise their right to opt out of scheme membership. At the beginning of the year contributions to NEST were made by the employer only, at a rate of 5% of salary. During the year, employees started to make contributions themselves of 3% of salary. The charity has no liability beyond making its contributions. The contributions made for the year are included in staff costs and disclosed in notes 7 and 11 to the accounts. Pension contributions are charged as an expense of the same fund as that charged with the salary of the relevant employee.

**2 Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. Every member of the company promises to pay £1 towards the costs of dissolution and the liabilities incurred by the company whilst they were a member, in the event of the charity being wound up while they were a member or within one year after they cease to be a member. The company is registered in England & Wales and its registered office is situated in Wales, at Penparcau Community Centre, Penparcau Road, Penparcau, Aberystwyth, Ceredigion, SY23 1RU.

**Penparcau Community Forum Ltd**  
(a company limited by guarantee)

**Notes to the accounts for the year ending 30 September 2019**

**3 Income from donations and grants**

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2019	2019	2019	2018	2018	2018
	£	£	£	£	£	£
Donations	12,176	4,013	16,189	6,290	582	6,872
Carmarthenshire CC	-	12,500	12,500	-	-	-
Grants from trusts:						
People's Health Trust	-	79,242	79,242	-	40,592	40,592
The Big Lottery	-	8,703	8,703	-	52,043	52,043
The National Lottery	-	22,669	22,669	-	-	-
Other trusts	250	15,131	15,381	1,470	6,700	8,170
Gifts in kind	100	-	100	150	-	150
	<u>12,526</u>	<u>142,258</u>	<u>154,784</u>	<u>7,910</u>	<u>99,917</u>	<u>107,827</u>

The community centre is rented from Ceredigion County Council at less than market rent, at £250 pa, but is responsible for the maintenance of the building. No value has been calculated for the donation of facilities associated with this arrangement, as its value to the charity cannot be reliably measured.

Gifts of goods and services supplied by local tradespeople and residents during the year have not been valued as their value cannot be reliably measured.

Gifts of surplus food for distribution received from Tesco, Marks & Spencer and Lidl are not valued as these cannot be reliably measured.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

Grant income comprises:

	£
Balance of deferred income at 1 October 2018	13,704
Grants received during the year	143,709
Balance of deferred income at 30 September 2019	<u>(31,418)</u>
Grants receivable for the year ended 30 September 2019	<u><u>125,995</u></u>

**4 Turnover**

Turnover arises from the provision of goods and services, and comprises sales of merchandise and food as disclosed in the Statement of Financial Activities. Amounts are stated including VAT.

**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

**5 Cost of community events and activities**

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £
Events	6,132	7,037	13,169	306	8,958	9,264
Materials and other costs of activities and trips	1,149	4,680	5,829	1,562	1,087	2,649
Minibus running costs	529	2,241	2,770	-	2,262	2,262
Ecology project costs	-	13,566	13,566	-	9,467	9,467
	<u>7,810</u>	<u>27,524</u>	<u>35,334</u>	<u>1,868</u>	<u>21,774</u>	<u>23,642</u>

**6 Donations and grants to others**

	2019 £	2018 £
Grants to local associations	3,200	-
	<u>3,200</u>	<u>-</u>

**7 Staff costs**

	2019 £	2018 £
Community centre staff wages	58,165	54,067
Social security costs	396	996
Employer pension costs	2,600	2,703
	<u>61,161</u>	<u>57,766</u>
Training, travel and other staff and volunteer costs	10,113	2,062
	<u>71,274</u>	<u>59,828</u>

Of this expenditure £3,651 was unrestricted (2018: £NIL) and £67,623 was restricted (2018: £59,828).

No employees had employee benefits in excess of £60,000 (2018: £NIL).

The key management personnel are the trustees, the forum manager, the finance officer, the local conversations officer and the café manager. The total employee benefits of the key management personnel of the charity were £57,376 (2018: £54,067).

The average monthly number of employees during the year was 6 (2018: 3).

**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

**8 Property costs and equipment**

	2019	2018
	£	£
Community centre rent and maintenance	16,617	20,192
Community office rent and utilities	250	54
Equipment	12,013	3,431
	<u>28,880</u>	<u>23,677</u>

Of this expenditure £9,186 was unrestricted (2018: £8,156) and £19,694 was restricted (2018: £15,521).

**9 Cost of new buildings and improvements**

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2019	2019	2019	2018	2018	2018
	£	£	£	£	£	£
Community centre extension	-	-	-	2,340	-	2,340
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,340</u>	<u>-</u>	<u>2,340</u>

**10 Administration expenses**

	2019	2018
	£	£
Insurance	3,695	3,482
Office supplies	1,950	6,034
Telephone and internet	1,459	1,590
Publicity	354	2,030
Accountancy, legal and professional	2,264	2,362
Independent examination	1,200	1,200
Sundry	104	361
Depreciation	10,030	10,746
	<u>21,056</u>	<u>27,805</u>

**11 Net income/(expenditure) for the year**

	2019	2018
	£	£
This is stated after charging:		
Operating leases - property rental	250	250
Depreciation	10,030	10,746
Independent examiner's fees:		
Independent examination	1,200	1,200
Payroll services	395	353
Accountancy & other	894	1,913
Contributions to a defined contribution pension scheme	2,600	2,703

**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

**12 Corporation Tax**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**13 Tangible Fixed Assets**

	Fixtures, fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 October 2018	69,593	27,700	97,293
At 30 September 2019	69,593	27,700	97,293
<b>Accumulated depreciation</b>			
At 1 October 2018	19,301	8,310	27,611
Charge for the year	7,260	2,770	10,030
At 30 September 2019	26,561	11,080	37,641
<b>Net book value</b>			
At 30 September 2018	50,292	19,390	69,682
At 30 September 2019	43,032	16,620	59,652

The minibus of net book value £16,620 (2018: £19,390) is restricted to community use according to its original grant conditions: Assets of net book value £43,032 (2018: £50,292) are unrestricted.

**14 Debtors**

	2019 £	2018 £
Trade debtors	826	771

**15 Creditors falling due within 1 year**

	2019 £	2018 £
Trade creditors	2,609	969
Taxation & social security costs	1,298	809
	3,907	1,778

**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

**16 Accruals and deferred income**

	2019	2018
	£	£
Deferred income (note 3)	31,418	13,704
Accruals	4,163	2,760
	35,581	16,464

Deferred income comprises grants received in advance of the grant budget period.

**17 Movement in restricted funds**

	Balance				Balance
	1 Oct			Transfers	30 Sept.
	2018	Income	Expenditure	out	2019
	£	£	£	£	£
People's Health Trust Local					
Conversations Grant	10,200	79,297	(76,967)	-	12,530
The Big Lottery Funds: People and Places					
2: Penparcau Youth Project	4,570	8,703	(13,273)	-	-
The National Lottery Community Fund	-	22,669	(12,829)	-	9,840
Armed Forces Veterans Hub	-	12,500	(4,206)	(1,700)	6,594
Ecology project	1,333	12,250	(12,999)	-	584
Youth forum	3,948	5,027	(1,529)	-	7,446
History group	1,156	-	(150)	-	1,006
Other funds	4,054	5,194	(4,416)	-	4,832
Fixed assets	19,390	-	(2,770)	-	16,620
	44,651	145,640	(129,139)	(1,700)	59,452

Transfers of £1,700 from restricted to unrestricted funds represent internal charges for the use by the project of the charity's own facilities.

**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

**17 Movement in restricted funds (continued)**

Name of restricted fund	Description, nature and purposes of the fund
People's Health Trust Local Conversations Grant	To enable the Forum to identify the community's needs and implement the subsequent 'Area Plan'
The Big Lottery Fund: People and Places 2: Penparcau Youth Project	To deliver a range of recreational and educational activities for young people
National Lottery Community Fund	To delivery a range of activities and events from the Penparcau Hub, to break down barriers to isolation and inclusion, improve health and wellbeing, learn new skills and develop citizenship by taking responsibility for their own community
Armed Forces Veterans Hub	To coordinate and facilitate activities for Veterans at the Penparcau Hub to reduce social isolation, provide mentoring support and signposting to specialist support where necessary and provide training opportunities for Veterans and their families in Ceredigion
Ecology project	To support a wildlife research project conducted by the ecology group
Youth forum	To support the activities of the youth forum
History group	To support the activities of the history group

**18 Movement in unrestricted funds**

	Balance 1 Oct 2018 £	Income £	Expenditure £	Transfers in £	Balance 30 Sept 2019 £
Designated funds:					
Minibus	3,408	2,659	(529)	-	5,538
Unrestricted funds:					
Fixed assets	50,292	-	(7,260)	-	43,032
General fund	14,453	50,502	(32,397)	1,700	34,258
	<u>68,153</u>	<u>53,161</u>	<u>(40,186)</u>	<u>1,700</u>	<u>82,828</u>

The purpose of the minibus designated fund is to finance the future maintenance and replacement costs of the minibus.

**19 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	43,032	16,620	59,652
Cash at bank and in hand	40,579	80,016	120,595
Other net current assets/(liabilities)	417	(2,803)	(2,386)
Accruals and deferred income	(1,200)	(34,381)	(35,581)
	<u>82,828</u>	<u>59,452</u>	<u>142,280</u>



**Penparcau Community Forum Ltd**  
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**Notes to the accounts for the year ending 30 September 2019**

**19 Analysis of net assets between funds - continued**

	Unrestricted funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	50,292	19,390	69,682
Cash at bank and in hand	18,235	41,575	59,810
Other net current assets/(liabilities)	1,006	(1,230)	(224)
Accruals and deferred income	(1,380)	(15,084)	(16,464)
	<u>68,153</u>	<u>44,651</u>	<u>112,804</u>

**20 Operating leases – as lessee**

At 30 September 2019 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	2019	2018
	£	£
not later than one year	250	250
later than one year and not later than five years	1,000	1,000
later than five years	2,750	3,000
	<u>4,000</u>	<u>4,250</u>

Lease payments charged to income and expenditure during the year were £250 (2018: £250).

**21 Operating leases – as lessor**

The terms of the head-lease of the community centre occupied by the charity include a sub-lease of part of the community centre to be used exclusively as a boxing club. The rent of the sub-lease is £250 per year and £150 a year electricity rent, recognised on a straight line basis over the term of the lease. At 30 September 2019 the total future minimum lease payments for this lease were:

	2019	2018
	£	£
not later than one year	400	400
later than one year and not later than five years	1,600	1,600
later than five years	4,400	4,800
	<u>6,400</u>	<u>6,800</u>

**22 Related party transactions and trustees' expenses and remuneration**

The charity trustees were not paid or received any other benefits from employment with the Trust or its subsidiary in the year (2018: £NIL), other than those received on the same basis as other participants in Penparcau Community Forum Ltd activities. No expenses were reimbursed to any trustees during the year (2018: £205 to one trustee for travel).

The charity made contributions of £2,600 to the pension plan operated by NEST on behalf of the employees (2018: £2,703). For more information about the pension contributions refer to note 1 (I).