

**THE SWANSEA CENTRE FOR DEAF PEOPLE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

THE SWANSEA CENTRE FOR DEAF PEOPLE

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## THE SWANSEA CENTRE FOR DEAF PEOPLE

### OFFICERS AND PROFESSIONAL ADVISERS

|                         |  |
|-------------------------|--|
| CHARITY NUMBER          | 221220   |
| PRINCIPAL OFFICE        | Langdon House, Langdon Road<br>SA1 Swansea Waterfront<br>Swansea<br>SA1 8QY  |
| TRUSTEES                | Timothy N Douglas-Jones<br>Paul J Hodges<br>Peter J Powe<br>John D S Jeremy<br>June Talbot<br>Paul Lewis                 |
| INDEPENDENT<br>EXAMINER | Bevan & Buckland<br>Chartered Accountants<br>Langdon House, Langdon Road<br>SA1 Swansea Waterfront<br>Swansea<br>SA1 8QY |

### APPOINTMENT OF TRUSTEES

The Swansea Centre for Deaf People is constituted by Trust Deed.

New trustees are appointed by the Board of Management and ratified at Annual General Meeting.

## THE SWANSEA CENTRE FOR DEAF PEOPLE

### REPORT OF THE BOARD OF TRUSTEES

#### FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees have pleasure in presenting their annual report together with financial statements for the year ended 31 December 2017.

The financial statements have been prepared on a receipts and payments basis and in accordance with the charity's governing document, applicable law and the requirements 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<sup>st</sup> January 2015).

#### REGISTERED NAME

The name of the charity registered at the Charities Registry is The Swansea Centre for Deaf People.

#### PRINCIPAL ACTIVITY

The aim of the charity is to provide a religious, welfare and social centre for deaf people.

#### ORGANISATIONAL STRUCTURE

The charity is managed by a management committee that meets on an approximately six weekly basis and the day to day management has been carried out by a part time Building Development and Project Manager. The social structure is managed by the deaf members.

#### REVIEW OF ACTIVITIES

As I state every year SCDP has been in existence in one guise or another for well over a hundred years and the principal objects are to provide facilities which will benefit the Deaf /Hard of Hearing community.

The trustees are very pleased to report the continuing success & improvement of the Centre. The umbrella charity SCDP has facilitated an increasing number of projects, which have materialised as a result of the provision of the facilities themselves. The huge enthusiasm of our bands of volunteers as well as our dedicated staff has enabled us to continue and to improve every year.

The number of people visiting the Centres and benefiting from their facilities has continued to increase.

## REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2017

**REVIEW OF ACTIVITIES CONTINUED**

We play host to various satellite organisations which flourish under our banner namely:-

**Swansea Sports and Social, Talking Hands, Tiddlers, Young at Heart and Rhymes and Signs**

In addition the special project class from **Pentre Hafod School** has had exceptional attendance, results and success, and the teaching staff are anxious to continue to make use of the multi-function classroom/lounge

Indeed, there are now occasions when the conflicting activities demonstrate the need for more space at the Hafod Centre.

Very pleasing progress continues to be made, founded upon the good works of the preceding years.

**Pentre Hafod School** has retained the general purpose room downstairs for use as a special class for a further year. If they do leave, it will be with regret on both sides and because their own dedicated classroom on the school campus is rapidly becoming a reality.

**British Sign Language** courses have burgeoned and are proving even more popular and have been a greater success. They have continued to generate interest and income. The roll has increased again. Seven Classes are currently running (one in Llanelli because of lack of space).

One regrettable knock on effect of the BSL courses is that **Cathie Robins-Talbot** has resigned with regret as a trustee, because she has become a mainstay in the teaching of these courses. We extend our huge thanks to her for the years that she has spent on the **Board of Management** and her mature, intelligent and valued contribution.

**BSL classes** are both a tremendous fillip for the community and a sound source of additional income. The current target is to run 8 separate courses from Level 1 (GCSE) through Level 2 (GCSE Grades C to A) to Level 3 (A level) & level 4 (A/S Level)

The recently formed Play and "Baby Sign" Group (now called **Rhyme and Sign**) (0-4yrs) group has been run on Friday mornings with the blessing of **Pentre Hafod School**. It is extremely beneficial and we are grateful for the very positive input and assistance given by the parents. Here we have deaf parents with hearing and/or deaf children and hearing parents with hearing and/or deaf children in every combination.

The children learn signs from play whilst the parents support each other.



## REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2017

## REVIEW OF ACTIVITIES CONTINUED

By fund raising activities **Talking Hands** have raised the funds to cover the deposit for parents and children of BSL courses for children from 8yrs up to 17yrs (classes commencing 04-03-2017) circa £3,000 so far.

**Taking Flight**

A theatre group came to **Mary Twill** and the **Centre in Hafod** to do two performances one for adult and one for children in negotiation with our **manager**. It was a great success and we hope they will do this again sometime soon. We continue to promote our own **theatre group** now that a stage has been created in the gym

The application for **Lottery Funding** for the rear extension has been submitted. Interviews have been carried out and the decision is due to be made known to us in the last week of July 2018.

As you will know the **Lottery Funding** for two part-time staff members expired two years ago during the 2016 financial year. We intend to re-apply, but we did not wish to imperil the Big Lotto application for the capital funding project at the rear of the building, which must take precedence. **Peter Bryan** was instrumental in obtaining funding for our staff salaries for the three year period ending in 2016 and has put in a huge amount of hard work and expertise into the application for funding for the proposed rear extension.

The new **Talking Hands Charity** continues to thrive under the guidance of our dedicated staff members and with able assistance from a hard-working and dedicated group of volunteers. **Talking Hands** continue to acknowledge the huge contribution made by the "parent" charity **SCDP**, which provides the premises, heating, lighting, offices, Wi-Fi and security etc. necessary to enable the continuance of their excellent work.

This year **Talking Hands** have been adopted by the **Rotary Clubs** and they have been very helpful. Publicity, word of mouth and leafletting has already resulted in new enquiries. Many parents of deaf children had been unaware of our existence.

Hopefully **SWEP** will continue to keep us in the public eye. Other referrals come from the website, **BSL** class attendees and advertising.

## REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2016 – CONTINUED

**REVIEW OF ACTIVITIES CONTINUED**

**Talking Hands and Tiddlers** have proved to be of immeasurable assistance to parents.

The café, kitchen, class room, new and upgraded WC facilities, bar area, and stage have all been used successfully throughout the year. The gym has several pieces of equipment, for the more physical including bikes, running machines, cross trainers and vibra-plates. **Parents are urged to supervise children carefully and responsibly.**

Our two laptops and 3 PCs have proved their worth for BSL classes in the office and by volunteers. Members are very welcome to use either our machines (responsibly!) or their own tablets (an increasing trend).

Improvements to the **Centre** and **Mary Twill** continue year on year thanks to our two very dedicated staff, who remain with us even after the expiration of Lotto funding for their salaries and the assistance of an excellent core of volunteers. I repeat my request for new volunteers.

The lift for disabled people (many deaf people have more than one disability) and the new sloping fire escape, continue to be of great assistance in making the whole building user friendly. I am sorry to report that the lift was damaged recently and I urge the community to treat very expensive equipment responsibly. Children should be discouraged from using the lift, and should certainly be supervised

The solar panels continue to make a significant financial return and a contribution to carbon neutrality. All downstairs lights are operated by **Passive Infra-Red sensors** to avoid lights being left on unnecessarily, and to assist video camera recording and detection.

Retired hearing and deaf people (**Young at Heart**) continue to use the **café** for a regular get together. This generates a modest but regular injection of cash into central funds.

**Camp Site in Mary Twill Lane, The Bequest of Admiral Vivian.**

This continues to be improved. Income is now purely down to camping and day visits. Camping for the permissible 28 nights is practically booked already.

The new memorial garden is almost completed. A small bench and two plaques have been erected. The new shelter has been used for educational and nursery garden purposes.

Camping has been better subscribed for this summer, now that the camping area has been terraced, and the facilities have all been upgraded.

The Field Centre/classroom, generously donated by Redrow, is already being used to enhance the versatility of the site and has contributed to the income again. Volunteers have again been working there this year and have helped clear and maintain the site.

**REPORT OF THE BOARD OF TRUSTEES****FOR THE YEAR ENDED 31 DECEMBER 2016 – CONTINUED****RISK MANAGEMENT**

The trustees consider risk management on a regular basis and consider the need for:

The establishment of systems and procedures to mitigate those risks identified; and

The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

**FINANCIAL REVIEW**

The total receipts of £44,017 (2016 £56,787), were spent on direct charitable expenditure totalling £52,919 (2016 £43,639), fund raising expenses £2,407 (2016 £2,434), publicity expenses £2,407 (2016 £2,434), support and administration £4,823 (2016 £3,909) and the purchase of fixed assets of £1,010 (2016 £5,460).

This resulted in a net excess of payments over receipts of £19,549 compared to an excess of payments over receipts of £1,089 in 2016.

The general fund covers the receipts and payments of the charity in carrying out its role in respect of its objects.

Restricted funds in 2016 represented unspent monies received from The Big Lottery, these were fully expended in 2017.

All assets are held to achieve the objects of the charity.

**RESERVES POLICY**

The trustees consider it prudent to maintain the reserves of the charity at a minimum of three months normal expenditure to ensure that unforeseen events will not prevent the charity continuing its activities. At the end of 2017 the charity's reserves represented by its monetary assets were substantially in excess of this objective.

**PUBLIC BENEFIT**

The charity provides a religious, welfare and social centre for deaf people.



THE SWANSEA CENTRE FOR DEAF PEOPLE

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2017 – CONTINUED

**TRUSTEES**

The Trustees who held office during the year were as follows:

Timothy N Douglas Jones (Chair)

Catherine Robins-Talbot

Paul J Hodges

Paul Lewis

Peter J Powe

Ms June Talbot

John D S Jeremy

Trustees retiring after the year end:

Catherine Robins-Talbot – retired 30<sup>th</sup> April 2018

No trustee has any financial interest in the charity.

The charity is governed by its charitable rules and is restricted to carrying out activities within its charitable objectives.

By order of the Board:

T N DOUGLAS-JONES



DATE 27<sup>th</sup> June 2018

## THE SWANSEA CENTRE FOR DEAF PEOPLE

I report on the accounts for the year ended 31 December 2017 set out on pages nine to twelve.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 trustees 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 statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.



Alison Vickers  
Institute of Chartered Accountants in England and Wales  
Bevan & Buckland  
Langdon House  
Langdon Road  
SA1 Swansea Waterfront  
Swansea  
SA1 8QY

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

|  | <b>2017</b>          | <b>2016</b>          |
|--|----------------------|----------------------|
|  | <b>£</b>             | <b>£</b>             |
| <b>Total</b>                             | <b>Total</b>         |                      |
| <b>GRANTS AND DONATIONS RECEIVED</b>     |                      |                      |
| Donations                                | 2,700                | 2,295                |
| Membership fees                          | 160                  | 165                  |
| Legacies                                 | -                    | 5,000                |
| Tax repayment: Gift aid                  | -                    | 25                   |
| Big Lottery Grant                        | -                    | <u>6,898</u>         |
| <b>Total grants and donations</b>        | <b><u>2,860</u></b>  | <b><u>14,383</u></b> |
| <b>OTHER INCOME RECEIPTS</b>             |                      |                      |
| Investment Income                        | 4,930                | 4,963                |
| Deposit Account Interest                 | 1,575                | 2,865                |
| FIT receipts                             | 1,530                | 3,057                |
| Cafe Takings                             | 3,212                | 3,224                |
| Sign Language Courses                    | 18,144               | 12,519               |
| Rent Received                            | <u>11,766</u>        | <u>15,776</u>        |
| <b>Total other income</b>                | <b><u>41,157</u></b> | <b><u>42,404</u></b> |
| <b>TOTAL RECEIPTS</b>                    | <b>44,017</b>        | <b>56,787</b>        |
| <b>LESS: PAYMENTS</b>                    |                      |                      |
| Fundraising Expenses                     | 2,407                | 2,434                |
| Publicity Expenses                       | 2,407                | 2,434                |
| Support and Administration Expenses      | 4,823                | 3,909                |
| Charitable Activity Expenses             | <u>52,919</u>        | <u>43,639</u>        |
|  | <b><u>62,556</u></b> | <b><u>52,416</u></b> |
| <b>NET (DEFICIT)/EXCESS FOR THE YEAR</b> | <b>(18,539)</b>      | <b>4,371</b>         |
| <b>PURCHASE OF FIXED ASSETS</b>          |                      |                      |
| Furniture and Equipment                  | 230                  | -                    |
| Development and improvement of property  | <u>780</u>           | <u>5,460</u>         |
|  | <b><u>1,010</u></b>  | <b><u>5,460</u></b>  |
| <b>NET CASH FLOW</b>                     | <b>(19,549)</b>      | <b>(1,089)</b>       |
| Cash balances at 1 January 2017          |                      |                      |
| At bank and in hand                      | 344,689              | 345,778              |
| Transfer between funds                   | -                    | -                    |
| Cash balances at 31 December 2017        |                      |                      |
| At bank and in hand                      | <b>325,140</b>       | <b>344,689</b>       |
|  | <b>=====</b>         | <b>=====</b>         |

**SCHEDULE TO RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

|  | 2017      | 2016       |
|--|-----------|------------|
|  | £         | £          |
| <b>FUNDRAISING EXPENSES</b>                |           |            |
| Staff Salaries                             | 2,354     | 2,377      |
| Travel expenses                            | 18        | 20         |
| Stationery postage and telephone           | 24        | 37         |
| Web Site                                   | <u>11</u> | <u>-</u>   |
|  | 2,407     | 2,434      |
|  | =====     | =====      |
| <b>PUBLICITY EXPENSES</b>                  |           |            |
| Staff Salaries                             | 2,354     | 2,377      |
| Travel expenses                            | 18        | 20         |
| Stationery postage and telephone           | 24        | 37         |
| Web Site                                   | <u>11</u> | <u>-</u>   |
|  | 2,407     | 2,434      |
|  | =====     | =====      |
| <b>SUPPORT AND ADMINISTRATION EXPENSES</b> |           |            |
| Staff Salaries                             | 2,354     | 2,377      |
| Rates                                      | 106       | 94         |
| Repairs and maintenance                    | 1,526     | 482        |
| Computer expenses                          | 54        | 55         |
| Light, Heat and Water                      | 372       | 406        |
| Stationery postage and telephone           | 24        | 37         |
| Insurances                                 | 235       | 200        |
| Travel expenses                            | 36        | 40         |
| Cleaning                                   | 111       | 97         |
| Web Site                                   |           | 5          |
| Miscellaneous                              | <u>-</u>  | <u>121</u> |
|  | =====     | =====      |
| <b>CHARITABLE ACTIVITY EXPENSES</b>        |           |            |
| Staff Salaries                             | 16,480    | 16,640     |
| Rates                                      | 954       | 849        |
| Repairs and maintenance                    | 13,736    | 4,337      |
| Cafe Costs                                 | 1,124     | 1,229      |
| Computer Expenses                          | 486       | 496        |
| Light, Heat and Water                      | 3,351     | 3,658      |
| Stationery postage and telephone           | 168       | 257        |
| Insurances                                 | 2,115     | 1,800      |
| Web Site                                   | 27        | -          |
| Signing Interpreter                        | 667       | 756        |
| Travel expenses                            | 286       | 323        |
| Sign Language Courses                      | 12,375    | 12,042     |
| Cleaning                                   | 995       | 877        |
| Miscellaneous                              | 200       |            |
| TV licence                                 | 145       | 145        |
| Subscriptions                              | <u>10</u> | <u>30</u>  |
|  | 52,919    | 43,639     |



## STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2017

## MONETARY ASSETS

|   | 2017       | 2016       |
|---|------------|------------|
|   | £          | £          |
| Bank and Cash Balances                                |            |            |
| Bank Current Account – Lloyds Bank                    | 6,647      | 6,971      |
| Bank Current Account – Virgin Money                   | 235,423    | 323,976    |
| Bank Deposit Account _ Lloyds Bank                    | 2,674      | 688        |
| Bank Deposit Account _ Lloyds Bank 32 Day Notice      | 80,112     |            |
| Charities Official Investment Fund<br>Deposit Account | -          | 12,228     |
| Cash  | <u>284</u> | <u>826</u> |
|   | 325,140    | 344,689    |
|   | =====      | =====      |

## Debtors and Prepayments

|                        |       | £     |
|------------------------|-------|-------|
| Debtors: Rent          | -     | -     |
| FIT                    | -     | -     |
| BSL courses            | 4,405 | 3,105 |
| Prepayments: Insurance | 1,435 | 1,222 |
|                        | ===== | ===== |

## Liabilities

|                               |       |       |
|-------------------------------|-------|-------|
| Accruals: Gas and electricity | 858   | 336   |
| Water                         | 485   | 140   |
| Creditors:                    |       |       |
| BSL Course costs              | -     | -     |
|                               | ===== | ===== |

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 DECEMBER 2017**

**NON-MONETARY ASSETS**

|                            |                       | <b>2017</b>  | <b>2016</b>  |
|----------------------------|-----------------------|--------------|--------------|
| <b>Investments at Cost</b> |                       |              |              |
|                            |                       | £            | £            |
| Old Mutual Income Fund     | 2239 units            | 5,997        | 5,997        |
| Barclays                   | 4500 25p shares       | 4,680        | 4,680        |
| Royal Dutch Shell          | 1090 Class B Ord      | 4,203        | 4,203        |
| Prudential                 | 1250 5p shares        | 2,588        | 2,588        |
| M & G Securities           | 1130 Charifund Income | 5,346        | 5,346        |
| Marks & Spencer            | 1457 Ord 25p shares   | 6,709        | 6,709        |
| Murray International       | 1300 Ord 25p shares   | 5,242        | 5,242        |
| BT Group                   | 595 5p Ord            | <u>1,505</u> | <u>1,505</u> |
|                            |                       | 36,270       | 36,270       |
|                            |                       | =====        | =====        |

The market value of these investments at 31 December 2017 was £121,621 (31 December 2016 £114,871).

**Fixed Assets**

**Furniture and equipment**

|  |        |        |
|--|--------|--------|
| Furniture and Equipment Cost Estimated | 11,140 | 11,140 |
|--|--------|--------|

**Land and buildings used by the charity**

The Charity's land and buildings at Hafod, Swansea were purchased in 2007 for £131,184 including associated costs.

The charity owns a field at Mary Twill Lane, Caswell, Swansea. It is not practical to value this property.

 ..... T N DOUGLAS-JONES - Trustee

27-06-18 .....Date