

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 2018

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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	www.facebook.com/PenparcauCommunityForum
Trustees	D Jones E De Visscher GD Barratt A Chamberlain S Thomas S Hearne K Jones Rh Jones
Key staff: Co-ordinator Finance Officer Volunteer & Events Co-ordinator Local Conversations Officer	Bryn Jones Kate Williams Julie Thomas Andra Jones
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 2017 – September 2018

The Trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ending 30th September 2018, 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 (hereinafter called 'the 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.

All the above will take time and resources to help revitalise the community and improve communication between the various groups that exist within Penparcau. This is in addition to enhancing the area through advocating community needs with the numerous statutory and voluntary sector organisations that work within our community.

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' to ascertain what the community wanted to make Penparcau a better place for all. The resulting area plan (subsequently funded by the People's Health Trust and continues to be funded) is based on five identified community priorities. These included; 1. building a new Community Centre, 2. developing the Youth Forum, 3. developing a community Website, 4. developing the Environment group and 5. purchasing a community Mini-bus.

In addition, we have over 70 volunteers registered with the Forum and have up skilled many of them in Food Hygiene, MIDAS, First Aid, Child Protection and in the use of a Defibrillator

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

Dylan Jones (Trustee) is a retired Police Sergeant, Independent Trainer and ESTYN Schools Lay Inspector with extensive knowledge of the area, education and legal systems. In his role as the Chairman of Aberystwyth cricket club he oversaw a period of significant growth and development, including facilities improvements supported by significant grants.

Dr Eva De Visscher (Trustee) is a Penparcau resident. Originally from Ghent, Belgium, she has lived in the UK for over 20 years. She works at Aberystwyth University as Development Officer and 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 love 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 army with 3 tours in Northern Ireland under his belt. He is a Self-employed Painter & Decorator who has worked all over the UK and overseas and is currently the Chairman of the Ceredigion Sea Angling Coaching Project working with vulnerable young people in the area. He is a well-loved local character with extensive knowledge of local businesses, local trades' people 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 (1 million +), managing projects and liaising with policy makers. He speaks English and Welsh.

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 and is President of Penparcau Women's Institute. 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 and has always been a keen supporter and volunteer of the Forum.

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. He was instrumental in setting up (along with others) the initial Forum in Penparcau which 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)

Affectionally known to all as Groxy, he has over 40 years' experience of representing Penparcau as a democratically elected Town Councillor 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/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.

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:

Bryn Jones – Forum Co-ordinator (full-time) is currently a Community Councillor in a local village with over 13 years' experience of working with the creative arts at the Mental Health Unit in Aberystwyth. He has over 10 years' experience of working for the Arts Council of Wales including being the Arts for All Lottery Officer for Mid & West Wales region for 8 years and the Inclusion and Participation Officer working on ACW's Arts & Health Strategy and Community Arts programme. He has over four years' experience as the Communities First Co-ordinator for Penparcau & West Aberystwyth managing four community development staff, volunteers and managing an annual budget of over £180,000. Bryn has extensive knowledge of community development, participation & inclusion, fundraising, community engagement and specifically within Penparcau. In 2015 he was awarded an Honorary Bachelor of Arts Degree from Aberystwyth University for his work in the community and across Wales.

Kate Williams – Finance Officer (part-time) joined the Forum in January 2016 after taking redundancy from Ceredigion County Council. She worked in the Finance Department for nearly 25 years gaining experience in budgeting, treasury management and in the latter years European, Welsh Government and Lottery grant schemes. One of her roles was as Finance Officer to the Communities First programme when it was under the umbrella of the County Council, so her move to the Forum could be fate! Her spare time is taken up being dramatic, as she is a member of Castaway Community Theatre Group based at the Arts Centre in Aberystwyth

Julie Thomas – Volunteer & Events Officer (part-time) joined the Forum in June 2016. She also works part-time at Hafan y Waun, Dementia Care Home as a Senior Care Assistant. She previously worked for Coleg Ceredigion as an NVQ assessor. In her spare time she Volunteers with the Surf-life Association and is on the PTA of Ysgol Gymraeg Aberystwyth.

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

In October 2017 the Forum successfully completed and moved into the new Community Centre in Penparcau (the Hub). This development was funded by the Welsh Government (£490,000) and People's Health Trust (£150,000) with additional funding from Aberystwyth Town Council and Ceredigion County Council. The Trustees wish to thank the Contractors (HD Construction) for all their work and support in delivering a new community facility for our residents. The new Annexe has already increased 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.

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.

What is an uncertainty for us in the next financial year is the effect of Brexit and European Funding on our ability to attract core funding for the long-term financial viability of the charity.

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 (£10,000)

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 (Total £15,000). To achieve this we aim to put £3,000 per year into reserves from earned income until that level is achieved.

At 30 September 2018 the level of reserves held was £17,861, including the £3,000 set aside 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 2017/18 can be summarised as:

- Halloween – the Youth Forum organised a very successful party for the young children of Penparcau with over 400 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 new 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.
- Santa's Sleigh Ride – as you can imagine, this was hugely popular with the younger members of our community. Santa and his Elves went around every street in Penparcau giving out sweets and presents with children of all ages having their picture taken with Santa. This is fast becoming a very popular annual event in Penparcau.
- 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....a great time had by all.
- Carnival – in response to the community who wanted to resurrect the 'Penparcau Carnival', the Forum organised a walking Carnival around Penparcau. This event was a huge success with many of our residents marching around the village and ending up on the Party in the Park event on the same day. It is fair to say that there were over 2,000 people in attendance throughout the fun filled day. Well done all involved.
- Party in the Park – the annual village day of activities and fun on June 30th was a great success with many residents and children enjoying themselves with loads of activities on hand during the day. We also raised some much needed income from the day and enabled numerous agencies to engage with our residents on a fun filled day for all. This was especially pleasing for all concerned as it was the first on our own new Community Centre Hub and Park.
- Trip to Big Pit in South Wales – this specific intergenerational trip was very popular with over 70 people attending the day out. They also visited the Aberfan disaster memorial.
- Aberaeron – the Youth Forum visited the area on an environmental day out to the shore line and learned a lot about the sea shore.
- Youth Forum – continues to develop with up to 8 additional members joining during the year.

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" for our attendees.

Trustees' Report continued

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.

During the year, we continued to run the Food Co-op which we buy in a bag of Vegetables and bag of Fruit for £4 and sell it out at £4. In addition, we have been working with Aber Food Surplus and distributing surplus foods from our local Marks & Spencer and Tesco stores which has proved to be invaluable to our residents. Moreover, M&S staff gave their time to come and paint the outside walls of the new Hub....a big thankyou to all involved!

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. over 20 volunteers trained in Level2 Food Hygiene. In addition, the storage container installed on site is proving to be invaluable for storing our Community Mower and associated equipment. Moreover, in excess of 15,000 attendances have been recorded at our new Hub in 2017/18 with an additional 7 volunteers joining our community based project.

Over the year we have secured numerous grants and donations which include funding from the People's Health Trust, People and Places Lottery, Oakdale Trust, Wales West Housing, M&S Charities Foundation, Blakemore Foundation, Barclays Bank Charities Trust, Co-op Local Communities Fund and NINEVEH which in total amounts to over £100,000

The Mini-bus and a ride on mower (bought through the People's Health Trust funding) have been utilised throughout the year and numerous volunteers have been trained to MIDAS level which allows them to drive the Mini-bus.

Penparcau Youth Forum for 11-18 year-olds (which is constituted) have gone from strength to strength fundraising and arranging numerous events for other children and young people in Penparcau. This gives our youngsters a focus as well as the opportunity to develop good life skills and community citizenship. In addition, they have moved into their new home/facility at our new community centre Hub with a dedicated space specifically designed by them. In addition, they were involved in a visit to 'Hangar Five' in Pembrokeshire where 15 young people enjoyed the fun filled day out.

The History & Heritage Group have their own Facebook page with members interested in the village and its history and origins. Some of the activities they and others in the community have been involved in included the Geo Physical survey work on Pendinas Hill Fort. Together with a day at the Hub which involved outside agencies talking about the History of Penparcau and Pendinas e.g. The Royal Commission on Ancient and Historical Monuments in Wales.

During the year we supported the local Polish Association to run a celebration of the Polish Independence Day . This proved to be a huge success for all concerned and looks like it will be organised for next year at the Hub. In addition, the Polish Ambassador came down from Manchester to attend the event.

We continue to fundraise for additional defibrillators (*Heartstart* machines) for Penparcau and now have a total of 5 machines installed and maintained by us in the village. We have also trained in excess of 45 people in how to use the lifesaving machines.

Trustees' Report continued

Our Environmental group (in partnership with the Wales Bee Conservation group) have created a Bee friendly wildlife garden at the park which we continue to maintain and is drawing good volunteer support and funding.

The Nature of our Village project (funded by the Nineveh Trust, the Oakdale Trust and D'Oyly Carte) set out to massively increase how much we know about wildlife in Penparcau, in order to involve 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 123 sessions, 1045 attendances, 1,971 records of species with over 2,000 volunteer hours within the community for the year starting 1st November 2017 and ending 31st October 2018. 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.

The Pendinas Project (funded by Cynnal y Cardi) has proved to be a great catalyst for engaging with the wider community on the history, heritage and archaeology of Pendinas. Our very own 'Iron Age Hillfort' in Penparcau. This project has the potential to develop other community based projects that could have major educational, social and economic impact for our village. The recent geophysical survey done on site through the project has identified a Bronze Age Barrow (Burial site) which completely re-writes the history of Aberystwyth. In addition, the 'Feasibility Report' completed on the project is being utilised to look at further funding to develop this important site.

The Aberystwyth Arts Centre partnership project was a huge success for our community and the opportunities to work with and in the local Arts Centre was excellent for all concerned. The Photography competition element was very popular and all their photographs were exhibited at the Arts Centre. This specific project has proved to be a catalyst for more creative activities within the Hub in Penparcau and the Arts centre are looking to work with us again in the near future.

Our Community office based at the new community centre Hub has made a huge difference and improvement to our working conditions and in terms of the staff's accessibility. In addition, our residents can call in to see us as we are seen as '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 popping in to see us.

We have worked closely with the 'Anchor' organisations around us who have utilised the new Hub 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. In addition, we worked in partnership with Ystwyth Surgery to organise a Carers Dementia Tea Party day which was a great success.

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.

Trustees' Report continued

We have a cohort of dedicated Volunteers who help out with the Community Café, Youth Forum and various community events. Our part-time Finance Officer and Volunteer & Events Officer posts are funded through the People's Health Trust and make a huge difference to the day to day running of the organisation. In addition, our full-time Forum Co-ordinator post is funded through the People and Places Lottery funding.

The five priorities have been realised through the work of the Forum and the new community centre is complete and up and running as vibrant community Hub. Moreover, there is positive change happening and being recognised by many outside of our community.

It is worth noting that all the above could not have been achieved without our fantastic volunteers and the numbers involved have increased through the work of our part-time Volunteer & Events Co-ordinator post. 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. For example, the Community Café is attracting many people who want to volunteer and we are training these specific volunteers up to 'Level 2 Food Hygiene' which in turn helps them with their employment prospects.

The total grants raised for the year were £100,805 per the accounts.

The challenges we face:

The future is largely concerned with the long-term viability and sustaining the new Community Centre Hub and Park development in order for our community to continue to utilise the facilities and opportunities on hand at the Hub. In addition, we have planning permission in place and plans for a Stage 2 Extension to the new centre and we are actively seeking funding to make this a reality. This would include a new large Community Room and Exhibition space for our History & Heritage 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. The real challenge is in securing core funding to run the day to day management of the organisation as we go forward making a difference to people in Penparcau.

Finally

We would like to recognise the invaluable financial assistance and support received from the Big Lottery (People and Places), the People's Health Trust in London, Wales & West Housing Association, Aberystwyth Town Council, Nineveh Trust, Blakemore Foundation, M&S Charities Foundation, Barclays Bank Charities Trust and the Co-op Local Community Fund. All the local businesses and individuals who continue to support us, as 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.

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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group 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 the group 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 April 2019

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 2018, which are set out on pages 15 to 28.

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 Ltd, 31 Bridge Street, Aberystwyth, Ceredigion, SY23 1QB

Date: 7 May 2019

Penparcau Community Forum Ltd (a company limited by guarantee)

Statement of Financial Activities (including income and expenditure account)
for the year ending 30 September 2018

	Note	Year ended 30 September 2018			Year ended 30 September 2017		
		Unrestricted	Restricted	Total funds	Unrestricted	Restricted	Total funds
		funds	funds		funds	funds	
		£	£	£	£	£	£
<i>Income</i>							
Donations and grants	3	7,910	99,917	107,827	3,081	619,875	622,956
Community centre hire		17,440	-	17,440	20	-	20
Café and catering income		15,982	-	15,982	-	-	-
Community events and activities		5,099	1,370	6,469	3,771	652	4,423
Boxing club rent		610	-	610	1,200	-	1,200
Sales of merchandise		-	-	-	48	38	86
Food cooperative sales		628	-	628	604	-	604
Other income		-	-	-	-	2,226	2,226
Total income		47,669	101,287	148,956	8,724	622,791	631,515
<i>Expenditure</i>							
Cost of community events and activities	5	(1,868)	(21,774)	(23,642)	(1,168)	(18,172)	(19,340)
Café and catering costs		(8,653)	(56)	(8,709)	-	-	-
Donations and grants to others	6	-	-	-	-	(1,000)	(1,000)
Food cooperative purchases		(628)	-	(628)	(604)	-	(604)
Staff costs	7	(210)	(59,618)	(59,828)	(5)	(57,980)	(57,985)
Property and equipment costs	8	(8,156)	(15,521)	(23,677)	(615)	(10,348)	(10,963)
Cost of new buildings and improvements	9	(2,340)	-	(2,340)	(10,186)	(544,464)	(554,650)
Administration expenses	10	(12,761)	(15,044)	(27,805)	(9,778)	(17,330)	(27,108)
Total expenditure		(34,616)	(112,013)	(146,629)	(22,356)	(649,294)	(671,650)
Net income / (expenditure)	11	13,053	(10,726)	2,327	(13,632)	(26,503)	(40,135)
Transfers between funds	18	1,000	(1,000)	-	50,352	(50,352)	-
Net movement in funds		14,053	(11,726)	2,327	36,720	(76,855)	(40,135)
Total funds brought forward		54,100	56,377	110,477	17,380	133,232	150,612
Total funds carried forward		68,153	44,651	112,804	54,100	56,377	110,477

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 2018

	Note	30 September 2018			30 September 2017		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		funds	funds	funds	funds	funds	funds
		£	£	£	£	£	£
Fixed assets:							
Tangible assets	13	50,292	19,390	69,682	56,486	22,546	79,032
Current assets:							
Stock		783	-	783	-	-	-
Debtors	14	771	-	771	-	-	-
Cash at bank and in hand		18,235	41,575	59,810	7,884	48,354	56,238
Total current assets		19,789	41,575	61,364	7,884	48,354	56,238
Prepayments and accrued income	15	-	-	-	-	5,350	5,350
Liabilities:							
Creditors falling due within 1 year	16	(548)	(1,230)	(1,778)	(10,270)	(3,473)	(13,743)
Net current assets		19,241	40,345	59,586	(2,386)	50,231	47,845
Total assets less current liabilities		69,533	59,735	129,268	54,100	72,777	126,877
Accruals and deferred income	17	(1,380)	(15,084)	(16,464)	-	(16,400)	(16,400)
Net assets		68,153	44,651	112,804	54,100	56,377	110,477
The funds of the charity:							
Restricted income funds	18			44,651			56,377
Unrestricted income funds				68,153			54,100
Total charity funds				112,804			110,477

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 2018 continued

For the year ended 30th September 2018 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 April 2019 and signed on their behalf by:

D Jones
Trustee

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 2018

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 2018

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 present contributions to NEST are made by the employer only, at a rate of 5%. 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 10 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.

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2018

3 Income from donations and grants

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2017
	£	£	£	£	£	£
Donations	6,290	582	6,872	2,931	1,033	3,964
Welsh Assembly Government						
Community Facilities Programme						
for building projects	-	-	-	-	418,646	418,646
CCC Community Grant Scheme	-	-	-	-	22,895	22,895
Aberystwyth Town Council	-	-	-	-	15,000	15,000
Other government grants	-	-	-	-	350	350
Grants from trusts:						
People's Health Trust	-	40,592	40,592	-	101,012	101,012
The Big Lottery	-	52,043	52,043	-	52,939	52,939
Other trusts	1,470	6,700	8,170	-	8,000	8,000
Gifts in kind	150	-	150	150	-	150
	<u>7,910</u>	<u>99,917</u>	<u>107,827</u>	<u>3,081</u>	<u>619,875</u>	<u>622,956</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 building of the Community Centre Annexe have not been valued as their value cannot be reliably measured.

Gifts of surplus food for distribution received from Tesco and Marks & Spencer 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 2017	13,520
Balance of accrued income: grants receivable at 1 October 2017	(5,350)
Grants received during the year	106,339
Balance of deferred income at 30 September 2018	<u>(13,704)</u>
Grants receivable for the year ended 30 September 2018	<u>100,805</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
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2018

5 Cost of community events and activities

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2017
	£	£	£	£	£	£
Events	306	8,958	9,264	881	6,455	7,336
Materials and other costs of activities and trips	1,562	1,087	2,649	287	641	928
Minibus running costs	-	2,262	2,262	-	1,076	1,076
Ecology project costs	-	9,467	9,467	-	10,000	10,000
	<u>1,868</u>	<u>21,774</u>	<u>23,642</u>	<u>1,168</u>	<u>18,172</u>	<u>19,340</u>

6 Donations and grants to others

	Restricted	Unrestricted
	2018	2017
	£	£
Donations from fund-raising activities on behalf of others:		
Grants to local associations	-	1,000
	<u>-</u>	<u>1,000</u>

7 Staff costs

	2018	2017
	£	£
Community centre staff wages	54,067	52,592
Social security costs	996	580
Employer pension costs	<u>2,703</u>	<u>2,630</u>
	57,766	55,802
Training, travel and other staff and volunteer costs	<u>2,062</u>	<u>2,183</u>
	<u>59,828</u>	<u>57,985</u>

Of this expenditure £NIL was unrestricted (2017: £5) and £57,980 was restricted (2017: £57,980).

No employees had employee benefits in excess of £60,000 (2017: £NIL).

The key management personnel are the trustees, the co-ordinator, the finance officer and the volunteer and events co-ordinator. The total employee benefits of the key management personnel of the charity were £54,067 (2017: £52,592).

The average monthly number of employees during the year was 3 (2017: 3).

Penparcau Community Forum Ltd
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Notes to the accounts for the year ending 30 September 2018

8 Property costs and equipment

	2018	2017
	£	£
Community centre rent and maintenance	20,192	4,514
Community office rent and utilities	54	2,330
Equipment	3,431	4,119
	<u>23,677</u>	<u>10,963</u>

Of this expenditure £8,156 was unrestricted (2017: £615) and £15,521 was restricted (2017: £10,348).

9 Cost of new buildings and improvements

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2017
	£	£	£	£	£	£
Community centre extension	2,340	-	2,340	10,186	544,464	554,650
	<u>2,340</u>	<u>-</u>	<u>2,340</u>	<u>10,186</u>	<u>544,464</u>	<u>554,650</u>

10 Administration expenses

	2018	2017
	£	£
Insurance	3,482	4,460
Office supplies	6,034	2,031
Telephone and internet	1,590	1,715
Publicity	2,030	3,590
Accountancy, legal and professional	2,362	3,387
Independent examination	1,200	1,200
Sundry	361	112
Depreciation	10,746	10,613
	<u>27,805</u>	<u>27,108</u>

11 Net income/(expenditure) for the year

	2018	2017
	£	£
This is stated after charging:		
Operating leases - property rental	-	1,769
Depreciation	10,746	10,613
Independent examiner's fees:		
Independent examination	1,200	1,200
Taxation services	-	240
Payroll services	353	338
Accountancy & other	1,913	1,986
Contributions to a defined contribution pension scheme	2,703	2,630

Penparcau Community Forum Ltd
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Notes to the accounts for the year ending 30 September 2018

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 £
Cost			
At 1 October 2017	68,197	27,700	95,897
Additions	1,396	-	1,396
At 30 September 2018	69,593	27,700	97,293
Accumulated depreciation			
At 1 October 2017	11,325	5,540	16,865
Charge for the year	7,976	2,770	10,746
At 30 September 2018	19,301	8,310	27,611
Net book value			
At 30 September 2017	56,872	22,160	79,032
At 30 September 2018	50,292	19,390	69,682

Equipment of net book value £NIL (2017: £386) is restricted to the use of the youth forum. The minibus of net book value £19,390 (2017: £22,160) is restricted to community use according to its original grant conditions. Assets of net book value £50,292 (2017: £56,486) are unrestricted.

14 Debtors

	2018 £	2017 £
Trade debtors	771	-

15 Prepayments and accrued income

	2018 £	2017 £
Accrued income: grants receivable (note 3)	-	5,350

Accrued income comprises grants received in arrears of the grant budget period.

Penparcau Community Forum Ltd
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Notes to the accounts for the year ending 30 September 2018

16 Creditors falling due within 1 year

	2018	2017
	£	£
Trade creditors	969	12,954
Taxation & social security costs	809	789
Other creditors	-	-
	<u>1,778</u>	<u>13,743</u>

17 Accruals and deferred income

	2018	2017
	£	£
Deferred income (note 3)	13,704	13,520
Accruals	2,760	2,880
	<u>16,464</u>	<u>16,400</u>

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

18 Movement in restricted funds

	Balance 1 Oct 2017 £	Income £	Expenditure £	Transfers out £	Balance 30 Sept 2018 £
People's Health Trust Local Conversations Grant	11,248	40,592	(41,640)	-	10,200
The Big Lottery Funds: People and Places 2: Penparcau Youth Project	9,060	52,043	(56,533)	-	4,570
Ecology project	4,667	5,000	(8,334)	-	1,333
Youth forum	2,920	1,308	(280)	-	3,948
History group	1,036	120	-	-	1,156
Other funds	4,900	2,224	(2,070)	(1,000)	4,054
Fixed assets	22,546	-	(3,156)	-	19,390
	<u>56,377</u>	<u>101,287</u>	<u>(112,013)</u>	<u>(1,000)</u>	<u>44,651</u>

Transfers of £1,000 (2017: £50,834) from restricted to unrestricted funds represent the capital cost of tangible fixed assets purchased by the use of restricted funds. The grant conditions on these restricted funds were fulfilled on the purchase of the assets.

Penparcau Community Forum Ltd
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Notes to the accounts for the year ending 30 September 2018

18 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:	To deliver a range of recreational and educational activities for young people
Penparcau Youth Project	To support a wildlife research project conducted by the ecology group
Ecology project	
Youth forum	To support the activities of the youth forum
History group	To support the activities of the history group

19 Analysis of net assets between funds

	General fund	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>

	General fund	Restricted funds	Total
	£	£	£
Tangible fixed assets	56,486	22,546	79,032
Cash at bank and in hand	7,884	48,354	56,238
Other net current assets/(liabilities)	(10,270)	1,877	(8,393)
Accruals and deferred income	-	(16,400)	(16,400)
	<u>54,100</u>	<u>56,377</u>	<u>110,477</u>

Penparcau Community Forum Ltd
(a company limited by guarantee)

Notes to the accounts for the year ending 30 September 2018

20 Operating leases – as lessee

At 30 September 2018 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	2018	2017
	£	£
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	3,000	3,250
	<u>4,250</u>	<u>4,500</u>

Lease payments charged to income and expenditure during the year were £250 (2017: £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 2018 the total future minimum lease payments for this lease were:

	2018	2017
	£	£
not later than one year	400	1,200
later than one year and not later than five years	1,600	4,800
later than five years	4,800	16,100
	<u>6,800</u>	<u>22,100</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 (2017: £NIL), other than those received on the same basis as other participants in Penparcau Community Forum Ltd activities. £205 of expenses were reimbursed to one trustee for travel costs during the year (2017: £327).

The charity made contributions of £2,703 to the pension plan operated by NEST on behalf of the employees (2017: £2,630). For more information about the pension contributions refer to note 1 (I).