

Company No: 06132161

SOUTH WEST COMMUNITY CHAPLAINCY LIMITED
(A Company limited by guarantee)

REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Charity No: 1128372

SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

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SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their report and the financial statements of the Charity for year ended 31 March 2023.

Principal Objects of the Charity

The Charity's principal objects are to promote the rehabilitation and resettlement of, and to relieve financial hardship, distress, suffering and sickness amongst, offenders, persons subject to community orders, and their families and dependants, either alone or in co-operation with any other body, authority or persons, in particular but not exclusively by the provision of support, information, advocacy and pastoral care in ways which are consistent with, and motivated by, the values and principles of the Christian faith based on the life and example of Christ; and promoting an environment where people of all faiths, and people of none, can work together for transformation of lives and communities. The trustees confirm that they have given due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Regulation of Charity

The Charity is regulated by a constitution dated 25th February 2009.

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of its financial activities for that year. In preparing these the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed 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 operation.

The Trustees are responsible for keeping proper accounting records which 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 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REVIEW OF THE YEAR

Here is a brief snapshot of quantitative data for the last twelve-month period:

We worked with 141 people, 128 of whom had been released from prison. Of these:	
79 (54.7%)	continue to receive ongoing mentoring support in the community
27 (21.1%)	were supported over a period of time in prison and in the community to the point where the mentoring relationship has come to a planned end and they are settled in the community.
1 (0.8%)	were supported within a specific pathway (in prison or in the community) e.g., assistance with securing accommodation, training, finance help etc. They did not require longer term support, or were released to another catchment area.
3 (2.3%)	are known to have returned to custody and we are working with them again, ready for their release.
78.9%	

Of the 128 people who have been released into the community, 78.9% have engaged consistently with support. Of those who have engaged with the project over a period of time in the community, we can identify that around 80% have made significant identifiable progress in their lives and less likely to engage in harmful behaviours. We have been able to observe an improved sense of self-worth, responsibility, confidence and hope in 74%.

These statistics give only a glimpse of the difference that mentoring can make. The greatest successes will always be the changed lives that we see in our clients and we celebrate the amazing progress that many have achieved in their journey of rehabilitation.

Extending our Team

It has historically proved challenging to extend our work in the furthest reaches of our area due to its geographical diversity and rurality. This is particularly true of Cornwall and Somerset, and the immense amount of travelling required to reach two of our prisons; HMP Eastwood Park (women), and HMP Leyhill (Cat D male), which are both situated in Gloucestershire, has meant that our presence in these key establishments have been limited. This year, we have been able to significantly develop our work in both Cornwall and in Somerset, and in these two prisons.

We now have a team member, Jackie, based in Mid/West Cornwall. We have also appointed a new member of staff, Avril, near to HMP Eastwood Park and HMP Leyhill, who also has the lead for work in Somerset. These steps are helping us to build a better service for women, to further develop our relationships with Probation staff in Somerset and Cornwall, and to respond effectively to the increased demand for mentoring support for people under Police supervision in Cornwall.

It has also been a pleasure this year to welcome Pam to the staff team, who is taking up specific responsibility for work in HMP Channings Wood, along with the lead for the South Devon locality.

Key Areas of Development

During this year, we have been able to implement the following improvements to our ways of working:

- Complete, with the Community Chaplaincy Association, the development of a new training package for working with people who have committed sexual offences.
- Review and refine our values
- Recruit a new team member located close to HMP Eastwood Park (Gloucestershire), who will be able to establish a more regular presence in that prison, and develop our work with women. She will also link regularly with HMP Leyhill, the Category D prison (also located in Gloucestershire) that serves our area.
- Develop policies and implement procedures that strengthen our cyber security and protect our data.
- Improve our Safeguarding training provision.
- Achieve a more comprehensive service in areas of Cornwall.

We have carried out some, limited low-key work on building our links with other organisations across the South West, including bringing partners together through the South West Mentoring Alliance, this year. However, the main focus of improving our partnerships this year has been on developing our work with the statutory services, particularly the Probation Service and the Police.

Probation Service

As expected, responsibility for the re-commissioning of our 'Extended Community Mentoring (ECM)' service with Probation shifted to the Ministry of Justice's new mechanism, the 'Dynamic Framework' in the Autumn of 2022.

We very much wanted to be able to tender to continue to deliver the service, the effectiveness of the ECM work having been recognised, warmly received and financially rewarded over the last four years, bringing a welcome diversification of income. In the event however, we found that as a very small charity we could not take the risks that were posed by the complex demands within the revised specification.

It is of primary importance to us, that no clients are disadvantaged by the change in the commissioning arrangements and it remains a key development priority for us to work with the Probation Service for the best possible outcomes for people in the criminal justice system.

Police

Our new piece of work with the Office of the Police and Crime Commissioner is progressing well. This 3-year prototype programme, works with people who have finished their licence and are therefore no longer subject to Probation supervision, but who continue to be managed by the Police (Public Protection Units). We are about to enter into an external evaluation, commissioned by the Office of the Police and Commissioner and being carried out by Plymouth Marjon University, to academically measure and demonstrate the effectiveness of the service with regards to clients referred to us by the Police.

Strategic Plan 2023-25

In January, we launched our new strategic plan for 2023-25, including a particular focus on seven special development priorities. The main structure of the plan is illustrated below:

- **Building Capacity**
Increasing the capacity and infrastructure of the project so that we can provide holistic, person-centred support to many more people who have received a custodial or community sentence.
- **Investing in Partnership**
Building a comprehensive support network, accessible to all, through developing partnerships with relevant agencies and communities. Links to all services, in all localities.
- **Valuing People**
Investing in our key strength: our committed staff and volunteers who, between them, bring a wealth of knowledge, experience and care for others, and in turn inspire a new sense of worth, value and hope in our clients.
- **Striving for Excellence**
Ensuring that the project strives for excellence, through setting high standards, and through measuring our effectiveness and impact.
- **Development Priorities for 2023-25**
 - Improving Quality
 - Developing our work with the Police - Community Mentoring Project
 - Probation Service - Extended Community Mentoring
 - User Involvement Strategy
 - The SALT Network
 - Communication and Social Media
 - Income Diversification

We are so grateful for your determined and kind support of all those people you have mentored over the course of the contract. I have no doubt that you have supported people with so many tasks, picked people up (sometimes literally!) prevented offending and most important, allowed people to feel that there is someone there who cares and wants to help.

Louise

Head of Devon and Torbay Probation Delivery Unit
HM Prison and Probation Service



The SALT Network

Over the last year, we have been developing a new complementary service, known as the 'SALT Network'. In essence, this is an enduring long-term community, in which people can feel a sense of belonging, for as long as they wish to stay connected. SALT is primarily aimed at clients who have journeyed with SWCC in a mentoring relationship, but who no longer require frequent contact as a result of their progress. We aim to roll this out over the coming year.

High Sheriff of Devon – Charity of the Year

We were delighted to be chosen by the new High Sheriff of Devon, Revd Nick McKinnel, to be his charity of the year for 2023-24. We are already seeing a greater awareness of our work and are very grateful for the opportunities that this will bring.

Financial Review

The total unrestricted income for the year was £50,044 (2022: £49,966) of which £7,545 (2022: £4,366) was donations. The £110,294 (2022: £94,628) of restricted income includes £72,948 in grants (2022: £66,628) and £37,346 from the Police & Crime Commissioner (2022: £28,000).

The total resources expended were £159,593 (2022: £131,175). £129,064 was spent on charitable activities (2022: £104,440); £24,514 on management and administration (2022: £22,785) and £6,015 on generating income (2022: £3,950).

The net result for the year was a small surplus of £745 (2022: £13,419). This resulted from a net loss of £2,981 on unrestricted funds and a net gain of £3,726 on restricted funds.

Total funds carried forward at the end of 2022/23 were £70,633; made up of £20,074 on unrestricted funds and £50,559 on restricted funds.

Reserves Policy

The Operating Reserve Fund comprises the designated fund set aside by action of the Board of Trustees. Ideally, the minimum amount to be designated as Reserve should be an amount sufficient to maintain ongoing operations and programs for three months. However, the Operating Reserve serves a dynamic role and is reviewed and adjusted in response to internal and external changes. Taking into account the current economic climate and other relevant factors the agreed minimum Operating Reserve target is £20,000, which is approximately 1½ - 2 months' running costs. The amount of the Reserve fund target minimum is reviewed each year after approval of the annual budget and may be subject to variation during the year in the light of developments arising. It will be approved by the Board of Treasurers, following advice received from the Treasurer, and included in the regular financial reports.

Structure, Governance and Management

South West Community Chaplaincy Ltd has a Board of Trustees, consisting of up to twelve individuals. The Management Committee meets at least six times each year, and consists of the Board of Trustees and other key personnel.

Reference and Administration

SWCC is a Company Limited by Guarantee, No: 06132161 and a registered Charity, No: 1128372

Trustees

Trustees who have served from 1st April 2022 until the date this report was approved were:

- Mr J M Wiseman
- Mr M Devlin (Died 24/10/2022)
- Mrs C A Lamb
- Mrs E Cottingham
- Mr J Robinson
- Mr N Day
- Mrs S H Giles
- Mrs M A Stirling Troy
- Revd P Beacham (Appointed 28/04/2023)
- Mr P Douglas (Appointed 19/07/2023)

Secretary

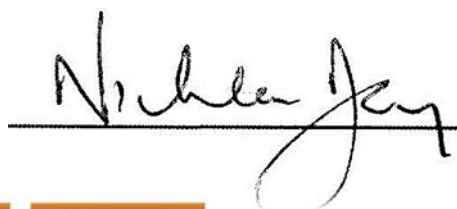
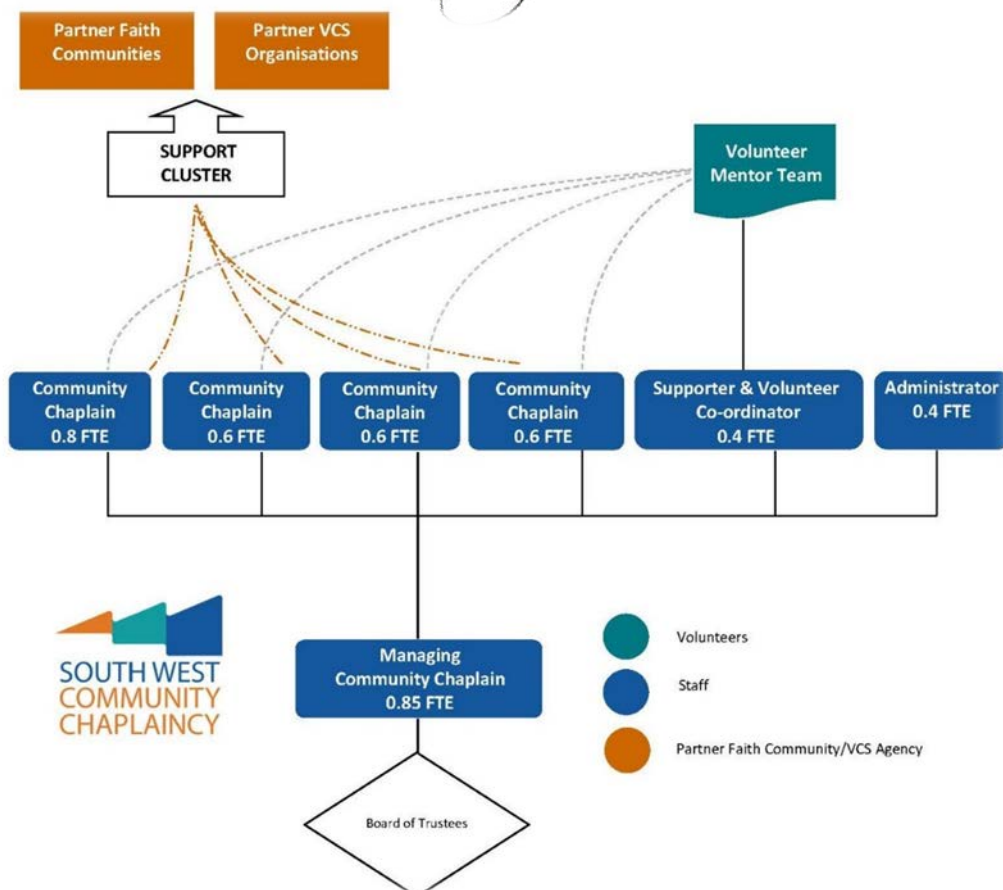
Mrs C Jerrard

Registered Office

Exeter Community Centre
 17 St David’s Hill
 Exeter
 EX4 3RG

This report was approved by the Trustees on 18th September 2023 and signed on its behalf by

MR NICHOLAS DAY
 Chair of Trustees



Section A

Independent Examiner's Report


Report to the trustees of	South West Community Chaplaincy		
On accounts for the year ended	31 st March 2023	Charity no (if any)	1128372
Set out on pages	7 - 14		

Responsibilities and basis of report I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023. As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination that gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed & Dated:	 <div style="text-align: right;">06/10/2023</div>		
Name:	Mr Neil Williams		
Relevant Professional Qualification(s) or body:	FCCA		
Address:	1 Honors Farm, Stoke Canon, Exeter, EX5 4RN		

SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted £	Restricted £	2023 £	2022 £
INCOMING RESOURCES					
Donations		7,545	-	7,545	4,366
Grant Making Trusts	[3]	10,500	72,948	83,448	71,628
Probation Service ECM	[3]	31,898	-	31,898	40,600
Police & Crime Commissioner	[3]	-	37,346	37,346	28,000
Bank Interest	[3]	101	-	101	-
		<u>50,044</u>	<u>110,294</u>	<u>160,338</u>	<u>144,594</u>
RESOURCES EXPENDED					
PENINSULA					
Charitable Activities	[8]	37,140	91,924	129,064	104,440
Management and Administration	[8]	9,870	14,644	24,514	22,785
Cost of generating income	[8]	6,015	-	6,015	3,950
		<u>53,025</u>	<u>106,568</u>	<u>159,593</u>	<u>131,175</u>
NET (OUTGOING)/INCOMING RESOURCES		(2,981)	3,726	745	13,419
TOTAL FUNDS BROUGHT FORWARD at 1st April		23,055	46,833	69,888	56,469
TOTAL FUNDS CARRIED FORWARD at 31st March		<u>20,074</u>	<u>50,559</u>	<u>70,633</u>	<u>69,888</u>

SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023 £	2022 £
CURRENT ASSETS			
Cash at CAF Bank		75,896	70,637
TOTAL CURRENT ASSETS		75,896	70,637
Creditors		(5,894)	(4,317)
Debtors		631	3,568
		<hr/>	<hr/>
NET CURRENT ASSETS		<u>70,633</u>	<u>69,888</u>
 REPRESENTED BY			
Restricted Funds			
Regional Development	[4a]	105	105
South West Mentoring Alliance	[4b]	595	595
Peninsula	[4c]	49,859	46,133
 Unrestricted Funds			
Peninsula – General Fund		4,074	8,055
Peninsula – Operating Reserve	[4d]	15,000	15,000
SALT Network – Designated Fund		1,000	-
		<hr/>	<hr/>
		<u>70,633</u>	<u>69,888</u>

For the year ended 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

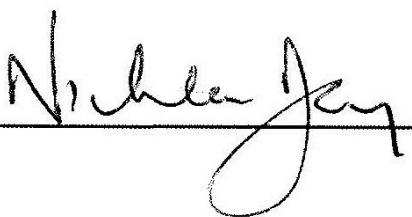
Members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with section 386; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period, and of its profit and loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

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

Approved by the Directors/Trustees on 18th September 2023
and signed on its behalf by:

MR NICHOLAS DAY



A handwritten signature in black ink, appearing to read 'Nicholas Day', written over a horizontal line.

MR PAUL DOUGLAS



A handwritten signature in black ink, appearing to read 'P. Douglas', written over a horizontal line.

SOUTH WEST COMMUNITY CHAPLAINCY LIMITED
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102). The financial statements have been prepared under the historic cost convention.

SWCC meets the definition of a public benefit entity under FRS 102. The financial statements are prepared in sterling, which is the functional currency of SWCC.

Going concern

The financial statements have been prepared on the going concern basis. There are no material uncertainties related to events or conditions that may cast significant doubts upon the charity's ability to continue as a going concern.

Funds

General funds represent the funds of SWCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. Funds designated for a particular purpose by the Trustees are also not restricted.

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

The financial statements include all transactions, assets and liabilities for which the charity is responsible in law.

Income

Donations and Grants

Planned giving, collections and general donations are recognised only when received.

Gift aid recoverable on donations is recognised when the tax element is received from HMRC.

Grant income is recognised in the year it is received. Some funds that were received in a previous financial year were allocated for use, and expended, during this financial year in accordance with the terms of the grant. See Note 3 for a detailed breakdown.

Charitable activities

Earned income from charitable activities is recognised when the fee is due and the invoice issued.

Investments

Interest entitlements (bank interest) are accounted for as they accrue.

Expenditure

Raising funds

Expenditure on raising funds is accounted for on the accruals basis.

Charitable activities

Expenditure on charitable activities is accounted for on the accruals basis. Any unpaid amount at 31 March is provided for in these accounts as an operational (although not legal) liability and is shown as a creditor in the Balance Sheet.

Tangible fixed assets

Property

SWCC does not own any property.

Other fixed assets

Other fixed assets are recognised at cost. Individual assets with a purchase price less than £1,000 are written off when the asset is acquired.

Debtors

Amounts owing to SWCC at 31 March in respect of fees or other income are shown as debtors less provision for any amounts that may prove uncollectable. These are recognised initially at the settlement amount. Prepayments are valued at the amount prepaid, net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

Creditors

Creditors are recognised when SWCC has an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount that the PCC anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. All (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

Cash flow statement

A cash flow statement has not been prepared on the grounds that the Charity qualifies for the exemption under the Charities SORP (FRS102).

2. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital.

3. ANALYSIS OF INCOME RECEIVED

	Unrestricted	Restricted	Received 2022-23	Received 2021-22
INCOME FROM:				
<i>Donations</i>				
Individual Giving	6,700	-	6,700	3,719
Faith Communities	845	-	845	647
<i>Unrestricted Grants</i>				
Detail in table below	10,500	-	10,500	5,000
<i>Restricted & Multi-Year Grants</i>				
Detail in table below	-	110,294	110,294	94,628
<i>Earned Income</i>				
National Probation Service ECM	31,898	-	31,898	40,600
<i>Other</i>				
Bank Interest	101	-	101	-
TOTAL UNRESTRICTED INCOME	50,044	110,294	160,338	144,594

3a. BREAKDOWN OF GRANTS (Including Multi-Year Grants)

	Brought Forward	Grants Received 2022-23	Funds Expended 2022-23	Carried Forward
<i>Restricted</i>				
Tudor Trust	13,333	-	13,333	-
Henry Smith Charity	-	35,000	26,250	8,750
Worshipful Company of Weavers	3,985	-	3,985	-
Lloyds Bank Foundation England & Wales	2,083	27,250	23,083	6,250
The Garfield Weston Foundation	6,667	10,000	10,000	6,667
Exeter Diocesan Council for Social Aid	-	698	698	-
Elmgrant Trust	398	-	219	179
Office of the Police & Crime Commissioner	19,667	37,346	29,000	28,013
Total PENINSULA Restricted	46,133	110,294	106,568	49,859
<i>Unrestricted</i>				
Wakefield Trust	-	2,000	2,000	-
Norman Family Charitable Trust	-	2,000	2,000	-
Heydown Trust	-	2,000	2,000	-
Ogle Christian Trust	-	2,500	2,500	-
Jamieson-Bystock Trust	-	2,000	2,000	-
Allen Lane Foundation	3,333	-	3,333	-
Total PENINSULA Unrestricted	3,333	10,500	13,833	-
OVERALL TOTAL OF GRANTS	49,466	120,794	120,401	49,859

4. MOVEMENT IN FUNDS

	Brought Forward	Income 2022-23	Expenditure 2022-23	Transfers	Carried Forward
Restricted					
Regional Development	105	-	-	-	105
SW Mentoring Alliance Reserve	595	-	-	-	595
Peninsula	46,133	110,294	106,568	-	49,859
	46,833	110,294	106,568	-	50,559
Unrestricted					
General Fund	8,055	50,044	53,025	(1,000)	4,074
SALT Network – Designated Fund	-	-	-	1,000	1,000
Operating Reserve	15,000	-	-	-	15,000
	23,055	50,044	53,025	-	20,074
OVERALL TOTAL	69,888	160,338	159,593	-	70,633

[a] Restricted funds of £105 are held specifically for Regional Development.

[b] The South West Mentoring Alliance funds are held and administered by SWCC.

[c] Total funds of £69,933 are held for use in the Peninsula area i.e., Devon, Cornwall and West Somerset. Of this, £49,859 is restricted.

5. RELATED PARTY TRANSACTIONS

During the year to 31 March 2023, the charity received £3,185 (2021/22: £3,110) in donations from SWCC Trustees and key management personnel. The donors did not attach any conditions to their gifts.

6. STAFF COSTS

	2022-23	2021-22
	£	£
Wages and salaries	112,746	92,801
Social security costs	2,860	2,619
Employer's pension contributions	5,141	4,658
	120,747	100,078
	2022-23	2021-22
Average number of employees	6	5
Average number of full-time equivalent employees	3.75	3.25

During the year SWCC did not employ anyone who earned £60,000 per annum or more (2021/22: none).

7. INCOME RELATED TO THE EXTENDED COMMUNITY MENTORING PROGRAMME

During the years 2018 to 2023, SWCC was commissioned by the National Probation Service to provide a service known as the Extended Community Mentoring programme. This was remunerated via the Rate Card mechanism, through the privatised arm of Probation known as the Community Rehabilitation Company. In early 2019, the then Community Rehabilitation Company, Working Links, went into administration owing SWCC some £21,000 in unpaid fees. In 2023, SWCC received final settlement of £398.26 from the Administrator of Working Links.

8. ANALYSIS OF EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted	Restricted	2022-23 £	2021-22 £
PENINSULA INITIATIVE				
Charitable Activities				
Project staff	19,245	86,858	106,103	86,302
Staff travel and other expenses	10,907	2,480	13,387	6,554
Volunteer travel and other expenses	2,044	760	2,804	1,711
Training	1,722	601	2,323	4,066
DBS Checks	144	-	144	273
Beneficiary expenses	-	825	825	1,224
Mobile Phones (including client phones)	933	400	1,333	2,128
Publicity Material, Marketing and Website	802	-	802	699
Computers and Equipment	923	-	923	913
Beneficiary Database System	420	-	420	420
Wellbeing and Support	-	-	-	150
	37,140	91,924	129,064	104,440
Management & Administration				
Staff Costs	-	14,644	14,644	13,776
Telephone, Postage and Stationery	418		418	862
Office Rent	6,005		6,005	6,005
Insurance	1,441		1,441	1,297
Governance Costs	97		97	94
Subscriptions	698		698	202
Bank Charges	73		73	96
Professional Fees	13		13	26
Recruitment	469		469	282
Meeting Rooms	656		656	145
	9,870	14,644	24,514	22,785
Cost of Generating Funds				
Consultant Fees	6,015	-	6,015	3,950
	6,015		6,015	3,950
TOTAL EXPENDITURE	53,025	106,568	159,593	131,175