

**Company No: 06132161**

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

**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Charity No: 1128372**

## **SOUTH WEST COMMUNITY CHAPLAINCY LIMITED**

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# **SOUTH WEST COMMUNITY CHAPLAINCY LIMITED**

## **ADMINISTRATIVE INFORMATION**

### **Trustees**

Mr J M Wiseman  
Mr M Devlin  
Mrs C A Lamb  
Mrs E Cottingham  
Mr J Robinson  
Mr J Peel (Resigned 23/03/2021)  
Mr T Bailey (Appointed 01/04/2020, Died 13/05/2020)  
Mr N Day (Appointed 14/04/2020)

### **Secretary**

Mr M Devlin

### **Registered Office**

Co Lab  
Wat Tyler House  
King William Street  
Exeter  
EX4 6PD

# **SOUTH WEST COMMUNITY CHAPLAINCY LIMITED**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their report and the financial statements of the Charity for year ended 31 March 2021.

### **Principal Objects of the Charity**

The Charity's principal objects are:

For the benefit of the public 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 dependents, 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.

### **Administration of Charity**

The Charity is administered and managed by a board of Trustees.

### **Regulation of Charity**

The Charity is regulated by a constitution dated 25<sup>th</sup> 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 1993. 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**

#### **Client Work**

During the year to 31<sup>st</sup> March 2021, SWCC supported 141 people who had received a custodial or community sentence.

Of the new clients referred to us during the year (i.e., those not reported on in previous years), we have been able to track 42 over a period greater than 6 months after leaving custody and of these, 35 are known to have not re-offended or returned to custody. We worked with a further 30 who continued to engage well (and not reoffend) but had not yet been out of prison for as long as 6 months by the year end.

Overall, over 82% of clients have made significant and identifiable progress at some level. The outcomes we have seen demonstrate remarkable resilience on the part of many clients during this past

twelve-month period, given the increased challenges and difficulties that Covid-19 has presented, especially the isolation and lack of meaningful activity opportunities.

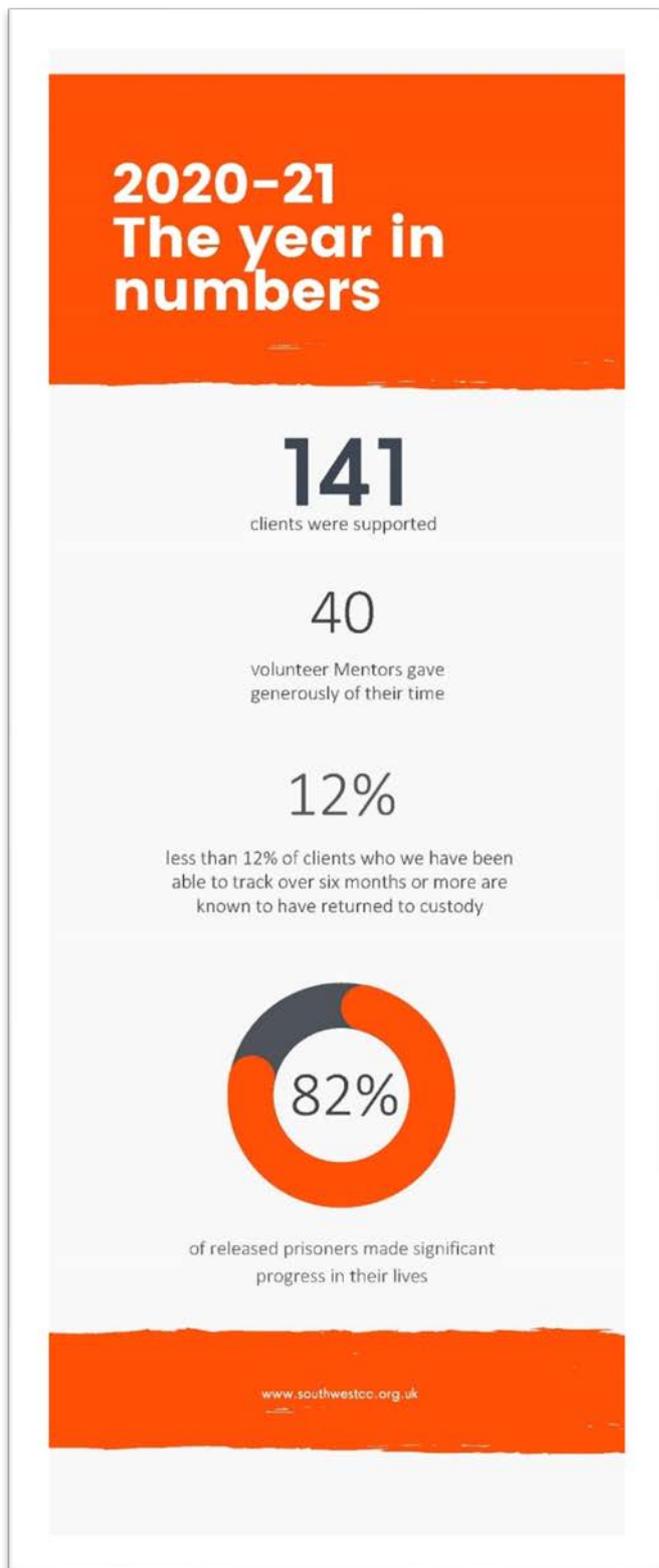
Of course, the year will be remembered as one in which we all entered into uncharted territory, and like all charities we had to quickly adapt to the restrictions introduced to combat the pandemic. Maintaining contact with clients continued to be difficult throughout, but we feel that we have been able to achieve an appropriate mix of face-to-face, virtual and telephone interaction, looking at the needs and circumstances of each client on a case-by-case basis, carefully and dynamically assessing the risks, and responding accordingly.

Access to prisons stopped completely in March 2020 and with a few exceptions we have not been able to visit throughout the whole of the year, although we were able to start working more closely with HMP Leyhill (Cat D) in Gloucestershire, and have worked with more people being released from there. Most new referrals however, have come via the National Probation Service, which has compensated for the lower rate of referrals from prisons. In general, we have been working with individuals for longer and the overall rate of engagement has increased. Although it has been more difficult to connect people into social networks or volunteering placements through lockdown, the impact we have measured paints a very positive picture.

### People

In August we were delighted to welcome Alli to the staff team as Supporter and Volunteer Co-ordinator (S&VC), a new post we have aspired to for some time. This appointment gives us the ability to support and care for our volunteers more effectively, especially considering the increased isolation that many of our volunteers have faced. Due to the life changes, health challenges and other pressures that the pandemic has brought, a number of our volunteers understandably came to a decision to stand down from mentoring, which brought about a reduction in our volunteer team by about a third. However, thanks to generous support from funders we were able to make immense strides in developing and improving our training provision in three areas. Our core induction training has been adapted to be delivered online. Since last Autumn we have been able to recruit, train and induct 10 new volunteers and this is an ongoing piece of work.

Secondly, in response to emerging need we have developed a series of short evening interactive seminars, to be rolled out throughout 2021, which will significantly extend our training provision, and



also enable our volunteers to feel more connected. Furthermore, we are developing in partnership with the Community Chaplaincy Association, an additional specialist training programme about working with people with sexual offending convictions. Once fully trialled and tested, this will be available to member Community Chaplaincy projects across the country.

### **Statutory Partnerships**

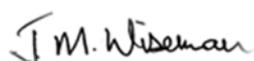
The Extended Community Mentoring (ECM) scheme that we provide for the National Probation Service is now well embedded, and has proved to be a very fruitful partnership. At the time of writing, the mechanisms for commissioning are changing substantially, with the reunification of the Probation Service. In anticipation of this, we applied and were successful in registering on the Ministry of Justice's Dynamic Framework, in readiness. The new commissioning model will undoubtedly take time to bed down and we wait to see how we fit into the new arrangements. In the meantime, ECM referrals continue to come thick and fast!

Also, we have been working with the Office of the Police and Crime Commissioner, to develop a proposal for a prototype project, working with referrals from the Police Public Protection Unit (PPU), for offenders not subject to statutory supervision by the Probation Service. We hope that it might be possible to formalise arrangements within the next few months.

### **Conclusion**

Overall, given the unforeseen difficulties that the last twelve months or so has presented, we feel very grateful that the charity has been able to continue its work, and support many more individuals to work through the challenges of making a fresh start after a custodial or community sentence. Thanks to the wonderful grants we have received from a number of trusts, the income we have received from the NPS Extended Community Mentoring scheme, and donations from individuals and faith communities, we are grateful to have been able to balance the books for the financial year with a comfortable margin, as revealed in these accounts. Our sincere thanks to all who have contributed to provide a sound financial foundation, and to all who have given of their time to mentor clients, or to help in other ways. We are immensely grateful.

This report was approved by the Trustees on 26th July 2021 and signed on its behalf by



**MR JOHN M WISEMAN**  
Chair of Trustees

# SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted £	Restricted £	2021 £	2020 £
<b>INCOMING RESOURCES</b>					
Donations		4,572.70	-	4,572.70	9,404.34
Grant Making Trusts	[3]	14,650.00	70,595.00	85,245.00	100,776.76
SWMA Reserve (Tfr from Footprints)	[4]	-	-	-	741.75
Regional Development (SWMA)		-	-	-	83.85
National Probation Service ECM		30,100.00		30,100.00	13,300.00
HMRC Refund		95.85	-	95.85	-
		<u>49,418.55</u>	<u>70,595.00</u>	<u>120,013.55</u>	<u>124,306.70</u>
<b>RESOURCES EXPENDED</b>					
	[5]				
<b>PENINSULA</b>					
Charitable Activities		10,436.11	82,576.09	93,012.20	90,988.96
Management and Administration		9,004.57	8,885.48	17,890.05	17,414.45
Cost of generating income		3,932.00	-	3,932.00	4,882.50
<b>REGIONAL DEVELOPMENT</b>					
SWMA Meeting Costs			-	-	192.15
<b>SOUTH WEST MENTORING ALLIANCE</b>					
Meeting Rooms/Refreshments			-	-	146.75
		<u>23,372.68</u>	<u>91,461.57</u>	<u>114,834.25</u>	<u>113,624.81</u>
<b>NET (OUTGOING)/INCOMING RESOURCES</b>					
		26,045.87	(20,866.57)	5,179.30	10,681.89
<b>TOTAL FUNDS BROUGHT FORWARD</b>					
at 1 <sup>st</sup> April		5,938.21	45,351.45	51,289.66	40,607.77
<b>TOTAL FUNDS CARRIED FORWARD</b>					
at 31st March		<u>31,984.08</u>	<u>24,484.88</u>	<u>56,468.96</u>	<u>51,289.66</u>

## SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

### BALANCE SHEET AS AT 31 MARCH 2021

		Note	2021 £	£	2020 £
<b>CURRENT ASSETS</b>					
Cash at CAF Bank	As previously reported			51,289.66	
	Prior year adjustment	[5]		<u>2,326.88</u>	
<b>TOTAL CURRENT ASSETS</b>			59,108.59		53,616.54
<b>Creditors</b>					
	As previously reported			0.00	
	Prior year adjustment	[5]		<u>(2,326.88)</u>	
			(2,639.63)		(2,326.88)
<b>NET CURRENT ASSETS</b>					
			<u>56,468.96</u>		<u>51,289.66</u>
<b>REPRESENTED BY</b>					
<b>Restricted Funds</b>					
Wiltshire Community Chaplaincy	As previously reported	[4a]	-		1,100.00
	Prior year adjustment	[4a]			(1,100.00)
Regional Development		[4b]	105.50		105.50
South West Mentoring Alliance		[4c]	595.00		595.00
Peninsula		[4d]	23,784.38		44,650.95
<b>Unrestricted Funds</b>					
Peninsula – General Fund	As previously reported	[4a]	16,984.08		4,838.21
	Prior year adjustment	[4a]			1,100.00
Peninsula – Operating Reserve		[4e]	15,000.00		0.00
			<u>56,468.96</u>		<u>51,289.66</u>

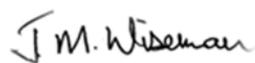
For the year ended 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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:

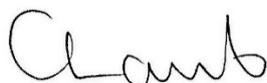
- i) Ensuring the company keeps accounting records which comply with section 386; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period, and of its profit and loss for the financial period in accordance with the requirements 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 25<sup>th</sup> May 2021  
and signed on its behalf



**MR JOHN M WISEMAN**



**MRS CAROL A LAMB**

**SOUTH WEST COMMUNITY CHAPLAINCY LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

**Fund accounting**

The unrestricted funds held by the Charity are available for the main object of the Charity.

**Incoming resources and resources expended policy**

The accounts have been prepared on an accruals basis.

**Cash flow statement**

A cash flow statement has not been prepared on the grounds that the Charity qualifies for the exemption under FRSE (1996).

**2. LEGAL STATUS OF THE CHARITY**

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

**3. GRANTS RECEIVED FOR OPERATIONAL WORK IN THE PENINSULA**

	<b>Brought Forward</b>	<b>Grants Received 2020-21</b>	<b>Funds Expended 2020-21</b>	<b>Carried Forward to 2021-22</b>
<b><i>Restricted</i></b>				
Tudor Trust	13,333.34	20,000.00	20,000.00	13,333.34
Tudor Trust Wellbeing Fund	-	2,000.00	934.76	1,065.24
Henry Smith Charity	11,500.00	-	11,500.00	-
Lloyds Bank Foundation England & Wales	2,083.00	32,414.00	29,101.92	5,395.08
The Garfield Weston Foundation	6,444.00	-	6,444.00	-
Exeter Diocesan Council for Social Aid	-	325.00	325.00	-
Aldo Trust	24.60	-	24.60	-
The Andre Christian Trust	600.00	-	600.00	-
Elmgrant Trust	684.01	-	176.29	507.72
Awards for All	9,982.00	-	6,499.00	3,483.00
The Wakefield Trust	-	2,000.00	2,000.00	-
CAF Resilience Fund	-	11,856.00	11,856.00	-
The Carew Pole Charitable Trust	-	2,000.00	2,000.00	-
<b>Total PENINSULA Restricted</b>	<b>44,650.95</b>	<b>70,595.00</b>	<b>91,461.57</b>	<b>23,784.38</b>

<b><i>Unrestricted</i></b>				
Marsh Christian Trust	-	700.00	700.00	-
Souter Charitable Trust	-	3,200.00	266.66	2,933.34
The Oakdale Trust	-	750.00	750.00	-
Allen Lane Foundation	-	5,000.00	1,666.66	3,333.34
The Jamieson Bystock Trust	-	2,500.00	2,500.00	-
Norman Charitable Trust	-	1,250.00	1,250.00	-
Fulmer Charitable Trust	-	750.00	750.00	-
Other grant funding	-	500.00	500.00	-
<b>Total PENINSULA Unrestricted</b>	<b>0.00</b>	<b>14,650.00</b>	<b>8,383.32</b>	<b>6,266.68</b>

<b>OVERALL TOTAL</b>	<b>44,650.95</b>	<b>85,245.00</b>	<b>99,844.89</b>	<b>30,051.06</b>
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#### 4. MOVEMENT IN FUNDS HELD FOR OTHER PURPOSES

	Brought Forward	Income Received 2020-21	Outgoing Funds 2020-21	Carried Forward to 2021-22
<b>Restricted</b>				
Wiltshire	1,100.00	-	1,100.00	-
Regional Development	105.50	-	-	105.50
SW Mentoring Alliance Reserve	<b>595.00</b>	-	-	595.00
<b>Total OTHER Restricted</b>	<b>1,800.50</b>	-	<b>1,100.00</b>	<b>700.50</b>

[a] On investigation into the Wiltshire Fund it was discovered that the funds were designated funds rather than restricted funds as previously reported. The Trustees decided at their meeting of 21<sup>st</sup> July 2020 that these funds were not required for the purposes of the original designation and could be transferred to the General Fund.

[b] Restricted funds of £105.50 are held specifically for Regional Development.

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

[d] Total funds of £55,768.46 are held for use in the Peninsula area i.e., Devon, Cornwall and West Somerset. Of this, £23,784.38 is restricted.

[e] The Board has a policy of aiming for an operating reserve equivalent to 1.5 months of average operating costs. This year the Trustees have been able to build up the reserve to its target level of £15,000.00.

[f] In accordance with current guidance, we recognise income in the year it is received. Some funds that were received last year were allocated for use, and expended, during this financial year in accordance with the terms of the grant.

#### 5. PRIOR YEAR ADJUSTMENTS

The adjustment for 2020 is to reflect the actual timing of payments.

## SOUTH WEST COMMUNITY CHAPLAINCY LIMITED

### 6. ANALYSIS OF EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2021

	Note	2020 £
<b>EXPENDITURE</b>		
<b>PENINSULA INITIATIVE</b>		
<b>Charitable Activities</b>		
Project staff		81,952.09
Staff travel and other expenses		2,322.99
Volunteer travel and other expenses		661.51
Training		839.66
DBS Checks		80.00
Beneficiary expenses		1,044.62
Mobile Phones (including beneficiary phones)		1,637.19
Publicity Material, Marketing and Website		719.63
Computers and Equipment		2,269.75
Beneficiary Database System		540.00
Wellbeing and Support		944.76
		<b>93,012.20</b>
<b>Management &amp; Administration</b>		
Staff Costs		8,885.48
Telephone, Postage and Stationery		863.43
Office Rent		6,004.80
Insurance		1,250.16
Governance Costs		25.00
Subscriptions		691.68
Bank Charges		69.00
Recruitment		100.50
		<b>17,890.05</b>
<b>Cost of Generating Funds</b>		
Consultant Fees		3,932.00
		<b>3,932.00</b>
<b>TOTAL EXPENDITURE</b>		<b>114,834.25</b>

## **Independent examiner's report to the Trustees of South West Community Chaplaincy Limited**

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 1 to 10.

### **Respective responsibilities of trustees and examiner.**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity 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 statement 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Name: Hadyn Whitcombe FCCA

Address: 1 Culver Close, Tiverton, Devon EX16 4HA



Date: 9 July 2021