

Charity Registration No. 703072

Company Registration No. 02504158 (England and Wales)

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr. Alan Courtney Mrs. Magda Praill Mr. Roger Britton Mr. Ronald Whitfield
General manager	M Herriott
Charity number	703072
Company number	02504158
Registered office	First Floor, Unit 3, Harmac House Chequers Close Enigma Business Park Malvern Worcestershire WR14 1GP
Auditor	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS
Bankers	CAF Bank Ltd PO Box 289 West Malling Kent ME19 4TA

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and accounts for the year ended 31 March 2019, the report complies with the requirements for a directors' report as required by the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the organisation's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

About Community First

Community First supports the wellbeing of communities across Herefordshire and Worcestershire.

Our support includes: co-production of services that bring the voluntary and community sector together in providing preventative health and wellbeing services; advice and guidance on wellbeing in the community and in the workplace; providing information about funding; administering community grants; advice on running community buildings, with specialist village hall support and supporting village halls to maximise their impact by bringing their communities together. We also run a community oil buying scheme to help people in rural communities reduce their heating costs. As part of our national ACRE Network of 38 Rural Community Councils, we focus on influencing nationally and locally on issues of rurality, access to services and rural disadvantage, including tackling loneliness and isolation.

Our vision

Our vision is of strong, successful and healthy communities thriving across Herefordshire and Worcestershire where everyone can achieve their full potential.

By strong we mean that communities are resilient to challenge and adaptive to change.

By successful we mean that economic and social interactions are as good as they can be.

By healthy we mean that everyone's physical and mental health is as good as it can be and that people live in a healthy environment.

By communities we mean not only communities of place but also communities of interest. It is particularly important to address communities of interest in a world where so many interactions are on line.

By communities we include all in Herefordshire and Worcestershire with a special emphasis on smaller rural communities where their rurality poses particular challenges.

Our mission

Our mission is to support the wellbeing of communities across Herefordshire and Worcestershire.

To deliver our mission we must:

Support - provide expert support to those communities, particularly through organisations in those communities.

Advocate - act as advocate, representing the diverse interests of those communities, particularly where they may find it difficult getting their voice heard.

Deliver - provide direct support to individuals where there are no other suitable organisations able to provide such support.

Manage - ensure that our own organisation is fit for purpose and able to deliver our mission in an efficient and effective way.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Chair's Report

It is an honour to present my first Chair's Report following my distinguished predecessor, Magda Praill who has made such a contribution to Community First. I thank her for her tireless service in the past and for her wise advice as she continues as a member of the Board. It is also an honour to work alongside other Board members and staff whose expertise and dedication is so impressive. It is an honour to work with colleagues across Herefordshire and Worcestershire who, often as volunteers, make an enormous difference to the lives of people and communities in our two great counties. I hope that my service as Chair will give adequate repayment for that honour.

The old Chinese curse "may you live in interesting times" seems particularly apposite for all of us with a concern for our fellow citizens and communities. We face a series of existential threats that sometimes feel will overwhelm civil society; but if we hold our nerve and exploit our creativity there are also great opportunities.

What are these threats? We have faced a reduction of funding from statutory agencies for so long now that it feels like the norm. Our grant from DEFRA continues to fall by about 7% year on year and core funding from our cash strapped local authorities stands at zero. More alarming is the reduction in philanthropic giving across the country. This is patchy but when organisations like RNLI see resources fall by £28m and Parliament sets up a special group to look at the issue then we all need to be concerned.

Public attitudes are changing. There was a time when to say you were part of a charity was seen as a wholly good thing. But scandals such as Kids Club and Oxfam have made people more suspicious. The public's trust has not been improved by unhelpful statements from Baroness Stowell, Chair of the Charity Commission that seem to tar us all with the same brush as a few large problematic organisations. We also face the ironic challenge that, as the statutory agencies withdraw from delivery in large swathes of public service and the VCS steps in to fill the gap, those charities face criticisms about the nature of those services that they are struggling to keep alive.

At the same time as income streams are deteriorating, partly because of the withdrawal of the public sector and partly because changing demographics and social experiences, there is a call for increased involvement of the VCS in providing vital services. We have to step up to the mark and deliver in a range of different areas. As an "infrastructure organisation" Community First has a special role to play in helping to set the direction of travel for the sector.

So what is Community First doing? Our first task is to be clear what our job is. To help with this we have revised our strategic business plan and set out our mission:

Our mission is to support the wellbeing of communities across Herefordshire and Worcestershire.

To deliver our mission we must:

- Support - provide expert support to those communities, particularly through organisations in those communities.
- Advocate - act as advocate, representing the diverse interests of those communities, particularly where they may find it difficult getting their voice heard.
- Deliver - provide direct support to individuals where there are no other suitable organisations able to provide such support.
- Manage - ensure that our own organisation is fit for purpose and able to deliver our mission in an efficient and effective way

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

We have to translate this into practical delivery and during 2018-19 we are proud to have:

- Continued to deliver and strengthen our contribution to health and wellbeing particularly through the Wellbeing Hub whose work is recognised as a beacon of good practice
- Addressed the issue of loneliness in rural communities working with village halls
- Continued providing advice on a diverse range of issues for our Village Hall Network, whilst building on Village Halls' optimal position to address loneliness in rural communities, including a Dementia Friendly Village Halls Pilot
- Run Village Hall Fire Safety events with the Fire & Rescue Service
- Helped Village Halls recruiting trustees and in particular young volunteers
- Promoted positive mental health through The Wellbeing Hub; Time to Change; Mental Health First Aid; Social Contact training, Moodmaster and helping raise awareness of Adverse Childhood Experiences.
- Worked in increasingly close partnership with Worcestershire Community Foundation
- Delivered Community Grants through Elmley Small Arts Grants and in Herefordshire the Great Place project with Rural Media
- Delivered grants for WCF - Comic Relief; #iwill, Tampon Tax, Glencora and Nationwide
- Delivered Community Champions Grants
- Delivered support to organisations embedding the Worcestershire Works Well Standard
- Run our Community Oil Buying Scheme
- Engaged in early work on Social Enterprise Support
- Hosted funding surgeries for CF members with the Lottery and including other grant schemes administered by CF;
- In partnership with our West Midlands RCC's organised a regional Community Led Housing Conference
- Hosted a visit by the Parliamentary Select Committee on the Rural Economy

These achievements have only been possible because of positive collaborative work with partners. Worthy of particular mention are Worcestershire Community Foundation where synergies between our vision have produced excellent results; Village Halls across our two Counties whose tireless efforts provide a platform for action in rural communities; Elmley Foundation who add richness to rural life through their support for the arts; Big Lottery as they develop a more responsive and collaborative approach to grant giving; DEFRA who continue to see our approach as vital to the success of rural life; Public Health Worcestershire with the NHS Care Trust who continue to support the Wellbeing Hub as a vital part of the health infrastructure; the Chamber of Commerce who support our efforts to improve wellbeing in the workplace and many other individuals and organisations with whom we are increasingly interdependent in our ambitions.

Our work is strengthened by our national partnership with 38 organisations similar to us through the ACRE network. This joint work gives us access to best practice, a national and strategic voice and, this year in particular, an opportunity to develop joint work in a consultancy vehicle designed to provide high quality research and advice as well as bringing in a commercial income stream.

The challenges of these "interesting times" are legion but Community First has a clear vision of its ambitions and direction of travel, expertise and enthusiasm in its staff and Trustees, a sound track record of getting the job done and a willingness to be innovative and take appropriate risks. We look back on 2018/19 with satisfaction and forward to 2019/20 with a determination to help make rural communities across Herefordshire and Worcestershire happy, healthy and successful.


Roger Britton
Chair

Dated: 19 September 2019

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019



Community First Hosted Rural Economy Select Committee Visit to Herefordshire

Community First took the initiative to invite the Lord's Select Committee to Herefordshire.

The approach was looking at communities and their businesses, starting with "the usual" round table at the Enterprise Zone but ending with a round table in a village hall with local businesses and community representatives discussing the complex dynamic of the whole rural economy. In all, the Select Committee made site visits to 6 businesses and engaged with 19 businesses or community groups at the Round Tables.

The report and intelligence from the visit has been included in the Select committee Report published April 2019.

The visit demonstrated the importance of seeing the significance of the whole community when considering the rural economy, a point explicitly recognised by the Committee.

Community First's Village Hall Network

Our community buildings advisory service supports people running – or hoping to run – every type of community building; village halls, parish halls, community centres and churches reaching out to a wider community. Our support aims to put these buildings at the centre of the communities which they serve, so that they can be thriving hubs - providing essential services that bring local people together.

Some of the Year's Highlights:

Tackling Loneliness and Unwanted Isolation

Our work on Loneliness with Village Halls culminated in record attendance at our AGM to hear Brendan Cox, our guest speaker, talk about Building Communities to Tackle Loneliness.

Our work with Village Halls to develop a Loneliness Toolkit, securing Brendan Cox as guest speaker to our AGM and our work on wellbeing and mental health have culminated in a successful bid to the Lottery to tackle loneliness in rural communities through the vehicle of our village hall network. This One Step Out! project launches summer 2019.

Dementia Friendly Village Halls

Community First are leading on the production of a guide on making Village Halls Dementia Friendly. This approach will address both the physical and attitudinal aspects in relation to village halls.

It is funded by the Glencora Fund and supported by the Association for Dementia Studies at the University of Worcester and Dementia Friends and working in partnership with Worcestershire Community Foundation, The Alzheimer's Society and Malvern Dementia Alliance.

Pilot Halls involved were Berrow and Pendock, Castlemorton, Ombersely and Storridge, identified via our village hall network and Village Halls Advisor.

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FOR THE YEAR ENDED 31 MARCH 2019

Village Hall Fire Safety Events with the Fire Service

A series of 4 events – split between Herefordshire and Worcestershire - were set up and co-ordinated by Community First for village halls focusing on their fire safety. Community First arranged part sponsorship by a village hall insurance company, Allied Westminster, and engaged Herefordshire and Worcestershire Fire Service who provided expert presentations and materials at the events and for distribution afterwards to the wider village hall network.

37 Village halls were represented at the briefing meetings – providing their experience and reassuring village halls management committees, whilst enabling them to go back and share good practice in making halls safer.

All 340 village halls in the two counties were provided with a summary document of the advice and guidance and where to find more information.

Village Halls and Young Volunteers

Two events were held in May and June 2018 on Trusteeship and in particular involvement of Young Trustees. These were hosted by Abberley Village Hall and Aymestry Village Hall.

In September a meeting at Eaton Bishop Village Hall discussed volunteering and a door to door survey aimed at finding young and other volunteers to help with village hall matters.

Advice and Support to Village Halls

Community First provided individual advice and support to 338 village hall management committees over the year, including regular email briefings, face to face meetings and telephone support.

The diversity of issues addressed included; volunteer support services and searching for young volunteers, loneliness, how to accommodate transgender people at the village hall, running a successful mental health discussion group, sanitary waste collection, electric car charge points at village halls, insurance issues and a debate about disposable crockery!

Email, telephone and face to face support was given to over 120 village halls – including advice on:

TV licensing, GDPR, keeping an underused hall open, running a new hall effectively and compliantly, removing a troublesome user from a hall, installing sound baffles, running a cinema, funding advice, play equipment, fire safety, cleaning staff and being a trustee, online booking systems, fitting new windows and doors.

Other Events

Wychavon District Council event - presentation to 20 Village Halls about running a hall well.

Beoley Village Hall - Insurance Surgery

Village Hall Success with their Funding Bids

From our support to village halls to secure resources, here are just some of the success stories:

"There were over 2,200 applicants from all over England and Wales for a Fund of £5,000,000 which was later raised to £10,000,000 because there were so many good causes. 156 applications were successful of which we were one of 17 in the West Midlands.

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One of the questions was about local co-operation and I told them we belonged to Community First and how it helped halls like ours. So thank you for your constant support and encourage other people that however many of these application forms you fill in unsuccessfully, one day you will hit the jackpot.

With best wishes," Putley Parish Hall - 29th October 2018

Stoke Bliss and Kyre Village Hall submitted a bid for over £40k to the Garfield Weston Anniversary fund as a result of our fundraising update – saying in an email:

"I wanted to thank you for putting the information in one of your emails in the first place. I certainly wouldn't have known about it otherwise."

Others submitting bids to the same fund were Kempsey Parish Hall (£70k) and Heighington Village Hall (£40k).

Stoke Bliss Village Hall received £10k from Garfield Weston.

Much Marcle Village Hall received £5k funding for an upgrade to their main hall floor.

Shrawley Village Hall received £10k for a new Cesspit.

Marden Village Hall – secured £34,500 from Garfield Weston Funds will pay for new lightweight chairs and a new kitchen, entrance hall upgrade and window replacements, as well as audio visual equipment.

"Richard, Hello, Hope you are well. "Do you remember that back in the early summer you sent through an email about grant opportunities with the Garfield Weston Foundation? Well I applied and heard midweek that we have been successful."

Marden Village Hall. 18 October 2018



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FOR THE YEAR ENDED 31 MARCH 2019

The Wellbeing Hub

The Accountable Body Partners:

Community First; Worcestershire Health and Care NHS Trust;

The VCSE Delivery Partners:

(commissioned by Community First to deliver community preventative services):

Onside; Sandycroft; Homegroup; Springfield MIND; Dudley MIND; Simply Limitless; Inspire Training;

The Wellbeing Hub is a co-produced service with Worcestershire Health and Care NHS Trust. The Hub provides Wellbeing conversations for over 16's experiencing low mood or anxiety. As Accountable Body Community First brings together community preventative provision by commissioning services from VCS providers and then signpost to those commissioned services via the Wellbeing Hub. It also includes other social prescribing to VCS services, as well as NHS Talking Therapies Screening.

- Our Wellbeing Hub Team received 6574 contacts in this, the third year, compared to 2990 in its first year;
- 993 people were signposted to Moodmaster courses delivered by the VCS and commissioned by Community First via the Wellbeing Hub (VCS delivered CBT based courses);
- 1084 people were signposted to wellbeing services and activity within the wider VCS, up from 468 the year before;
- 18 were signposted to peer support services commissioned by Community First;
- 2140 self-help options were provided;
- 3064 places were booked for screening for NHS talking therapies, up from 2760 last year;
- 72 people identified as needing more intensive support, up from 49 the year before.

An event promoting good mental health lead to a podcast being produced with Time to Change Champions, raising awareness of various campaigns and sources of support, encouraging men in particular to speak up about mental health challenges.



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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019



Time to Change Worcestershire

Accountable Body and Co-ordinator:

Community First

Steering Group Partners:

Health and Wellbeing Board; Worcestershire Health and Care NHS Trust; Worcestershire County Council; Bromsgrove and Redditch District Councils; MIND; University of Worcester; Herefordshire and Worcestershire Chamber of Commerce; UNISON; West Mercia Police and private sector representatives;

Time to Change Worcestershire (TTC) takes action to end negative attitudes and behaviours towards people experiencing mental health problems in our communities.

Community First are appointed as Accountable Body and Co-ordinator of Time to Change Worcestershire. This is a partnership with a cross-sector Steering Group that meet bi-monthly to take action.

Activity has included, an event for local schools to embed mental health anti-stigma work; Champion Information Sessions; Champion Funding Sessions; 11 Champion campaign activities being approved for TTC funding; TTC national team training completed for Social Contact, Challenging Stigma and Discrimination and Employer Pledge; 3 employers signed the TTC Employer Pledge; local Champions delivering local TTC Social Contact training; Champions also actively involved in funding panels and steering group meetings; Champions in Redditch set up Twitter and Facebook accounts; Approximately 80 local Champions engaged; 5 Community Champion Campaign groups set up; 14 schools signed up to TTC Worcestershire schools network;

Community First led on organising an event - What is the Impact of Shame on Mental Health?

Over 70 attended, as we sought to shift perspective that people have on mental illness about the impact of people with mental health feeling shame.

An expert panel was convened for the event – Professor Jo Smith – Chartered Clinical Psychologist and Professor of Early Intervention and Psychosis; Dr Ruth Jones – Principal Lecturer and founder of the National Centre for Domestic Violence and Sexual Abuse; Shawn Williams head of Forge pupil referral unit; Sue Erwin – a person with lived experience of mental health.

We were over booked for our next event, Challenging Stigma and Discrimination.

Other actions instigated with the steering group include:

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

- Launch of - It Takes Balls to Talk – 500 students talking about mental health at a Varsity Basketball Match at the University arena;
 - Malvern Spring Show (c.60 attended) - Community First took a marquee and raised awareness of mental health over the 4 day event, together with our TTC volunteers;
 - TTC was the focus at our Worcestershire Works Well bi-annual network event for employers;
 - TTC Stand at Kingfisher shopping centre Redditch;
 - Numerous events held for Time to Talk day including radio and newspaper coverage;
 - Promotion of TTC and the Wellbeing Hub at the Chamber of Commerce network membership event and Chamber Biz Expo. Also at GP surgeries, WI meetings, University meetings and Events.
 - Together with the University, we co-ordinated the Off The Scale Bus to tour selling vintage clothes and playing music, with TTC Champions talking about mental health whilst people chose clothes;
 - Training courses delivered, included, How to be a TTC Champion; Working with Champions; How Champions Can Work with Us; Champion Fund Training
-

ACE – Adverse Childhood Experience

Partners engaged to date: Public Health; Shenstone Group; Church of England; Redditch and Bromsgrove Councils; Worcestershire County Council; University of Worcester; Health and Care Trust; Worcestershire Ambassadors; Bishop; Clinical Commissioning Group; Police and Crime Commissioner; YSS; Magistrates Bench; Local Enterprise Partnership; Young Solutions; Cherry Orchard Primary School; St Paul's Hostel; Worcestershire Community Foundation; The Forge.

A Community First initiative to instigate high level discussion about the possibilities and potential of a cross-sector approach based on our understanding of the ACE model. It is very much an exploration at this stage, other than a belief that this model has the capacity to deliver significant impact.

Community Grants

During the year, Emma Buckingham was appointed as our new Grants and Communications Officer.

Community First Administered Grants with the following Grant Partners:



Worcestershire Community Foundation

Grants include: #iwill youth social action; Tampon Tax Community Fund for projects supporting women and girls; Glencora funds to support village halls make changes to become dementia friendly.

£45,000 was allocated to 9 community projects for youth social action through the #iwill fund. Examples include:

- Worcester Snoezelen, Penny's Coffee Lounge - will be staffed by volunteers, trainees and employees who have learning disabilities and additional needs. This will give young people who have learning disabilities real life experience and skills and provide meaningful opportunities for volunteering.
 - YSS – is aiming to engage 60 young carers, with 10 becoming volunteer Worcestershire Young Carer Ambassadors going out into the community to tell their story of caring, to help others understand and to be a support network for other young carers.
-

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

£65,000 went to 9 projects helping disadvantaged women and girls. Working across the counties of Herefordshire, Worcestershire and Gloucestershire, Community First acted as the grant administrators for the 3 Community Foundations for The Tampon Tax Fund.

Examples include:

- Worcester Community Trust to facilitate a support group for survivors of domestic abuse.
- Malvern Cube to run a series of workshops on health, self-esteem, self-care and peer support for young disadvantage girls.



The Elmley Foundation and Herefordshire My Place (Rural Media) Community Arts

The emphasis is on small, local groups delivering high quality arts projects, in order to increase the impact of their work; and aiming to reach areas where there is little or no arts activity taking place, and to support projects that reach people who may otherwise be unable to experience arts activities or events.

In Herefordshire we are delighted to continue work with the Elmley Foundation and Rural Media's, Herefordshire Great Place project. The Great Place project seeks to empower communities to redefine what makes Herefordshire a great place, while championing and strengthening the vital role culture and heritage plays in a rural county's social and economic future.

8 Herefordshire community organisations received grants totalling £13,474 from My Place, to support communities to create new artwork or arts activity that celebrates Herefordshire.

Examples include:

- 'Paintings in Hospitals', to install artwork by world renowned artists on the walls of St Michael's Hospice in Hereford, and to run workshops with hospice staff, patients and visitors.
- An arts group based in Kington boosted community involvement at the Marches Makers Festival with a series of artist-led workshops where members of the community could explore Kington's history and culture

Elmley Small Arts grant funded 17 community-social arts projects assisting with wellbeing, totalling £11,508, including:

- Maggs Day Centre - art classes for homeless and vulnerable clients and 2 exhibitions;
- Where next? - art equipment for craft session for adults with learning disabilities;
- Eardisley Curzon Herrick Hall, providing a Hearing loop;

Time to Change Champions Fund enables TTC Champion volunteers to apply for up to £500 to do something in their community that enables those with lived mental health experience to tell their stories to those without mental health experience.

9 Champions funded so far. A total of c. £5,000 has been awarded to champions to deliver social contact activities, to break down the stigma surrounding mental health.

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Mental health conversation starter activities included, an indoor picnic, retro games, vent in a tent, recipe for conversation and a stand at Malvern Spring Show and included events run on World Mental Health Day.



Wellness Works

Community First's contract with Worcestershire County Council helps support workplace wellbeing through Wellness Works, which provides training and support for local organisations aimed at protecting and enhancing the mental wellbeing of their staff. This project has included overseeing Moodmaster courses, and providing Mental Health First Aid training workshops in Worcestershire.

Worcestershire Works Well

Lead Partner:

Public Health

Delivery Partners:

Community First; Herefordshire & Worcestershire Chamber of Commerce; Sports Partnership Herefordshire and Worcestershire; Worcestershire Regulatory Services;

Worcestershire Works Well employer health and Wellbeing scheme saw:

Community First supported three organisations to achieve accreditation during the year, two at level 1 and one at level 2.

The Worcestershire Works Well Standard was runner up in the Corporate Social Responsibility category, presented at the International Chamber of Commerce Awards in Sydney.



Mental Health First Aid

Three 2- day courses and one 1- day course were delivered by Community First during the year.



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FOR THE YEAR ENDED 31 MARCH 2019



Community Oil Buying Scheme

To help those communities in Herefordshire and Worcestershire, especially in rural communities, keep their heating costs as low as possible, we run a community oil buying scheme. It saves money on heating homes, offices or village halls. Community First is able to negotiate lower prices with oil providers, passing on savings to our oil buying members.

Our oil buying group ordered 403,300 litres of heating oil, saving an estimated £10,082 from the average price of heating oil supplied in our area and significantly more against the highest prices commonly found for individuals who don't have the time or ability to shop around for good deals.



Social Enterprise Support

Community First have updated online resources and tools for supporting start-up groups, including social enterprises. We are still working to increase specialist business support capacity, however, we have provided initial support to those seeking to start social enterprises, to enable them to gain greater understanding of social enterprise as a legal structure and the pros and cons. Those supported have acknowledged that they are making more informed decisions in taking their ideas forward.

Linking the Big Lottery and other Funders with Our Members

Through ongoing liaison with local Lottery representatives, we seek to ensure that the complexity of the rural context is woven into their decision making.

We also worked with the local Lottery representative to host a summer funding surgery, especially for Community First members. It was used to promote a range of grant funding opportunities, not just Lottery funding.

One of the organisations attending the surgery was consequently successful in securing an #iwill £5k grant to develop the confidence and life skills of young carers.

Community Led Housing Conference

Community First worked with West Midlands ACRE Network members to deliver a Community Led Housing Conference in September, with partners and stakeholders participating from both Herefordshire and Worcestershire. We have and will be providing opportunities for local communities to apply for Nationwide funding for local housing projects.

We are grateful for the support of all the organisations that have worked with or supported us over the past year and we look forward to working alongside you in 2019-20 and beyond.

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Join Our Network

Follow this link to our website and you can sign up to join our networks and to receive our e-bulletins:

http://www.comfirst.org.uk/community_first_communications_rural_news_wellb

You can sign up here for any of the following:

1. Community First Newsletter
2. The Wellbeing Hub Network
3. Our Village Hall Network

Community First Membership

To strengthen our collective voice in Herefordshire and Worcestershire, especially on issues of rurality, become a member of Community First:

Contact: Frances Wheatley – 01684 312730 – francesw@comfirst.org.uk



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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019



LOOKING FORWARD

A review of our strategy took place in January 2019 and culminated in a four-year plan for 2019 to 2023.

Community First are committed to capitalising - for Herefordshire and Worcestershire - on being a member of the largest rural network (38 Rural Community Councils covering rural England, under the umbrella of Action With Communities in Rural England (ACRE)).

This plan is not intended to be a final or complete document rather it is a developing statement that will change in response to changing demands, opportunities and circumstances.

Our Vision and Our Mission were updated to reflect a greater emphasis on health and wellbeing underpinning everything we do and can be found at the beginning of our annual report.

Over the next year we will focus on the following areas:

Following publication of the Rural Economy Select Committee Report which featured significant input from the Herefordshire visit organised by Community First, we have been leading consultations between local partners to create a common response which includes the importance of place-centric development.

Through our Village Hall Network we will continue to provide support for all types of community buildings and their committees, helping them to be the hub connecting their communities. We will continue to offer other services, including health checks, energy audits, network meetings and advice on all things required to run compliant, efficient buildings. However, tackling loneliness and isolation is going to be a key focus.

We were delighted with our success with a bid to the Lottery for our project One Step Out! that will tackle loneliness and isolation in rural communities through the vehicle of our Village Hall Network.

The project will focus on three key community assets:

1. The building (village hall as community hub).
2. The people. recruiting volunteers from those currently using the village hall and supporting them to take a proactive role in tackling loneliness and isolation in their rural community;
3. Services: by connecting voluntary, community and public sector providers with their village hall/s

One Step Out! – step out and join in

One Step Out! is Community First's project supporting rural communities in Herefordshire and Worcestershire to build a rural movement to reduce loneliness and overcome the stigma attached to loneliness and isolation.

One Step Out! is about supporting people to take the first step from home to community activities in their Village Hall or other community hub, to reduce loneliness and isolation in our rural communities.

****Make a pledge today to do something for your community to reduce loneliness****

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FOR THE YEAR ENDED 31 MARCH 2019

The Worcestershire Wellbeing Hub will be building on its exponential growth and success and developing the service based on what has been learnt. Mobilising the wider sector to deliver preventative services has been a key strength of the hub and we will seek to continue to make the case for co-ordinated sector delivery. We are committed to continue co-producing delivery together with Worcestershire NHS Health and Care Trust. We will also seek to maximise reach of the service, especially in reaching rural communities, sharing best practice and ensuring synergy with our One Step Out! project, tackling loneliness and isolation in rural communities of Herefordshire and Worcestershire.

Our liaison and partnership working continues to make sure that commissioners recognise the value of the VCS in the proposed new integrated wellbeing model and the need to support (particularly rural) VCS providers to help build and sustain the model.

We consider there is a need for rural community hubs to be the focus of social prescribing. Strong groups happen where other things are going on – holistic wrap around support, GP's, community activity. Each community needs a Hub and Community First are ideally placed to make this happen.

Community First's brand, Wellness Works, will continue to deliver the Worcestershire Works Well Standard. We continue as strategic and delivery partner and representative on the steering group of the Worcestershire Works Well Strategic Board - on behalf of the Worcestershire Works Well Partnership - with the aim of embedding best practice in wellbeing in the workplace.

As part of this work we will continue delivering cross-sector wellbeing services which include Mental Health First Aid, Moodmaster and other wellbeing training interventions.

Our role as Co-ordinator of Time to Change Worcestershire will continue with our cross-sector partnership and steering group focussed on developing a movement to tackle stigma and discrimination relating to mental health. We will be co-ordinating more training, events and other initiatives, including administering grants to Time to Change Champions (volunteers with lived mental health experience) wanting to implement initiatives that enable them to reach people in their communities to raise awareness and understanding of mental health.

Community First seek to share best practice, especially in Herefordshire and we will seek partners with a keen interest to take this forward.

Working with the Chair of Worcestershire Ambassadors we will set up an awareness raising event about disability and mental health to take place in September 2019

Our close partnership with Worcestershire Community Foundation will enable continued synergy of our respective areas of work. By continuing working together we strengthen our impact both strategically and in enabling us to help organisations access resources to support local communities; this is achieved through grants including, the #iwill fund for youth social action, The Tampon Tax Community Fund which provides grants for projects supporting women and girls, as well as providing grants through local funders, such as the Glencora Fund.

Community First is working in collaboration with Worcestershire Community Foundation in building a local Mental Health Fund with significant philanthropic donations (the initial target being £100k). Whilst Worcestershire Community Foundation's expertise is in fundraising, Community First's understanding of the local context allows it to identify opportunities. The approach being taken is not simply to create a fund and then offer grants but to identify local charities that can deliver in this area and work with them to build initiatives in a genuine co-production model. The focus will be on young people with relatively low level mental health issues – the group that often gets missed by statutory providers.

We will continue to administer grants for arts in partnership with the Elmley Foundation in Worcestershire. In Herefordshire we are delighted to be able to continue work with the Elmley Foundation and Rural Media's, Herefordshire Great Place project.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

We will use a map we have developed of our customer locations to identify hotspots and clusters of deliveries to better target our marketing and bargaining influence.

Community First will produce a guide for use by village halls to support them in becoming Dementia Friendly Village Halls. We will use this as part of our new Lottery funded project, One Step Out!, working with our Village Hall Network to tackle loneliness and isolation across all age groups in rural communities of Herefordshire and Worcestershire. We shall also be seeking additional resources to support the roll out of this work, including roll out through our ACRE Network.

Community First consider Co-operatives and other community enterprise solutions have a core role in achieving our mission to support the wellbeing of communities across Herefordshire and Worcestershire. Therefore, we will develop a prospectus focusing on Co-operative Development across the two counties and seek to make the case for investment in local community enterprise solutions to meet local needs.

We are delighted at our success in securing our continuing status as a specialist Hive Provider of support to Co-operatives across Herefordshire and Worcestershire through Co-operatives UK and Community First will be making initial investment in this service and seeking further investment during the year.

Community First will continue, following initiation of activities, to engage with other partners in promoting a cross-sector approach to Adverse Childhood Experiences (ACE).

We will work closely with ACRE, utilising local intelligence to seek to influence national policy on rural issues and access to services, especially relating to, but not restricted to: volunteering, housing, health and wellbeing, and community buildings and assets, including rural enterprise and the rural economy. We will continue to engage with DEFRA and DCLG through ACRE Network round tables to influence strategy on loneliness and isolation, together with other stakeholders, influencing the cross Government commission.

Our rural community network of 38 Rural Community Councils is committed to the implementation of our Network Development Plan, to maximise our combined impact for rural communities; this includes capitalising on our joint skills and capacity and seeking to leverage additional resources into our two counties. One of the exciting initiatives coming from this work is the setting up of a vehicle for commercial consultancy and bidding vehicle for the RCC network. Community First will be committing investment in this initiative as an early subscriber.

The trustees wish to thank all those who contributed to Community First's success during the year: funders, honorary officers, staff colleagues, volunteers, partner agencies and the many voluntary community organisations and social enterprises who work with and alongside us.


acre
ACTION WITH
COMMUNITIES
IN RURAL ENGLAND
#ACREnetwork

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Objectives and activities

Community First's objects which are to be carried out within the counties of Herefordshire and Worcestershire and their immediately surrounding areas are:

To develop and to promote all or any charitable purpose for the benefit of the inhabitants of the Area of Benefit by way of the furtherance of all measures leading towards social inclusion and in particular:

- To advance education, to improve health and to relieve poverty, sickness and distress without limitation to the generality of the foregoing to provide support for organisations with charitable objectives in order to assist such organisations in their charitable work.
- To promote and to organise co-operation in the advancement of these purposes and to bring together representatives of voluntary organisations, statutory authorities and individuals.

In furtherance of these objects Community First focuses predominantly on supporting and developing the voluntary and community sector within Herefordshire and Worcestershire, on stimulating community involvement and participation to improve services and facilities on the ground and on advocacy and representation to influence change.

Although an independent organisation Community First is also an active member of the national network of 38 Rural Community Councils. ACRE provides the network with a national voice and profile and a focus for its collective endeavour.

Aims and strategies

The aims, objectives and activities of Community First are reviewed annually. The review considers what has been achieved and the outcomes from the previous twelve months' work. It also helps to ensure that the organisational aims and activities remain focused on the stated purposes.

Community First's mission is to strengthen the role, capacity and influence of the voluntary organisations and community groups in Herefordshire and Worcestershire.

Public benefit

Reference has been made to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and when planning future activities. In particular Trustees consider how planned activities contribute to the aims and objectives set.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Financial review

During the financial year, Community First continued to utilise best practice full cost recovery principles, adapted from the ACEVO model, in its financial budgeting. This reflects more accurately the cost of running the organisation's activities and highlights those areas of work which are under resourced.

The directors have examined the requirement for free reserves, which are those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. Total reserves of the charity at 31 March 2019 were £137,148 (2018 - £160,430). Of this total £38,716 (2018 - £62,644) is restricted funding leaving, after allowance for tangible fixed assets, £98,301 (2018 - £97,632) as free reserves.

The level of reserves is kept under regular review during the year to ensure that sufficient funds are put aside to provide flexibility to cover temporary timing differences in financial claims and to ensure adequate working capital and a contingency to manage the financial risks associated with certain funding streams and contractual obligations. Given the likely medium and longer term financial challenges facing the sector in general and Community First specifically, trustees have agreed that an increase in reserves remains appropriate whenever possible.

Quantitatively, Community First therefore aims to hold free reserves equivalent to not less than two months budgeted expenditure and not more than six months budgeted expenditure. This reflects the risks it faces going forward and that, as a charitable organisation, its primary purpose is to be of service to the people of Herefordshire and Worcestershire rather than to accumulate money.

Grant making policy

Community First administers grants on behalf of other charitable trusts and government organisations that further the charity's objectives. The grant making processes are agreed with the funders at the outset and ensure separation of development and support functions from decision making. Grants are paid on respective merits.

Community First's unrestricted funds are not utilised for grant giving purposes unless agreed by resolution of the Trustees. Arrangements are in place to segregate grant making decisions, ensuring conflicts of interest are avoided.

Principal sources of funding

The principal sources of funding received in the year are as described in the restricted funds note accompanying the financial statements and other core funding received from DEFRA.

Investment policy and performance

In accordance with the trust deed, the directors have the power to invest in such markets as they see fit. The investment strategy takes account of the short-term demand for funds, and considers the income requirements and the risk profile. The aim of the directors is to maximise the return on cash, whilst investing in low risk investments. Investment performance is regularly monitored.

Risk management

Community First reviews the key risks that the organisation faces on a continuing basis. The Board of directors consider the major risks that the charity faces each financial year when preparing and updating the organisation's plans and associated budgets. Systems are in place to monitor and control these risks and to mitigate any impact they may have on the organisation in the future. Key strategic, business and operational risks facing the organisation are reported in the General Manager's and Financial Reports to the Board and reviewed with directors on a continuing basis as part of the regular cycle of meetings.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Structure, governance and management

Community First is a charitable company limited by guarantee, incorporated on 29 June 1990 and registered as a charity on 6 July 1990.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. These were last amended on 28 November 2001.

The trustees, who are also the directors for the purpose of company law, and were:

Mr. Alan Courtney

Rev. Dr. Alvyn Pettersen

(Resigned 11 October 2018)

Mrs. Magda Prail

Mr. Gordon Kingston

(Resigned 1 May 2018)

Mr. Roger Britton

Mr. Ronald Whitfield

Ms. Sarah Lee

(Appointed 12 July 2018 and resigned 13 December 2018)

The Board of directors is responsible for the governance and, through the General Manager, the management of Community First. Community First's Board should consist of not less than six or more than ten people. Due to resignations during the year, for personal reasons, at the date of approval to the accounts, there were 4 trustees. The Board have responded to the reduction by undertaking a recruitment campaign, which has led to the co-opting of a new trustee taking the Board to 5. The Board are using this opportunity to review the structure of the Board and will recruit further trustees to meet the demographic, skill, knowledge and representative needs of the Charity.

Up to eight members are elected at the AGM and up to two co-opted by the Board. At the conclusion of each AGM, one third of the Board of directors retires from office. The members of the Board to retire are those who have been in office longest since their last election. Retiring directors are eligible for re-election. At every AGM, members of Community First elect Board directors in place of those retiring.

The Board, at the first meeting following the AGM, elects the chair, two vice-chairs and the treasurer. Directors have to be either individual members or representatives of member organisations. The directors regularly review the makeup, skills and experience of the Board and engage in open recruitment for additional trustee directors as the need arises. The Governance Committee meets at least once a year to review the organisation's governance arrangements and also leads any open recruitment exercise needed to refresh the Board and to fill the skills gaps identified by the annual skills audit. Training for the Board is provided on an identified needs basis.

The directors are responsible for setting the strategic direction of the organisation and for monitoring progress. During the year Board meetings were held on five occasions to oversee the delivery of the organisation's plans and to review the risks and opportunities facing the charitable company on an ongoing basis. Day to day management of the charity is delegated to the General Manager.

The remuneration of the General Manager and all staff is reviewed annually by the Board and normally increased in accordance with the Consumer Price Index (CPIH).

Board members complete a register of interests on a regular basis. This is updated if needed during the year. Board members are required to declare any interest in relation to specific decisions and agenda items at the start of all Board meetings, or thereafter if relevant topics arise in discussion.

Community First works with a range of statutory and voluntary sector partners. Descriptions of related parties and the transactions with them are detailed elsewhere at note 21 of the accounts.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Auditor

In accordance with the company's articles, a resolution proposing that Kendall Wadley LLP be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

The trustees' report was approved by the Board of Trustees.



Mr. Roger Britton

Trustee

Dated: 19 September 2019

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2019

The trustees, who are also the directors of Community First in Herefordshire & Worcestershire for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the organisation and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice (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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the organisation will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the organisation and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

Opinion

We have audited the financial statements of Community First in Herefordshire & Worcestershire (the 'organisation') for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the organisation in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the organisation's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the organisation for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the organisation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Elizabeth Needham ACA CTA (VAT) (Senior Statutory Auditor)
for and on behalf of Kendall Wadley LLP

19 September 2019

Chartered Accountants
Statutory Auditor

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Kendall Wadley LLP is eligible for appointment as auditor of the organisation by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
Income from:							
Donations and legacies	3	66,914	252,806	319,720	66,160	249,021	315,181
Charitable activities	4	7,315	-	7,315	10,755	-	10,755
Other income	5	1,583	-	1,583	1,541	-	1,541
Investments	6	174	-	174	90	-	90
Total income		75,986	252,806	328,792	78,546	249,021	327,567
Expenditure on:							
Charitable activities	7	75,340	276,734	352,074	101,667	225,026	326,693
Net income/(expenditure) for the year/ Net movement in funds		646	(23,928)	(23,282)	(23,121)	23,995	874
Fund balances at 1 April 2018		97,786	62,644	160,430	120,907	38,649	159,556
Fund balances at 31 March 2019		98,432	38,716	137,148	97,786	62,644	160,430

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	13		131		154
Current assets					
Debtors	15	6,901		9,911	
Cash at bank and in hand		182,075		178,366	
		<u>188,976</u>		<u>188,277</u>	
Creditors: amounts falling due within one year	16	<u>(51,959)</u>		<u>(28,001)</u>	
Net current assets			137,017		160,276
Total assets less current liabilities			<u>137,148</u>		<u>160,430</u>
Income funds					
Restricted funds	17		38,716		62,644
Unrestricted funds			98,432		97,786
			<u>137,148</u>		<u>160,430</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 19 September 2019


Mr. Roger Britton
Trustee

Company Registration No. 02504158

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Cash generated from operations	22		3,535		5,488
Investing activities					
Interest received		174		90	
Net cash generated from investing activities			174		90
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			3,709		5,578
Cash and cash equivalents at beginning of year			178,366		172,788
Cash and cash equivalents at end of year			182,075		178,366

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Company information

Community First in Herefordshire & Worcestershire is a private company limited by guarantee incorporated in England and Wales. The registered office is First Floor, Unit 3, Harmac House, Chequers Close, Enigma Business Park, Malvern, Worcestershire, WR14 1GP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the organisation's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The organisation is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the organisation. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are those funds set aside by the directors for a specific purpose.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the organisation is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the organisation has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Donations are recognised on a receivable basis.

Other incoming resources are on a receivable basis over the period to which they relate.

1.5 Resources expended

Liabilities are recognised for the amounts that the charity anticipates it will have to pay to settle a debt or the amount that it has received in advance as payment for services it has to provide.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

Expenditure on charitable activities includes the costs associated with the activities undertaken to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the programmes and activities undertaken.

The support costs are treated as core running costs of the charity.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment	33% of cost
Fixtures, fittings & furniture	15% of net book value

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the organisation reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 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.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.9 Financial instruments

The organisation has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the organisation's balance sheet when the organisation becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the organisation's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the organisation is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

2 Critical accounting estimates and judgements

In the application of the organisation's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds general 2018 £	Restricted funds 2018 £	Total 2018 £
Donations and gifts	110	-	110	-	-	-
Funding and grants	61,867	252,806	314,673	61,681	249,021	310,702
Membership fees	4,937	-	4,937	4,479	-	4,479
	<u>66,914</u>	<u>252,806</u>	<u>319,720</u>	<u>66,160</u>	<u>249,021</u>	<u>315,181</u>

4 Charitable activities

	2019 £	2018 £
Sales within charitable activities	<u>7,315</u>	<u>10,755</u>

5 Other income

	Unrestricted funds general 2019 £	Unrestricted funds general 2018 £
Payroll services	<u>1,583</u>	<u>1,541</u>

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

6 Investments

	Unrestricted funds general 2019 £	Unrestricted funds general 2018 £
Interest receivable	174	90

7 Charitable activities

	Provide and accommodate project workers 2019 £	Grants payable 2019 £	Total Provide and accommodate project workers 2018 £	Grants payable 2018 £	Total 2018 £
Staff costs	164,907	-	164,907	-	167,503
Consultancy services	2,668	-	2,668	-	2,118
Staff training	587	-	587	-	380
Office costs	16,541	-	16,541	-	23,571
Project expenses	133,479	-	133,479	-	94,731
Membership fees and subscriptions	5,117	-	5,117	-	5,305
	<u>323,299</u>	<u>-</u>	<u>323,299</u>	<u>-</u>	<u>293,608</u>
Grant funding of activities (see note 8)	-	16,852	16,852	-	17,634
Share of support costs (see note 9)	395	-	395	-	3,766
Share of governance costs (see note 9)	11,528	-	11,528	-	11,685
	<u>335,222</u>	<u>16,852</u>	<u>352,074</u>	<u>17,634</u>	<u>326,693</u>
Analysis by fund					
Unrestricted funds - general	75,340	-	75,340	-	101,667
Restricted funds	259,882	16,852	276,734	17,634	225,026
	<u>335,222</u>	<u>16,852</u>	<u>352,074</u>	<u>17,634</u>	<u>326,693</u>

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Grants payable

	2019	2018
	£	£
Anon is a Woman Theatre	-	750
Artistree	-	500
Avoncroft Arts Society	-	470
Avoncroft Museum	-	300
Burghill and Tillington Handbell Ringers	-	600
Cider Museum	2,000	-
Dial South Worcestershire	-	500
Eastham Memorial Hall	-	1,000
Eardisley Curzon	500	-
Elgar Chorale	-	600
Ewyas Harold Festival	1,950	-
Everybody Dance	1,000	-
Evesham Arts Association	1,000	1,000
Folk at the Fold	750	-
Friends of Colwall CE Primary School	-	500
Friends of the Masters House	-	1,000
Hagley Theatre Group	-	100
Heighton Village Hall	875	-
Herefordshire Green Network	-	950
Indigo Arts	-	1,000
Lady Emily Community Hall	-	499
Ledbury Community Brass Band	-	750
Maggs Day Centre	1,000	-
Marches Makers	1,944	-
Martley Amateur Dramatics	-	750
Mercian Folk	1,000	-
Our Star Theatre	728	-
Paintings in Hospitals	2,000	-
PCC Malvern	825	-
Powick Community Centre	950	-
Redditch Youth and Community Enterprise	-	250
Redeemer Catholic Primary School	-	450
Regal Tenbury Trust	-	1,000
SSAFA Herefordshire	-	1,000
The Festival Players	-	500
Weobley Village Hall	-	850
Wheely Different Theatre Co.	-	475
Where Next Association	330	-
Worcester Pride	-	1,000
Wylldwood Arts CIC	-	840
	<u>16,852</u>	<u>17,634</u>

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Grants payable

(Continued)

The charity acts as an intermediary between the grant applicants and the grant funders. Each group of grants are paid out of specific funds received by the charity for the purpose of issuing grants to other organisations with the approval of the grant funder.

9 Support costs

	Support costs	Governance costs	2019	Support costs	Governance costs	2018
	£	£	£	£	£	£
Staff costs	-	5,746	5,746	-	5,517	5,517
Depreciation	23	-	23	143	-	143
Office costs	284	-	284	3,392	-	3,392
General costs	-	-	-	100	-	100
Bank charges	88	-	88	131	-	131
Audit fees	-	3,975	3,975	-	3,315	3,315
Legal and professional	-	1,152	1,152	-	2,057	2,057
Trustee meeting costs	-	655	655	-	796	796
	<u>395</u>	<u>11,528</u>	<u>11,923</u>	<u>3,766</u>	<u>11,685</u>	<u>15,451</u>
Analysed between						
Charitable activities	<u>395</u>	<u>11,528</u>	<u>11,923</u>	<u>3,766</u>	<u>11,685</u>	<u>15,451</u>

Audit costs of £3,975 (2018 - £3,315) comprises £3,900 (2018 - £3,240) payable to the charity's auditor in respect of audit fees, and £75 (2018 - £75) for other services.

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Included within trustee meeting costs are trustees' reimbursed expenses for the year totalling £7 (2018 - £nil). One trustee (2018 - no trustees) had expenses reimbursed during the year.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
Employees	10	10

Employment costs

	2019 £	2018 £
Wages and salaries	156,921	157,782
Social security costs	7,374	7,289
Other pension costs	6,358	7,949
	170,653	173,020

Included in wages and salaries costs is £nil (2018 - £1,312) in respect of redundancy costs arising from a restructuring following a reduction in funding.

The full time equivalent number of part-time staff was 6.47 (2018 - 7.30).

There were no employees whose annual remuneration was £60,000 or more.

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2019 £	2018 £
Aggregate compensation	38,303	36,778

12 Taxation

Community First's activities during the year were in accordance with its charitable objects and therefore no corporation tax liability arises.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

13 Tangible fixed assets

	Office equipment	Fixtures, fittings & furniture	Total
	£	£	£
Cost			
At 1 April 2018	3,832	4,253	8,085
At 31 March 2019	3,832	4,253	8,085
Depreciation and impairment			
At 1 April 2018	3,832	4,099	7,931
Depreciation charged in the year	-	23	23
At 31 March 2019	3,832	4,122	7,954
Carrying amount			
At 31 March 2019	-	131	131
At 31 March 2018	-	154	154

14 Financial instruments

	2019 £	2018 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	4,209	3,403
Carrying amount of financial liabilities		
Measured at amortised cost	32,621	22,904

15 Debtors

	2019 £	2018 £
Amounts falling due within one year:		
Trade debtors	4,209	3,216
Other debtors	-	187
Prepayments and accrued income	2,692	6,508
	6,901	9,911

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

16 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	24,182	15,976
Amounts owed to associate undertakings	1,322	1,322
Other creditors	2,995	-
Accruals and deferred income	23,460	10,703
	<u>51,959</u>	<u>28,001</u>

Included in accruals and deferred income is £19,338 (2018 - £5,097) in respect of income received in advance of the service to be provided and which has been deferred. All amounts are released in the subsequent accounting period.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 March 2019 £
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	
Health & Wellbeing Infrastructure Support - WCC	-	10,000	(10,000)	-	10,000	(10,000)	-
Worcester Community Foundation	-	25,000	(25,000)	-	27,387	(27,387)	-
Elmley Events Grant	-	17,634	(17,634)	-	16,852	(16,852)	-
Health and Wellbeing - PCT	-	35,000	(35,000)	-	35,000	(35,000)	-
Big Lottery Fund	-	6,088	(6,088)	-	-	-	-
People's Trust	-	2,299	(2,299)	-	1,900	(1,900)	-
Peer Support	14,030	50,000	(50,268)	13,762	50,000	(63,612)	150
MoodMaster	-	35,000	(31,750)	3,250	35,000	(40,015)	(1,765)
Provision of Wellbeing Hub	24,619	47,500	(45,439)	26,680	47,500	(57,921)	16,259
Marketing of Wellbeing Hub	-	5,000	(1,548)	3,452	5,000	(3,508)	4,944
Additional Wellbeing provision	-	6,000	-	6,000	6,000	(11,872)	128
VCS Capacity Building	-	9,500	-	9,500	9,500	-	19,000
Time to Change	-	-	-	-	8,667	(8,667)	-
	<u>38,649</u>	<u>249,021</u>	<u>(225,026)</u>	<u>62,644</u>	<u>252,806</u>	<u>(276,734)</u>	<u>38,716</u>

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

17 Restricted funds

(Continued)

Health & Wellbeing Infrastructure Support - WCC - This fund represents monies received to provide training and support to organisations to protect and enhance the mental wellbeing of staff.

Worcester Community Foundation - This fund represents monies received to help provide back office support and administer grants programmes for local groups.

Elmley Events Grant - This fund represents monies received to provide grants to community groups delivering arts projects.

Health and Wellbeing - PCT - This fund represents monies received from Worcestershire Health and Care NHS Trust for the costs of managing the Wellbeing Hub and other projects commissioned by the Worcestershire Health and Care NHS Trust.

Big Lottery Fund - This fund represents monies received to provide workshops on the themes of loneliness and isolations, to raise awareness and enable village halls to reach out to people living with isolation.

People's Trust - This fund represents monies received for the delivery of development work in HealthThrive.

Peer Support - This fund represents monies received from Worcestershire Health and Care NHS Trust for the Peer Supporter service as part of the wider Wellbeing Hub provision.

MoodMaster - This fund represents monies received from Worcestershire Health and Care NHS Trust for providing licenced CBT group work programmes.

Provision of Wellbeing Hub - This fund represents monies received from Worcestershire Health and Care NHS Trust for providing the Wellbeing Hub, a signposting service for people suffering from low mood, anxiety or stress who would benefit from local community support.

Marketing of Wellbeing Hub - This fund represents monies received from Worcestershire Health and Care NHS Trust for implementing a communication and marketing plan for the Wellbeing Hub.

Additional Wellbeing Provision - This fund represents monies received from Worcestershire Health and Care NHS Trust for develop emerging needs and increasing capacity of the Wellbeing Hub as required.

VCS Capacity Building - This fund represents monies received from Worcestershire Health and Care NHS Trust for increasing capacity for the provision of services within the voluntary and community sector.

Time to Change - This fund represents monies received from Mind towards the costs of administering and supporting the Worcestershire Hub Partnership.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2019	2019	2019	2018	2018	2018
	£	£	£	£	£	£
Fund balances at 31 March 2019 are represented by:						
Tangible assets	131	-	131	154	-	154
Current assets/ (liabilities)	98,301	38,716	137,017	97,632	62,644	160,276
	<u>98,432</u>	<u>38,716</u>	<u>137,148</u>	<u>97,786</u>	<u>62,644</u>	<u>160,430</u>

19 Other financial commitments

At the reporting end date the organisation had an outstanding financial commitment in respect of a member's working capital contribution towards ACRE LLP. The total commitment is £7,200, all of which is due within two years.

20 Operating lease commitments

At the reporting end date the organisation had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	11,700	9,750
Between two and five years	9,000	16,500
	<u>20,700</u>	<u>26,250</u>

21 Related party transactions

Transactions with related parties

During the year the organisation entered into the following transactions with related parties:

	Provision of services	
	2019 £	2018 £
Worcester Community Foundation	27,387	27,220
	<u>27,387</u>	<u>27,220</u>

Roger Britton is a member of the Worcester Community Foundation.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

21 Related party transactions

(Continued)

The following amounts were outstanding at the reporting end date:

	Amounts owed by related parties 2019		Amounts owed by related parties 2018	
	Balance £	Net £	Balance £	Net £
Worcester Community Foundation	-	-	660	660
	<u>-</u>	<u>-</u>	<u>660</u>	<u>660</u>
	<u>-</u>	<u>-</u>	<u>660</u>	<u>660</u>

22 Cash generated from operations

	2019 £	2018 £
(Deficit)/surplus for the year	(23,282)	874
Adjustments for:		
Investment income recognised in statement of financial activities	(174)	(90)
Depreciation and impairment of tangible fixed assets	23	143
Movements in working capital:		
Decrease in debtors	3,010	3,136
Increase in creditors	23,958	1,425
Cash generated from operations	<u>3,535</u>	<u>5,488</u>