

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 2021**



# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr. Alan Courtney Mrs. Magda Praill Mr. Roger Britton Mr. Ronald Whitfield Mrs Sarah Eardley Mr N Herman Mr S Edwards	(Appointed 22 April 2021) (Appointed 22 April 2021)
<b>General manager</b>	Mark Herriott	
<b>Charity number</b>	703072	
<b>Company number</b>	02504158	
<b>Registered office</b>	First Floor, Unit 3, Harmac House Chequers Close Enigma Business Park Malvern Worcestershire WR14 1GP	
<b>Auditor</b>	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS	
<b>Bankers</b>	CAF Bank Ltd PO Box 289 West Malling Kent ME19 4TA	
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# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## CONTENTS

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	Page
Trustees' report	1 - 22
Statement of trustees' responsibilities	23
Independent auditor's report	24 - 26
Statement of financial activities	27
Balance sheet	28
Statement of cash flows	29
Notes to the financial statements	30 - 42

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# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2021**



The trustees present their report and accounts for the year ended 31 March 2021, 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 2019)

### **Our Vision**

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

### **Our Mission**

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

### **LOOKING FORWARD - STRATEGY**

In January 2019 we reviewed our strategy, culminating in a four-year plan - 2019 to 2023.

2020 – 2021 saw the arrival of the pandemic and its impact across our communities, testing everyone's resilience and bringing into stark relief the pre-existing inequalities.

At Community First we changed our way of working and moved out of our office to homeworking. Focussed on virtual ways to address the impact of the pandemic, we set about harnessing and building cross sector collaboration and capitalising on virtual networking, whilst not losing sight of those, especially in our rural communities, who are still digitally excluded.

In 2021 – 2022 we will be building on innovations that emerged from the impetus of the pandemic during, which include:

- the launch of the Herefordshire and Worcestershire Wellbeing and Recovery College, catalysed by initial investment from Worcestershire Community Foundation;
- taking a leadership role on digital solutions, especially for our rural communities. We will retain a focus on how the ability and ease of meeting virtually has strengthened our networks, contributed to increased membership of Community First and increasing numbers collaborating through the VCS Provider Group, our Village Hall Network and Wellbeing Networks;
- whilst capitalising on the advances in digital, we also want to be at the forefront of bringing people and communities back together and re-building face to face relationships;
- continuing building on the success of working alongside Worcestershire Community Foundation, that has enabled us to maximise the synergy between our organisations to develop effective and efficient targeting of more resources than ever before via community grants;
- continuing working nationally as a member of the largest rural network (38 Rural Community Councils covering rural England, under the umbrella of ACRE), as well as working nationally within the Voluntary Sector Emergencies Partnership and this year our national rural consultancy, Cirican was launched, providing an England wide network of rural based experts, providing research and consultancy services in the areas and places we know well <https://cirican.co.uk/about/>.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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Our strategy, areas of work and infrastructure role continue to provide an essential element in the recovery from the pandemic, maximising the gains made in collaboration and digital to increase our collaborative impact working with you, our cross sector partners and rural communities.

We are grateful to our funders, especially during this year where we have been able to secure resources to enable us to build capacity to respond to the pandemic, including from the National Community Lottery Fund Emergency Funding and from Worcestershire Community Foundation that has enabled us to mobilise partners around strategic objectives and for Community First to resource partners to commit capacity to new initiatives.

### **Chair's Report**

This has been a year like no other for Community First. It has been a year when the organisation has faced extraordinary challenges. It has been a year when all those involved in our work have had to radically change the way we live. It has been a year when demands for the work we do have been greater than ever. But, it has been a year when the organisation and its people have stepped up to those extraordinary challenges and succeeded. As Chair I am so proud to have been part of this endeavour.

Although the pandemic has made us learn a whole set of new ways of working our mission to support, advocate, deliver and manage for rural communities across the two counties has remained. Indeed, it has been amplified as charities and community organisations have risen to the challenge. The "glorious messiness" of the VCS has come into its own as the deep and visceral relationship between the sector and the communities it serves allowed rapid, targeted and genuinely useful responses to be delivered for those communities and, often as not, by those communities.

The response of the VCS, led and supported by infrastructure organisations like Community First, outpaced most of the statutory agencies. We engaged a whole new technology and had the Wellbeing Hub working from people's homes within a couple of weeks, working with the Community Foundation we had funding out as soon as it was needed, village halls had advice and support as and when it was wanted and a range of other activities helped the people of Herefordshire and Worcestershire demonstrate their resilience and purpose.

This hugely successful response demonstrated with great clarity that, when mobilised, the assets already within communities can do wonderful things. In the moment of crisis the relationship between the state and VCS shifted from dependency to interdependency. Communities have the solution. Communities are the solution. Community First's role is to help facilitate these solutions.

Relationships have already changed with the VCS now recognised as a crucial partner. For those who may want to return to the old and paternalist model, the genie is out of the bottle. The job of Community First is to build on this opportunity for the people of our two counties.

The rest of this report provides an account of the incredible work of Community First over the past year. This work has been done by extraordinary people responding to extraordinary times. Time and again I have been moved by the commitment and determination of colleagues across the organisation and for all that they have done I salute and thank them.

**Roger Britton**

Chair

Dated: 15 October 2021

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### VCS Provider Group

The VCS Provider Group in Worcestershire was one of the sector's responses to the pandemic. Metamorphosing out of a pre-existing partnership, Community First took on chairing this group, now involving 39 VCS organisations and including representatives from the Local Authority, Public Health and the Herefordshire and Worcestershire Health and Care NHS Trust.

It has been the conduit for resources to enable the VCS to take action to address the pandemic and to plan and build capacity where needed. It has been one of the routes to get community grants to the frontline and to communities most impacted. During the year circa £900,000 has been allocated in grants administered by Community First on behalf of Worcestershire Community Foundation.

The biggest achievements have come as a result of committed investment from Worcestershire Community Foundation, offering an investment of £50,000 to whatever the group considered to be the top priority in recovery from the pandemic. The group unanimously identified Digital as the top priority, closely followed by Mental Health. Consequently, WCF invested £50,000 in each theme and the group instructed the setting up of task and finish groups to take the work forward, as follows:

### VCS Mental Health Group

A cross-sector group was convened and culminated in the launch of the The Herefordshire and Worcestershire Wellbeing and Recovery College on 1st April 2021:



The Herefordshire and Worcestershire Wellbeing and Recovery College is a collaborative, cross-sector, two county initiative:

About us: <https://hwwellbeingandrecoverycollege.org.uk/about-us>

The development of the college was driven by a cross-sector steering group backed by the £50,000 investment from Worcestershire Community Foundation and began building on work already underway by New Opportunities Worcestershire and Springfield Mind.

The College development and delivery has been underpinned by a Reference Group of now 54 Experts by Experience, from both Herefordshire and Worcestershire, including experts by lived experience and experts by profession. The Wellbeing Hub team, managed by Community First, are supporting learners registering with the college and taking up the cross-sector learning opportunities on offer.

It took just 5 months from investment to bring the college to fruition on 1st April 2021. It has been and still is a whirlwind of tireless commitment, passion and energy from the cross sector team to deliver this response, achieving by the launch date:

- 1 Website <https://hwwellbeingandrecoverycollege.org.uk/about-us>
- 30 learning opportunities commissioned across the voluntary and community sector, Adult Learning and NHS New Opportunities Worcestershire, ranging from 30 minutes to 12 weeks in length.
- 51 Experts by Experience have been our reference group for all decisions. A group that will grow as we bring in more members from Herefordshire.
- 4 Community First team members in the Wellbeing Hub providing initial infrastructure and supporting learners from day 1, now across Herefordshire and Worcestershire.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **LOOKING FORWARD – The Herefordshire and Worcestershire Wellbeing and Recovery College**

A Gold Standard for a wellbeing and recovery college has been developed and is currently being mapped against funds from NHS Charities that will eventually come down to underpin capacity and sustainability for the next 2 years.

Our ambition - One vehicle, 2 counties, cross sector, providing wellbeing and recovery learning opportunities for all residents of Worcestershire and Herefordshire.

### **VCS Digital Action Group**

Members of the VCS Provider Group formed the VCS Digital Action Group.

Starting with a blank sheet of paper and £50,000 investment from Worcestershire Community Foundation and the broad theme of Digital, the group set about narrowing down the focus and targeting the investment.

The group is currently AgeUK Herefordshire and Worcestershire, Amica24, Community First in Herefordshire and Worcestershire, Simply Limitless, St Richard's Hospice and Worcester Community Trust.

The group's decision was to focus on isolated older people and to seek to identify a piece of technology that required no technical skills to operate. We are delighted to say we met our challenge and have so far enabled 30 older people to deploy the device and provide virtual contact with family, friends and to take part in VCS virtual activity, for their first time. Previously they only had a telephone during the pandemic as a means of external communication.

We have successfully trained over 40 staff from partner organisations in a series of Zoom briefings on the features and benefits of our chosen technology for isolated older people without digital skills. Partners were also trained in referral and assessment.

Beneficiaries are able to connect with family, friends, carers and support organisations using video conferencing, photo messaging, text messaging and digital prompts and reminders, and taking part in wellbeing polling.

At this early stage the data from the weekly polling of users shows initial results that people using our digital solution are less isolated, lonely and more physically active than before installation. Mood data is variable as each deployment is sequential and only after several months of monitoring will it be possible to show if there are trends in the mood of the entire cohort.

We have used the pilot scheme as an opportunity to work with the manufacturers of the product and their development team to see if we can develop secure multi-user video conferencing to enable participation in group activities. If the testing proves effective and secure this will be rolled out across all the units and enable partner organisations to deliver remote group support services.

We have identified that broadband ordering and contracts are a significant barrier to older, vulnerable people taking up the offer of a device and have used mobile 4G MiFi units to overcome this where there is sufficient signal. While there is a Pay As You Go business model for mobile internet services, there are limited Pay As You Go broadband internet service providers and this is a challenge to reducing digital deprivation and exclusion.

It was always our intention to reach the most digitally excluded and least technically skilled, so there was no surprise that the secure, but limited functions, of the devices have resulted in some partners reporting that there is a need for internet search enabled tablet computers with increased functionality with reduced accessibility features for more technically able users.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

### FOR THE YEAR ENDED 31 MARCH 2021

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We will use the learning to apply for additional funding to include a hierarchy of devices to suit the skill level of beneficiaries.

#### **LOOKING FORWARD – VCS Digital Action Group**

Those beneficiaries from the digital pilot will continue to be supported for 12 months.

Discussions are taking place to undertake a similar pilot in Herefordshire, with a slightly different demographic and likely to include more than one technology solution.

The VCS Digital Action Group will continue as a digital partnership, will revisit its priorities and how it plans to develop.

#### **Social Enterprise and Co-operative Support**

There is much talk about the collaboration of communities and the civil society response. Community Enterprise and the co-operative business model provide a route to harness that energy, whilst addressing the many challenges we now have to address, whether addressing the pre-existing inequalities exposed by the pandemic, or in tackling the climate emergency, or addressing community cohesion. All of which are interconnected priorities.

Community First are keen to utilise community enterprise approaches for social care provision, good mental health, employment with ownership, affordable housing and co-housing owned by the community and strengthening community resilience to address the impact of climate change that is already with us.

#### **SPECIALIST BUSINESS SUPPORT Provided by Community First:**

**Tibberton Community Shop, Worcestershire**, supporting a group to take on a lease of the former village hall to operate as a community farm shop. Ongoing support to be provided.

**Yellow Scarf CIC, Worcestershire** to convert to a Charitable Incorporated Organisation to improve grant funding opportunities and charitable donations to support advice, guidance and advocacy services for European migrants applying for leave to remain and settled status following the Brexit Withdrawal Bill.

#### **Drop-in Co-op Advice sessions, Herefordshire and Worcestershire**

We provided a series of weekly Thursday night drop-in Co-op Advice sessions in December attended by seven people interested in joining or developing a co-operative business.

**Ross Tennis Centre, Herefordshire** supported with plans to convert to a Charitable Incorporated Organisation from a Community Interest Company in the new financial year.

**LikeU CIO, Worcester** with ongoing support to take on a lease on a former Post Office sorting parcel depot to run as a community centre supporting migrant communities in Worcester. Support to access grant funding and to engage with over 20 volunteers to carry out construction, building, decorating and kitchen fitting of a community café, business support hub, sports and leisure hall and gallery exhibition space.

A former Post Office Mail Sorting Centre has been transformed into a vibrant community centre for European Migrants in Worcester city as the PEACE centre operated by the LikeU CIO who have secured over £50,000 of National Lottery and Worcestershire Community Foundation funding with our support.

We have provided support to LikeU CIO to develop a Community Interest Company social enterprise to refurbish, upcycle and manufacture a range of household goods to improve employability for people made redundant during the pandemic

A new Community Interest Company has been established and is trading in household goods manufactured from recycled donated materials made at the LikeU Centre in Worcester. To date over 20 tons of waste wood has been upcycled and diverted from incineration or land fill.



# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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### **Ewyas Harold Arts and Crafts Centre, Herefordshire**

Community First supported Ewyas Harold Arts and Crafts Centre, Herefordshire, to register as a Charitable Incorporated Organisation to take on a lease of the former chapel and Kemble Centre from the Parish Council, to operate as a community arts and crafts venue. They have now taken on a lease on the former Kemble Centre that was previously empty and unused for several years.

### **Sedgeberrow Sustainable and Manageable Energy, Worcestershire**

Community First supported Sedgeberrow Sustainable and Manageable Energy (SeSaMe) to register as a Community Interest Company, to develop plans for a small rural wind farm and energy advice hub. The group intends to apply to the Rural Community Energy Fund and needed to be a legal entity to do so and have now been awarded a Stage I revenue grant.

### **Save Malvern Hills College**

Community First provided advice to the Save Malvern Hills College community group to develop proposals for community ownership of an Asset of Community Value, viability testing and charity ownership and management of built assets.

## **LOOKING FORWARD – BUSINESS AND CO-OPERATIVE DEVELOPMENT**

Community enterprise solutions remain central to our work with communities, especially where they can be a contributor to tackling the big challenges we face, whether in response to the pandemic, or Brexit, or the climate emergency.

We will continue to raise awareness of the co-operative business model and the need for a regulatory framework to support its growth and development, that goes beyond traditional ways of addressing unemployment, especially for the young people of our communities who are being disproportionately impacted.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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### **Community Led Housing**

Having developed successful sub-contracting relationships with both Marches and Worcestershire Community Led Housing Hubs to support local groups across Herefordshire and Worcestershire, continuation funding was secured for both to September 2021.

We have facilitated five Zoom CLH Hub launches and public meetings attended by over 120 people.

Two new Community Land Trusts have been established, Malvern Hills CLT and South Worcestershire CLT as Community Benefit Societies.

We have conducted a small Housing Needs Survey with Engage Malvern to identify a need for truly affordable starter homes for younger people and downsized housing for older people which proved inconclusive due to a lack of sufficient responses to be statistically valid. This highlighted the difficulties experienced by community groups in engaging with the wider population during the pandemic.

A pre-planning proposal for up to nine units of housing for older people on land behind The Cube in Malvern has been submitted to Worcestershire County Council.

A partnership agreement between South Worcestershire CLT and Rooftop Housing Association has been drafted to develop Community Led Housing and a potential site has been identified in West Malvern and negotiations with the landowner have commenced.

A plan to develop three, two bedroom houses and two, two bedroom flats has been drafted for a restricted access site in Andrews Close in Hereford and negotiations with Connexus Housing Association who own the land have commenced.

We have supported Clifton Upon Teme Community Led Housing Group to identify a potential site for the development of up to twenty five retirement apartments to meet a local need for affordable, downsized supported living property.

### **LOOKING FORWARD – COMMUNITY LED HOUSING**

At a national level, through ACRE, we will continue to make the case for rural housing that meets the needs of rural communities and is supported and delivered by communities. We want to be a catalyst to enable communities to build homes that enable young people to afford to live in those communities, as well as housing solutions owned by the community that enable downsizing and meeting needs in older age.

We will continue to work with our partners to secure resources to sustain this area of work for Herefordshire and Worcestershire.

### **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.

The pandemic has been a real challenge for village halls and their volunteer committees having to navigate lockdowns and ever changing rules applied to venues.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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Community First's work with our village hall network during 2020-21 saw us to adapt to this new environment and supporting halls to navigate the landscape. Networking meetings with Village Halls went digital, seeing 140 attendees at one meeting and our smallest number circa 65 attendees and 9 network meetings being held during the year. Virtual connectivity has provided a new way for us to reach and communicate with our network of 340 village halls across our two counties.

A tranche of that work with village halls was to support them accessing grants that contributed considerably to ensuring their sustainability ready for their vital role in supporting our communities to come back together.

**Tackling loneliness** through village halls and via our Lottery funded One Step Out initiative also went virtual to a great extent, focussing on digital solutions to connecting communities, with a mix of face to face village hall activity when allowed and simultaneous virtual activity streamed out into people's homes, including virtual coffee mornings to virtual and face to face seated dance.

In recognition of the importance of **embracing digital**, we set about surveying halls to ascertain what was needed to improve connectivity and we went on to support some halls with funds to get connected and improve wifi, whilst Community First was simultaneously successful in securing funding from RAFT to pilot Digital Safe Spaces at village halls in both counties.

### VILLAGE HALLS AND THE PANDEMIC

Throughout the year important resources were sent directly to all 340 village halls to manage activities in their buildings. That included policies, pandemic signage, safe capacity guidance, legionnaires disease advice, ventilation and mask wearing notes, new hire agreement clauses and risk assessment templates for activities. Our village hall advisor provided around the clock telephone support and advice for halls with questions as government advice, guidance and regulations evolved.

We worked with ACRE, our national network member, to ensure village hall advice was consistent across rural England's 10,000 plus halls.

Zoom meetings have provided a means of bringing together large numbers of village hall committees to network at once, in larger numbers than previously achieved face to face, to receive briefings and to gain reassurance, hear clarity on good practice and share good ideas with each other and from the Community First village hall advice service, which was able to draw on national, as well as local ideas.

Over 20 briefings were issued in the 12 months on closing down halls and subsequently gradually opening halls safely along with guidance on funding to replace lost income.

Briefings all included a Covid update but also safeguarding briefings too, as well as additional insurance notes for when the hall is shut, the importance of The Retail, Hospitality and Leisure Grant Fund, a list of permitted activities and an extensive Q&A list for re-opening.

A number of weekly village hallers' virtual coffee mornings were held via Zoom, as a networking/morale booster.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **OTHER COMMUNITY ASSETS**

Advice on issues other than COVID included:

- Blackwell – taking control of a Methodist building for community use, including constitutional models, funding sources and the need for a lease circa 20 years.
- Orcop VH – support for upgrade to toilets - building on funding advice.
- Llanwarne VH – support for refurbishment and guidance on applying for a Village Hall Improvement Grant.
- Sellack VH – help attracting new trustees to stop the hall closing.
- Ombersley MH – guidance on safeguarding
- St Peters' Village Hall – support for funding application with Worcester City Council.
- Wigmore Parish Hall - about public toilets attached to their building.
- Wychbold Parish Hall - facilitation on behalf of the parish council and the village hall management committee.
- Kemble Centre in Ewyas Harold - a group seeking to establish the old church as an arts centre in the village (see business support above for more information).

### **DIGITAL - CONNECTING VILLAGE HALLS**

Finding funding for wifi/broadband is difficult for Village Halls but the pandemic has proved to them that connectivity is a vital part of being able to reach into their rural communities and to tackle isolation, as well as increasing the services they can offer.

In July 2020 we sent our Village Hall network a survey about broadband/wifi/4G connectivity and asked about activities, digital inclusion and facilities to get an idea of the needs and digital capabilities of Village Halls and how we could best help them harness digital developments for the future and increase their digital reach into their rural communities.

- We signposted Village Halls to Local Connections funds for £2500 towards wifi and broadband services at halls with the aim of reaching out to community members.
- Eardisland, Eastham and Burcot Village Halls were supported with funds through Community First's One Step Out project to install wifi/broadband to tackle loneliness and isolation
- Poolbrook Village Hall received £2500 from the Local Connections Fund, paying for WIFI connections and broadcast equipment.
- Madeley Village Hall and Hanley Swan Village Hall received policy support to help them run their WiFi safely.
- 340 Model Hire Agreements with updated WiFi security clauses were supplied to village halls over the year through our Newsletter and Bulletin communications. Hire agreements were supplied to over 50 halls on an individual basis over the year - including Little Hereford VH, Lindridge VH.
- Community First secured £15k from the Ford Trust to pilot Digital Safe Spaces at 5 village halls.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **ZOOM MANUAL**

As part of the One Step Out! Project, tackling loneliness, we created a Zoom training manual during lockdown and offered one to one tuition and a zoom training session to all village halls in our network.

We also offered one to one Zoom training sessions for our virtual seated dance activity, which has been taken up by residents of Martley through their village hall.

Two other projects have utilised the Zoom training manual set up for the One Step Out! project.

### **DIGITAL SAFE SPACE PILOT AT VILLAGE HALLS**

The Digital Safe Spaces at Bayton and Lindridge village halls have launched, initially with external free WiFi that can be accessed by the community outside the village hall, whilst the halls remained closed to the public, with internal access to the Digital Safe Space by appointment subject to Covid regulations.

A 'Friendly Bench' has been installed in the covered porchway at Bayton village hall to provide shelter for people accessing the free WiFi. At this early launch stage it is not possible to identify the numbers of people accessing WiFi or making appointments but this will be monitored and reported in the coming months. Four volunteers have been recruited and will receive safeguarding and signposting training as plans to re-open village halls are developed.

### **LOOKING FORWARD – VILLAGE HALLS & RURAL COMMUNITIES**

Tackling loneliness and making halls dementia friendly will remain our focus, as we envisage the challenge may become even greater with the impact of the pandemic, including the role of village halls in building confidence in their communities to re-engage.

We will continue to support our 340 village hall committees to manage their buildings and keep them open.

As we start to open up, we will put a new emphasis on promoting our Dementia Friendly Guide and Checklist for Village Halls to enable halls to make, often small changes, to become dementia friendly. We will deliver Dementia Friends training to village hall committees.

[https://www.comfirst.org.uk/dementia\\_friendly\\_village\\_halls\\_guide\\_and\\_check](https://www.comfirst.org.uk/dementia_friendly_village_halls_guide_and_check)

We will seek to be the catalyst to identify and stimulate new thinking about ways village halls can maximise their reach into their communities, especially continuing capitalising on Digital developments enabling people to reach friends, family and services virtually, as we acknowledge that many residents in rural communities are still left without access to adequate broadband and we will continue to make the case to get those communities connected whilst supporting village halls to become digital hubs. We are interested in speaking to village halls keen to set up co-working spaces, bringing homeworkers, local businesses and students together, to work together and act as a catalyst in stimulating activity in their local community.

### **TACKLING LONELINESS – ONE STEP OUT !**

One Step Out! continued to connect and help rural communities in tackling loneliness through Village Halls and includes various pilot projects and communications.

Up until Lockdown we had a large number of visits booked with Village Halls, Coffee Mornings and other activities to promote and engage with the OSO project. Unfortunately, these all had to be cancelled and engaging became increasingly hard as lockdowns took their toll. We reviewed how we were going to continue to reach people and decided to launch a series of pilots, described here:

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

### FOR THE YEAR ENDED 31 MARCH 2021

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- **20 Virtual Coffee Mornings** a key focus for us in reaching out to people in rural areas and run every week through lockdown 1 with invitations to all Village Hall network members across Herefordshire and Worcestershire.
- **heART ! Virtual Art project**, bringing people together through creative medium.
- **Weekly help sheets** sent out, including looking after your mental health whilst self isolating, gardening ideas, connecting with nature, sharing local signposting of services, self care infographics, covid 19 care cards, top tips for staying active at home, isolation check list are you ready to cope at home, tips on setting up phone trees and keeping connected with neighbours.
- **Campaigns** during **Loneliness Awareness Week, Mental Health Awareness Week**, Lets talk loneliness and Self Care week posted on social media and sent out to all Village Halls helpful ways to make connections through home, work, school and your community, how to be kind to yourself and fact sheets sent out
- Providing **Zoom training sessions** on how to use Zoom and how to use it effectively
- Training on **Safeguarding**
- **Christmas Card templates** provided to Village Halls to be posted out to those isolated and lonely in their communities.
- **Light in the Community** is about making connections, bringing light and warmth to help those who may feel isolated and feel alone. Through these shorter and darker days we'd like to bring a bit of joy, connect with our neighbours, brighten our streets and spread a little of that community magic by placing battery operated candles in your windows to spread some light and connection.
- **Making Connections** – encouraging Village Hall committees to introduce themselves to their community using bio pics. Leading by example bios, pictures and stories from our own staff were sent out in regular news bulletins and with helpful fact sheets and encouragement to those feeling lonely and isolated.
- Attended **Worcestershire County Council Loneliness Forum** to feed into the Loneliness action plan and give presentation on One Step Out! Project to attendees 10th December
- We have **recruited over 30 One Step Out! Friends** volunteers and provide Safeguarding and Dementia awareness training to them.

#### **Pilot Project - Martley Village Hall Seated Dance Zoom Session**

As lockdown eased and talk surrounding going back out to activities commenced, it became clear it was not going to be straight forward. A lot of Halls expressed concerns and were not opening until September, whilst others have noted people may not want to come back out yet as anxiety had increased and there remained still a large amount of uncertainty.

We had seen how technology had helped us all stay connected during lockdown and digitally how easy it could be to deliver activities to someone in their home. After the success of the Seated Dance at the Coffee Morning, we decided to launch a pilot project of a zoom session of seated dance with a coffee and chat element, combining being active and socially connected whilst not having the pressure of going outside.

We made a short film of what the experience of coming into 'your hall' now would look like, with added protection. It gives the familiarity of your community and can chose to either socially distance at the class or join via Zoom, and that social interaction is still possible!

It was a huge success with 8 women whose husbands have dementia attending for 6 weeks. One commented it was the best sleep she has had in ages and its was doing a lot for the community.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Activities planned but postponed** due to changing pandemic circumstances:

Big Community Coffee Break – encouraging a county wide coffee break to take time out to connect – postponed

Worked with Eastham Village Hall in setting up a community project involving creating a willow tree structure and for leaves to be created by the community writing on them what they want as a community – now postponed

Partnership working with Arts Alive – scheduled 3 Village Hall activities of a theatre show of an interactive play suited for an audience over 50 years, for February and 2 film viewings – Now postponed until October

### **However,**

We have recruited 30 One Step Out! Friends in village halls

50 village halls have completed a OSO loneliness action plan and baseline assessment.



### **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; Simply Limitless; Inspire Training;

### **THE WELLBEING HUB AND THE PANDEMIC**

- 5 additional online Moodmaster courses set up to deal with additional demand and to accommodate online delivery requiring smaller groups.
- Number of Contacts – 1,966
- Referrals in via GP - 345
- People booked onto Screening for Talking Therapies - 551
- Moodmaster Sessions held - 404 (73 people attending)
- Peer Support Sessions held - 664 (1,531 people attending and 301 volunteers supporting)
- People signposted to wider VCS - 452
- People provided with Self Help support - 712
- Wellchecks provided - 320

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

### **FOR THE YEAR ENDED 31 MARCH 2021**

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- All Wellbeing Hub Team staff set up to work from home from March 2020
- Additional work taken on to support those on long waiting lists (Wellcheck calls).
- Integration of the Wellbeing Hub staff into the Worcestershire County Council Here 2 Help team in September 2020, to provide practical signposting and support in addition to wellbeing support for individuals in need due to the pandemic.
- The Wellbeing Hub Provider network meetings continue to be held quarterly online, (June, September, December and March)

Community First are working with the CCG, the NHS Trust and Local Authority on the integration of the Wellbeing Hub, (for which Community First are the Accountable body), with Here 2 Help, set up by the Local Authority to support communities of Worcestershire through the pandemic.

Moving Moodmaster and Peer Supporter services to virtual and telephone format has removed geographical and time constraint barriers, opening up access for some, though some people are unable to attend virtual meetings, (for various reasons), or prefer not to.

Wellbeing Hub Network meetings included information shared on funding opportunities from Groundwork UK, the Community Mental Health Transformation Programme and the development of a local wellbeing and recovery college in Worcestershire\* as well as updates from members, changes to mental health services, VCS outreach support work during covid, the introduction of mental health support specifically for carers, how VCS providers are tackling loneliness during the pandemic for children and young people as well as adults.

(\*this then fed into wider work undertaken by Community First and Worcestershire Community Foundation and the broader VCS Provider Group, to access initially £50,000 for Worcestershire, with further funding imminent).

The number of calls into the WBH has fallen due to covid closing centres where people might gain information/support to call the WBH, changes in the health and wellbeing offer locally and service changes. This has been balanced out with the WBH team offering support via Here 2 Help and supporting the local IAPT (Improving Access to Psychological Therapies) team with Wellcheck calls for people on waiting lists to access services.

### **LOOKING FORWARD – THE WELLBEING HUB**

The Herefordshire and Worcestershire Wellbeing and Recovery College will be a key focus, as we continue co-producing delivery together with Herefordshire and Worcestershire NHS Health and Care Trust, the Clinical Commissioning Group and Worcestershire County Council and supporting the integration of wellbeing services. All decisions are underpinned by an Experts by Experience Reference Group of experts by lived experience and experts by profession.

We will continue to maximise reach of services, especially in reaching rural communities, sharing best practice and ensuring synergy with our work on tackling loneliness and isolation in rural communities of Herefordshire and Worcestershire and with our Village Hall Network, supporting them to fulfil their role supporting their rural communities.

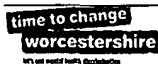
We will focus on leading on further Digital initiatives that contribute to connecting communities and increasing the reach of social connection and access to services and increasing digital inclusion.



# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**



### **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 – Tackling Stigma Related to Mental Health**

The pandemic saw all public activities cancelled, which Time to Change (TTC) Champions had planned to attend, (eg Worcester Pride, Pershore Plum Festival, Worcester Litfest). We were unable to pursue planned work with schools and colleges and employers to the extent that we were hoping to.

- TTC Steering Group meetings held online either monthly or bi-monthly throughout the year.
- TTC Champion Group meetings held online monthly throughout the year.
- 4 TTC Champions trained to deliver online TTC training on Challenging Stigma and Discrimination, Social Contact, (that is having conversations about lived experience of mental health problems) and Running an activity.
- Champions trained in, set up and delivered online anti stigma and discrimination sessions, talks, and events. Champions also attended social media training and increased social media activities.
- As well as Facebook and Twitter, a TTC LinkedIn page was set up by a Champion <https://www.linkedin.com/company/time-to-change-worcestershire>
- Digital versions of materials were created with the TTC Champions activity booklet uploaded to our website pages: [https://www.comfirst.org.uk/time\\_to\\_change\\_champions\\_activities](https://www.comfirst.org.uk/time_to_change_champions_activities)
- The Time to Change Action plan has been updated and reflects the current pandemic environment.
- 3 new activities were funded, a Facebook based art group, An online Spa and Facebook group and an online model exhibition.
- On top of the pandemic challenges, the Employer Pledge was "retired" June 2020 and the National Campaign closed 31st March 2021 leaving a legacy website. Hubs such as Time to Change Worcestershire signed an MOU allowing continuation of use of materials and branding until November 2022.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

### **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **The TTCW team delivered:**

- 12 x TTC Champion group meetings
- 8 x Steering group meetings
- 1 x online Zoom "Brew Up"
- 215 local champions and volunteers signed up to TTCW
- TTC pages on Community First website have been updated to host more interactive content including champion videos
- 1 champion spoke live on the You Tube channel as part of hashtag Opening Up – a campaign run by a local champion as part of her Sing Out Strong (now online) mental health choir.
- 1 champion participated in a national poetry campaign where a film was shared of people reading a poem about stigma.
- 1 presentation at an online Regional event with Birmingham and Cannock Chase for Time to Talk Day 2021 "The Power of Small Bab!"
- 1x new Champion, focusing on Social media, increasing reach on Facebook, Twitter and LinkedIn.
- 1 Facebook page was set up and 2 new Facebook Groups "Drawing on Experience" to share mental health stories and experiences whilst learning to draw from lesson plans shared in the group, (69 members) and Online Spa: The Power of Sleep, sharing links between mental health and sleep (37 members). 2 online sessions held as part of these Facebook activities and 3 new champions signed up through these.
- 2 Online Training Sessions delivered by newly trained Champions (14 people trained in having Social Contact and Challenging Stigma and Discrimination) with 3 new champions recruited via these.
- 3 employers signed the TTC Employer Pledge before it was retired.

#### **LOOKING FORWARD – TIME TO CHANGE**

Our role as Co-coordinator of Time to Change Worcestershire will continue with our cross-sector partnership and steering group focused 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.

Worcestershire Public Health continue to fund the partnership now that the contract with MIND has ended.

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

#### **COMMUNITY MENTAL HEALTH TRANSITION EVALUATION**

Community First are delivering a major evaluation of the NHS Health & Care Trust Community Mental Health Transformation Programme, commissioned by the CCG. This includes running a dedicated website with online diaries and blog and engaging in structured interviews with a sample of patients. Community First's involvement provides genuine independence and the capacity to tell uncomfortable truths as well as providing an innovative analysis focussed on the narrative arc of the patients' experience.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### LOOKING FORWARD – COMMUNITY MENTAL HEALTH TRANSITION EVALUATION

The summative evaluation will be published in December 2021 but a series of bi-monthly formative reports allow the findings to drive changes to and refinements of the programme.

### Community Grants Administered by Community First on behalf of our partners



Over £897,000 in grants was awarded throughout the year of 2020-2021 during the pandemic to help Charities, Community Groups and Schools provide immediate relief and help.

#### National Emergency Trust funds

£440,000 was awarded to 150 organisations for Covid 19 relief work

#### Department for Digital, Culture, Media and Sport funds

£225,000 was awarded to 37 organisations for Covid 19 relief work

#### Winter Covid Grants

Dec 2020 - March 2021: £220,000 allocated.

Community First administered Winter Covid Grants on behalf of Malvern, Worcester City and Wychavon District Councils and in partnership with Worcestershire Community Foundation, reaching vulnerable households. £220,000 was distributed of which £140,000 was granted to 78 schools in the district to fund disadvantage pupils with food and other essential items.



### ELMLEY SMALL COMMUNITY ARTS GRANTS

We received 12 applications and 8 were granted funds circa £7,500.

Heightington Village Hall, The Word Association CIC, PCC Malvern Link, Prince Henrys Evesham Arts Theatre Trust, Malvern Youth and Community Trust, Festival Players, Malvern Civic Society and Indigo Arts

### LOOKING FORWARD – COMMUNITY GRANTS

The synergy between Worcestershire Community Foundation and Community First has been further strengthened by a strategic and collaborative response to the pandemic, working cross-sector to get funds to where they have been most needed in the past 12 months. Strong cross sector relationships will enable us to continue to work together to ensure the efficient and targeted allocation of funds for Worcestershire and Herefordshire communities.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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Key investments in Mental Health and another in Digital have provided collaborative foundations upon which we can build a strong collaborative cross-sector response, most notably through the Herefordshire and Worcestershire Wellbeing and Recovery College and the VCS Digital Action Group. A Herefordshire digital pilot is imminent, building on the Worcestershire pilot learning.

Simultaneously with the large scale strategic initiatives, we will continue to work collaboratively in getting small grants to the frontline VCS organisations in both counties, especially to enable the VCS to tackle the significant challenges of the ongoing impact of the pandemic.

We will continue to administer grants for arts initiatives in partnership with the Elmley Foundation in Herefordshire and Worcestershire.

We will be working with Herefordshire partners to allocate grants to support communities to address the impact of the pandemic, including Herefordshire Council, Herefordshire Community Foundation and Herefordshire Healthwatch.



### **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.

### **MENTAL HEALTH FIRST AID**

1x online Mental Health First Aid courses held and 3x Awareness course delivered, 1 via Wellbeing Hub funding 2 via WCF funding and 1 as earned income. 50 people trained in Mental Health awareness and skills.



### **Worcestershire Works Well**

#### **Lead Partner: Public Health**

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

Activity with employers was halted between April and July during lockdown and has since continued using virtual and digital formats.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

### **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **WORCESTERSHIRE WORKS WELL**

- Worcestershire Works Well workplace health and wellbeing scheme review has been completed.
- Community First directly supports 32 of the 215 employers signed up to Worcestershire Works Well.
- 32 local employers receiving health and wellbeing information and virtual support via Community First (108 x overall) as part of Worcestershire Works Well.
- Community First attended Strategic Board, Steering group and Reps meetings as well as additional programme development meetings resulting in updated standards, processes and digital evidence collection system. These have now been introduced and well received by employers.
- In partnership with Herefordshire and Worcestershire Chamber of Commerce and Active Herefordshire and Worcestershire we were successful in securing a contract to pilot the administration, co-ordination and development of the scheme.
- Marketing activity has increased with an increased rate of new employers signing up (though some have disengaged due to covid).
- 1x employer event held online with the topic of leadership saw 3 male leaders, giving presentations about leadership which all, (unprompted) focused heavily on mental health and included personal testimonies.

The covid pandemic presents both challenges and opportunities for Worcestershire Works Well as many employers struggle with the additional challenges which means it is harder for them to engage, whilst many also recognise the increased importance of health and wellbeing at this time.

#### **LOOKING FORWARD – WELLNESS WORKS**

Community First will continue to work with partners 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, as well as supporting organisations to embed the Worcestershire Works Well Standard and progress through the levels.

#### **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 continue to 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.

402,000 litres of heating oil were delivered in the financial year. We order each month through a competitive bidding process and check the prices we receive against Boiler Juice's England price charts and local online quotes for single deliveries. We are always cheaper than the reference prices and estimate the normal savings to be around 2.75 p per litre but they are often more. Based on our conservative estimate we have saved over £11,000 for our customers and we have also provided a convenient route to good value heating oil.

We have recently placed new publicity in Parish Magazines across the Counties of Herefordshire and Worcestershire and hope that our group will grow in numbers.

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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Our Oil buying group offers opportunities for people not covered by their "village scheme", if they have one, to take advantage of group bulk buying discounts.

### **LOOKING FORWARD – COMMUNITY OIL BUYING**

We will continue to build our membership to increase our influence over price. We will be working with oil providers to ensure over 70's receive priority service.

### **THANK YOU**

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.

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 2021-22 and beyond.

### **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

### **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.

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# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **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.

### **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 2021 were £204,987 (2020 - £136,208). Of this total £63,423 (2020 - £39,304) is restricted funding leaving, after allowance for tangible fixed assets, £140,153 (2020 - £95,758) 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.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **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.

### **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

Mrs. Magda Prail

Mr. Roger Britton

Mr. Ronald Whitfield

Mrs Sarah Eardley

Mr N Herman

(Appointed 22 April 2021)

Mr S Edwards

(Appointed 22 April 2021)

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).



# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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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.

### **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.

 **Roger Britton, Trustee**

**Mr. Roger Britton**  
**Trustee**

Dated: 15 October 2021

# **COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2021***

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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

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#### Opinion

We have audited the financial statements of Community First in Herefordshire & Worcestershire (the 'organisation') for the year ended 31 March 2021 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 2021 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the organisation's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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

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#### **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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

- an understanding of the risk assessment process (including the assessment of the risk of fraud) adopted by the Board is obtained and their attitude to risk ascertained
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made
- it is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the company

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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#### **Audit response to risks identified**

The information obtained through the assessment to risk procedures is reviewed and the following work undertaken:

- processes to test the outcomes of our assessment include analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.

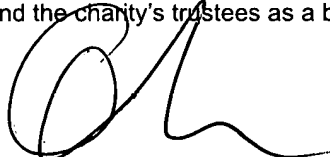
- an understanding of the legal and regulatory framework as applicable to the company is obtained together with knowledge of the procedures put in place by the company in order to comply with the same

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

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.

#### **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

15 October 2021

**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 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Income from:</b>							
Donations and legacies	3	112,679	398,282	510,961	64,043	316,957	381,000
Charitable activities	4	18,962	-	18,962	12,904	-	12,904
Other income	5	2,026	-	2,026	4,362	-	4,362
Investments	6	69	-	69	236	-	236
<b>Total income</b>		<b>133,736</b>	<b>398,282</b>	<b>532,018</b>	<b>81,545</b>	<b>316,957</b>	<b>398,502</b>
<b>Expenditure on:</b>							
Charitable activities	7	89,076	374,163	463,239	86,466	312,976	399,442
Gross transfers between funds		-	-	-	3,393	(3,393)	-
<b>Net income/(expenditure) for the year/</b>							
<b>Net movement in funds</b>		<b>44,660</b>	<b>24,119</b>	<b>68,779</b>	<b>(1,528)</b>	<b>588</b>	<b>(940)</b>
Fund balances at 1 April 2020		96,904	39,304	136,208	98,432	38,716	137,148
<b>Fund balances at 31 March 2021</b>		<b>141,564</b>	<b>63,423</b>	<b>204,987</b>	<b>96,904</b>	<b>39,304</b>	<b>136,208</b>

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 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	13		1,411		1,146
<b>Current assets</b>					
Debtors	14	14,578		7,525	
Cash at bank and in hand		327,015		189,663	
		<u>341,593</u>		<u>197,188</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(138,017)</u>		<u>(62,126)</u>	
Net current assets			203,576		135,062
<b>Total assets less current liabilities</b>			<u>204,987</u>		<u>136,208</u>
<b>Income funds</b>					
Restricted funds	16		63,423		39,304
Unrestricted funds			141,564		96,904
			<u>204,987</u>		<u>136,208</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 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

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 15 October 2021

 Roger Britton, Trustee

Mr. Roger Britton  
Trustee

Company Registration No. 02504158

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	20		138,481		8,904
<b>Investing activities</b>					
Purchase of tangible fixed assets		(1,198)		(1,552)	
Interest received		69		236	
<b>Net cash used in investing activities</b>			(1,129)		(1,316)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			137,352		7,588
Cash and cash equivalents at beginning of year			189,663		182,075
<b>Cash and cash equivalents at end of year</b>			327,015		189,663



# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 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 2019). 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.

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 2021**

### 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 2021

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### 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 2021

### 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 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £
Funding and grants	107,236	398,282	505,518	58,463	316,957	375,420
Membership fees	5,443	-	5,443	5,580	-	5,580
	<u>112,679</u>	<u>398,282</u>	<u>510,961</u>	<u>64,043</u>	<u>316,957</u>	<u>381,000</u>

### 4 Charitable activities

	2021 £	2020 £
Sales within charitable activities	<u>18,962</u>	<u>12,904</u>

### 5 Other income

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Payroll services	<u>2,026</u>	<u>4,362</u>

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	69	236

### 7 Charitable activities

	Provide and accommodate project workers 2021 £	Grants payable 2021 £	Total Provide and 2021 accommodate project workers 2020 £	Provide and accommodate project workers 2020 £	Grants payable 2020 £	Total 2020 £
Staff costs	216,131	-	216,131	181,900	-	181,900
Consultancy services	-	-	-	27	-	27
Staff training	66	-	66	825	-	825
Office costs	22,177	-	22,177	23,291	-	23,291
Project expenses	200,625	-	200,625	135,231	-	135,231
Membership fees and subscriptions	5,989	-	5,989	5,462	-	5,462
	<u>444,988</u>	<u>-</u>	<u>444,988</u>	<u>346,736</u>	<u>-</u>	<u>346,736</u>
Grant funding of activities (see note 8)	-	4,800	4,800	-	39,790	39,790
Share of support costs (see note 9)	1,235	-	1,235	1,516	-	1,516
Share of governance costs (see note 9)	12,216	-	12,216	11,400	-	11,400
	<u>458,439</u>	<u>4,800</u>	<u>463,239</u>	<u>359,652</u>	<u>39,790</u>	<u>399,442</u>
<b>Analysis by fund</b>						
Unrestricted funds - general	89,076	-	89,076	86,466	-	86,466
Restricted funds	369,363	4,800	374,163	273,186	39,790	312,976
	<u>458,439</u>	<u>4,800</u>	<u>463,239</u>	<u>359,652</u>	<u>39,790</u>	<u>399,442</u>

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Grants payable

	2021	2020
	£	£
Arley Memorial	-	1,000
Bromyard Community Arts	-	1,920
Bryngwyn Court Social Group	-	1,950
Carpet Museum Trust	-	1,000
Dirty Feet Dance	-	2,000
Elgar Chorale	-	600
Friends of Dame Laura Knight Society	-	500
Friends of Staunton School	-	1,000
Great Whitley Village Hall	-	1,000
Heighton Village Hall	1,000	-
Hereford Chamber Choir	-	2,000
Hereford Civic Society	-	2,000
Herefordshire Composers Workshop	-	580
Kington Art Society	-	250
Kington Walks	-	2,000
LARC	-	2,000
Marches Family Network	-	2,000
Malvern Youth and Community Trust	-	625
Mercian Folk	-	1,000
Our Star Theatre	-	2,000
PCC Malvern	850	-
Prince Henry's Arts	1,000	-
Redditch Holy Trinity	-	815
Severn Sounds	-	1,000
Shrawley Parish	-	1,000
St. Peters Church	-	2,000
Sytchampton Endowed Primary	-	750
Tenbury Mistletoe Association	-	1,000
The Festival Players	1,000	-
The Fold CIC	-	1,000
The Word Assoc	950	-
Unity Arts	-	300
WEM	-	1,000
Worcester Heritage & Amenity Trust	-	1,000
Worcester Literary Festival	-	500
Wylldwood Arts CIC	-	2,000
Other	-	2,000
	<u>4,800</u>	<u>39,790</u>

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 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	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	-	7,484	7,484	-	5,895	5,895
Depreciation	933	-	933	537	-	537
Office costs	205	-	205	891	-	891
Bank charges	97	-	97	88	-	88
Audit fees	-	3,580	3,580	-	3,598	3,598
Legal and professional	-	1,152	1,152	-	1,152	1,152
Trustee meeting costs	-	-	-	-	755	755
	<u>1,235</u>	<u>12,216</u>	<u>13,451</u>	<u>1,516</u>	<u>11,400</u>	<u>12,916</u>
Analysed between						
Charitable activities	<u>1,235</u>	<u>12,216</u>	<u>13,451</u>	<u>1,516</u>	<u>11,400</u>	<u>12,916</u>

Audit costs of £3,580 (2020 - £3,598) comprises £3,570 (2020 - £3,570) payable to the charity's auditor in respect of audit fees, and £10 (2020 - £28) 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 £622 (2020 - £nil). One trustee (2020 - 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 2021**

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Employees	12	11

#### Employment costs

	2021 £	2020 £
Wages and salaries	200,628	169,425
Social security costs	10,386	7,673
Other pension costs	12,601	10,697
	223,615	187,795

The full time equivalent number of part-time staff was 6.7 (2020 - 6.7).

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.

	2021 £	2020 £
Aggregate compensation	49,891	39,303

### 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 2021

### 13 Tangible fixed assets

	Office equipment	Fixtures, fittings & furniture	Total
	£	£	£
<b>Cost</b>			
At 1 April 2020	5,383	4,253	9,636
Additions	1,198	-	1,198
At 31 March 2021	6,581	4,253	10,834
<b>Depreciation and impairment</b>			
At 1 April 2020	4,348	4,142	8,490
Depreciation charged in the year	916	17	933
At 31 March 2021	5,264	4,159	9,423
<b>Carrying amount</b>			
At 31 March 2021	1,317	94	1,411
At 31 March 2020	1,035	111	1,146

### 14 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	8,976	1,495
Other debtors	-	22
Prepayments and accrued income	5,602	6,008
	14,578	7,525

### 15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	34,934	11,245
Amounts owed to associate undertakings	-	1,322
Other creditors	5,001	6,066
Accruals and deferred income	98,082	43,493
	138,017	62,126

Included in accruals and deferred income is £73,528 (2020 - £29,539) 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 2021

#### 16 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 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 31 March 2021
	£	£	£	£	£	£	£	£
Health & Wellbeing Infrastructure Support - WCC	-	10,000	(6,616)	(3,384)	-	-	-	-
Worcester Community Foundation	-	25,000	(17,331)	(7,669)	-	-	-	-
Elmley Events Grant	-	39,790	(39,790)	-	-	-	-	-
Health and Wellbeing PCT	-	35,000	(36,949)	1,949	-	-	-	-
Phoenix COVID 19	-	-	-	-	-	32,825	(32,796)	29
Wellbeing Hub	38,716	153,000	(179,355)	5,711	18,072	153,000	(157,352)	13,720
WCF - VCS Mental Health	-	-	-	-	-	50,000	(49,984)	16
WCF - VCS Digital Action	-	-	-	-	-	50,000	(49,914)	86
Worcester Works Well	-	-	-	-	-	10,517	(5,850)	4,667
Worcester Works Well (contract 2)	-	-	-	-	-	2,066	(739)	1,327
EPCMH	-	-	-	-	-	36,406	(36,400)	6
Time to Change	-	10,583	(3,976)	-	6,607	18,668	(5,895)	19,380
One Step Out!	-	43,584	(28,959)	-	14,625	40,000	(30,433)	24,192
Grant Funding	-	-	-	-	-	4,800	(4,800)	-
	<u>38,716</u>	<u>316,957</u>	<u>(312,976)</u>	<u>(3,393)</u>	<u>39,304</u>	<u>398,282</u>	<u>(374,163)</u>	<u>63,423</u>

## COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### 16 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.

Phoenix Covid-19 - Funds provided predominantly by the Lottery Community Fund in response to the Covid-19 pandemic.

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.

Worcester Works Well - Monies provided by Public Health to support workplace health and wellbeing.

EPCMF - Funding received to assist in dealing with mental health matters in the community.

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

One Step Out! - This fund represents monies received from the National Lottery Community Fund to support the charity's village hall network and tackle loneliness in rural communities in Herefordshire and Worcestershire.

Grant funding - funds received to issue grants to those in need.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 17 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	1,411	-	1,411	1,146	-	1,146
Current assets/ (liabilities)	140,153	63,423	203,576	95,758	39,304	135,062
	<u>141,564</u>	<u>63,423</u>	<u>204,987</u>	<u>96,904</u>	<u>39,304</u>	<u>136,208</u>

### 18 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:

	2021 £	2020 £
Within one year	-	9,750

### 19 Related party transactions

#### Transactions with related parties

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

	Provision of services	
	2021 £	2020 £
Worcestershire Community Foundation	32,108	29,444
	<u>32,108</u>	<u>29,444</u>

In addition grant funding of £100,000 was received from Worcestershire Community Foundation in respect of the VCS Mental Health and VCS Digital Action programmes.

Roger Britton is a member of the Worcestershire Community Foundation, £599 was due to Community First from Worcestershire Community Foundation at the reporting date.

# COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

20 Cash generated from operations	2021 £	2020 £
Surplus/(deficit) for the year	68,779	(940)
Adjustments for:		
Investment income recognised in statement of financial activities	(69)	(236)
Depreciation and impairment of tangible fixed assets	933	537
Movements in working capital:		
(Increase) in debtors	(7,053)	(624)
Increase in creditors	75,891	10,167
<b>Cash generated from operations</b>	<b>138,481</b>	<b>8,904</b>
<b>21 Analysis of changes in net funds</b>		
The organisation had no debt during the year.		