

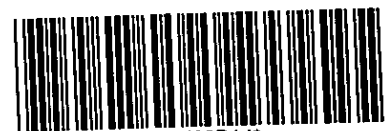
Company Registration Number 04556865  
Registered Charity No 1100964

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE**

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>ST</sup> MARCH 2010**

Broomfield & Alexander Limited  
Waters Lane Chambers  
Waters Lane  
Newport  
NP20 1LA

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**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**Year Ended 31 March 2010**

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**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

<b>Registered charity name</b>	Wales Community Fire Safety Trust
<b>Charity number</b>	1100964
<b>Company registration number</b>	04556865
<b>Registered office</b>	Willow House Ground Floor Unit 6 Hazell Drive Newport NP10 8FY
<b>Trustees</b>	M Chown (Chair) S Clarke S A Smith Sir H Jones A Marles R J Smith A Morgan R A Rosenthal Councillor T E Evans Councillor S Frobisher Councillor K C Hyde
<b>Secretary</b>	H Prior
<b>Auditor</b>	Broomfield & Alexander Limited Waters Lane Chambers Waters Lane Newport South Wales NP20 1LA
<b>Solicitors</b>	Geldard's LLP Dumfries House Dumfries Place Cardiff CF10 3ZF

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES ANNUAL REPORT  
Year Ended 31 March 2010**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2010

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements

The trustees who served the charity during the period were as follows

M Chown (Chair)	
S Clarke	
T Roberts	resigned 20 October 2009
S A Smith	
Sir H Jones	
A Marles	
R J Smith	
A Morgan	
R A Rosenthal	
Councillor C J Crowley	resigned 21 July 2009
G Price	resigned 20 October 2009
T E Evans	appointed 21 July 2009
Councillor S Frobisher	appointed 20 October 2009
Councillor K C Hyde	appointed 26 January 2010

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is administered by a Board of eleven Trustees who meet quarterly, the Trustees are also members of the company/charity. The governing document of the charity is its *Memorandum and Articles of Association*. The day to day operations of the charity are delegated to the Chief Executive Officer and staff team. The Chief Executive Officer currently serves as Company Secretary.

The Trustee Board includes the Chief Fire Officers of the three Fire & Rescue Services of Wales and one representative from each of the three Fire Authorities in Wales. There are also five additional Trustees who bring specific skills, knowledge and experience to the charity and represent the wider business, public and voluntary sectors.

In 2009 the charity adopted a "Governance Charter," which sets out the roles and responsibilities of trustees, clarifies the respective duties of the Board and CEO of the charity and includes a Code of Conduct and Conflict of Interest Policy. Trustees are encouraged to develop new skills and knowledge to support effective performance in their role, and during the year a Skills Audit was instigated in order to identify particular areas of need. An outline training programme was drawn up, and work is ongoing in putting together a Trustee Pack to support both existing and new Trustees.

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Year Ended 31 March 2010**

**INVESTMENT POWERS**

Under the Memorandum and Articles of Association, the charity has the power to make any investment but only after obtaining advice from a financial specialist and having regard to the suitability of investments and the need for diversification

**RISK**

The Trustees have continued to monitor major strategic, business and operational risks facing the charity. Systems are in place to assess risks with regular reports to the Trustee Board that enable them to take steps to lessen the risks. Trustees receive quarterly management accounts of income and expenditure to inform decision making. Trustees adopted a reserves policy which governs how funds will be set aside for contingencies which have been identified through a thorough financial risk assessment.

The charity is currently supported in the main through core grants from the three Fire Authorities and the Welsh Assembly Government as well as project income from the Welsh Assembly Government. Mindful of the current economic climate, the Trustees have reviewed the organisation's financial risks, and revised its designated funds accordingly. In addition the charity will continue to diversify its funding base, both through seeking to undertake specific projects or contracted work, as well as through applying for grants and donations from both private and charitable sector funding sources.

**RELATED PARTIES**

The charity has a close relationship with the three Fire and Rescue Services and Fire Authorities of Wales, which nominate Trustees to the Board. A summary of those transactions may be found in the audited accounts. A Conflict of Interest policy is included in the Governance Charter to clarify accountability and appropriate decision-making with respect to related parties.

**OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT**

Wales Community Fire Safety Trust, also known as Atal Tân Cymru and Firebrake Wales, registration number 04556865, is a company limited by guarantee and is governed by its Memorandum and Articles of Association. It is also registered with the Charity Commission, number 100964.

The Memorandum and Articles of Association state that the Charity has two objects, which are for the benefit of the people of Wales:

- (i) to advance the education of the public in relation to all aspects of fire safety and fire prevention, and
- (ii) to reduce or assist in the reduction in the number of fire related deaths and injuries.

The Trustees have considered guidance from the Charity Commission on public benefit in all aspects of planning, review and development of the charity's activities and services. Atal Tân Cymru / Firebrake Wales has pursued its objects, mindful of the need to demonstrate public benefit, through a range of awareness-raising and educative initiatives including events, exhibitions, and information materials, through commissioning and carrying out primary research, as well as collecting, analysing and disseminating evidence from secondary research, and through facilitating partnerships to promote a collaborative approach to the reduction of fire incidence, injuries, and deaths. Further information on these activities can be found in the next section.

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES ANNUAL REPORT  
Year Ended 31 March 2010**

**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

**Organisational development**

The charity has continued to reflect upon its mission, structure, operations, and internal systems during the year with a view to ensuring fitness for purpose, and continuing improvement. It has reviewed and updated its business plan on a regular basis to take account of changes within the external environment, and to seek opportunities for extending its remit and furthering its objectives.

Trustees have met quarterly during the year, and business has been conducted in accordance with agendas which are circulated in advance, along with any supporting papers. Minutes are disseminated promptly after meetings to enable timely implementation of agreed actions. The staff team have maintained effective communication with the Board between meetings via email, post, and phone to ensure that Trustees are regularly informed of developments, and consulted on relevant issues between Board meetings.

During the year the staff structure introduced late in 2008/09 was firmly established, with the importance of the new roles being fully recognised. Staff terms and conditions of employment and related policies were kept under review, and revised in line with legislative requirements and good practice. Performance appraisals for staff were conducted, informing the development of their individual work programmes, and learning and development plans.

**Direction of Travel**

Throughout the year Firebrake has worked to consolidate the change of direction noted in last year's Trustees' Annual Report (2008/09), shifting its focus from broad-based, generic public education delivered through mass media, to targeted, evidence-based collaborative working to reach those most at risk in a more effective and sustainable way. A number of major stakeholders, including the Welsh Fire & Rescue Authorities, were re-visited in order to re-affirm the reasons for and impact of the change, and the potential for a range of further partnerships was explored. Operationally, work-streams began to shift to align with the new focus, and structures for supporting the delivery and evaluation of this work came under review. The Strategic Group, consisting of interested representatives from Firebrake, the three Fire & Rescue Services, and the Welsh Assembly Government, also reviewed its Terms of Reference to ensure that it was supporting the charity's new direction in a positive and appropriate way.

**Education and engagement**

In line with its mission, education continues to sit at the centre of Firebrake's work. It is only by raising awareness of fire risk, and generating a wider understanding of the roles that people play both in increasing this risk and mitigating its effects, that communities themselves can truly support the work of the Fire & Rescue Services by beginning to take more responsibility for their own safety.

**2009/10 achievements**

As noted in last year's Trustees' Annual Report, funding from the Welsh Assembly Government's Fireflash Grant was awarded to Firebrake in a much reduced amount, and for the last time, since this particular funding stream is no longer available. Nevertheless, it supported a significant amount of work in support of the promotion of Home Fire Safety, alongside the continuation of the organisation's core activities in this area.

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Home Fire Safety promotional materials

During the year, Firebrake received feedback from the regional Fire and Rescue Services (FRSs) that potential partner organisations were asking for information specifically designed for use with their staff teams. It was also evident from Firebrake's attendance at partners' events that existing generic leaflets did not always adequately cover many of the questions that they wanted answers to. Staff working for organisations that are in regular contact with those clients who may be at a higher risk from fire in the home are potentially in a position to

- recognise risky conditions and risky behaviours amongst their client group,
- engage with their clients on the subject of their home fire safety, providing guidance to clients on risk mitigation where appropriate, in a format that the client will understand,
- refer clients to the Fire & Rescue Services effectively, by providing client/home details in a structured format

In response to this need, Firebrake produced a suite of tailored materials, to run alongside a short Home Fire Safety Check (HFSC) DVD, which consisted of

- Partnership Pack – promoting Firebrake, who we are, what we do, how we do it, and what we can and cannot do to aid partnership development,
- Partner Leaflet – a leaflet for service provider staff to raise awareness of risk, possible mitigation, details of the HFSC, and possible referral routes,
- Client Checklist – a short, plain English checklist that can be left with clients by service provider staff to remind them of some simple fire safety steps they can take for themselves

The information was also made available via the Firebrake website, and will link in with a simple online agency referral form for HFSC's which is being developed. As well as providing a clear structured means for organisations to pass on referrals, this form will contain fields which provide the FRS with advance knowledge of both the property and the occupiers, thus better enabling them to prioritise and prepare for the HFSC visits.

Campaigns and Events

Although the large-scale media and promotional events previously supported by the Fireflash campaign were no longer running, Firebrake continued to go out and about to spread the messages about fire risk and fire safety, particularly as they relate to vulnerable or high risk groups. Early in 2010 preparations began for a series of community events to be held in May, entitled "Promoting Home Fire Safety in our Communities: a shared responsibility?" The focus of the days would be to examine and explore potential solutions for identifying and engaging with those in the community at greatest risk of fire, by bringing together a range of individuals and organisations from a variety of backgrounds to exchange information and examples of good practice, and promote shared solutions to shared problems.

Website and Newsletter

Throughout the year work continued on the organisation's website, developing the new 'brand' for the charity, and incorporating information and resources from the old Fireflash site. A new quarterly Newsletter was also launched and widely circulated, reflecting Firebrake's promotion of 'partnership working' as a means to achieving a safer Wales.

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## **Research and good practice**

A second key component of Firebrake's work is its use of both primary and secondary research material to promote and underpin good practice, both in its own work, and in the work of others engaged in the advancement of fire safety

### 2009/10 achievements

Throughout the year Firebrake's research continued to evidence the need for a targeted approach to those most at risk of fire, hardest to reach with conventional fire safety messages, and/or hardest to influence, in order to improve service responses and encourage safer attitudes and behaviours. Findings also flagged up the critical role that collaborative working plays in making these approaches effective and sustainable, as well as in ensuring that they are meaningful to the individual receiving them

### Primary research

This year saw the publication of the "Firebrake Fire Safety Report 2009". The culmination of a year's hard work, this independently endorsed report pulls together up to date research and information relevant to community fire safety, specifically that which relates to accidental fires in the home. As well as providing a statistical background to establish the 'context', the report goes on to describe a segment of the Welsh population based purely on their attitudes towards fire risk in the home. This attitudinal segmentation and the resultant profiles are based on Firebrake's unique survey carried out in 2009 throughout Wales. Perhaps most importantly, the report devotes an entire chapter to partnerships, highlighting the benefits of collaborative working and how best it might be approached to maximise chances of success.

The second major piece of work, begun in early 2010, extended Firebrake's interest in and knowledge of partnership working. A fundamental component of the charity's overall strategy is to reach those people at a higher risk of fire through working together with organisations which already work directly with or for these higher risk groups. There is considerable evidence to suggest that such 'partnership working' is an effective way both to reach people and to engage them with fire safety advice and/or interventions. Identifying potential 'partners' is a first step in this process, understanding the opportunities for (and barriers to) collaborative working to improve the fire safety of clients and service users is a vital next step.

Amongst those organisations identified were the Local Mind Associations (LMAs) and Community Drug and Alcohol Teams (CDATs) in Wales, since the nature, reach and client groups of these organisations make them of particular interest to Firebrake. The first stage of the research saw an independent market research company commissioned by Firebrake to qualitatively explore the potential for partnership working with these organisations. Firebrake wrote to all LMAs and CDATs in Wales explaining the study, and then the researchers followed up by contacting each organisation to see if they would be interested in taking part in a confidential face to face interview on the subject of fire safety and their clients. The research also gauged levels of interest in finding out what more could be done to promote fire safety among their clients.

Reports were produced in April 2010, and the findings will help to inform the development of future fire safety partnerships and projects that will be feasible, cost-effective, sustainable and most likely to achieve positive outcomes for those groups identified as being most in need of specific services and support. Stage Two of the research, to be undertaken later in 2010, will add to this knowledge by exploring the views of service users on fire safety, asking them what support will best meet their needs, and how best it might be delivered.



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Year Ended 31 March 2010**

Secondary research and joint working

During the year the charity continued to build up its bank of research evidence and examples of best practice, in order to support an evidence-based and cost effective approach to community fire safety in Wales. Information gained from fire incidence data, from existing research in Wales and beyond, through evaluation of existing practice, and through the completion of new studies was shared with partners, the public, and decision-makers in the Fire & Rescue Services and Welsh Assembly Government.

Firebrake also continued to build on its links with academic and research communities in England and Wales, and with the Communities and Local Government Department in order to explore opportunities for collaboration and better use of qualitative and quantitative data. The charity also maintained close liaison with senior officials in the Welsh Assembly Government to promote the incorporation of evidence from research and evaluation into the ongoing development of effective Wales-wide community fire safety policy.

**Collaborative working**

The third cornerstone of Firebrake's work is its collaborative approach, bringing together and supporting services, agencies, and communities in order to make Wales a safer place. There is no single solution to the problem of fire risk, just as there is rarely a single cause, and so the most effective and sustainable responses are likely to be multi-faceted, and multi-agency.

2009/10 achievements

2009/10 saw the continuation and development of much of the good work that was started the previous year, building on existing partnerships and seeking out a range of new ones.

Developing existing partnerships

Throughout the year Firebrake continued to work with Care and Repair Cymru and its constituent Agencies. Beginning in early 2009, the original aim of the partnership was to share information and ideas to improve the fire safety and welfare of older people, and to encourage the development of partnerships between local Care & Repair (C&R) Agencies and the Fire and Rescue Services (FRSs).

Since then, an additional role has emerged for Firebrake in facilitating and supporting these local partnerships, as well as in developing its own joint working arrangements with C&R Cymru and the Agencies. For example, Firebrake worked with Caerphilly C&R in February 2010 to promote the Home Fire Safety Check offered by the Fire Services. A short letter was sent to 200 of the Agency's previous clients explaining how the free service works, what happens during the Check, and how to contact Firebrake to request one. In comparison to an undirected leaflet drop the pilot was very successful, with 16% of selected clients requesting a Check. This ongoing work has a wide range of benefits for all concerned.

- C&R clients are more aware of the potential fire risks that they face in their homes, and of the steps that they can take to improve their fire safety,
- Associated community members are more generally aware of fire risk and its links to human behaviours, attitudes, circumstances or conditions,
- Staff and volunteers within C&R Agencies have a better understanding of the particular risks that their client groups may face in terms of fire. In some areas, closer working relationships have developed between an Agency and their local Fire Service, and a number of the Agencies are now being trained to carry out Home Fire Safety Checks on behalf of the Fire Service,

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Year Ended 31 March 2010**

- Referrals for Home Fire Safety Checks for high-risk clients are continuing to be made to the FRSSs,
- There is an increased awareness of the work and role of Firebrake, and of how the charity can support Agency staff and their clients. Firebrake will continue to provide this support, where necessary, and to raise awareness of fire risk amongst both staff and clients through the provision of information, group talks, and the facilitation of collaborative working.

**Exploring potential**

A wide range of agencies and organisations were approached to raise awareness of relevant fire risk and safety messages, to promote the work of Firebrake, and to discuss the possibilities for closer working arrangements to the benefit of clients and service users. A number of areas were explored: the needs of householders who have suffered losses in a home fire, but have not reported it to the Fire Services; the potential for using the workplace to engage with people and promote home fire safety messages; the role that domiciliary or support staff can play in improving the fire safety of vulnerable and high-risk groups; the benefits of better links and networks with supported housing providers; the engagement of other specific agencies or 'interest' groups in targeting fire safety messages to their beneficiaries.

**Supporting work groups**

Throughout the year Firebrake continued to provide facilitation to, or actively participate in a number of forums including the Joint Arson Group, the Fire & Rescue Service Equalities Practitioners Forum, the Fire & Rescue Service Youth Engagement Forum, Wales Council for Voluntary Action Research Network, and the Wales Tobacco Control Alliance. This work has resulted in the sharing of good practice between partners as well as a co-ordinated, cost-effective approach to preventative work which in turn will be of benefit to the public.

**Policy and administration**

Throughout the year Firebrake continued to review its own internal policies and procedures, seeking to improve them in the light of legislative and good practice guidelines, effectiveness and ease of use, and value for money considerations. In particular it looked to improve in the areas of Data Sharing and Protection, support for Trustees, environmental sustainability, and POVA/Child Protection.

**Looking forward**

In looking forward to 2010/11, the Trustees are particularly conscious of the current economic and political climate, and will, as always, be responding with care for the organisation, its mission, vision, and values. Nevertheless, within this context, while 2009/10 was largely about the consolidation of the new 'brand' and direction of Firebrake, 2010/11 will focus on its implementation. Education, research, and collaborative working will remain at the core of the charity's work, while key themes are likely to be community engagement and personal responsibility. Overall, Firebrake will continue to support the reduction of deaths and injuries in fires, in order to make Wales a safer place.

**WALES COMMUNITY FIRE SAFETY TRUST  
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TRUSTEES ANNUAL REPORT  
Year Ended 31 March 2010**

**FINANCIAL REVIEW**

During the year, the charity made a surplus on its unrestricted funds of £8,556 which when added to the accumulated surplus brought forward from last year leaves an accumulated unrestricted surplus carried forward of £228,900. In recognition of the current economic climate, the Trustees have designated a proportion of this surplus for planned activities to be delivered over the next three years, alongside an amount for contingencies identified through the risk assessment within its Reserves Policy.

A full analysis of the incoming and outgoing resources for each restricted fund is shown in note 18 of the statutory accounts.

The Trust wishes to thank the Welsh Assembly Government and the Fire and Rescue Authorities for their continued support and interest in the charity.

**RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also directors of Wales Community Fire Safety Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

**WALES COMMUNITY FIRE SAFETY TRUST  
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TRUSTEES ANNUAL REPORT  
Year Ended 31 March 2010**

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

In so far as the trustees are aware there is no relevant audit information of which the charitable company's auditors are unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

Signed by



Approved by the member of the Committee on

19/10/10

**INDEPENDENT AUDITORS REPORT  
TO THE MEMBERS OF WALES COMMUNITY FIRE SAFETY TRUST**

We have audited the financial statements of Wales Community Fire Safety Trust for the year ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993. 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 auditor's 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.

**Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not to be audited in accordance with the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees' Annual Report is not consistent with those financial statements, if the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INDEPENDENT AUDITORS REPORT  
TO THE MEMBERS OF WALES COMMUNITY FIRE SAFETY TRUST (continued)**

**Opinion**

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state affairs of the charity as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and
- the financial statements have been prepared in accordance with the Companies Act 2006



**Sarah Case FCA DChA**  
Senior Statutory Auditor  
For and on behalf of Broomfield & Alexander Limited  
Chartered Accountants & Statutory Auditors  
Waters Lane Chambers  
Waters Lane  
Newport  
NP20 1LA

Date 19/10/10

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE  
Statement Of Financial Activities  
(Incorporating The Income And Expenditure Account)  
For The Year Ended 31<sup>st</sup> March 2010**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2010 Total Funds £</b>	<b>2009 Total Funds £</b>
<b>Incoming resources</b>					
Incoming resources from generated funds					
<b>Voluntary income</b>					
Grant	2	183,750	-	183,750	210,000
Donations	3	588	-	588	1,526
<b>Activities for general funds</b>	4	92	-	92	127
<b>Investment income</b>	5	498	-	498	9,794
<b>Incoming from charitable activities</b>					
Grants	6	-	93,468	93,468	301,919
<b>Other incoming resources</b>		360	-	360	2,302
<b>Total incoming resources</b>		<u>185,288</u>	<u>93,468</u>	<u>278,756</u>	<u>525,668</u>
<b>Resources expended</b>					
<b>Charitable activities</b>					
Project costs	7	-	54,456	54,456	293,168
Direct charitable activities	7	167,495	23,512	191,007	219,541
Governance	8	9,237	-	9,237	17,659
<b>Total resources expended</b>		<u>176,732</u>	<u>77,968</u>	<u>254,700</u>	<u>530,368</u>
<b>Net incoming / (outgoing) resources for the year</b>		8,556	15,500	24,056	(4,700)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>220,344</u>	-	<u>220,344</u>	<u>225,044</u>
<b>Total funds carried forward</b>	17	<u>228,900</u>	<u>15,500</u>	<u>244,400</u>	<u>220,344</u>

The statement of financial activities include all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts related to continuing activities

The notes on pages 15 to 21 form part of these financial statements

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE  
Balance Sheet  
Year Ended 31 March 2010**

	Note	£	2010 £	£	2009 £
<b>FIXED ASSETS</b>					
Tangible Assets	11		6,323		8,208
Investments	12		<u>1</u>		<u>1</u>
			6,324		8,209
<b>CURRENT ASSETS</b>					
Debtors	13	8,060		6,144	
Cash at bank		<u>268,654</u>		<u>267,621</u>	
		276,714		273,765	
<b>CREDITORS</b>					
Amounts falling due within one year	14	<u>(38,638)</u>		<u>(61,630)</u>	
<b>NET CURRENT ASSETS</b>			238,076		212,135
<b>NET ASSETS</b>			<u>244,400</u>		<u>220,344</u>
<b>FUNDS</b>					
Restricted income funds	16/17		15,500		-
Unrestricted funds -					
Designated funds	18	215,000		214,400	
General funds	17	<u>13,900</u>		<u>5,944</u>	
<b>TOTAL FUNDS</b>			<u>244,400</u>		<u>220,344</u>

These financial statements were approved by the members of the committee on the 19/10/10 and are signed on their behalf by

Chairman  
M Chown

*M Chown*

The notes on pages 15 to 21 form part of these financial statements



**WALES COMMUNITY FIRE SAFETY TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**Notes To The Financial Statements**  
**Year Ended 31 March 2010**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value, and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

**Cash Flow Statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

**Charitable trading activities**

This includes all costs relating to the furtherance of the Charity's objectives as stated in the Trustees report

**Income Receivable**

- Grants receivable are credited to the Statement of Financial Activities in the year in which they are due
- Donations and voluntary income are credited to the Statement of Financial Activities in the year in which they are received
- Investment income is credited to income when it is actually received

**Funds Accounting**

Funds held by the company are either

- Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the company without further specified purpose and are available as general funds
- Designated funds are unrestricted funds earmarked by the board of directors for particular purposes
- Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund

**Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered

Resources expended are allocated to the particular activity where the cost relates directly to the activity

Direct charitable activity costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out of Headquarters, and include costs incurred in connection with administration of the charity and compliance with constitutional and statutory requirements

**Fixed Assets**

Fixed assets are initially recorded at cost

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset, as follows

Equipment	- 25%-33 33% straight line
Fixtures & Fittings	- 25%-33 33% straight line
Leasehold property improvements	- 10% straight line

**Operating Lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease

**Governance Costs**

This includes all costs relating to compliance with constitutional and statutory requirements

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE**  
Notes to The Financial Statements  
Year Ended 31 March 2010

**6 GRANTS**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Welsh Assembly Government – Tanni Packs	-	-	-	16,273
Fire Flash	-	84,468	84,468	285,646
Welsh Assembly Government – New Ideas Fund	-	9,000	9,000	-
	<u>-</u>	<u>93,468</u>	<u>93,468</u>	<u>301,919</u>

**7 CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>Direct Project Costs</b>				
TV	-	-	-	127,965
Radio	-	-	-	7,974
New media	-	-	-	15,481
Promotional materials	-	23,575	23,575	77,068
PR meetings	-	94	94	583
Evaluation	-	5,498	5,498	37,567
Exhibition stand	-	4,843	4,843	10,257
Materials	-	-	-	16,273
Research	-	20,446	20,446	-
	<u>-</u>	<u>54,456</u>	<u>54,456</u>	<u>293,168</u>
<b>Direct Charitable Activities</b>				
Wages & Salaries	106,963	10,000	116,963	113,848
Redundancy	-	-	-	10,000
Recruitment	2,262	-	2,262	2,583
Training & Development	862	-	862	2,468
Staff travel	1,986	-	1,986	1,557
Website	457	2,000	2,457	6,281
Promotion & info materials	-	9,983	9,983	14,598
Meeting & groups	153	-	153	167
External & promotional	40	-	40	150
Translation	2,823	-	2,823	2,480
Rent, rates & water	29,356	-	29,356	36,377
Maintenance	3,285	-	3,285	4,120
Insurances	1,858	-	1,858	2,024
Memberships & subs	607	-	607	372
Printing & stationery	2,944	1,029	3,973	7,272
Postage	698	-	698	550
Telephone	1,464	500	1,964	2,965
Office & IT equipment	9,852	-	9,852	9,844
Leasehold depreciation	1,885	-	1,885	1,885
	<u>167,495</u>	<u>23,512</u>	<u>191,007</u>	<u>219,541</u>
<b>Total</b>	<u>167,495</u>	<u>77,968</u>	<u>245,463</u>	<u>512,709</u>

**WALES COMMUNITY FIRE SAFETY TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**Notes To The Financial Statements**  
**Year Ended 31 March 2010**

**8. GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Accountancy fees	1,968	-	1,968	2,504
Audit fees	2,275	-	2,275	2,275
Legal & professional fees	259	-	259	5,590
Cost of trustee meetings	101	-	101	85
AGM & annual report	4,634	-	4,634	7,205
	<u>9,237</u>	<u>-</u>	<u>9,237</u>	<u>17,659</u>

**9. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging

	2010 £	2009 £
Staff pension contributions	4,360	4,788
Depreciation	1,855	1,885
Auditors' remuneration		
- Audit of the financial statements	2,275	2,275
- Other services	<u>1,968</u>	<u>2,201</u>

**10. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows

	2010 £	2009 £
Wages and salaries	102,155	105,628
Social security costs	10,449	10,011
Other pension costs	<u>4,360</u>	<u>4,758</u>
	<u>116,964</u>	<u>120,397</u>

None of the trustees received any remuneration for their services as trustees, but were paid expenses in furtherance of their duties as trustees

Trustees expense reimbursed during the year were

Number of trustees	Expense £	2010 £	2009 £
Two (2009 Two)	Mileage	<u>168</u>	<u>59</u>
		<u>168</u>	<u>59</u>

**Particulars of employees**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2010 No	2009 No
Number of administrative staff	<u>4</u>	<u>4</u>

No employee earned in excess of £60,000

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE**  
Notes To The Financial Statements  
Year Ended 31 March 2010

**11. TANGIBLE FIXED ASSETS**

	Equipment £	Fixtures & Fittings £	Leasehold Property £	Total £
<b>COST</b>				
At 1 April 2009	<u>26,539</u>	<u>13,238</u>	<u>18,850</u>	<u>58,627</u>
At 31 March 2010	<u>26,539</u>	<u>13,238</u>	<u>18,850</u>	<u>58,627</u>
<b>DEPRECIATION</b>				
At 1 April 2009	26,539	13,238	10,642	50,419
Charge for year	<u>-</u>	<u>-</u>	<u>1,885</u>	<u>1,885</u>
At 31 March 2010	<u>26,539</u>	<u>13,238</u>	<u>12,527</u>	<u>52,304</u>
<b>NET BOOK VALUE</b>				
At 31 March 2010	<u>-</u>	<u>-</u>	<u>6,323</u>	<u>6,323</u>
At 31 March 2009	<u>-</u>	<u>-</u>	<u>8,208</u>	<u>8,208</u>

**12. FIXED ASSET INVESTMENTS**

<b>Cost</b>	
At 1 April 2009 and 31 March 2010	<u>1</u>
<b>Provisions</b>	
At 1 April 2009 and 31 March 2010	<u>-</u>
<b>Net Book Value</b>	
At 1 April 2009 and 31 March 2010	<u>1</u>

**Subsidiary Company**

The investment relates to the Chanty's wholly owned subsidiary Firebrake (Wales) Limited. This company is a company limited by guarantee and has not traded during the current or previous year.

**13. DEBTORS**

	2010 £	2009 £
Prepayments	<u>8,060</u>	<u>6,144</u>
	<u>8,060</u>	<u>6,144</u>

**WALES COMMUNITY FIRE SAFETY TRUST  
COMPANY LIMITED BY GUARANTEE**  
Notes To The Financial Statements  
Year Ended 31 March 2010

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Trade creditors	21,779	45,252
Other creditors	1	1
Accruals	10,496	13,348
Social security & other taxes	<u>6,362</u>	<u>3,029</u>
	<u>38,638</u>	<u>61,630</u>

**15 ANNUAL COMMITMENTS UNDER NON CANCELLABLE OPERATING LEASES ARE AS FOLLOWS.**

	Land and Buildings 2010 £	Other 2010 £	Land and Buildings 2009 £	Other 2009 £
Fall due less than 1 year	-	-	-	-
Fall due within 2-5 years	21,000	3,124	21,000	3,023
Fall due more than 5 years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>21,000</u>	<u>3,124</u>	<u>21,000</u>	<u>3,023</u>

**16 RESTRICTED INCOME FUNDS**

	Balance at 1 April 2009 £	Incoming Resources £	Outgoing resources £	Balance at 31 March 2010 £
Fire Flash	-	84,468	(68,968)	15,500
WAG - New Ideas Fund	<u>-</u>	<u>9,000</u>	<u>(9,000)</u>	<u>-</u>
	<u>-</u>	<u>93,468</u>	<u>(77,968)</u>	<u>15,500</u>

**Fire Flash**

Funding was received for Home Fire Safety promotion

**New Ideas Fund**

To research the efficacy of "Smoke Free Homes" risk reduction initiative

**WALES COMMUNITY FIRE SAFETY TRUST**  
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**Notes To The Financial Statements**  
**Year Ended 31 March 2010**

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted funds £	Total Funds £
Fund balances as at 31 March 2010 are represented by			
Tangible Fixed Assets	6,353	-	6,353
Net Assets	<u>222,547</u>	<u>15,500</u>	<u>238,047</u>
	<u>228,900</u>	<u>15,500</u>	<u>244,400</u>

**18 DESIGNATED FUNDS**

	Balance at 1st April 2009	Incoming resources £	Outgoing resources £	Balances at 31st March 2010
<b>Designated funds</b>				
Contingencies	136,400	-	(11,400)	125,000
Activities & services	78,000	-	12,000	90,000
	<u>214,400</u>	<u>-</u>	<u>600</u>	<u>215,000</u>

**Contingencies**

These are funds set aside to provide reasonable resources to respond with unexpected events that would have considerable financial implications for the charity

**Activities and services**

These are funds set aside for activities and services which the charity intends to deliver over a 3 year plan

**19. COMPANY LIMITED BY GUARANTEE**

The Charity is a company limited by guarantee and, as such, has no share capital

**20 PENSIONS**

Included in accruals is £3,276 (2009 £678) which relates to unpaid pension contributions

**21. RELATED PARTY TRANSACTION**

There were no related party transactions during the current or previous year

**WALES COMMUNITY FIRE SAFETY TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**Notes to The Financial Statements**  
**Year Ended 31 March 2010**

**1. ACCOUNTING POLICIES (continued)**

**Pension Costs**

The Charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

**Irrecoverable VAT**

The Charity qualifies for partial exemption for VAT purposes. The irrecoverable VAT is written back to the income and expenditure account in the year to which it relates.

**2. GRANTS**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Welsh Assembly Government	78,750	-	78,750	105,000
SW Fire & Rescue	35,000	-	35,000	35,000
Mid & West Fire & Rescue	35,000	-	35,000	35,000
NW Fire & Rescue	35,000	-	35,000	35,000
	<u>183,750</u>	<u>-</u>	<u>183,750</u>	<u>210,000</u>

**3. DONATIONS**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Charities Aid	-	-	-	26
Icon Creative	-	-	-	500
Lloyds TSB	-	-	-	1,000
South Wales Police	588	-	588	-
	<u>588</u>	<u>-</u>	<u>588</u>	<u>1,526</u>

**4. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Lottery	92	-	92	127
	<u>92</u>	<u>-</u>	<u>92</u>	<u>127</u>

**5. INVESTMENT INCOME**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Bank interest receivable	498	-	498	9,794
	<u>498</u>	<u>-</u>	<u>498</u>	<u>9,794</u>