



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2014		31	12	2014

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

 Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lee Price	Chair	01/01/14 - 23/02/14	n/a
2	Michael Nelson	Chair (none)	19/03/14 onwards 01/01/14 – 19/03/14	n/a
3	James Walkley	Treasurer	01/01/2014 – 30/11/14	n/a
4	Terry Clarke	Vice-Chair	01/01/2014 – 27/04/14	n/a
5	Adriana Silva	Vice Chair (none)	27/04/2014 onwards 01/01/14 – 27/04/14	n/a
6	Ian Sheldon	Secretary	-	n/a
7	Andrew Toal	-	-	n/a
8	Chris Steed	-	-	n/a
9	Julia Russell	-	-	n/a
10	Richard Jenneway	-	-	n/a
11				
12				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Peer Action has no paid staff..

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (based on Charity Commission model Constitution)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by trustees at scheduled meeting by open vote

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Our Mission Statement :-

"To encourage all people living with or affected by HIV, inclusive of other stigmatising diseases, to enhance their health and well-being, to reduce isolation and stigma and to provide opportunities to thrive whilst living with HIV"

We will achieve this by:

By operating a community-led peer-support approach to service development and delivery

By identifying and filling gaps in service provision in the Brighton and Hove and surrounding areas

By providing help and support to peers to develop their own solutions that support the overall mission

By undertaking fund raising activities to ensure activities can be sustained for the long term

Peer Action believes in open and accountable governance, and accordingly any funder or governing body may view any or all of our policies and accounts upon request.

We have established a comprehensive set of policies concerning day to day and organisational governance of the charity.

Summary of the objects of the charity set out in its governing document

The charity is established for the following charitable purposes for the benefit of people living in Brighton, hove and the surrounding areas in particular those affected by HIV: -

- a) The advancement of education, awareness, and training for those affected by HIV and associated conditions.
- b) The relief of the effects of sickness and the preservation and protection of good health and well being;
- c) The promotion of social inclusion for the public benefit by preventing people from becoming socially excluded by combating social isolation, relieving the needs of those people who are socially excluded and assisting them to integrate into society by providing recreational opportunities; organising inclusive social events and sharing common experiences between peers.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one of more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society)."

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Under our objective of: “The advancement of education, awareness, and training for those affected by HIV and associated conditions.” -

We took part (and continue to) in liaison with local groups and the local health authority in the promotion of HIV awareness including anti-stigma presentations. Part of this work is the public education at Brighton Pride where a large team promoted wellness and inclusion for those affected by HIV.

For more identifiable training needs We also undertook creative writing courses for our members as a follow on to our active involvement with the ‘speaking volume project’, promoting wellbeing courses in liaison with the Beacon as well as assisting with IT skills (in liaison with other local groups)

We have actively promoted and taken part in the anti-stigma campaigns by THT South, NAT, local HIV clinic through links with other organisations and the publicity and public awareness of the issues surrounding ignorance and stigma.

Under our objective of: “The relief of the effects of sickness and the preservation and protection of good health and well being;” –

we provided alternative therapy, Yoga, meditation and swimming sessions as direct health improving events although all of our events also have apposite effect on the mental health and wellbeing of those attending

Under our objective of: “The promotion of social inclusion for the public benefit by preventing people from becoming socially excluded by combating social isolation, relieving the needs of those people who are socially excluded and assisting them to integrate into society by providing recreational opportunities; organising inclusive social events and sharing common experiences between peers –

We provided several opportunities for our users to engage with others in a safe and supportive environment by means of several excursions and day trips as well as regular events such as in-home film evenings, games evenings, theatre outings, bingo and walks. These events helped the emotional wellbeing of our users and helped promote social inclusion.

We the trustees have ensured that all our events are within the charitable aims of Peer Action and that all events had a positive and beneficial effect on the mental wellbeing and physical health of our users. We strive to ensure our limited funds are applied to events and activities in such a way as to maximise the benefit for our members and provide best value for our funders.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Peer Action is a volunteer led organisation with no paid staff – although we do pay contractors a discounted professional rate where required to perform our activities.

Peer Action believes that the majority of its trustees and steering group (day to day operational management) should be taken from our user base – namely those affected by HIV and associated conditions,

We believe that by involving our user base as volunteers, steering group and trustees in the day to day activities of the charity we provide our user base with the opportunities to develop their skills and overcome the stigma and isolation to which they are exposed as well as positively impacting their mental health and self esteem.

Peer Action is an equal opportunity organisation making its services available to anyone who is affected by HIV, irrespective of any identifiable marker currently used. Our equal opportunities policy is available on request.

We ensure all our events are subsidised and where income is an issue for a user we offer further subsidies (including free events where appropriate) on request.

Peer Action does **not** make grants to other organisations, volunteers or members – however we do pay reasonable and appropriate expenses to ensure no volunteer is out of pocket from volunteering with us.

Peer Action does not make investments risks with its funds instead ensuring its funds are available in its sole Bank account as required. We have robust financial management policies in place including requiring at least 2 signatures for any expenditure and cheques and regular reports to the trustees on our financial progress.

Summary of the main achievements of the charity during the year

2014 was our first year as a registered charity and we have come a long way from our starting days in 2011 when a small group of friends got a small grant to help each other. We have now a board of trustees ensuring oversight of the charity and a steering group of fellow peers arranging the day to day events.

We have improved the image of the charity to a more easily identifiable and professional one with good links to the local press and media, We have put in place governance systems and policies required to operate as a charity in our first 6 months of operation.

We have been actively involved in the promotion of positive images of HIV in the community through both the anti-stigma campaigns and our attendance at Brighton Pride.

However the most important achievements relate to the provision of events and services to our members, we managed to increase our fundraising to the £19,767 for the year from £10,750 the year before. This enabled us to increase the scope and number of our activities/

During 2014 we ran 181 separate events including 20 therapy days (of 38 activities in 127 separate sessions), 19 meditation sessions, 36 swimming sessions, and 48 yoga sessions and we totalled around 1,830 separate attendances with all of our events very well received with very positive feedback from our members..p

Brief statement of the charity's policy on reserves

Our aim in holding reserves has been to enable the project to continue to offer its core service in the event of gaps between funding streams and to cover potential liabilities. Reserves can also be useful to offer as 'match funding' to attract new project grants.

Our policy is that, as a priority, reserves must always be sufficient to cover the potential liability for events committed to as well as any statutory liabilities such as rental or staff costs if any - for the entire duration of any funding streams even if they do not cover those particular events.

Details of any funds materially in deficit**No Funds are in deficit..**

General reserves are in surplus for the year and grant funds are attributed to restricted spending to ensure only funded activities are charged to the appropriate grant fund.

We are required to overspend on grants to ensure 100% spent with minor overspend being made up from general reserves in accordance with our reserve policy.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity receives the majority of its income from Charitable Funds with our 2 major sources of income being the National Lottery (£10,000 on average each 18 months), with the Brighton based Rainbow Fund giving £5,000 each year.

We actively seek other sources of Funding and sponsorship and in 2014 we managed to get funding from:- Endemol TV, St Georges Church, Brighton Council.

We also run between 2 to 4 of our own fundraising events each year and the funds from these are attributed to our unrestricted general fund. Any ticket sales from events (donations are voluntary) are counted as income for accounting purposes and again are assigned to our unrestricted general fund.

We gained charitable status on 12 February 2014, however our financial year runs for the calendar year, we operate cash flow (income and expenditure) accounting rather than accruals to comply with the requirements of our Funders.

At the end of 2013 a sum of £475 was shown as accruals carried over to 2014 in order to proceed into 2015 with cash flow accounting the trustees voted to accept this mismatch in accounting methods and sign off the 2014 accounts – this will allow for 2015 and forwards accounts to be properly balanced under a single accounting basis.

Although not required to have our accounts checked as we fall below the £25,000 threshold we have still had these accounts verified by independent bookkeeper who has signed them off as an accurate record on our annual statement of Accounts. The signatory in this case was ~a Mr Charles Street.

Peer Action was formed in 2011 by a group of HIV+ people who wanted to help overcome the effects of living with HIV - these are not just physical, as the stigma associated with HIV leads to many becoming socially isolated.

We aim to help those affected by HIV combat that isolation by providing services and events to promote well being, raise awareness and assist in the reduction of social isolation and exclusion of those affected by HIV in Brighton, Sussex and the surrounding areas.

We run social and therapy events on a regular basis including several excursions a year. The importance of reducing social isolation cannot be understated both for the beneficial effects to a persons treatment and physical health (better adherence and fewer health problems) and to their mental wellbeing.. In a study organized by Grassroots Suicide Prevention and Synergy, all peer support services in the local area the following was found:-

93% agree that peer support has improved their health and wellbeing

80% agree that peer-to-peer support is an effective form of treatment for mental health conditions

51% agree peer-to-peer support has reduced their need for other treatment

82% agree peer-to-peer support is effective at treating anxiety and depression

24% say it has reduced the number of visits to their GP (1-9 times per year)

13% say it has reduced the number of visits to their counsellor (1-9 times per year)

11% say it has reduced the number of times they have self harmed or attempted suicide (1-9 times per year)

86% felt it was more effective than statutory approached to supporting health and wellbeing.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Nelson	Adriana Silva
Position (eg Secretary, Chair, etc)	Chair	
Date	10 th May 2015	