

REGISTERED CHARITY NUMBER: 1061602

Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 January 2023
for
Prestatyn & Meliden Community Action Group

Prestatyn & Meliden Community Action Group

Contents of the Financial Statements
for the Year Ended 31 January 2023

	Page
Trustees' Report	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 10
Detailed Statement of Financial Activities	11

Prestatyn & Meliden Community Action Group

Trustees' Report for the Year Ended 31 January 2023

The trustees present their report with the financial statements of the charity for the year ended 31 January 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1061602

Principal address

The Pop In Centre
28-30 Meliden Road
Prestatyn
LL19 9RT

Trustees

Mrs V Wells, Chair
Miss J Pickman
Mrs A Waller

Independent examiner

Meacher-Jones
6 St John's Court
Vicars Lane
Chester
Cheshire
CH1 1QE

STRUCTURE, GOVERNANCE AND MANAGEMENT

The manager has responsibility for the day-to-day decision-making and the authority to undertake financial transactions up to a limit of £2000 before consulting designated trustees. All financial transactions are now carried out via an online banking facility which can be accessed by the both the manager and treasurer. This makes the day-to-day running of the Charity more efficient and is a process, which satisfies our funders.

The boundaries of the managers decision-making powers are clearly defined in the staff handbook which gives clear guidance on how to the charity deals with day-to-day issues. All employed staff have job descriptions, which defines the boundaries of their work, roles and responsibilities.

The charity is non-affiliated to any umbrella body and works independently to its own constitution, policies and procedures. The charity works in partnership with local organisations and groups, both statutory and third sector, which share similar aims and objectives. Appropriate representatives from the charity attend partnership meetings, as and when required.

The charity has its own induction programme for staff and volunteers, which is also relevant to new trustees. This covers all aspects of day-to-day running of the charity including policies and procedures, organisational structure, details of our funders and targets and outcomes. Training relating to a trustee's financial obligations is available from Denbighshire Voluntary Services Council and information is available from the Charity Commission.

The trustees and manager regularly review the risks to the charity and appropriate financial control mechanisms are in place to ensure the charity remains financially stable. The manager is responsible for identifying ways of sustaining the charity and for liaising with potential funding bodies. The trustees receive a bimonthly financial report from the treasurer and manager. The treasurer and manager meet in between bimonthly board meetings to monitor income and expenditure and to ensure a speedy response to any potential financial risk.

The manager conducts a project risk assessment and SWOT analysis as part of any large funding applications. This enables the charity to remain focussed on its commitments and resources and enables the manager to make the necessary decisions to keep project work on track. The manager uses monitoring and evaluation tools relevant to the specific requirements of individual funders to monitor outcomes weekly. All staff work to individual action plans linked to outcomes, which form the basis of regular PDR meetings with the manager.

Prestatyn & Meliden Community Action Group

Trustees' Report
for the Year Ended 31 January 2023

OBJECTIVES AND ACTIVITIES

Objectives and aims

To help and educate young people through their leisure time activities.

The relief of poverty and provision of advice and counselling services

To promote the protection of people and property and the prevention of criminal acts

The main activities in relation to the objectives are:

- * Youth internet cafe
- * Information Centre
- * The provision of leisure and sports activities
- * Young Person's Sexual Health Service
- * Informal Education / Training
- * Intergenerational Work / Social Clubs for Senior Citizens
- * Volunteering / Community based work
- * Outreach Work / Engaging with HTR groups
- * Targeted / Inclusive approaches to work
- * Autism Support Group / Carers and Parents Support Group (CAP)
- * Wicked Wales International Youth Film Festival and Community Cinema Projects

FINANCIAL REVIEW

RESERVES POLICY

It is our policy to try and maintain a balance of unrestricted funds of £30,000 (which should provide up to 6 months basic running costs) It is held to smooth out cash flow, meet emergencies and provide a buffer fund whilst grant applications are agreed and processed. We will review this figure in the next fiscal year to ensure it still adequately meets our needs.

Prestatyn & Meliden Community Action Group

Trustees' Report

for the Year Ended 31 January 2023

Following the departure of the charity's Manager in January 2022, the trustees have been reviewing the ongoing viability of the charity in its current form. Following an interim period - during which the trustees enlisted the assistance of the Manager of another local charity (West Rhyl Young People's Project) to help with the day to day running of the charity's affairs – the trustees entered into dialogue with the trustees of West Rhyl Young People's Project (WRYPP), exploring the possibility of the two charities merging to form a single CIO.

It was concluded that a merger between the two charities would prove mutually beneficial, strengthening the trustee board and providing for a stable and more fitting legal structure (Charitable Incorporated Organisation) for the charity. It was agreed that this move would offer the best hope of being able to resume the youth provision in Prestatyn, which had been largely on-hold since the departure of the charity's Manager earlier in the year.

During a joint meeting of the trustees of P&MCAG and WRYPP held on 6th December 2022, the trustees unanimously resolved to merge the two charities. This process would involve setting up a new CIO and subsequently dissolving the existing charities and vesting their assets into the new CIO.

At year end, a constitution for the new CIO has been agreed upon and signed by all trustees. The trustees have approached the Charities expert from a local firm of solicitors (Swayne Johnson) to guide them through the process.

The P&MCAG trustees at year end are assessing the most appropriate course of action to take regarding the premises owned by the charity. The property is in need of some modernisation and repair – the cost of which is likely to far exceed existing resources. Therefore, selling the property is an option being considered. All of these considerations will inevitably influence the progress and timescales associated with the establishment of the new CIO and the requisite dissolution of the current charities.

In the meantime, P&MCAG have continued to support the local community during this reporting period. Its main activities have been the delivery of - the still thriving - Wicked Wales programmes and festivals led by Rhiannon Hughes, and the weekly Saturday food bank and school uniform redistribution sessions, staffed in a voluntary capacity by the dedicated Chair of Trustees, Veronica Wells.

During this reporting period, the main income to the charity has been generated by grants submitted for the continuation of activities of the Wicked Wales programmes. These have been in the form of smaller grants from a range of funders, along with the final year of delivery on a Children in Need grant – the continued support from whom the trustees and Wicked Wales team are most grateful. P&MCAG also received a grant of £5,000 from the Prestatyn & Meliden Community Partnership (from their North Hoyle Windfarm fund) to assist with the management of the charity's period of transformation.

Behind the scenes, temporary interim management has been installed at the charity by co-opting staff from West Rhyl Young People's Project. The responsibility of these staff has been to close off old programmes of work, supporting the completion of retrospective reports, auditing and selling on unused assets at the Pop In, clearing the property and preparing it for sale or refurbishment, working the new CIO process, whilst also delivering aspects of the Children in Need funded programme as part of Wicked Wales's offer.

INCOME

	RENT	CAFÉ	POOL	GRANT	LOTTERY	MISC	INTEREST	TOTAL
2021//22	0	5,782	0	119,302	0	6,624	2	131,710
2022/23	0	3,303	0	162,305	0	1,620	43	167,271

OUTGOINGS

	TRAVEL	UTILITIES	REPAIRS	SALARIES	FEES	EQUIP	STATNY	STOCK	FESTIVAL ETC.,	MISC & INS
2021/22	3,388	6,083	1,000	55,881	1,700	948	8,187	2,519	74,138	1,549
2022/23	16,806	7,024	0	7,910	1,700	1,297	8,146	1,251	94,522	1,623

Prestatyn & Meliden Community Action Group

Trustees' Report
for the Year Ended 31 January 2023

Looking Forward

There is a great deal of change ahead for the Pop In. However, the trustees are confident that this change will strengthen the capacity of the charity (in its new form) and improve the prospects for the organisation to be able to continue to effectively support the communities of Prestatyn & Meliden and surrounding areas.

.....
Miss J Pickman, Treasurer, Trustee

Independent Examiner's Report to the Trustees of
Prestatyn & Meliden Community Action Group

I report on the accounts for the year ended 31 January 2023 set out on pages six to ten.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Meacher-Jones
6 St John's Court
Vicars Lane
Chester
Cheshire
CH1 1QE

Date:

Prestatyn & Meliden Community Action Group

Statement of Financial Activities
for the Year Ended 31 January 2023

		Unrestricted fund £	Restricted fund £	31.1.23 Total funds £	31.1.22 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	0	162,305	162,305	119,301
Activities for generating funds	3	-	-	-	-
Investment income	4	43	-	43	2
Other incoming resources		<u>4,923</u>	<u>-</u>	<u>4,923</u>	<u>12,405</u>
Total incoming resources		4,966	162,305	167,271	131,708
RESOURCES EXPENDED					
Charitable activities					
Youth Internet Cafe		13,913	124,166	138,079	156,627
Governance costs		<u>534</u>	<u>-</u>	<u>534</u>	<u>510</u>
Total resources expended		14,447	124,166	138,613	157,137
NET INCOMING/(OUTGOING)					
RESOURCES BEFORE TRANSFERS		(9481)	38,139	28,658	(25,429)
Gross transfers between funds	11	<u>(17,301)</u>	<u>17,301</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		(26782)	55440	28,658	(25,429)
RECONCILIATION OF FUNDS					
Total funds brought forward		161,357	0.00	161,357	186,786
TOTAL FUNDS CARRIED FORWARD		<u>134,575</u>	<u>55,440</u>	<u>190,015</u>	<u>161,357</u>


Prestatyn & Meliden Community Action Group

Balance Sheet

At 31 January 2023

	Notes	31.1.23 £	31.1.22 £
FIXED ASSETS			
Tangible assets	7	81,996	82,010
CURRENT ASSETS			
Debtors	8	2,956	-
Cash at bank and in hand		<u>105,573</u>	<u>81,302</u>
		108,529	81,302
CREDITORS			
Amounts falling due within one year	9	(510)	(1,955)
NET CURRENT ASSETS		<u>108,018</u>	<u>79,347</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>190,015</u>	<u>161,357</u>
NET ASSETS		<u>190,015</u>	<u>161,357</u>
FUNDS	11		
Unrestricted funds:			
Unrestricted income funds		134,575	161,357
Restricted funds:			
Restricted income funds		<u>55,440</u>	<u>0</u>
TOTAL FUNDS		<u>190,015</u>	<u>161,357</u>

The financial statements were approved by the Board of Trustees on 30.1.23 and were signed on its behalf by:



 Mrs V Wells, Chair -Trustee

Notes to the Financial Statements
for the Year Ended 31 January 2023

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 15% on reducing balance
Motor vehicles	- 25% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY INCOME

	31.1.23	31.1.22
	£	£
Gifts	-	-
Appeals and donations	4923	66,748
Grants - other agencies	<u>162,305</u>	<u>53,872</u>
	<u>167,228</u>	<u>120,620</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.1.23	31.1.22
	£	£
Rental income	<u>-</u>	<u>-</u>

4. INVESTMENT INCOME

	31.1.23	31.1.22
	£	£
Interest on cash deposits	<u>43</u>	<u>2</u>

Prestatyn & Meliden Community Action Group

Detailed Statement of Financial Activities
for the Year Ended 31 January 2023

	31.1.23 £	31.1.22 £
INCOMING RESOURCES		
Voluntary income		
Gifts	-	-
Appeals and donations	1,390	1,318
Grants - other agencies	<u>162,305</u>	<u>119,302</u>
	163,695	120,620
Activities for generating funds		
Rental income	-	-
Investment income		
Interest on cash deposits	43	1
Other incoming resources		
Covid 19 grant income	-	815
Cafe income	3,303	5782
Employment allowance	<u>230</u>	<u>4491</u>
	<u>3533</u>	<u>11,088</u>
Total incoming resources	167,271	131,710
RESOURCES EXPENDED		
Charitable activities		
Wages	7,910	55,881
Rates, water and utilities	7,024	6,083
Insurance	1,623	1,549
Postage and stationery	8,146	8187
Sundries	96,985	76,783
Subscriptions and donations	0	0
Travel Expenses	16,806	3,388
Repairs and maintenance	0	1,000
Cost of goods sold	1,251	2,519
Depreciation of tangible fixed assets	1,234	1,237
Profit/Loss on disposal of motor vehicle	<u>(2900)</u>	<u>0</u>
	138,079	156,627
Governance costs		
Accountancy	534	510
Legal and professional costs	<u>-</u>	<u>-</u>
	<u>534</u>	<u>510</u>
Total resources expended	138,613	157,137
Net (expenditure)/income	<u>28,658</u>	<u>(25,427)</u>