

GOOD NEIGHBOURS IN NORTH CARDIFF

England & Wales · Charity number 1089128

Details

Other names LLANISHEN GOOD NEIGHBOURS

Status Registered

Legal form Other

Registered 2001-10-30

Register [View on the Charity Commission register](#)

Contact

Address Good Neighbours in North Cardiff
4 Heol Hir
Llanishen
Cardiff
CF14 5AE

Phone 02920750751

Email support@gninc.org.uk

Website gninc.org.uk

Activities

Objects: (A) THE RELIEF OF PERSONS IN THE LLANISHEN, THORNHILL, LISVANE, HEATH, LAKESIDE, ROATH PARK AND CYNCOED AREAS OF CARDIFF WHO ARE ELDERLY, DISABLED OR INFIRM OR WHO HAVE SPECIAL NEEDS.(B) TO LIAISE WITH STATUTORY, VOLUNTARY AND PRIVATE BODIES IN PURSUANCE OF THE ABOVE OBJECTIVE.

Activities: We help residents in our community of Cardiff North who have particular need. They may be vulnerable or older people and have limited mobility, or may need a helping hand and friendly support. Our volunteers are DBS checked to provide three main services of transport, shopping and companionship in person or by phone. My Community, Your Community, Our community.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** IN THE LLANISHEN, THORNHILL, LISVANE, HEATH, LAKESIDE, ROATH PARK AND CYNCOED AREAS OF CARDIFF.
- Cardiff

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£54,354	£48,341	-	-
2024-03-31	£19,666	£23,101	-	-
2023-03-31	£32,043	£20,855	-	-
2022-03-31	£12,216	£17,998	-	-
2021-03-31	£19,141	£19,363	-	-

Trustees

Name	Role	Appointed
Rosemary Mathews	Chair	2023-06-21
Alison Gibbons		2000-02-24
Jenny Smedley		2022-06-22
Julia Rayer		2020-06-25
Leanne Sarsam		2025-07-03
Philip Patterson		2020-07-06
Sebastien Vanoni		2022-06-22
Susan Margaret Stockdale		2022-06-22

GOOD NEIGHBOURS IN NORTH CARDIFF

England & Wales - Charity number 1089128

Accounts



Annual Report 2024 - 2025

Good Neighbours in North Cardiff



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Supported by in 2024–2025



Administered



Thornhill Church
Lloyds Bank Foundation
J Crofts Davies Estate Agents
Wood Terry Solicitors -

Supported by in 2025-2026





Chair's Report 2024-2025

There is no doubt these past 12 months have been extremely stimulating and inspiring. The successful grant from the Welsh Assembly Volunteering Programme allowing us to modernise the way we operate was particularly challenging and I wish to thank all the employees for their fortitude in approaching this programme of work. Along the way we saw one of our administration team, Beverley Clay, decide that it was time for a change in her working life. As we said farewell to her, thanking her for loyal service, we were able to recruit two new administrators from the bank of our volunteers, and Louise Westlake and Ruth Gatward joined us. They both have been very helpful in taking us forward into adopting the new Volunteer Management System "Volunteero". Our Operational Co-ordinator Julie Cull has been exceptional throughout the modernisation and staff changes, always bringing a positive attitude to the workplace and being supportive to staff and volunteers, some of whom found the changes a little perplexing. Via the grant funding, we also recruited a Community Volunteer Engagement Officer, Zoe Engstrom, for a period of 9 months. Her role was to help with the expansion into Rhiwbina and to re-energise the profile of the charity across North Cardiff.

Our Trustees also underwent changes to the Executive Committee's work pattern when we moved to quarterly committee meetings which took a little longer than the previous 6-weekly meetings. I thank them for their constructive challenges and upbeat enthusiasm in the operational changes we agreed to make. I would especially like to thank all Trustees for always stepping forward to help at our fund raising and PR events as well as all doing the day job of being a Good Neighbour volunteer. I would like to thank my two Honorary Officers who have been encouraging and given me reassurance when I have sought their advice on the way we should take things forward. Our Secretary, Sue Stockdale, is always ensuring we are operating within the guidelines of the Charity Commission and prepares

and records all our meetings with exacting attention to detail. Our Treasurer, Jenny Smedley, has been on a very interesting learning curve, as the need to record how the grant money was spent to fulfil our reporting back to WCVA who administer the grant on behalf of the Welsh Government was an additional task that had not been factored into our understanding the previous year.

Part of the modernisation was introducing our new website, and we have developed a specific portal for our volunteers who can access information 24/7 whether they need an expenses claim form or to check on one of our policies. We know our monthly Newsletter is being read online as we see a spike in the number of page visits when we let volunteers know it's been uploaded. Recruitment of volunteers has gone well this year, and we met our grant target of 16 new volunteers - in fact we exceeded it. We are now going to be focusing on getting more clients as sadly a few of our clients no longer need our support due to personal changes in their circumstances like moving into nursing care, and by the nature and age of those we help, some are no longer with us. So whilst we can show a 13% increase in clients, a number of those are not using our services. During the next six months we shall contact all existing clients to discern why some are not utilising our services as we have done in previous years.

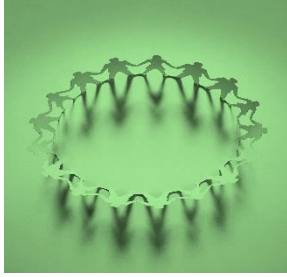
Further on in this report we will be giving more detail about the modernisation programme and how we have progressed with our Business Plan.

Annual Account of Volunteering Tasks accomplished in 2024-2025

Activity	Tasks	Hours
Transport	658	1316
Shopping	495	990
Accompanied Shopping	230	460
Phone Companionship	327	654
Face 2 face Companionship	338	676
Totals	2048	4096

Business Plan Achievements





ENGAGEMENT

To ensure the population (political, business, and residential) within the geographical area covered by the charity has a clear understanding and knowledge of the work of the charity. Together, with a review of the current service offer and defining future provision.

Measurements of Success

- i. The results of the annual survey of current users and volunteers using identified questions to measure improvement.

We have yet to achieve developing a Client Survey, but we have run a second Volunteer Survey and shared the results with our volunteers via our new Volunteer Portal on our website. We saw a 33% return from our volunteers and in the main the responses were positive with some good suggestions regarding the modernisation proposals we have been discussing, including the introduction of a Volunteer Management System application. In addition to the survey results, the Volunteer Portal now carries regular newsletters, expense forms, Volunteer Advisory Handbook, Policy documents and other helpful information which can be accessed 24/7.

- ii. Evidence of engagement with decision makers and influencers is reported annually to the Executive Committee.

During the year we made good efforts to reach out to all the local councillors in our service area, as well as our MS and MP. The City Council's Older Person's Champion and the Wales Commissioner for Older People have both been engaged through our PR activities to better understand our work in North Cardiff.

The Chair of GNINC is now a Trustee of C3SC (Cardiff Third Sector Council) through which links to the wider voluntary sector are being developed further.

We have attended several wellbeing events held in our service area and our Operations Co-ordinator is regularly giving talks to local groups and to residents in supported living homes, with great success in gaining clients and volunteers. We have been supporting the newly established Repair Café that runs once a month in St Isan's Parish Hall where we display our banners and leaflets and engage with those visiting the facility.

- iii. Evidence of improved understanding of the charity's work across all sectors. This is also linked to the communication improvement plan objectives.

The entire refresh of the brand and website, which was launched at last year's AGM, was rolled out during the summer. It has been positively received and the website is well used by volunteers and the public. Our other social media platforms have also been used to engage a wider audience.

There has been an increase in recruitment, with 26 new volunteers joining. There has been a similar increase in clients, however due to the age of our clients, sadly some are no longer using our services, but we are maintaining around 80 clients on our books.

- iv. Data collected demonstrates diversity and inclusiveness in the charity's work programme and policies.

The collection of this type of data commenced in January 2025. We have yet to analyse it in detail, but it does form a foundation for us to be able to measure our work and service delivery in this context. The new Volunteero application will further enhance our ability to examine the way we are working and measure and identify areas for improvement.

As part of the Volunteering Wales grant, we undertook case studies with two new volunteers which looked at the process of recruitment and induction and then at the impact on their personal wellbeing. For full details, click on this link:

<https://gninc.org.uk/app/uploads/2025/05/Case-studies-of-Carys-and-Suzanne.docx>



NETWORKING

Develop opportunities to link with other organisations who are aiming to improve the wellbeing of people living in North Cardiff

Measurements of Success

This work will be developed in 2024/25.

- i. Annual survey of groups and/or professionals we have engaged with using identified questions to measure improvement.

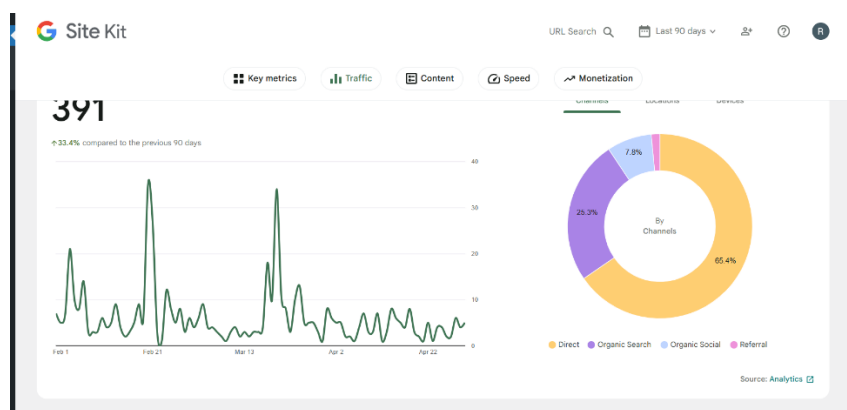
During the tenure of the Volunteering Wales grant the Community Volunteer Engagement Officer regularly attended the 3 Hubs, distributed our new information leaflets, and engaged with local district nurses and the GP Cluster. We have not had the capacity to create a survey for professionals as it was intended to follow the introduction of the Volunteero App which has an automated process following completion of a referral form but will endeavour to do so in the coming year.

- ii. To provide tangible evidence of working with other like-minded organisations.

We have also engaged with the council's Older Person's Champion and the City's Age Friendly team. The new 2025 Age Friendly Strategy now contains a reference to our charity and our interest in being involved in discussions regarding changes to transport policies such as congestion charges, parking, and access to controlled permit areas.

- iii. To measure, via activity across media platforms, an improvement in our communications especially with other organisations.

Below is an example of the data we can collect from the website.



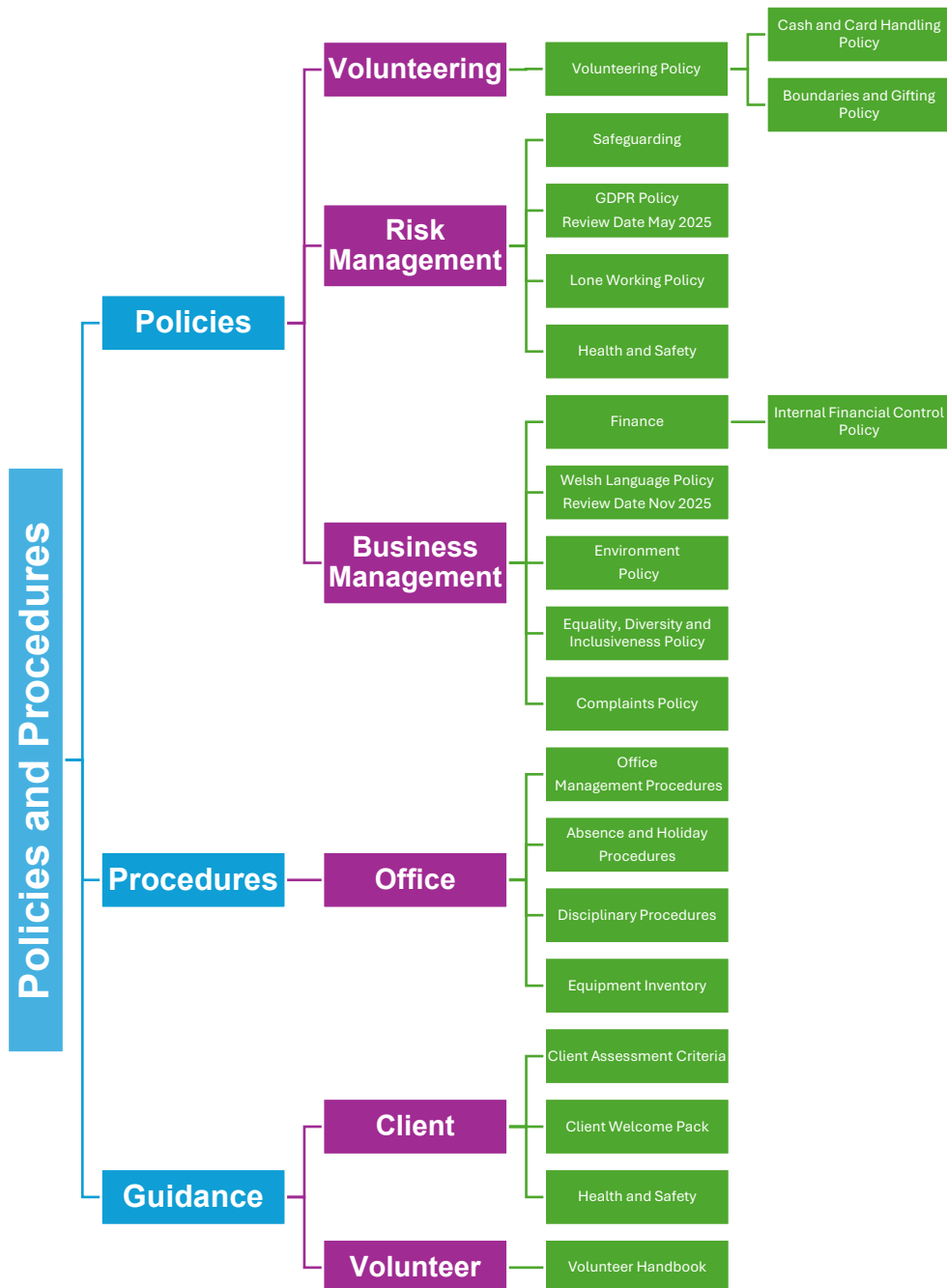


RECRUITMENT

To increase the number of volunteers and clients the charity supports by 20% by 2026.

Measurements of Success

- i. Annual review of policies and procedures demonstrates where new policies have been introduced to meet our improved service targets.



- ii. The data sets and how we are aiming to respond to increasing our client and volunteer numbers are contained within the Business Plan.

The Volunteering Wales grant project set out specific targets for 2024/25 and below was what was achieved.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13		
Description	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	Target	Actual
Number of volunteers aged 26 and over	40	0	0	1	2	11	2	1	1	1	1	3	3	62	66
Volunteering hours	0	136	326	336	370	412	332	388	358	332	360	372	374	2420	4096
Number of volunteers achieving 1 or more NQF level 2 or above qualifications	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0
Number of volunteers achieving 1 or more NQF level 1 or below qualifications	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0
Number of volunteers undertaking training	0	0	0	0	0	5	8	2	3	2	0	0	0	62	20
Number of volunteers with improved well-being	0	0	0	0	0	0	0	13	0	0	0	0	24	55	37

The targets set out in the chart reflect that whilst we had around 60 volunteers not all of them were active so for the grant purposes, we included 40 as our starting point. The NQF training accreditation was not accessible and for most of our volunteers they were not interested in undertaking training, other than the safeguarding training which was an online process and had been commenced in 2023. Wellbeing was measured through our annual Volunteer Survey and 28 volunteers responded to that survey.

- iii. By demonstrating increased number of clients and volunteers registered with the charity.

In 2024/25 the data shown in our files delivered the following numbers for clients and volunteers, not all are actively delivering or using our services. With the new Volunteero system we will be able to produce more accurate records regarding usage of our services and volunteer engagement.

	Number
Clients	87
Volunteers	80

- iv. Numerically count the campaigns run by the charity per annum.

Through the project run via the Volunteering Wales grant we ran three volunteer recruitment campaigns which resulted in exceeding our target of 22 by 4. We also made a strong focus on recruiting new clients and as mentioned in the Chair's report earlier, the success rate was a 13% increase in client numbers.



FUND RAISING

To increase the income of the charity in line with all the strategic vision's and business plan's requirements.

Measurements of Success

- i. Budget expenditure targets are set in January and can be clearly linked to each of the five strategic aims set out in the business plan.

The budget for 2025/26 sets out the targets and, as is the same in many businesses, we have seen an increase in our costs of around 9%.

- ii. A clear and comprehensive fund-raising plan covering a three-year period was presented in January 2024 and thereafter a rolling three-year plan.

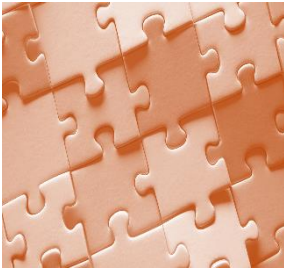
We had hoped to establish a fund-raising working group but due to other activities it has been undertaken in the main by the Chair. The three areas for raising money are through:

- Donations: via clients, individuals, groups, and business sponsorship we aimed to raise just over £8,000. You will see from the Financial Account report we fell just short of this target.
 - Grants: we received a grant of £20,688 from the Welsh Government for their Volunteering Wales programme.
 - Activities: We run a 100 Club of which our target of £600 profit was a little less, Gift Aid return has helped to balance the shortfalls this year.
- iii. An Events Planning Group is established and reports on a quarterly basis to the Executive Committee.

Events: Our two main events, Tea Party and Christmas Concert, also aimed to attract £2,000 and we raised £1,718.
 - iv. Utilise the payroll giving schemes and promote in our literature regular giving methods.

No activity.
 - v. To evidence how the fund-raising targets have been met per annum and report on a quarterly basis to the Executive Committee.

This report is made via the Treasurer's quarterly report to the Executive Committee.



INFRASTRUCTURE

To ensure the charity's infrastructure is fit for purpose and develop an IT hardware and software plan.

Measurements of Success

- i. Identified procedures and processes regarding data collected to support the core service delivery will be reviewed annually.

This has been covered earlier in this report, under the Recruitment heading.

- ii. The Policy, Procedures and Processes Plan will be delivered to the Executive Committee in January and reviews subsequently undertaken.

This has been covered earlier in this report, under the Recruitment heading. All policies are established, with a review process in place. The Secretary has a key responsibility for ensuring we meet our legal obligations in maintaining good standards of practice.

- iii. Annual report and proposals for any changes on equipment etc. will be made to the Executive Committee each March.

The modernisation of our process and equipment needed has been ongoing under the Volunteering Wales Grant. In January 2025 it was reported there were potential increases in running costs particularly around IT. Trustees agreed to reduce the number of Licenses required and adjusted the annual costs by around £1,800 during the next financial year will need to keep a close watch on IT costs. The late introduction of the Volunteero system (April 2025) and its license for 25/26 was paid for via the Grant awarded for 24/25. The full story of how we changed the way we work can be found on our website - <https://gninc.org.uk/app/uploads/2025/05/Diary-of-WCVA-Grant-Activity.docx>

- iv. Annual report on policies and procedures will be delivered in March to the Executive Committee.

The majority of the policies were reviewed as part of the Volunteering Wales grant application and, where necessary, new policies introduced.

- v. Results of the survey of volunteers and clients reflected on and any needed amendments to infrastructure developed and reported to the Executive Committee.

Same survey as evidenced under the Engagement section earlier in this report.

2024-2025 Events

Tea Party

We hosted 35 clients and 15 volunteers in Christ the King Church Hall in September. This was the first Tea Party to be held since Covid. We are grateful to our sponsors – Sainsbury's, Finsbury Food and Knight Frank Estate Agents.

Guests enjoyed a lovely afternoon cream tea and a sing along with the Ukulele Wolves group, plus a raffle.

Christmas Concert

We held our second Christmas Charity Concert at the Llanishen Rugby Club on Thursday 6 December. We were pleased to be able to tell our full-house audience that we had been successful in attracting a £20,000 grant from the Lottery Community Fund towards our annual running costs for 2025/26.

Over 100 guests and volunteers were wonderfully entertained by two choirs, Oriana and the Choir with No Name – with very different approaches, one traditional and the other rock style – along with a firm favourite, Ukulele Wolves, who brought a smile to everyone's face with their cheeky renditions of well-known Christmas songs.

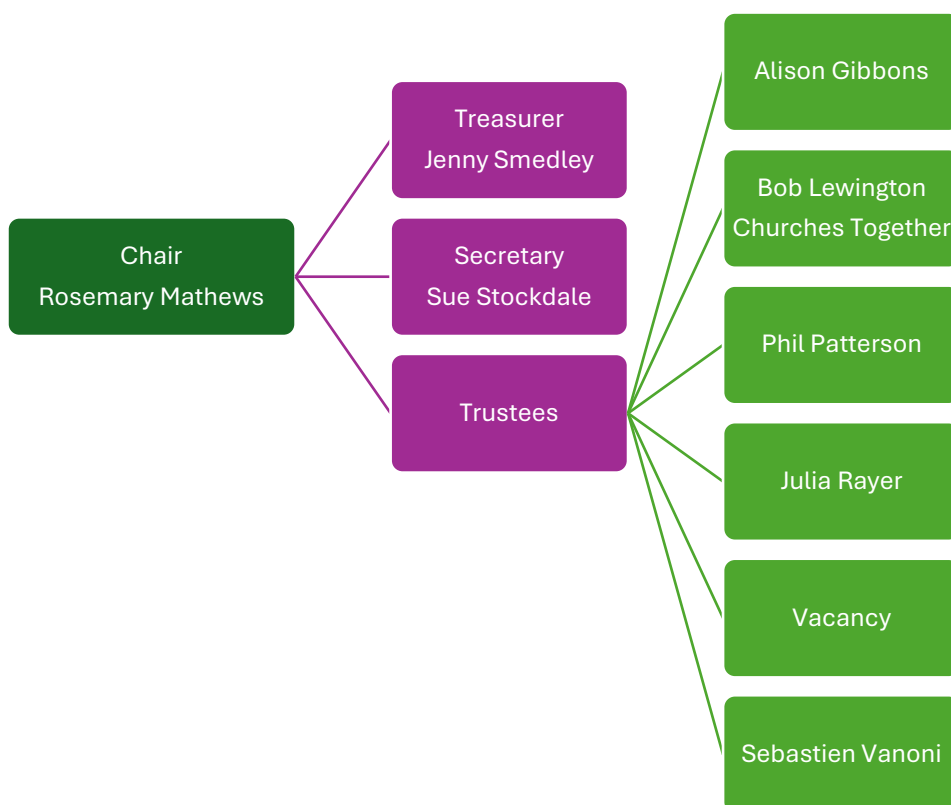
It was a great start to the festive season.

Events Photo Album

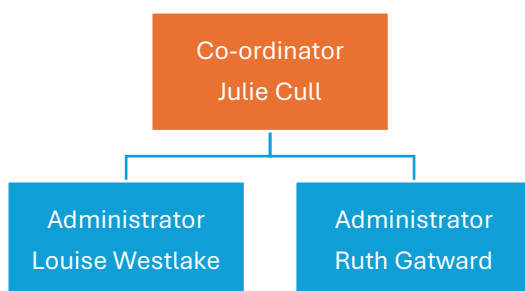


Structure, Governance and Management

EXECUTIVE COMMITTEE STRUCTURE



STAFF STRUCTURE



Statement of Financial Activity

For The Year Ended 31st March 2025

RECEIPTS AND PAYMENTS ACCOUNTS

2023/24	RECEIPTS	2024/25	
£	Grant & Donations	£	£
4,645	Client donations	5,146	
2,096	Donations from businesses/ organisations	1,225	
1,125	Grants	39,394	
5,170	Individual donations	180	
2,644	Standing order & direct debit donations	2,172	
21	Gift Aid	4,201	
<u>15,701</u>		<u>52,317</u>	52,317
Fund Raising & Events			
1,530	Concert ⁽¹⁾	0	
666	100 Club ⁽¹⁾	442	
234	Tea Party ⁽¹⁾	723	
1,178	Christmas Concert ⁽¹⁾	582	
0	Volunteer Event ⁽¹⁾	-56	
<u>3,607</u>		<u>1,691</u>	1,691
358	Bank Interest	346	346
<u>19,666</u>	TOTAL RECEIPTS	<u>54,354.25</u>	

NOTES

(1) *Net income in this FY*

2023/24	PAYMENTS	2024/25	
£		£	£
	Personnel Expenses		
16,958	Salaries (incl tax)	18,650	
0	Staff expenses	0	
562	Volunteer expenses	475	
<u>17,520</u>		<u>19,125</u>	19,125
	Office Expenses		
193	Stationery/Office supplies	640	
762	Telephones/Broadband	288	
<u>956</u>		<u>928</u>	928
	Other Expenses		
373	Website maintenance	439	
867	Insurance	984	
148	DBS check fees	120	
180	Subscriptions	0	
2,440	Rent	3,050	
350	Repairs and alterations	165	
43	AGM/EGM	99	
224	Miscellaneous expenditure	14	
0	WCVA Project Costs - WCVA Funded	20,688	
0	WCVA Project Costs - GNINC Funded	2,730	
<u>4,625</u>		<u>28,288</u>	28,288
<u>23,101</u>	TOTAL PAYMENTS		<u>48,341</u>
<u>-3,435</u>	SURPLUS/(DEFICIT) FOR THE YEAR		6,014
<u>19,666</u>			<u>54,354</u>

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2025**

2023/24		2024/25
£	<u>GENERAL FUND</u>	£
34,820	Balance - 1st April 2024	31,385
-3,435	Surplus/(deficit) for year	6,014
<u>31,385</u>		<u>37,399</u>
 <u>ASSETS & LIABILITIES</u> 		
28,563	Barclays Business Premium Account	33,909
1,326	Barclays Community Account	1,576
1,469	100 Club Account	1,911
28	Petty cash	2
0	Liabilities	0
<u>31,385</u>		<u>37,399</u>

Notes to the Financial Statements

Receipts

Client Donations

Our client donations were slightly above the budget set at the beginning of the year.

Donations from Businesses/ Organisations

We received a number of generous donations from businesses and organisations again this year, including:

- £725 from Thornhill Church following the success of their Christmas Fayre.
- £500 from Lloyds Bank Foundation recognising the time given by the Treasurer.
- £100 from Knight Frank towards catering at the Clients' Tea Party.
- £100 from J Crofts Davies Estate Agents and £100 from Rees Wood Terry Solicitors towards catering at the Volunteers' Event.

Grants

We would like to acknowledge the following Grants which have been gratefully received by the Charity:

- A Grant of £20,688 was allocated to GNINC by the Wales Council for Voluntary Action (WCVA) for use in the Financial Year 2024-25. Please see the main report for details of the activities undertaken as a result of receiving this Grant money. 10% of the Grant was retained until completion of the end of year report in April meaning that £18,618.86 is shown in the accounts for 2024-25.
- Lottery funding of £20,000 was received in November to cover 2025-26 salaries.
- Forrester's Finances allocated GNINC two Grants in the Financial Year 2024-25 – £200 in October for client Christmas cards and postage; and £200 in January for the redesigned Gift Aid envelopes, welcome packs and postage.
- As noted in last year's "Notes to the Financial Statements", Local Giving awarded a 'Magic Little Grant' of £500 towards IT equipment in 2022. This grant has been used for its purpose.
- The Welsh Government awarded a final payment of £375 in this year, under the ReActPlus scheme, in support of training for the Co-ordinator.

Individual Donations

We were fortunate to receive donations from a number of generous individuals and should like to thank in particular L.O'Reilly for donating £159.93 from the proceeds of a coffee morning she organised as well as A. Williams and A. Mellor for their kind donations towards supporting the Clients' Tea Party. We are also very grateful to the many volunteers and Trustees who contributed to the fundraising events by offering to cover costs for items themselves.

Monthly donations made by Standing Order and Direct Debit reduced slightly again this Financial Year, but continue to form a substantial source of income and we are very grateful for these regular donations.

We thank all our donors for their generous contributions.

Gift Aid

Two claims for Gift Aid on client donations under the Small Donations Scheme were made this year. We received payments for Financial Years 2022-23 in April, and 2023-24 in December.

Fund Raising and Events

The Clients' Tea Party and Volunteers' Christmas Concert were both run again this year and raised considerable sums. Thank you to the numerous volunteers and Trustees who generously donated their time and covered some of the expenses, to make these events a success.

The 100 Club remained well-supported, and thanks go to several members of the Club who donated their winnings back to GNiNC. Takings were slightly down on the previous Financial Year as not all tickets were sold at the start of the year.

The Volunteer Event was run in June to celebrate the 40th anniversary of Volunteers' Week; to recognise Alison Gibbons, our previous Treasurer and current Trustee, who was awarded Trustee of the year by the Cardiff Third Sector Council; and to bring together volunteers to thank them for their continued support and efforts. J Crofts Davies Estate Agents, and Rees Wood Terry Solicitors kindly sponsored the event.

Payments

Personnel Expenses

Salaries for the Co-ordinator and two Administrators increased in line with the annual increase in the National Living Wage.

Volunteer expenses were slightly down on the previous year.

Office Expenses

Costs for client Christmas cards and postage; and the redesigned Gift Aid envelopes, welcome packs and postage were funded by two Grants from Forrester's Finance.

Other costs included an Events pop-up banner and leaflet stands with the new branding, and miscellaneous office sundries.

The telephone landline was transferred to Broadband during Financial Year 2024-25. Costs were therefore under budget as telephone costs are reflected largely in WCVA expenses this

year and the Telephone/ Broadband line will be updated to reflect Telephones/Broadband costs in the next financial year.

Other Expenses

Our Insurance premium was a little higher than the previous year's, reflecting the increased value of IT equipment held in the office, following the WCVA funded purchases.

The Rent on our office was paid in quarterly instalments to Llanishen Parish Church. Our annual rent remains at £2,440, however, due to the timing of payments there were 5 payments recorded in this Financial Year making the total payments slightly higher this year.

Following Repairs to the ceiling last year after water damage, we also redecorated the office walls this year due to the damp.

AGM costs were for hall hire and light refreshments.

Beyond the WCVA project costs which were funded by the WCVA (see main report for details), there were additional costs of £2,730 associated with the project which the Trustees agreed to fund through "in kind" contributions from the general accounts. These included colleague expenses, additional creative costs for the brand redesign, and additional Volunteer Management System costs. £500 of the IT costs were funded by the Local Giving 'Magic Little Grant' of £500 awarded for use towards IT equipment in 2022.

A number of the fundraising event expenses were again covered this year by various donors who wished to remain anonymous – thank you all.

Related Parties

No trustees received any remuneration or recompense from GNiNC in their capacity as trustees.

Restricted Funds

Please note that all funds in this financial year are unrestricted.

Summary

Thanks to the contributions of the Executive, government, local organisations, businesses and our continued financial support from clients and volunteers, we continue to remain resilient with strong cash reserves.

In line with the Charity Commission's recommendations, some years ago the Trustees adopted the policy of maintaining an unrestricted reserve fund of at least one year's running costs for GNiNC, so that we could continue to operate in the event of a loss of funding from any source. This year, we once again meet this objective.

Our thanks are due to Sheila Craig, who has examined our accounts and records, and issued her Independent Examiner's Report in accordance with the Charities Act. The Independent Examiner does not receive any remuneration for her services.

Independent Examiner's Report to the Trustees

Independent examiner's report to the members of the Executive Committee of the charity: Good Neighbours in North Cardiff (Charity Number: 1089128)

I report to the Executive Committee on my examination of the accounts of Good Neighbours in North Cardiff for the year ended 31 March 2025.

Responsibilities and basis of report

As the Executive Committee you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

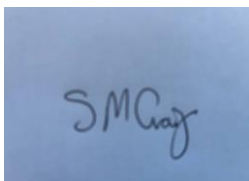
Independent examiner's statement

I have completed my examination.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A blue rectangular box containing a handwritten signature in black ink that reads "SMCraig".

Name: Sheila Craig, B.A., F.C.A.
Address: 15 Aldwych Close, CF14 9DR
Date: 3.7.25

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Cymdogion Da ymg Ngogledd
Caerdydd CDYNC

[4 Heol Hir Caerdydd CF14
5AE](#)

**Swyddfa Ffon | Office Tel :
029 2075 0751**

**Ebost | Email:
support@gninc.org.uk**
Good Neighbours in North Cardiff
GNINC

4 Heol Hir Cardiff CF14 5AE

**Elusen Rhif | Charity
No:1089128**

GOOD NEIGHBOURS IN NORTH CARDIFF

England & Wales - Charity number 1089128

Accounts



GOOD NEIGHBOURS IN NORTH CARDIFF

4 Heol Hir, Llanishen, Cardiff CF14 5AE

Tel: 029 20 750751

admin@goodneighboursinnorthcardiff.co.uk

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IMPORTANT MESSAGE
PLEASE TAKE TIME TO READ THIS NOTE

Enclosed are the papers for this year's Annual General Meeting and an Extraordinary General Meeting to be held on

Wednesday 21 June 2023 at 2.30pm
in Seminar Room 1,
Thornhill Church Centre, Excalibur Drive, Thornhill, Cardiff CF14 9GA *

* There is a car park at Thornhill Church Centre and overflow parking in the adjacent car park at Sainsbury's supermarket.

- (1) Please make every effort to join this meeting as we have proposals for amendments to the Constitution at the Extraordinary General Meeting. A *summary of proposed changes is attached* and will be considered immediately prior to the AGM.

Also attached for clarification is a 'Clean' document showing the proposed new Constitution in full.

- (2) We are also seeking nominations for the posts of members to serve as Trustees on the Executive Committee.

Please consider whether you would be willing to offer your services in this respect or would be willing to nominate another volunteer from within Good Neighbours in North Cardiff (details enclosed).

Yours sincerely

Dr Clive Morgan
Chair of Trustees

June 2023



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An **EXTRAORDINARY GENERAL MEETING** to consider the matter below will be held immediately prior to the **AGM on Wednesday 21 June 2023**
At Thornhill Church Centre, Excalibur Drive, Thornhill

Good Neighbours in North Cardiff - Constitution Review, June 2023 due to a change under the Charities Act 2022 we are required to update the existing document. We are also taking the opportunity to make changes to the text where applicable and to the procedure for election of Officers.

Summary of proposed changes

- Removed 'and their dependants' from clause 4d) to reflect the details of the current pension available.
- Original clause 6) Honorary Officers removed, to be replaced by a new clause 9) and amends made to the new clause 6) to reflect the procedure for nominating and appointing Honorary Officers and for up to 5 years rather than for 5 years as standard.
- New clause 7) and relevant sub-clauses updated to change 'he' and 'she' to 'they'.
- New clause 8) amended to remove reference to 'nor receive remuneration' in line with the Charities Act 2022 changes relating to 'Paying Trustees for providing services or goods to the Charity'.
- New clauses 14) and 15) updated with report and return respectively.
- New clause 14) delete 'and its transmission to the Commissioners' as this is not required as part of the process.
- New clause 16) updated from May to June to reflect the month of the AGM.
- New clause 18) add 'S' to the title 'Procedure at General Meeting' as it applies to both Special General Meetings and General Meetings.
- New clause 19) amended to reflect 'by electronic methods'.
- Date updated to 21 June 2023 to reflect agreement date at the AGM.

Members are asked to approve the Recommendations of the Trustees that the above amendments should be incorporated into a revised Constitution (copy attached) effective immediately.

Serving the Communities of Llanishen, Lisvane, Thornhill, Heath, Cyncoed, Lakeside and Roath Park
Registered Charity No. 1089128



GOOD NEIGHBOURS IN NORTH CARDIFF THE CONSTITUTION

1. **NAME**

The name of the Charity is Good Neighbours in North Cardiff.

2. **ADMINISTRATION**

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee.

3. **OBJECTIVES**

The Charity's objectives ("the objects") are:

- (a) The relief of persons in the Llanishen, Thornhill, Lisvane, Heath, Lakeside, Roath Park and Cyncoed areas of Cardiff who are elderly, disabled or infirm or who have special needs.
- (b) To liaise with statutory, voluntary, and private bodies in pursuance of the above objective.

4. **POWERS**

In furtherance of the objects, but not otherwise, the Executive Committee may exercise the following powers:

- (a) Raise funds and invite contributions provided that in raising funds, the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of law.
- (b) Buy, take on lease or in exchange, any property necessary for the achievement of the objects and maintain and equip it for use.
- (c) Subject to any consents required by law to sell, lease or dispose of the property of the Charity.
- (d) Pay such honoraria and employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff.
- (e) Co-operate with other charities, voluntary bodies, and statutory authorities in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- (f) Support any charitable trusts, associations or institutions formed for the achievement of all or any of the objects.
- (g) Appoint and constitute such sub-committees as the Executive Committee may think fit.
- (h) Encourage and recruit volunteers subject to interview and satisfactory references, thereafter, providing them with supervision, support, and training as necessary.
- (i) Do all such other things as are necessary for the achievement of the objects.

5. **MEMBERSHIP**

- (a) Membership shall be open to any persons over the age of 18 years interested in furthering the objects of the Charity.
- (b) Members shall be those persons who are on the list of active volunteers undertaking work in support of Good Neighbours in North Cardiff.
- (c) The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual provided that the individual concerned shall have the right to be heard by the Executive Committee accompanied by a person of their choosing before a final decision is made.
- (d) Paid staff and those in receipt of an honorarium may not be members of the Charity.

6. **EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall consist of not fewer than six and not more than eight elected members being:
 - the honorary officers, who are Chair, Secretary and Treasurer. Role descriptions are available on request.

- not fewer than three and not more than five members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.

In addition, one nominated member may be appointed by the Churches Together in Llanishen and Lisvane.

- (b) Members of the Executive Committee shall retire from office at the end of the Annual General Meeting every year but may be re-elected or re-appointed for a further year up to a maximum of five continuous years, save in exceptional circumstances.
- (c) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number nor any defect in the appointment or qualification of a member.
- (d) The Executive Committee shall have the power to co-opt members to fill any casual vacancy arising between Annual General Meetings and co-opt not more than two additional members with special abilities to perform particular duties.
- (e) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would, if appointed, be disqualified under the provision of the following clause.
- (f) No person shall be entitled to act as a member of the Executive Committee whether on a first or any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the interests of the Charity.
- (g) Paid staff and those in receipt of an honorarium may be invited to attend meetings of the Executive Committee in a non-voting capacity.

7. DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if they:

- (a) are disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or say any statutory re-enactment or modification of that provision)
- (b) become incapable by reason of mental disorder, illness, or injury of fulfilling their duties as a member of the Executive Committee
- (c) are absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her position be vacated, or
- (d) notify to the Executive Committee a wish to resign.

8. EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) nor be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

9. HONORARY OFFICERS

- (a) The Chair, Secretary and Treasurer, who shall be the Officers of the charity, shall be elected as Executive Committee Members at the Annual General Meeting.
- (b) The Officers shall be elected by and from the Members of the Executive Committee at their first meeting following the Annual General Meeting. The office of the Officers shall not be held by any one person for more than 5 consecutive years.
- (c) The administration of the first Executive Committee meeting following the Annual General Meeting will be undertaken by the outgoing Secretary. The process of election of Officers should the number of nominations exceed the number of vacancies, shall be by secret ballot and determined by a simple majority vote, of the Executive Committee Members at the first meeting.

10. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall hold at least four ordinary meetings each year. A Special Meeting may be called at any time by the Chair or by any two members of the Executive Committee upon not less than four days notice being given to

the other members of the Executive Committee of the matters to be discussed. If the matters include the appointment of a co-opted member, then not less than twenty-one days notice must be given.

- (b) The Chair shall chair meetings of the Executive Committee. If the Chair is absent from any meeting, the members of the Executive Committee present shall choose one of their number to chair the meeting before any other business is transacted.
- (c) There shall be a quorum when at least four members of the Executive Committee including at least one Honorary Officer, are present at a meeting.
- (d) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chair of the meeting shall have a second or casting vote.
- (e) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
- (f) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (g) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

11. RECEIPTS AND EXPENDITURE

- (a) The funds of the Charity, including all donations, contributions, and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two of the Honorary Officers.
- (b) The funds belonging to the Charity shall be applied only in furthering the objects.

12. PROPERTY

The Executive Committee shall cause the title to

- all land held by or in trust for the Charity which is not vested in the Official Custodian for Charities, and
- all investments held by or on behalf of the Charity

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

13. ACCOUNTS

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

- the keeping of accounting records for the Charity
- the preparation of annual statements of account for the Charity
- the auditing or independent examination of the statements of account of the Charity and the transmission of the statements of account of the Charity to the Commissioners.

14. ANNUAL REPORT

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report.

15. ANNUAL RETURN

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

16. ANNUAL GENERAL MEETING

- (a) There shall be an annual general meeting of the Charity which shall be held in the month of June in each year or as soon as practicable thereafter.

- (b) Every annual general meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (c) The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- (d) Nominations for election to the Executive Committee must be made and seconded by members of the Charity in writing and must be in the hands of the Secretary of the Executive Committee at least fourteen days before the annual general meeting. Should nominations exceed vacancies, election shall be by secret ballot and by a simple majority.

17. SPECIAL GENERAL MEETING

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

18. PROCEDURE AT GENERAL MEETINGS

- (a) The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (b) There shall be a quorum when at least one fifth of the members are present.

19. NOTICES

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the Secretary or the Executive Committee on any member either personally, by electronic methods, or by sending it through the post in a prepaid letter addressed to each member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

20. ALTERATIONS TO THE CONSTITUTION

- (a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (b) No amendment may be made to clause 1, clause 2, clause 9, clause 21 or this clause without the prior consent in writing of the Commissioners.
- (c) No amendment may be made which would have the effect of making the Charity cease to be a Charity at law.
- (d) The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

21. DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commissioners.

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42nd ANNUAL GENERAL MEETING

Date: Wednesday 21 June 2023

Time: 2.30pm

Venue: Seminar Room 1, Thornhill Church Centre

AGENDA

- 1. Welcome**
- 2. Apologies**
- 3 (i) and (ii) Minutes of EGM and 41st AGM held on 22 June 2022**
- 4. Chair's Report**
- 5. Co-ordinator's Report**
- 6. Treasurer's Report**
- 7. Appointment of Independent Examiner of Accounts for 2023/24**
- 8. Elections to Executive Committee**
- 9. Any Other Business**
- 10. Date of Next Annual General Meeting**

Copies: All members of Good Neighbours in North Cardiff

Enclosed: Minutes of Last AGM and EGM – agenda items 3(i) and (ii)

Annual Report Containing:

- Existing Executive Committee Names**
- Chair's Report (agenda item 4)**
- Co-ordinator's report (agenda item 5)**
- Treasurer's Report/Annual Accounts (agenda item 6)**

GOOD NEIGHBOURS IN NORTH CARDIFF
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON 22 JUNE 2022



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42nd

ANNUAL REPORT

AND

ACCOUNTS

2022/23

EXECUTIVE COMMITTEE (THE TRUSTEES)

The following are the members as at the end of 2022/23

Chair	Dr Clive Morgan	<i>Dr Morgan was appointed by the Executive Committee following the resignation of the elected Chair Jonathan Lewis mid-term, in September 2021 and elected as Chair at AGM 2022.</i>
Secretary	Steve Wilson	<i>Standing down after 7 years in post</i>
Treasurer	Alison Gibbons	<i>Standing down after 10 years in post</i>
Members	Julia Rayer	<i>Completed third one-year term</i>
	Phil Patterson	<i>Completed third one-year term</i>
	Sebastien Vanoni	<i>Completed first one-year term</i>
	Jenny Smedley	<i>Completed first one-year term</i>
	Sue Stockdale	<i>Completed first one-year term</i>

Churches Together nominated **Byron Green** to serve on the Executive Committee, *standing down*.

GOOD NEIGHBOURS IN NORTH CARDIFF

**MINUTES OF THE
EXTRAORDINARY GENERAL MEETING (EGM)
HELD AT 2:30pm ON 22 JUNE 2022
AT LLANISHEN BAPTIST CHURCH HALL**

WELCOME

The Chair Dr Clive Morgan welcomed everyone to the meeting.
There were 21 members and Duncan Pugh (Co-ordinator) present.
There were 8 apologies received.

PRESENTATION OF THE RECOMMENDATION

Clive Morgan presented the Recommendation, viz:

Members are asked to approve the recommendation of the Trustees that

Section 7 (a) of the constitution be amended to state:

“The Executive Committee shall consist of not fewer than SIX members and not more than EIGHT members.....”

and Section 10 c) of the constitution be amended to state:

“There shall be a quorum when at least FOUR members of the Executive Committee including at least one Honorary Officer, are present at a meeting.”

MEMBERS VOTE

The Recommendation was approved.

AOB

None for this EGM held on 22 June 2022.

Signed.....

Date.....

GOOD NEIGHBOURS IN NORTH CARDIFF

**MINUTES OF THE ANNUAL GENERAL MEETING
HELD AT 2:30pm ON 22 JUNE 2022 AT LLANISHEN BAPTIST CHURCH HALL**

1. WELCOME

The Chair Dr Clive Morgan welcomed everyone to the meeting.
There were 21 members and Duncan Pugh (Co-ordinator) present (a minimum of 10 required for a quorum).

2. APOLOGIES

There were 8 apologies received.

3. MINUTES OF LAST A.G.M.

The minutes of the A.G.M. held on 23 June 2021 were proposed by Alison Gibbons and seconded by Steven Wilson. The floor accepted unanimously. Signed by the Chair.

4. CHAIR'S REPORT

Clive Morgan presented the report.

5. CO-ORDINATOR'S REPORT

Duncan Pugh presented his report. Special thanks were given to Alwyn Mellor for her work co-ordinating the telephone companionship project. It was stressed even with the success with the grant funding it is important GNiNC shows it is proactively raising funds locally.

Duncan was thanked from the Chair for all his work, going above and beyond the terms and conditions of his employment.

Question from the floor – Have GNiNC advertised for volunteers recently. Duncan explained the present strategy and channels that are used.

6 & 7. TREASURER'S REPORT

Alison Gibbons presented the finance report. GNiNC are still awaiting a Churches Together donation which was agreed at their AGM in principle, however they were not quorate. Byron Green has been asked to enquire.
Thanks again to Llanishen Rotary for their continued generous support. Alison appealed for members to donate regularly through the direct debit scheme.

A question from the floor asking about Gift Aid, Alison replied only client donations and Just Giving had been added to these accounts. Other income sources had yet to be processed.

An enquiry from the floor regarding the GNiNC DBS checking process. This is restarting after the pandemic, Alison and Duncan explained the present system and costs.

Alison reminded members this was her last permitted term as Treasurer. If anyone is interested, she is happy to train someone for the position allowing a steady handover.

Fiona Reynolds was thanked for issuing her Independent Examiner's Report. Fiona has also kindly agreed to review the accounts next year.

8. ELECTIONS TO THE EXECUTIVE COMMITTEE

In respect of the Executive for 2022/23 the position is:

Chair	Clive Morgan	Remaining in post
Treasurer	Alison Gibbons	Remaining in post
Secretary	Steven Wilson	Remaining in post

Ordinary	Julia Rayer	Standing for re-election
Members	Phil Patterson	Standing for re-election
	Sue Stockdale	Standing for election
	Sebastien Vanoni	Standing for election
	Jenny Smedley	Standing for election

Proposer Clive Morgan
 Secunder Trevor Gibbons
 All votes were carried through.

Clive welcomed the new committee members Sue, Sebastien and Jenny, and thanked Trevor Gibbons and Sylvia Howe for their contribution to the executive.

9. AOB

Trevor made a stand down speech, thanking the committee for all the work serving the community over the years.

10. DATE OF NEXT ANNUAL GENERAL MEETING

Wednesday 21st June 2023 at 2:30pm

Signed..... Date.....

*Agenda Item 4: **CHAIR'S ANNUAL REPORT FOR 2022/23***

It has been a good year in terms of achieving finance to keep the show on the road. We are though not resting on our laurels in continuing to look for finance.

In terms of people, we were very sorry to lose Duncan Pugh our Coordinator as he retired at the end of March. Duncan has given the organisation many years service and we wish him well for the future. Alison Gibbons, our Treasurer, comes to the end of a lengthy spell with us and we are most grateful to her for all that she has done. We wish Steve Wilson, our Secretary, well as he leaves us too.

Just as we bid farewell to exiting staff, we are pleased to welcome Julie Cull as our new Coordinator. We look forward to all that lies ahead. Janet Wheeler also started working for us as an Office Administrator earlier in the year.

My role as Chair of the organisation is small as my role is simply to facilitate and enable the work of others. I am deeply grateful for everything that is done particularly by our volunteers. Thank you.

Dr Clive Morgan
Chair of Trustees

*Agenda Item 5: **CO-ORDINATOR'S ANNUAL REPORT FOR 2022/23 by Duncan Pugh***

In common with other charities and businesses, we continue to move forward in the context of life after Covid-19. However, what is increasingly clear is that the world is a very different place when compared with what it was pre-pandemic, and we are having to respond to that.

During the Covid period, the office was maintained by Beverley Clay with me working from home or in the office when that was not occupied. It was clear that, to meet the expected future demand, we would need to recruit a second Administrator and move to a rota system to enable us to deliver the type of office cover needed. Following a planned recruitment process, it was good to be able to report that Janet Wheeler joined the team. Jan settled in very quickly she is now an established member of GNiNC. My thanks go to both Beverley and Jan for the work they have done.

Towards the end of 2022, the Trustees received a request to review office cover arrangements and to move from 5-day opening down to 4-day opening. I had lengthy discussions with the Administrators and presented a number of options to the Trustees (as the employers). After due discussion, the decision was to move to 4-day opening (Tuesday thro' Friday mornings) with a review to be completed in the first quarter of 2023. That review was undertaken and the decision was taken to stay with 4-day opening for the foreseeable future. This decision would need to be reviewed in the context of potentially increased client demand in the future.

As a consequence of these changes, we held a workshop with both Administrators and one Trustee which enabled views to be fed into the debate concerning changes to the working rota and also covered essential changes to working practices following the appointment of Jan and procedural requirements associated with 2 Administrators working on a rota basis.

Balancing client demand with volunteer supply has proved challenging during 2022/23 and, without doubt, people's priorities have changed. That said, things are certainly settling down and GNiNC should have confidence for the future.

During the year, a considerable amount of effort was devoted to clearing the backlog of work resulting from limitations on what GNiNC was able to do during COVID-19 restrictions. This work included reconciling manual and computer records, assessing selected clients who could not be assessed during COVID due to social distancing restrictions, DBS checking new volunteers etc. This work is largely complete.

During this time, for financial reasons, a decision was taken to change our DBS checking service provider. The procedures associated with our new provider, Care Check, have proved to be rather convoluted and some have declined to utilise their preferred digital submission processes so we have continued to use a largely manual approach when it comes to verification of I.D.

During the year I have supported the co-ordination of external fundraising and submitted applications to both the Tudor Trust and the Allen Lane Foundation, neither of which were successful. The good news is that these outcomes were partially due to the successful outcome of applications submitted by Trustees (Moondance and the Foyle Foundation).

Still on the fundraising front, I was very pleasantly surprised to be approached by one of our loyal volunteers, Alwyn Mellor, offering to put on a concert in aid of GNiNC. Alwyn is a soprano with a very impressive CV (do Google "Alwyn Mellor Soprano"!) and a lot of work was put in by a lot of people to make this concert a success. We were very grateful to Beulah United Reformed Church who allowed us to use their premises without any charge and who offered a lot of advice given

their experience of hosting concerts of this type. It is unwise to start naming names in case someone gets missed out, but my thanks go to the many people both within and outside GNiNC who made this venture a great success, both in terms of raising funds but also in respect of enhancing the profile of GNiNC.

In September 2022, I tendered my resignation to the Trustees. Although required to give one month's notice I offered to remain until the end of March 2023 at the latest, to give the Trustees time to appoint a successor and for transition to be completed. The appointment process did take significantly longer than I had expected although I was pleased to learn in February 2023 that Julie Cull had accepted the offer of employment and would start work in April 2023. I was able to work with Julie since that time and we completed a planned "modular" transition process although Julie was still employed by the Welsh Council for Voluntary Action (WCVA) during this period. Without doubt, there has been a great deal of detail to assimilate, but I have no doubt that Julie will successfully "make the job her own" and I wish her every success in her new job

It is right that this report should conclude with a very big "thank you" to all the volunteers without whom GNiNC would not exist.

Duncan J Pugh
Co-ordinator

*Agenda Item 6: **TREASURER'S ANNUAL REPORT 2022/23***

INCOME

CLIENT DONATIONS

As the situation with regard to COVID 19 improved, we were able to increase the number of tasks which we could carry out, and our client donations rose accordingly. The final figure exceeded the budget set at the beginning of the year, and we thank our clients for their contribution to our work.

DONATIONS FROM CHURCHES

We did not receive a grant from Churches Together this year. This is partly due to the financial situation, and partly to their administrative difficulties.

DONATIONS FROM ORGANISATIONS & BUSINESSES

We received no donations from organisations this year, and the business donations were limited to the Amazon "Smile" scheme and a donation from the Tesco Community Fund. We are very grateful to these businesses for their support.

GRANTS

Following applications by members of the Executive, we were fortunate to receive generous grants from the Moondance Foundation (to support salaries for two years), the Foyle Foundation, the People's Lottery and the Lloyds Foundation. Taken together, these are almost equivalent to one year's expenditure, and we are very grateful to the donors concerned.

INDIVIDUAL DONATIONS

We were fortunate to receive many donations from individuals, and should like to thank in particular Miss Williams and Mrs Bowen, and also Ms Davies, Mrs Doubler, Mrs Sullivan, Duncan Pugh and Sebastien Vanoni for their donations. There were several anonymous donors whom we also thank for their generosity. The regular giving scheme for monthly donations has continued to be a substantial source of income. Our thanks to these regular donors – we should welcome new participants to the scheme!

GIFT AID

Gift Aid was claimed on the regular giving donations, and on the client donations from an earlier year under the Small Donations Scheme.

FUND-RAISING

A new venture was the concert of light classical music held at Beulah United Reformed Church at the end of March. This was both a social and a financial success, with only the first tranche of the receipts paid into the accounts this year. We are very grateful to Alwyn Mellor, who sang for us, and Michael Pollock, who accompanied her and played a piano solo – it truly was "Something Wonderful". Thanks also go to the Church (who gave us free use of the premises) and all who organised the event and helped out on the night.

The 100 Club remained well-supported, and thanks go to several members of the Club who donated their winnings back to GNiNC.

EXPENDITURE

CO-ORDINATOR'S SALARY

Duncan's salary was increased from September. As always, we are indebted to Duncan for his dedication to GNiNC, and all his hard work on our behalf. We were sorry when he announced his resignation, and were very grateful that he remained in post until his successor was appointed.

After advertising the post and interviewing the only applicant considered suitable, Julie Cull was appointed. She was able to spend some considerable time with Duncan to learn the ropes, and was paid for this essential involvement at the agreed salary rate.

ADMINISTRATORS' SALARIES

As the COVID-19 pandemic situation changed and we were starting to return to the new normal, we appointed a second Administrator after a recruitment and interview process. Janet (Jan) Wheeler joined Beverley in the office in June. The office contact hours changed, but the overall hours worked by the Administrators remained the same. We thank them for their commitment to GNiNC.

VOLUNTEERS' EXPENSES

As the number of tasks carried out this year increased, the amount claimed by volunteers was slightly higher than the budget figure prepared at the beginning of the financial year. We thank all volunteers for giving their time to our clients.

OFFICE EXPENSES

The costs on petty cash, telephones, office supplies and website maintenance were slightly higher than anticipated in the budget.

RENT & REPAIRS

The rent on our office was paid in quarterly instalments to Llanishen Parish Church. Two attempts were made to acquire a truly rainproof external letterbox, which we hope has now been achieved.

INSURANCE

Our insurance premium was a little higher than expected.

OTHER EXPENSES

The annual subscription to Localgiving was paid, and the disabled Blue Badge was renewed. Expenses were incurred on two recruitment advertisements, and an Administrators' workshop which was held in March. The concert expenses (printing and gifts) were covered by various donors who wished to remain anonymous – thank you all.

RELATED PARTIES

No trustees received any remuneration or recompense from GNiNC in their capacity as trustees.

SUMMARY

Thanks to the efforts of the Executive, the generosity of several trusts and foundations, and a number of local donors, we have ended the financial year with a considerable surplus. I should like to express my thanks to all volunteers, Trustees and staff for getting GNiNC back up to something like normal after such a difficult time. However, we must not become complacent, and it is incumbent upon us to show that we are actively working to maintain our reserves by our own efforts. Now that we shall be able to hold fundraising events once again, the Trustees would welcome any suggestions for suitable activities which would enable us to raise funds from the wider community. (The recent concert is a splendid example of this, as it was suggested by Alwyn, a volunteer with us, and attracted people from areas outside our "patch".)

In line with the Charity Commission's recommendations, some years ago the Trustees adopted the policy of maintaining an unrestricted reserve fund of at least one year's running costs for GNiNC, so that we could continue to operate in the event of a loss of funding from any source. This year, we once again meet this objective.

Our thanks are due to Fiona Reynolds, who has examined our accounts and records, and issued her Independent Examiner's Report in accordance with the Charities Act. The Independent Examiner does not receive any remuneration for her services.

ALISON GIBBONS
TREASURER

12th April 2023

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

INCOME AND EXPENDITURE

2021/22	INCOME	2022/23	
£	Grant & Donations	£	£
3,010	Client donations	4,166	
0	Churches Together grant & local churches	0	
2,500	Donations from organisations	0	
53	Donations from businesses	78	
0	Grants	19,620	
2,074	Individual donations	3,050	
2,608	Standing order & direct debit donations	2,723	
1,215	Gift Aid	1,425	
11,460		31,062	31,062
	Fund Raising		
0	Concert ⁽¹⁾	250	
723	100 Club ⁽¹⁾	680	
31	Miscellaneous	0	
754		930	930
2	Bank Interest	51	51
12,216	TOTAL INCOME		32,043

NOTES

(1) *Net income in this FY*

2021/22	EXPENDITURE	2022/23	
£		£	£
	Personnel Expenses		
10,080	Co-ordinator's salary (incl tax)	10,122	
0	Co-ordinator's expenses	0	
2,896	Administrators' salaries (incl tax)	4,805	
0	New Co-ordinator's handover payments	202	
304	Volunteers' expenses	264	
13,280		15,393	15,393
	Office Expenses		
478	Stationery/Office supplies	432	
233	Postage/petty cash	214	
657	Telephones	684	
1,368		1,330	1,330
	Other Expenses		
399	Website maintenance	352	
701	Insurance	789	
0	DBS check fees	192	
96	Subscriptions	96	
2,080	Rent	2,080	
0	Repairs and alterations	57	
0	AGM/EGM	0	
74	Miscellaneous expenditure	566	
3,350		4,132	4,132
17,998	TOTAL EXPENDITURE		20,855
(5,782)	SURPLUS/(DEFICIT) FOR THE YEAR		11,188
12,216			32,043

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2023**

2021/22		2022/23
£	<u>GENERAL FUND</u>	£
29,414	Balance - 1st April 2022	23,632
(5,782)	Surplus/(deficit) for year	11,188
<u>23,632</u>		<u>34,820</u>

ASSETS & LIABILITIES

20,855	Barclays Business Premium Account	31,706
2,746	Barclays Community Account	2,262
23	100 Club Account	803
8	Petty cash	49
0	Liabilities	0
<u>23,632</u>		<u>34,820</u>

Alison Gibbons
Treasurer

12th April 2023

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS
OF THE EXECUTIVE COMMITTEE OF THE CHARITY:
GOOD NEIGHBOURS IN NORTH CARDIFF**

I am pleased to report to the executive committee on my examination of the accounts of Good Neighbours in North Cardiff for the year ended 31st March 2023.

Responsibilities and basis of report

As members of the Executive Committee you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Charities Act 2011 and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Fiona Reynolds BSc, ACA
Chartered Accountant
93 Pen-y-Dre, Rhiwbina
22 April 2023



GOOD NEIGHBOURS IN NORTH CARDIFF
4 Heol Hir, Llanishen, Cardiff CF14 5AE
Tel: 029 20 750751



AGM 2023 - ELECTIONS TO THE EXECUTIVE COMMITTEE

NOMINATIONS ARE INVITED IN RESPECT OF THE POSTS OF

EXECUTIVE COMMITTEE MEMBER

The process of nominating and proposing (i.e. seconding) may be done in one of two ways:

ONLINE (EMAIL) PROCESS All signatories (nominated person and proposers) must be serving volunteers with GNiNC and email messages must be sent from their personal email address.

Nominee The nominee should email their request to stand for election to
admin@goodneighboursinnorthcardiff.co.uk

Proposers Two proposers must indicate their support for the nominee, also by email, to the same email address.

All emails in this respect must arrive on or before Friday 16 June 2023.

MANUAL (PAPER) PROCESS Nominations must be made by completing the form overleaf and delivering it to the office, to arrive on or before Friday 16 June 2023. Additional forms are available from the office if you wish to nominate more than one person.

The constitution as at 1st June 2023 states that Executive Committee shall consist of not fewer than seven and not more than nine elected members being:

- three honorary officers (Chair, Secretary and Treasurer) ** see note below
- not fewer than three and not more than five other members
- Churches Together may nominate one representative

** If the constitution amendment from the 2023 EGM is ratified the officers will be elected from the committee members at the first meeting of the new Executive.



GOOD NEIGHBOURS IN NORTH CARDIFF - AGM 2023
EXECUTIVE COMMITTEE MEMBER - NOMINATION FORM



**ALL SIGNATORIES MUST BE SERVING VOLUNTEERS
WITH GOOD NEIGHBOURS IN NORTH CARDIFF**

POST ** Committee Member (Trustees)

** Officers (Chair, Treasurer and Secretary) will be elected by the committee members at the first meeting of the new Executive from amongst their number.

NOMINEE

Signature

Name

Address

Telephone

PROPOSER

Signature

Name

Address

Telephone

SECONDER

Signature

Name

Address

Telephone

Date: