



## GOOD NEIGHBOURS IN NORTH CARDIFF

4 Heol Hir, Llanishen, Cardiff CF14 5AE

Tel: 029 20 750751

admin@goodneighboursinnorthcardiff.co.uk

www.goodneighboursinnorthcardiff.co.uk



**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



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

admin@goodneighboursinnorthcardiff.co.uk  
www.goodneighboursinnorthcardiff.co.uk



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.

# **GOOD NEIGHBOURS IN NORTH CARDIFF**

**4 Heol Hir, Llanishen, Cardiff CF14 5AE**

**Tel: 029 20 750751**

**admin@goodneighboursinnorthcardiff.co.uk**

**www.goodneighboursinnorthcardiff.co.uk**

## **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**



**GOOD NEIGHBOURS IN NORTH CARDIFF**

4 Heol Hir, Llanishen, Cardiff CF14 5AE

Tel: 029 20 750751



[admin@goodneighboursinnorthcardiff.co.uk](mailto:admin@goodneighboursinnorthcardiff.co.uk)

[www.goodneighboursinnorthcardiff.co.uk](http://www.goodneighboursinnorthcardiff.co.uk)

42<sup>nd</sup>

ANNUAL REPORT

AND

ACCOUNTS

2022/23



## EXECUTIVE COMMITTEE (THE TRUSTEES)

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

<b>Chair</b>	<b>Dr Clive Morgan</b>	<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>
<b>Secretary</b>	<b>Steve Wilson</b>	<i>Standing down after 7 years in post</i>
<b>Treasurer</b>	<b>Alison Gibbons</b>	<i>Standing down after 10 years in post</i>
<b>Members</b>	<b>Julia Rayer</b>	<i>Completed third one-year term</i>
	<b>Phil Patterson</b>	<i>Completed third one-year term</i>
	<b>Sebastien Vanoni</b>	<i>Completed first one-year term</i>
	<b>Jenny Smedley</b>	<i>Completed first one-year term</i>
	<b>Sue Stockdale</b>	<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 Members	Julia Rayer	Standing for re-election
	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**

<b>2021/22</b>	<b>INCOME</b>	<b>2022/23</b>	
£	<b>Grant &amp; Donations</b>	£	£
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	
<u>11,460</u>		<u>31,062</u>	31,062
	<b>Fund Raising</b>		
0	Concert <sup>(1)</sup>	250	
723	100 Club <sup>(1)</sup>	680	
31	Miscellaneous	0	
<u>754</u>		<u>930</u>	930
2	<b>Bank Interest</b>	51	51
<u>12,216</u>	<b>TOTAL INCOME</b>		<u><u>32,043</u></u>

**NOTES**

(1) Net income in this FY



2021/22 £	EXPENDITURE	2022/23 £	£
	<b>Personnel Expenses</b>		
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	
<u>13,280</u>		<u>15,393</u>	15,393
	<b>Office Expenses</b>		
478	Stationery/Office supplies	432	
233	Postage/petty cash	214	
657	Telephones	684	
<u>1,368</u>		<u>1,330</u>	1,330
	<b>Other Expenses</b>		
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	
<u>3,350</u>		<u>4,132</u>	4,132
<u><b>17,998</b></u>	<b>TOTAL EXPENDITURE</b>	<u><b>20,855</b></u>	
<b>(5,782)</b>	<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>11,188</b>
<u><b>12,216</b></u>		<u><b>32,043</b></u>	

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

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

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 31<sup>st</sup> 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: .....