

# Cwtsh Community and Arts Centre

England & Wales · Charity number 1157225

## Details

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**Other names** HANDPOST COMMUNITY LIBRARY ASSOCIATION, HCLA

**Status** Registered

**Legal form** CIO

**Registered** 2014-05-29

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

## Contact

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**Address** 226 Stow Hill  
Newport  
NP20 4HA

**Phone** 01633669000

**Email** [david-osmond@hotmail.com](mailto:david-osmond@hotmail.com)

**Website** [www.cwtsh.org](http://www.cwtsh.org)

## Activities

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**Objects:** 1. To advance the education of the general public in Newport, south Wales and the surrounding area through our programme of classes, talks, exhibitions and events, including work with local schools. 2. To further or benefit the residents of Newport, south Wales and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other options by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the quality of life for residents.

**Activities:** The Charity manages "Cwtsh", a small building in the Handpost area of Newport, for community benefit. See [www.cwtsh.org](http://www.cwtsh.org).

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- Newport City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£6,378	£5,649	-	-
2023-12-31	£5,066	£5,842	-	-
2022-12-31	£7,530	£6,470	-	-
2021-12-31	£2,314	£9,664	-	-
2020-12-31	£12,597	£7,921	-	-

## Trustees

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Name	Role	Appointed
ALAN RODERICK	Chair	2014-03-05
Dr DAVID OSMOND		2014-03-05
James Calvert		2016-10-03

**Cwtsh Community and Arts Centre**

England & Wales - Charity number 1157225

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# Accounts

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# Charities Report 2024

Cwtsh Community and Arts Centre continued its recovery from Covid which had affected classes and other events taking place at Cwtsh.

The beautiful but old building had some issues over the year with some high heating bills, roof leaks and damp walls. The building continued to need regular attention. The roof was checked by a qualified roofer and no damage was found as required by insurance. Also, some damp was found on one of the inner walls. This was probably caused by water leakage onto the outside of the wall but there had been some difficulty contacting the occupier next door to find the cause.

Although the web site continued to provide valuable information to the Cwtsh community, the underlying structure of the web site had not been revised since 2015 and the committee felt that it would benefit from a redesign exercise to reflect current usage and needs. This was carried out by a commercial web site design company who had developed the original web site. Although this was done at a very reasonable price, some of the desired features had to be reconsidered because of the cost. However, all agreed that the new design gave a new and fresh look whilst still providing the necessary information. It was also more efficient to administer.

The web site also had some issues with security warnings to users. This was due to an expired security certificate and this was corrected by the web site hosting company.

In November Cwtsh played a coordinating role as a hub in Newport's "Art on the Hill" festival where various venues displayed local art works, with Cwtsh hosting music and literary presentations.

Many exhibitions were held in Cwtsh including a wide variety of subjects involving photography, paintings, papercut and collage. Some highly regarded artists were involved including Ruth Searle (A Celebration of Animals and Nature), Sue Thomas (Threadmarks – also involving a demonstration by the Gwent Guild of Spinners, Weavers and Dyers), and also photographs taken in Newport in the 1990s by our own John Briggs who spends a tremendous amount of time in organising and hanging all exhibition pieces. The exhibitions were open every Friday, Saturday and Sunday for viewing during their display at Cwtsh.

Open Mic sessions were held throughout the year at The Murenger pub in Newport with some eminent local poets such as Mike Jenkins from Merthyr, the prizewinning Jonathan Edwards and our own Chairman Alan Roderick who also compered and organised the sessions.

First Friday presentations were held throughout the year on the first Friday of the month at Cwtsh. There were diverse subjects such as Flat Holm (an island in the Bristol Channel) and 'Utopia on Usk' on the work of Johnson Blackett, the town architect responsible for the planning of the Gaer and Malpas estates.

Regular classes in French, creative writing, poetry, watercolour painting and oil painting continued in Cwtsh throughout the year.

The membership scheme continued to be a success with a healthy membership giving advantages of support both financial and physical.

Jim Calvert

Trustee

## **Cwtsh Community and Arts Centre Accounts 2024 (Charity number 1157225)**

### **Introductory notes**

These accounts cover the period from 1st January 2024 to 31st December 2024.

### **Income**

<b>Income source</b>	<b>Amount</b>
Murenger Open Mics	461.50
First Fridays etc	678.63
First Friday sponsorship	440.00
Cwtsh room rental	3,450.00
Gallery income	316.55
Coffee money	33.50
Donations	358.50
Membership	630.00
Refund from insurance company	9.64
<b>Total</b>	<b>6,378.32</b>

<b><u>Expenditure</u></b>	<b>Amount</b>
Rent (Newport City Council)	1375.00
Welsh Water / Dwr Cymru	211.00
Virgin (WiFi Rental)	777.60
Electricity (British Gas)	1,508.16
Insurance	614.60
Webber Design (website hosting)	168.00
Annual Premises Licence Fee	70.00
Posters	319.50
Contribution to Art on the Hill	50.00
Bank charges	97.18
Printer ink	110.18
Reimbursement of FF fee (Ben Wildsmith) to DO	30.00
Reimbursement of a member for overpayment of membership fee	90.00
Amp, microphone, stand	183.99
Supplies for exhibition launch (JB)	17.62
Printing for children's exhibition (JB)	25.98
<b>Total</b>	<b>5,648.81</b>

### **Bank Reconciliation**

Opening balance		<b>2,259.87</b>
Add income	6,378.32	8,638.19
Subtract expenditure	5,648.81	
<b>Closing Bank Balance</b>		<b>2,989.38</b>

These accounts are a true and accurate record.

David Osmond (Treasurer, Cwtsh Community and Arts Centre) October 9th 2025

**Cwtsh Community and Arts Centre**

England & Wales - Charity number 1157225

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# Accounts

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## Charities Report 2023

Cwtsh continued to recover from the disruption caused by Covid. As the Library function had not proved sustainable the charity changed its name from Handpost Community Library Association to Cwtsh Community and Arts Centre.

Tiny Rebel had kindly agreed to extend their sponsorship of First Fridays presentations for another year in 2023. In the first First Friday presentation Peter Finch and John Briggs talked about their book 'Walking the Valleys' on February 2<sup>nd</sup>.

In the Open Mic on April 19<sup>th</sup> at the Murenger Adele Cordner read her verse and in the open mic on May 17<sup>th</sup> Gareth Writer-Davies read from his latest book Wysg.

A membership scheme was mooted as a way of generating some extra income and involving users more with Cwtsh. The Secretary mentioned that the membership forms would need to be printed he also suggested that a checklist would be useful to monitor progress before the event.

In May an open day was held with musical and literary performances to gain more footfall and show the sort of events that Cwtsh can hold.

Jim Calvert and John Briggs met and work began in making changes to the website. Rhys Webber, who maintains the website, has also been consulted; some of the changes being only be carried out by him. It was hoped that the revised website will be up and running soon.

John Briggs reported that the launch of the new exhibition had been successful with one painting worth £150 being sold on the day and with interest being expressed in others. John also mentioned the possibility of showing a film about John Sherwood, perhaps on the afternoon (2pm-4pm) of May 21<sup>st</sup>. The proceeds would go to Cwtsh funds. John also reminded the Committee that music would be available at the launch and promised to work on timetables for the musicians involved. He also asked the artists taking place how they want to set up etc. As for future exhibitions, Rhys Webber's wife was interested in putting on an exhibition next year in January and February. In addition, there was also a disabled artist who had been in touch and might be a possible exhibitor later in the year.

The Chairman introduced Sue Beardmore who volunteers at the Cwtsh and is also Secretary of the Newport and Gwent Literary Club. The two had been in conversation recently and it became obvious that both the Literary Society and the Cwtsh faced similar problems. In the light of this the Chairman invited Sue to share her experiences with the Committee, especially given recent discussions about using Zoom and she had generously agreed to do so. It was decided in the end that using Zoom was impractical for Cwtsh in view of the smaller venue and smaller number of attendees such that the use of Zoom in any professional way would not be cost effective.

The Chairman thanked all who were involved in the Open Day in May which was very successful. The exact numbers of those who have joined as members are not yet clear. The Secretary expressed some disappointment that the take up was not more. The names of new members would be added to the contact list.

The Open Mic on June 14<sup>th</sup> featured Marcelle Newbold who brought quite a number of people with her. There was some discussion about the location of the Open Mic sessions and whether it would be

more appropriate to meet at the Cwtsh itself. But it was generally felt that the atmosphere at the Murenger was better, not least because people wanted to read their own poetry. It was important to have a mic that works since speakers often vary in volume. The next poet at the Murenger will be Robert Minhinnick on July 14<sup>th</sup>. He would like to show a short film and the Chairman will make inquiries about this.

There was a Street Fairy workshop (the exhibition will also be open at the same time) and on Wednesday 5<sup>th</sup> July there was a session on mosaics. The charge would be £60. In response to a question from David, John thought that an attendance of 6 or so would be needed to make it viable.

The next First Friday featured Alis Hawkins, a crime writer. Interest in this has been expressed by Beechwood Women's Institute, some of whose members were expected to attend. There was discussion about publicity for the event. If the information is with the Argus on the Friday before the event, it will then appear for a whole week. A picture is also a useful addition. The Open Mics could also be reported in the same way. Either Pam or the Chairman will try to do this. Pam also sends information to her U3A contacts.

Robert Minhinnick appeared on July 12<sup>th</sup>. Robert Minhinnick had wanted to use music and film but the Chairman had to explain to him that would go against the pub rules. Pam wondered if he would be willing to do a First Friday in the future.

The University of Wales Press was going to publish a book of Welsh Ghost Stories in September. There would be a launch in Cardiff with a similar event in Newport. This took the form of an extra First Friday event on September 29<sup>th</sup>. Copies of the book were for sale. Lucy Ramsey has been the contact for this. Andrew asked how much was raised at First Friday and Open Mic events but amounts varied from event to event.

On the question of hiring, Jim agreed to look up the Newport Council website which advertises places for hire and see what is required to take part. The fact that the Cwtsh is for hire has been mentioned in Grassroots. The major challenge in terms of costs would be the heating bill in winter.

The next First Friday would be on September 1<sup>st</sup> and would feature a talk about the Tiny Rebel brewery. Publicity will be needed and a reasonable audience - some 10 to 12 – would be desirable.

There had been complaints that there was insufficient information on the website about First Fridays and Jim has made some corrections to information on the website and will include more details of talks in future. The Chairman promised that he would check that all relevant information had been passed on to allow this to happen.

The trustees will have to meet to make changes to the Constitution regarding the membership scheme. There was also some discussion about what to combine with the AGM to make the evening more attractive. Musical entertainment seemed to be a possibility.

In view of the new Management at the Murenger there was discussion about holding open mics at Cwtsh. The Chairman pointed out that people who do not know Newport might find it hard to get to the Cwtsh and this would mean that someone would have to meet them. It was in the end concluded that The Murenger was the better and more established venue.

The Chairman suggested that it might be possible to run a series of films at the Cwtsh, perhaps on a Film Noir theme.

In November the Cwtsh again served as a hub for attendees for the “Art on the Hill” series of exhibitions at various places in Newport. However very few members were present, despite there being entertainment available. The weather was admittedly very bad that evening. It might be more successful if it was held in June which would be quite feasible in terms of accounts etc.

Classes taking place at Cwtsh were poetry classes, creative writing classes, French classes and watercolour painting classes.

In December there had been a First Friday presentation by Arthur Turner regarding the new nature reserve at “The Twmps” – an area behind the barracks in /Newport.

The membership had now reached 65 in December.

The Chairman had shown ‘Laura’ as the most recent film in the film noir series. There were five people present in all. It was suggested that a matinee on Monday afternoon at 4 pm might prove more popular. There was one more film- the Blue Dahlia- to be shown in the series and David suggested putting out some more posters. Pam had also sent details to the Argus for Grassroots and she offered to distribute some of the posters.

There had been concerns over the heating. The ever-present need for economy with the recent sharp rise in electricity costs had to be balanced against the need for Cwtsh to be heated comfortably. There was a continual need to adjust timings of when the heating goes on and off.

As ever with an old building there were issues with leaks in the skylights. It was difficult to see what was causing this but it may be that one of the windows in the roof was not properly shut and this was allowing the water in. Since there has been a change in our insurance arrangements, the new insurance firm wanted a roof inspection which took place on a pro bono basis.

Jim Calvert

Trustee

## **Cwtsh Community and Arts Centre Accounts 2023 (Charity number 1157225)**

### **Introductory notes**

These accounts cover the period from 1st January 2023 to 31st December 2023.

'Restricted' income must be spent on the specified items for which it has been donated or provided.

Unrestricted income can be spent on anything that supports Cwtsh Community and Arts Centre's objectives.

### **Income**

<b>Income source</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
Murenger Open Mics		563.30	
First Fridays etc		526.40	
Tiny Rebel First Friday sponsorship		330.00	
Cwtsh room rental		2,480.00	
Gallery income		221.00	
Rotary Club raffle		130.00	
Coffee money		10.30	
Donations		75.00	
Membership		630.00	
Maindee Festival appearance (AR)		100.00	
<b>Total</b>		<b>5,066.00</b>	<b>5.066.00</b>

## **Expenditure**

Rent (Newport City Council)	1625.00
Welsh Water / Dwr Cymru	102.00
Virgin (WiFi Rental)	772.80
Electricity (British Gas)	1,473.70
Insurance	677.74
Webber Design (website hosting)	168.00
Annual Premises Licence Fee	70.00
Posters and bar supplies	350.68
Contribution to Art on the Hill	200.00
Donation to Salvation Army in memory of Sara Crerar	75.00
Plaque in memory of Leighton Long	55.00
Directory advertisement for Open Day	55.00
Bank charges	94.16
Miscellaneous (keys, paper towels, business cards, window display wallet)	122.65
<b>Total</b>	<b>5,841.73</b>

**Bank Reconciliation**

Opening balance		<b>3,035.60</b>
Add income	5,066.00	8,101.60
Subtract expenditure	5,841.70	
<b>Closing Bank Balance</b>		<b>2,259.87</b>

All restricted funds have been used for the benefit of Cwtsh Community and Arts Centre.

These accounts are a true and accurate record.

David Osmond (Treasurer, Cwtsh Community and Arts Centre) June 10th 2024.

**Cwtsh Community and Arts Centre**

England & Wales - Charity number 1157225

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022

Charity name: Cwtsh Community and Arts Centre

Charity registration number: 1157225

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1.to advance the education of the general public in Newport, South Wales and the surrounding area  2. to further or benefit the residents of Newport, South Wales and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other options by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the quality of life for residents.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Regular lectures and seminars on various historical and literary subjects. Regular open mic poetry and prose reading sessions. Regular exhibitions of the work of local artists. Regular educational classes
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Yes</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>n/a</b>

Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	n/a
Other		<b>Small financial and material contribution to certain local art projects exhibitions and other events.</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>Promotion of Education and enlightenment relating to the arts. Regular publication on the internet and social media of the various classes, events and exhibitions.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>See below</b>
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Additional information

Cwtsh continued to recover from the ravages of COVID which had had a profound effect on the willingness of supporters to attend events and classes.

However monthly events continued in particular the first Friday presentations by eminent local authors historians and businesses. Also, the monthly open mic events in the Murenger Pub in Newport continued with presentations by local poets and authors.

Following closure of children's library removing the wheeled bookcase and rebranding by removing the front window logo decal. This to open up the windows space and allow paintings and other items to be exhibited in the windows space.

The remaining library books were donated to Clytha school and Books for Africa.

There was the possibility of resuming creative writing classes. A new provider was found and creative writing classes resumed in May.

There were several successful first Friday talks such as the one in February regarding the Newport Naval Mutiny of 1921 and on May the 6th with Kit Lambert who has written scripts for a number of popular tv series including Eastenders and Father Brown.

There was a regular program of art and photography exhibitions such as the one in April relating to paintings of local scenes by local artist Justin Brown. The exhibition proved to be very popular and the artist sold several paintings.

With May came the great news that local brewery Tiny Rebel had kindly agreed to sponsor the first Friday presentations at Cwtsh which helped greatly in providing expenses for speakers who sometimes had to come long distances.

Also, in May a longstanding committee member Leighton Long died at the age of 86. The committee agreed to install a small plaque as a lasting tribute to Leighton's contribution to the success of Cwtsh.

In June it was felt that the constitution of Cwtsh was out of date and should be updated in several respects. It was noted that this would need to be carried out and approved at the next AGM, probably in November.

In August Cwtsh supported a Windrush Festival in Bellevue Park, Newport with speakers, music, a plasma screen and refreshments.

In September Justin Brown who had had a very successful exhibition at Cwtsh started an art class which appeared popular.

Amendments to the constitution were drafted and agreed at a special meeting of trustees And the amendments were approved at the AGM in November.

Regular contributions of artwork produced by local schoolchildren were exhibited in the window gallery at Cwtsh.

November saw the annual Newport "Art on the Hill" exhibition for which Cwtsh acted as a hub location where participants could have their attendance cards marked. There was also an essay competition for children the prize for which was a book donated by a well known children's author, creative writing and poetry readings.

The fixed price contract for electricity supply ended in November and the new contract would involve considerably more expenditure it was clear that Cwtsh would have to be more careful with its electricity usage.

The committee set up a special subgroup to look into inception of a membership scheme as it was felt that the Constitution envisaged a full membership more involved with Cwtsh.

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Financially stable; more than £3000 in the bank.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We aim to have three months operating costs in our account at all times - and have succeeded.</b>
Amount of reserves held	Para 1.22	<b>Current account only</b>
Reasons for holding zero reserves	Para 1.22	<b>NA</b>
Details of fund materially in deficit	Para 1.24	<b>NA</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees elected at AGM.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Cwtsh Community and Arts Centre
Other name the charity uses	None
Registered charity number	1157225

Charity's principal address

226 Stow Hill, Newport, NP20 4HA

Charity's principal address	226 Stow Hill, Newport, NP20 4HA

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Alan Roderick	Chair	Since March 2014	
2	Jim Calvert	Trustee	Since April 2016	
3	David Osmond	Trustee	Since March 2014	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

D Osmond

J Calvert

Full name(s)

David Osmond

Jim Calvert

Position (eg  
Secretary, Chair, etc)

Trustee, Treasurer

Trustee

Date

25/10/2023

## **Cwtsh Community and Arts Centre Accounts 2022 (Charity number 1157225)**

### **Introductory notes**

These accounts cover the period from 1st January 2022 to 31st December 2022.

'Restricted' income must be spent on the specified items for which it has been donated or provided.

Unrestricted income can be spent on anything that supports Cwtsh Community and Arts Centre's objectives.

### **Income**

<b>Income source</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
Murenger Open Mics		658.50	
First Fridays		420.70	
Tiny Rebel First Friday sponsorship		180.00	
Cwtsh room rental		1,758.00	
Gallery income		431.00	
Rotary Club raffle		110.00	
Coffee money		36.80	
Sale of A frame noticeboard		25.00	
Donations		210.00	
Covid grant from Newport City Council		2,200.00	
Grant from Race Council Cymru (Windrush Project)	1,500.00		
<b>Total</b>	<b>1,500.00</b>	<b>6,033.00</b>	<b>7,530.00</b>

## **Expenditure**

Rent (Newport City Council)	1375.00
Welsh Water / Dwr Cymru	123.79
Virgin (WiFi Rental)	772.80
Electricity (British Gas)	854.41
Insurance	619.07
Webber Design (website hosting)	126.00
Annual Premises Licence Fee	70.00
Exhibition expenses (poster design, printing, launch hospitality)	339.69
Building expenses (CCTV call out; purchase of easel)	213.10
Contribution to Art on the Hill	200.00
Windrush project	1499.70
Donation to leukaemia research in memory of Leighton Long	75.00
2021 children's writing competition leaflets	84.40
First Friday fee paid to Matthew G. Rees	30.00
Bank charges	87.38
<b>Total</b>	<b>6,470.34</b>

**Bank Reconciliation**

Opening balance		<b>1,975.94</b>
Add income	7,530.00	9,508.94
Subtract expenditure	6,470.34	
<b>Closing Bank Balance</b>		<b>3,035</b>
<b>.60</b>		

All restricted funds have been used for the benefit of Cwtsh Community and Arts Centre.

These accounts are a true and accurate record.

David Osmond (Treasurer, Cwtsh Community and Arts Centre) October 24th 2023.

**Cwtsh Community and Arts Centre**

England & Wales - Charity number 1157225

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# Accounts

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# Handpost Community Library Association

## Trustees Annual report 2021

After the easing of restrictions following the "firebreak" lockdown in late 2020, Cwtsh (the name by which the association is generally known) could gradually reintroduce physical meetings of the committee and later in the year internal exhibitions and fundraising events.

Unfortunately there had been some recent vandalism in January and CCTV and a porch light were introduced such that potential vandalism could be monitored.

Art displays of work produced by a local primary school were exhibited in the window of Cwtsh pending reopening of the building for exhibitions. The committee also discussed possible measures for full reopening when conditions allowed.

The children's library reopened in May and June but it was very underused despite efforts to advertise its existence including a sandwich board outside the building for display to the parents passing the building when taking their children home from school. Contacts were also attempted with local schools but to little avail.

In June 2021 internal exhibitions were resumed with suitable anti-Covid measures such as restrictions on number of visitors, provision of hand gel and wearing masks etc.

In July 2021 it was discussed if classes could resume, e.g. creative writing and ukulele, but there were practical difficulties due to the non-availability of the tutors and also understandable reticence on the part of class attendees. There was also the problem of providing sufficient social distancing in classes. However a QR poster was provided on the door for users to register with the NHS Covid app.

In August 2021 a new sound system was obtained to replace the rather conjugated previous one to make things easier for users, e.g. first Friday events when they could resume, the old system also been prone to breaking down.

September 2021 unfortunately brought the demise of the children's library due to lack of demand. Despite the best efforts of those volunteering and especially those running the children's library, there was little or no use of the library and it was decided its closure was inevitable.

With the demise of the children's library, the committee undertook a review of the activities in Cwtsh and also the purpose of the organisation itself. In particular it was thought that without the necessity to display the children's

books more use can be made of the window space for exhibition material. The purchase of an easel to display paintings in the window was discussed.

October saw the resumption of both First Friday and Open Mic events now that Covid restrictions had eased somewhat and it was considered safe. However the committee noted the need to ensure sufficient spacing for social distancing and also other anti-Covid measures such as those referred to above in relation to classes.

A memorial evening was held in October for Angela Platt, a much loved committee member and volunteer, who had passed away recently.

Also in October and the committee thought the presentation of the front of the building required some attention as the logo on the large front window was thought too large and would also hinder the display of artwork in the window. It was agreed to remove the logo and commission a smaller version for the main entry door of the building.

In October Cwtsh took part in the Diffusion Festival, a Welsh Arts Festival. This involved the display of photographs of rock bands. The festival had previously been centred on Cardiff but it had been decided to branch out to Newport.

November saw Cwtsh taking part in and helping to organise a community art project in concert with Gaer School. Cwtsh was also a hub for the annual "Art on the Hill" festival involving displaying art involved in the festival and also having an administrative role in registering attendance. Cwtsh also made a small financial contribution to the festival.

The remaining library books were sent to a charity providing books for school children in Africa, Cwtsh paying for transport to the UK hub of the charity.

The year ended with hope for Cwtsh to resume more of the activities cut short by Covid restrictions. However it was recognised that there would be difficulties in attracting some of the organisations using Cwtsh back again. You

## **Handpost Community Library Association Accounts 2021 (Charity number 1157225)**

### **Introductory notes**

These accounts cover the period from 1st January 2021 to 31st December 2021.

'Restricted' income must be spent on the specified items for which it has been donated or provided.

Unrestricted income can be spent on anything that supports HCLA's objectives.

### **Income**

<b>Income source</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
Cwtsh room rental		950.00	
Gallery income		64.00	
Grant from Diffusion Festival (for Gaer Primary School project)	1,300.00		
<b>Total</b>	<b>1,300.00</b>	<b>1,014.00</b>	<b>2,314.00</b>

## **Expenditure**

Rent (Newport City Council)	1500.00
Welsh Water / Dwr Cymru	114.41
Virgin (WiFi Rental)	772.80
Electricity (British Gas)	832.72
Cleaning (A Bright Clean)	795.31
Insurance	537.75
Webber Design (website hosting)	114.00
Annual Premises Licence Fee	70.00
Exhibition expenses (poster design, printing, launch hospitality)	288.80
Building expenses (CCTV, central heating leak, electrical, window revamp)	1,569.17
Contribution to Art on the Hill	200.00
Gaer Primary School project	2,500.00
Equipment (vacuum cleaner, electrical goods)	193.80
Sundries (cost of donating books to Africa, Land Registry, DRB)	47.00
Outstanding expenses from 2020 children's writing competition	127.86
<b>Total</b>	<b>9,663.62</b>

**Bank Reconciliation**

Opening balance		<b>9,325.56</b>
Add income	2,314.00	11,639.56
Subtract expenditure	9,663.62	
<b>Closing Bank Balance</b>		<b>1,975.94</b>

All restricted funds have been used for the benefit of HCLA.

These accounts are a true and accurate record.

David Osmond (Treasurer, Handpost Community Library Association) October 24th 2022

**Cwtsh Community and Arts Centre**

England & Wales - Charity number 1157225

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# Accounts

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## **Handpost Community Library Association (HCLA) Trustees Annual Report for 2020 (1.1.2020-31.12.2020)**

**Charity number:** 1157225

**Address:** Cwtsh, 226 Stow Hill, Newport, NP20 4HA.

### **Trustees**

Trustees on day that this report was approved:

1. Alan Roderick, 84 Llanthewy Road, Newport, NP20 4LA. D.o.b. 23.9.46.
2. David Osmond, 3 Woodville Road, Newport, NP20 4JB. D.o.b. 11.5.55.
3. James Calvert, 1 Woodville Road, Newport, NP20 4JB. D.o.b. 2.11.53.
4. Belen Martin-Caravaca, 50 Fields Road, Newport, NP20 5BP. D.o.b. 26.7.75.
5. Barbara Hawkins, 29 Clyffard Crescent, Newport, NP20 4GF
6. Anne Goeldner, 5 Stow Park Gardens, Newport, NP20 4HP. D.o.b. 17.6.92

### **Organisational Structure**

HCLA is a Charitable Incorporated Organisation with voting members other than its charity Trustees.

Membership of HCLA is open to anyone who is interested in furthering its aims.

Decisions are made at fortnightly Committee meetings. The Officers and other members of the Committee are chosen at HCLA's Annual

General Meeting. All members and supporters of HCLA are free to attend Committee meetings and to participate in decision-making.

The Trustees were proposed and elected by the Committee. All Trustees have been provided with a copy of the Charity Commission document 'The Essential Trustee: What you need to know', but there has been no other formal training.

### **Policy on reserves**

On August 1<sup>st</sup> each year HCLA aims to have sufficient reserve funds to cover three months operating expenses. July and August are months during which we receive very little income.

### **Objects**

The objects of HCLA are:

1. To advance education and to provide facilities in the interests of social welfare for recreational occupation with the objective of improving the conditions of life for the residents of Newport, south Wales, without distinction of sex, sexual orientation, race or of political, religious or other opinions.
2. To establish or secure the establishment of a community library and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a facility for activities promoted by the charity in furtherance of Object 1.

### **Activities**

1. At the Beginning of 2020 classes for creative writing, ukelele, French and Welsh language continued and were well supported. Open Mic fundraiser events at the Murenger pub in Newport continued and were usually very popular.
2. The heating system continues to be a major financial concern as the bills were significantly more than predicted by the installer. Mitigating measures were being investigated.

3. A project was planned to redecorate Cwtsh as it was felt that the paint in particular was rather tired and there was some flaking. GAVO had been approached to ask for assistance with the decorating but this had proved impractical.
4. The children's library continued although its use was sporadic. Exchange of books with Newport library was scheduled to occur every six months. Although well-publicised Saturday opening proved to be insufficiently supported.
5. There had been some concern about homeless people sleeping in the doorway of Cwtsh but it was felt as a charity we should have sympathy and also that closing of the doorway would be against the open and welcoming policy of Cwtsh. The local police community support officer and councillors were consulted. Quotations were obtained for an outside light in the porch which would come on at night whenever anyone stepped into the porch.
6. Art exhibitions planned in January were by Flexible Options (a local group for people with special needs), Chris Langley, Greta Hart and students from the Vale College.
7. First Fridays continued with Cath Little, an adult storyteller, and Jon Gower, a prize-winning author.
8. In March 2020 the coronavirus lockdown shut Cwtsh for the foreseeable future as it was clear all classes and events would have to be abandoned. This had profound implications for the finances of Cwtsh as various bills would continue to have to be paid. In the event Cwtsh was able to procure significant grant funding which proved enough to get it through at least the first lockdown.
9. As with many other organisations, committee meetings continued remotely using Zoom. Those meetings were primarily concerned with planning for when lockdown was relaxed, particularly what sort of meetings or events could be held in Cwtsh and safeguarding users with various measures.

10. Lockdown eased in July and the children library was reopened on 30th of July. It was felt however that the regulations precluded resumption of classes and events, although the advent of summer holidays could probably make them not worthwhile anyway. However the necessary measures were introduced including social distancing, masks, sanitising gel and lists of all visitors for contact tracing. For the library all books handled or returned were rigorously cleaned.
11. The long-awaited redecoration of Cwtsh was completed in July. It was agreed that the interior of the building looked so much better for it.
12. However the second "firebreak" lockdown in October 2020 meant Cwtsh was unfortunately closed again.
13. The annual general meeting was held on November 4 by Zoom with appropriate invitations via newsletter.
14. In November Cwtsh again acted as a hub for the annual Newport Art on the Hill Festival.
15. In December an event was held concerning children's literature with a talk by children's author Catherine Fisher. As a follow-up Cwtsh held a children's writing competition with prizes of a copy of Catherine's book "Clockwork Crow".

### **Public benefit statement**

We believe that the activities undertaken by HCLA during 2020, and the actions of HCLA Trustees during that year, are consistent with HCLA carrying out its charitable purposes for the public benefit.

Approved on October 29th 2020 by Alan Roderick, David Osmond, James Calvert, Belen Martin-Caravaca, Barbara Hawkins and Anne Goeldner (Trustees)

## Handpost Community Library Association Accounts 2020 (Charity number 1157225)

### Introductory notes

These accounts cover the period from 1st January 2020 to 31st December 2020.

'Restricted' income must be spent on the specified items for which it has been donated or provided.

Unrestricted income can be spent on anything that supports HCLA's objectives.

### Income

<b>Income source</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
Receipts from Open Mic poetry nights		194.10	
Receipts from fund-raising events at Cwtsh (First Fridays)		103.50	
Rotary Club Raffle receipts		150.00	
Tea / coffee receipts		87.20	
Proceeds from classes organised by Cwtsh volunteers		607.00	
Cwtsh room rental		1005.00	
Gallery income		150.00	
Donation Newport Orchestra		300.00	
Small business Covid grant	10,000.00		
<b>Total</b>	<b>10,000.00</b>	<b>2,596.80</b>	<b>12,596.80</b>

## **Expenditure**

Rent (Newport City Council)	1500.00
Welsh Water / Dwr Cymru	91.25
Virgin (WiFi Rental)	777.60
Electricity (British Gas)	1249.65
Cleaning (A Bright Clean)	728.00
Insurance	485.90
Webber Design (website hosting)	96.00
Annual Premises Licence Fee	70.00
Exhibition expenses	464.30
Building expenses (electrical, deep clean carpet, redecorating)	937.00
Contribution to Art on the Hill	200.00
Summer schools art project	600.00
Equipment (thermostat, light, music stand)	65.93
Sundries (flowers, leaving present)	55.00
Outstanding fees from 2019 Mandala project	600.00
<b>Total</b>	<b>7,920.63</b>

**Bank Reconciliation**

Opening balance		4649.39
Add income	12, 596.80	17,246.19
Subtract expenditure	7,950.63	
<b>Closing Bank Balance</b>		<b>9,325.56</b>

All restricted funds have been used for the benefit of HCLA.

These accounts have been examined and accepted by Leighton Long. They are a true and accurate record.

David Osmond (Treasurer, Handpost Community Library Association) October 29th 2021