

## **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