



# Cymer Afan Community Library Trustees' Annual Report for the period

from 1st April 2020 to 31st March 2021

## Section A Reference and administration details

Charity name Cymer Afan Community Library

Registered charity number 1157765

Charity's principal address Cymer Afan Community Library

Station Road, Cymer,

Port Talbot

Postcode

SA13 3HR

### Names of the charity trustees:

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Bob Chapman	Secretary	
2	Mel Emmet	Chair	
3	Helen Gardner	Treasurer	
4	Scott Jones		
5	David Lakin		
6	Ann Mayer		
7	David Mayer		Until 27 <sup>th</sup> November 2020
8	Sian Paul		From 27 <sup>th</sup> November 2020
9	Lauren Roberts		
10	Alison White	Membership Secretary	

### Names and addresses of advisers

Type of adviser Name

Address

Bank	TSB Bank	19 Talbot Street, Maesteg, CF34 9BS
Accountant	The Chartwell Practice	4 St Pauls Square, Burton on Trent, DE14 2EF
Solicitors	Hutchinson Thomas	Pendrill Court, 119 London Road, Neath, SA11 1LF
Architect	Kevyn Davies BA(Hons) BArch RIBA ARB	Llys-Y-Coed, Cornish Row, Cwmafan, Port Talbot, SA12 9YB

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document Constitution – adopted 3<sup>rd</sup> March 2014, amended 20<sup>th</sup> October 2017.

How the charity is constituted Charitable Incorporated Organisation



## Trustee selection methods

Trustees are elected from the membership at Annual General Meetings for a three year term with a third of trustees retiring at each AGM. They can also be appointed until the next AGM by existing trustees between annual general meetings.

In the 2020-21 year the Trustees have met 10 times, all via the Zoom video-conference facility.

## Additional governance issues

Unfortunately the plans to develop an “over-arching body” for third sector organisations in the valley have been delayed by the Covid-19 pandemic.

Trustees have been supported in their work by the Neath Port Talbot Council for Voluntary Service.

Trustees have adopted a suite of policies to guide our operations and practice, but the regular review of these has not been possible during Covid-19. The review programme will be re-instated once the Covid-129 restrictions are relaxed.

Trustees continue to consider major risks to their business as part of the Strategic Planning process. A review of our Business Plan was started during the year which culminated in the adoption of a new plan for 2021-24 in July 2021.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

### *“Bringing the Community Together & Encouraging Reading”*

At the last AGM in November 2020 Members agreed a change to the objects in the constitution which after some amendments were agreed by the Charity Commission in Spring 2021. Our current objects are now:

- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.  
  
For the purpose of this clause ‘socially excluded’ means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.
- To promote for the benefit of the inhabitants of the electoral ward of Cymmer and the surrounding areas the provision of facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.
- To advance education of the public in electoral ward of Cymmer and surrounding areas generally, by the running and management of a community library for the benefit of the said residents.

Our overall approach to developing our community library has two major strands. We will:

- build on our core purpose of providing library services to the community of the Upper Afan Valley; and
- develop other uses of the building in keeping with that core purpose which will contribute towards the creation of the library as a Community Hub - a multi-purpose community facility.

### Summary of the main activities undertaken for the public benefit in relation to these objects

2020-21 has been a year like no other! 2 weeks before the beginning of the financial year all four UK nations went into lockdown in response to the spread of the Covid-19 pandemic. We closed the community library from Monday 23<sup>rd</sup> March, but by Monday 30<sup>th</sup> March we had re-opened it as a Community Help Hub.



**Summary of  
activities  
continued . . .**

We have been running the community library now since May 2014 and before the covid-19 pandemic had developed it into a thriving community facility offering a range of activities, services and events as well as a tea-room and the normal facilities of a public library. Unfortunately, this all came to a sudden end on 23<sup>rd</sup> March 2020, when we closed the building.

It soon became apparent, however, that our community would need ongoing support through the pandemic. The Trussell Trust food bank, a branch of their Bridgend operation which was located in the Gilgal chapel near the community library, closed down its operations at the end of March as all its volunteers were required to self-isolate. Community Library staff quickly negotiated for the Trussell Trust to run their food bank from the community library, now renamed the Community Help Hub using some of our staff and volunteers. Usage was steady from the beginning in April and has slowly grown throughout the year. In the summer the Trussell Trust withdrew their support from the operation as we were outside their core area, the Bridgend local authority area. At that point our Trustees agreed to continue to run the food bank without their support, and we joined the Independent Food Aid Network. Although this was not the path we originally intended it enabled us to be more flexible in the way we ran the operation.

Over the summer we explored the way other food banks in the UK had developed new ways of working which encouraged users to make a small payment (if they were able to) in return for some choice over the food they received. This was to reduce the stigma attached to being the recipient of charity from the food bank and had the benefit of promoting a feeling of being a customer with some limited choice. We named this element of the work The Food Cupboard. By the end of the financial year we had built up a small but loyal following who help to keep the food bank afloat with their regular small payments at the same time as helping to reduce supermarket food waste. The food bank remains available to anyone who can afford even a small contribution. The main source of our food was the FareShare charity which collects surplus supermarket food, but we also received donations direct from Morrisons and the Co-op as well as individual and some community groups. Through an arrangement with the local Afan Lodge hotel we were provided with frozen prepared meals made from surplus food bank supplies.

We continued to provide other services during the year as a Community Help Hub included emergency use of a computer, photocopying and printing (for things like job applications, holiday cancellations and benefit claims) and the provision of hearing aid batteries.

During the pandemic we worked together with Neath Port Talbot Council for Voluntary Service, Gwynfi Miners' Community Hall, the County Library Service, the local authority Safe and Well Service, the local councillors, and we also kept in touch with our MP, Stephen Kinnock and Senedd Member, David Rees.

We employed three part-time staff during the year and thanks are due to them all: Tym Thomas (Centre Coordinator, 30 hrs); Peter Lakin (Bookkeeper, 3 hrs) and Sharon Ackery (Cleaner, 5 hrs). Without them we would not have been able to keep open our operations.

A small number of our volunteer team continued to volunteer during the pandemic helping out with the food bank, the Food Cupboard and other services, and sort out the book stock. Thanks for their contribution during the year are particularly due to: Melanie Emmett, Ann Evans, Alan Furnell, Andrew Hooper, Scott Jones, Tina Lewis, Nicola Davies, Eunice Newing, Sian Paul, Ceri Ellen Thomas, Alison White & Jean White.

This has been the first year we have benefited from free electricity from the solar panels installed by the Egni Cooperative on our roof.

In planning and delivering all these individual activities, and during the process for reviewing our strategic plan, the Trustees have considered and had regard to the public benefit guidance issued by the Charity Commission.



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the year the Community Help Hub was open every weekday managed on a day to day basis by our Centre Coordinator.

The food bank and Food Cupboard have operated throughout the year and have supplied around 8 to 10 people every week, each supporting around 4 people. So we estimate we have helped to feed around 1,600 people during the year. Our experience is that people often need to use the food bank for several weeks but then either drop out or move on to the Food Cupboard. We do not know the exact number of separate individuals helped but estimate it to be around 400.

#### Queens' Award for Voluntary Service:

In June 2020 we were delighted to be chosen as the recipients of the Queens Award for Voluntary Service, equivalent to an MBE for voluntary organisations, the highest award a voluntary organisation can achieve. The formal presentation of the award by the Lord Lieutenant of West Glamorgan, Mrs Louise Fleet, had to be postponed until the summer of 2021.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have determined that it would be prudent to keep 3 months running costs as reserves – in 2020-21 this was £11,760 which the Trustees carried over at the end of the financial year. The Trustees have also set aside a capital fund for future improvements to the building and at the end of the year this held £23,500.

### Further financial review details

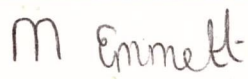
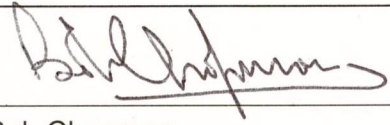
We had two main sources of income during the 2020-21 – several of our existing funders allowed us to use their funds for the new purpose of running our emergency Community Help Hub: the People's Health Trust (£5k), Comic Relief (£10k), and the Garfield Weston Foundation (£10k), and the Llynfi Afan Renewable Energy Park Community Fund (£5k). In addition, several funders supported us specifically to provide emergency support to our community: Pen y Cymoedd Wind Farm Community Fund (£13,176), Welsh Government (through the local authority) £10k, the Moondance Foundation (£4k) and the Community Foundation (£5,922). There was also a significant response from the local community with donations to support the food bank. The Trustees also waived the annual membership fee as it was regarded as too dangerous to collect small amounts of cash when people were (initially) confined to their homes. Towards the end of the financial year the Moondance Foundation awarded us a further £12,288 to enable us to keep providing our emergency service into 2021-22.

## Section F

## Declaration

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

Signed on behalf of the charity's trustees

Signatures		
Full names	Melanie Emmett	Bob Chapman
Position	Chair	Secretary
Date	1 <sup>st</sup> November 2021	





## Receipts and payments accounts

CC16a

For the period from	01/04/2020	To	31/03/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
NPTCBC Grant		1,588	-	1,588	-
Film Shows			-	-	297
Ffilm Cymru Wales			-	-	3,474
Library/Tea Room Takings	336		-	336	2,455
Membership & Donations	264		-	264	1,352
Fete & Xmas Money Raised			-	-	451
Room Rental			-	-	2,335
Leisure Classes			-	-	1,636
Neath Port Talbot Council		3,719	-	3,719	3,694
The People's Health Trust	5,000		-	5,000	10,000
Charitable giving	250		-	250	
Llynfi Afan Renewable Energy Park	5,000		-	5,000	5,000
Penycymoedd Wind Farm Community Fund		13,176	-	13,176	5,000
Council members Community fund		5,000	-	5,000	
Moondance Covid-19 relief fund	4,000	12,288	-	16,288	
Charities aid foundation	5,922		-	5,922	
NPT CBC Small Charities resilience fund	10,000		-	10,000	
NPT CVS Grant		4,666	-	4,666	
Pen Y Cymoedd specific grant		7,422	-	7,422	
Ffynnon Oer Wind Farm			-	-	5,000
Comic Relief			-	-	10,000
Garfield Weston Foundation			-	-	10,000
<b>Sub total (Gross income for AR)</b>	<b>30,772</b>	<b>47,859</b>	<b>-</b>	<b>78,631</b>	<b>60,694</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,772</b>	<b>47,859</b>	<b>-</b>	<b>78,631</b>	<b>60,694</b>
<b>A3 Payments</b>					
Accounting Software & Payroll Costs	389		-	389	388
Books			-	-	12
Christmas fete expenses			-	-	163
Yoga Class instruction			-	-	1,440
Building Maintenance	552		-	552	233
Cleaning Materials			-	-	61
Employee salaries & national insurance	17,257	12,586	-	29,843	29,289
Employer's Pension	665		-	665	
Film Hire			-	-	3,652
Electric	3,363		-	3,363	5,804
General expenses			-	-	752
Ink For Printer/Photocopier	571		-	571	507
Insurance	1,302		-	1,302	450
Legal & Professional	780		-	780	425
Marketing		466	-	466	469
Newspaper Subscriptions	488		-	488	466
Renovation project Professional fees	1,500		-	1,500	
Rent & Rates	198	3,719	-	3,917	3,887
Office Stationery & Postage		466	-	466	260
Room Hire			-	-	152
Security & Fire Alarm Costs	630		-	630	918
Small equipment expenses		708	-	708	
Travel		138	-	138	
Tea Room Expenses			-	-	1,255
Telephone	480		-	480	405
Training Costs	60		-	60	
Volunteer Expenses	460		-	460	856
Water Rates	258		-	258	233
<b>Sub total</b>	<b>28,953</b>	<b>18,083</b>	<b>-</b>	<b>47,036</b>	<b>52,077</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Office equipment & IT	1,090	1,002	-	2,092	3,845
Fixtures & fittings	5,128	4,959	-	10,087	622
<b>Sub total</b>	<b>6,218</b>	<b>5,961</b>	<b>-</b>	<b>12,179</b>	<b>4,468</b>
<b>Total payments</b>	<b>35,171</b>	<b>24,044</b>	<b>-</b>	<b>59,215</b>	<b>56,545</b>
<b>Net of receipts/(payments)</b>	<b>- 4,399</b>	<b>23,815</b>	<b>-</b>	<b>19,417</b>	<b>4,149</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>29,044</b>	<b>15,107</b>	<b>-</b>	<b>44,151</b>	<b>40,001</b>
<b>Cash funds this year end</b>	<b>24,645</b>	<b>38,922</b>	<b>-</b>	<b>63,568</b>	<b>44,151</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	24,645	38,922	-
	Petty Cash		-	-
	<b>Total cash funds</b>	<b>24,645</b>	<b>38,922</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Office Equipment & IT Cost	Unrestricted	1,350	-
	Office Equipment & IT Cost	Restricted	7,350	-
	Fixtures & Fittings	Restricted	8,701	-
	Fixtures & Fittings	Unrestricted	14,302	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		M Emmett	MEL EMMETT	1/11/21
		Bob Chapman	BOB CHAPMAN	1/11/21





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Cymer Afan Community Library

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

1157765

**Set out on pages**

1 to 2

**Respective  
responsibilities of  
trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent  
examiner's statement**

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

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

21/10/2021

**Name:**

MARTIN CHILVER

**Relevant professional  
qualification(s) or body  
(if any):**

FCA

**Address:** THE CHARTWELL PRACTICE

4 ST. PAUL'S SQUARE

BURTON-ON-TRENT

STAFFORDSHIRE

DE14 2EF

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.





## Receipts and payments accounts

CC16a

For the period from	01/04/2020	To	31/03/2021
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	(agree balances with receipts and payments account(s))	OK	OK	OK
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			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		M Emmett	MEL EMMETT	1/11/21
		Bob Chapman	BOB CHAPMAN	1/11/21





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Cymer Afan Community Library

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

1157765

**Set out on pages**

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  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

21/10/2021

**Name:**

MARTIN CHILVER

**Relevant professional  
qualification(s) or body  
(if any):**

FCA

**Address:** THE CHARTWELL PRACTICE

4 ST. PAUL'S SQUARE

BURTON-ON-TRENT

STAFFORDSHIRE

DE14 2EF

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.