

from	1st	April	2021	to	31 st	March	2022
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Charity name	Cymer Afan Community Library
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Registered charity number 1157765

Charity's principal address	Cymer Afan Community Library
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Station Road, Cymer.

Port Talbot

Postcode	SA13 3HR
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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	Sian Paul		
8	Lauren Roberts		
9	Alison White	Membership Secretary	

Names and addresses of advisers

[illegible]

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	Red Kite Homes, Llys-Y-Coed, Cornish Row, Cwmafan, Port Talbot, SA12 9YB
Building Contractor	C J Construction (Wales) Ltd.	P O Box 71, The Builders Yard, Somerset Lane, Taibach, Port Talbot, SA13 1UA

Description of the charity's trusts

Type of governing document

Constitution – adopted 3rd March 2014, amended 20th October 2017 & 15th July 2021.

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 2021-22 year the Trustees met 7 times, all via the Zoom video-conference facility.

Additional governance issues

As reported last year, the plans to develop an "over-arching body" for third sector organisations in the Upper Afan 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. Whilst the regular review of these was not possible during Covid-19 the review programme was re-instated in November 2021.

Trustees continue to consider major risks to their business as part of the Strategic Planning process. To take account of the significant changes to our work since Covid-19 a further review of our Business Plan has been scheduled to take place a year early, in the spring of 2023.

Section C

Objectives and activities

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

"Bringing the Community Together & Encouraging Reading"

Our current objects are:

- 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, Library Plus!, 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

2021-22 has been a year of significant changes! At the beginning of the year we were still under some restrictions resulting from the Covid-19 pandemic. We were still open as a Community Help Hub for emergency support to our community (printing, photocopying, food bank etc.) and making plans to recruit a Development Officer to help us re-establish our work as the pandemic restrictions eased. We started to re-

Summary of activities continued . . .

open our services through the autumn of 2021 but it had to close again in January 2022 for a major refurbishment of the building which lasted until May 2022.

During the pandemic it became apparent that our community would need ongoing support and we took over the food bank and ran a Community Help Hub from the building. We are members of the Independent Food Aid Network, and have developed a "social supermarket" (The Food Cupboard) to run alongside the Food Bank.

To use the Food Cupboard users make a small payment 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. The Food Cupboard nearly doubled its membership during the year, from 25 to 48.

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.

We continued to work closely with Neath Port Talbot Council for Voluntary Service, Gwynfi Miners' Community Hall, the County Library Service, the local councillors, and we also kept in touch with our MP, Stephen Kinnock and Senedd Member, David Rees.

In July 2021 Lindsey Thomas, (Development Officer, 30 hrs)) joined our paid staff team, alongside Tym Thomas (Centre Coordinator, 30 hrs); Peter Lakin (Bookkeeper, 3 hrs) and Sharon Ackery (Cleaner, 5 hrs). We are grateful to all of them for keeping our operations running during what has been a year of many changes.

Since the easing of the Covid-19 restrictions we have started to rebuild our volunteer team. Thanks for their contribution during the 2021-22 year are particularly due to: Bob Chapman, Julie Connick, Gloria Davies, Melanie Emmett, Alan Furnell, Andrew Hooper, Debra Jenkins, Ann Mayer, Eunice Newing, Sian Paul, Eunice Phillips, Nick Taylor, Ceri Ellen Thomas, Alison White & Jean White.

Throughout the year (apart from during the refurbishments) we have continued to benefit 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

There have been three main phases to our work during 2021-22.

April to July 2021: during this period the Community Help Hub was open every weekday managed on a day to day basis by our Centre Coordinator with help from volunteers to run the Food Bank and Food Cupboard and other emergency support services (such as printing, copying and provision of hearing aid batteries. During this period Tai Tarian refurbished our kitchen area.

August to December 2021: during this second period we started to turn the Community Help hub back into Library Plus!, our new name for our building, providing all the usual library services and beginning to reinstate the activities and services we had been running prior to the Covid-19 pandemic. We re-started the yoga class, film shows, book club and primary school class visits as well as starting a new evening class in Psychology and Criminality.

Queens' Award for Voluntary Service: In June 2020 we had been chosen to receive 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, was delayed until Monday 16th August 2021.

Summary of the achievements during the year continued . . .

January to March 2022: During this third period of the year we had to close all operations except the Food Bank, pack up all our furniture and equipment, and move it to Croeserw Community Enterprise Centre. CJ Construction, from Taibach, were appointed to refurbish the building utilising a grant from the Welsh Government's Community Facilities Programme. It now has extra rooms and storage space inside, an additional toilet, a new air source heat pump heating system, insulation all around, new ceiling, lighting and flooring, new pitched roof with replaced solar panels and has been completely redecorated inside. Work eventually finished in April and services re-opened from the middle of May.

Throughout the year the Food Bank and Food Cupboard have remained operating 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.

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 2021-22 this was £18,128 which the Trustees carried over at the end of the financial year. The Trustees had also set aside a capital fund for the refurbishment of the building and at the end of the financial year this had been spent on the refurbishments which were completed in April 2022.

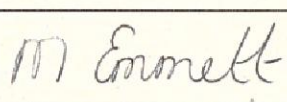
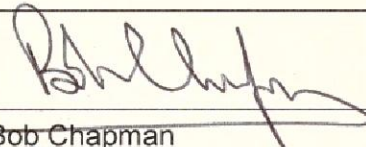
Further financial review details

Our main sources of funding for our running costs during 2021-22 were grants from: Welsh Government Covid-19 Support (£15k); Garfield Weston Foundation (£15k); West Glamorgan Regional Health Partnership 3rd Sector Grant (£15k); Neath Port Talbot Council Food Poverty Grants (£10,180); the Llynfi Afan Renewable Energy Park Community Fund (£5k); Neath Port Talbot Council for Voluntary Service Winter Well-Being Fund (£5k); the People's Health Trust (£4.5k); NPTCVS Voluntary Services emergency Fund (£3,341). In addition, we received grants from Neath Port Talbot Council (£3,719) towards our rent and rates, a grant from Ffilm Cymru Wales (£1,164) to support our cinema, donations from Tesco (£500) and Amazon (£250) and we raised £2,870 through membership fees, donations and library activities. The refurbishment was largely funded by a grant of £181,309 from the Community Facilities Programme.

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	7 th November 2022	



Receipts and payments accounts

CC16a

For the period
from

01/04/2021

To

31/03/2022

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 £
A1 Receipts					
NPT Council Food Poverty Grant		10,180	-	10,180	1,588
Ffilm Cymru Wales Film Access Grant		1,164	-	1,164	-
Library/Tea Room Takings	917		-	917	336
Membership & Donations	1,361		-	1,361	514
Room Rental	563		-	563	-
Yoga Class	29		-	29	-
The People's Health Trust		4,500	-	4,500	5,000
NPT Council Rent and Rates Grants		3,719	-	3,719	3,719
Penycymoedd Wind Farm Community Fund			-	-	13,176
Llynfi Afan Renewable Energy Park	5,000		-	5,000	5,000
Council members Community fund			-	-	5,000
Moondance Covid-19 relief fund			-	-	16,288
Charities aid foundation			-	-	5,922
NPT CBC Small Charities resilience fund			-	-	10,000
NPTCVS Voluntary Services Emergency Fund		3,341	-	3,341	4,666
Pen Y Cymoedd specific grant			-	-	7,422
COVID Support Grant (Cultural Recovery Fund)	15,000		-	15,000	-
Tesco Grant	500		-	500	-
Amazon Grant	250		-	250	-
NPTCVS Winter Wellbeing Fund		5,000	-	5,000	-
West Glam Regional Partnership 3rd sector Grant		15,000	-	15,000	-
Welsh Government Community Facilities Grant		181,309	-	181,309	-
Garfield Weston Foundation	15,000		-	15,000	-
Sub total (Gross income for AR)	38,620	224,213	-	262,833	78,631

A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total receipts **38,620** **224,213** **-** **262,833** **78,631**

A3 Payments

Accounting Software & Payroll Costs	389		-	389	388
Advertising	522		-	522	-
Food Bank - membership fees		802	-	802	-
Yoga Class instruction	170	270	-	440	-
Building Maintenance		448	-	448	552
Cleaning Materials	38	325	-	364	-
Employee salaries & national insurance	26,286	21,178	-	47,464	29,843
Employer's Pension	1,088		-	1,088	665
Film Hire	5	299	-	304	-
Filtering & Software Costs	120		-	120	-
Electric	3,388	1,222	-	4,610	3,363
General expenses	196		-	196	-
Ink For Printer/Photocopier	579	297	-	876	571
Insurance	1,136		-	1,136	1,302
Legal & Professional	480		-	480	780
Marketing	360	483	-	843	466
Newspaper Subscriptions			-	-	488
Refreshments		403	-	403	-
Renovation project Professional fees	20,987	109,005	-	129,992	1,500
Rent & Rates	198	3,719	-	3,917	3,917
Rubbish Removal / Recycling	160		-	160	-
Office Stationery & Postage	352	424	-	777	466
Room Hire	137		-	137	-
Security & Fire Alarm Costs	625		-	625	630
Small equipment expenses			-	-	708

Travel	204		-	204	138
Tea Room Expenses		1,120	-	1,120	-
Telephone	475	7	-	482	480
Training Costs			-	-	60
Volunteer Expenses	200	270	-	470	460
Water Rates	71		-	71	258
Sub total	58,165	140,272	-	198,438	47,036

A4 Asset and investment purchases, (see table)

Office equipment & IT			-	-	2,092
Fixtures & fittings	726	3,341	-	4,067	10,087
Sub total	726	3,341	-	4,067	12,179

Total payments	58,891	143,613	-	202,505	59,215
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Net of receipts/(payments)	- 20,271	80,599	-	60,328	19,417
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A5 Transfers between funds	-	-	-	-	-
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A6 Cash funds last year end	24,645	38,922	-	63,568	44,151
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Cash funds this year end	4,375	119,521	-	123,896	63,568
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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	4,375	119,521	-
	Petty Cash		-	-
	Total cash funds	4,375	119,521	-
	(agree balances with receipts and payments account(s))			
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	5,838	-
	Office Equipment & IT Cost	Restricted	4,802	-
	Fixtures & Fittings	Restricted	12,742	-
	Fixtures & Fittings	Unrestricted	8,417	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Building Project to be completed	Restricted	77,304	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>Ann Mayer</i>	Ann Mayer	7/11/22
		<i>S. Paul</i>	SIAN PAUL	7.11.22



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**

31st March 2022

**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:

26/10/2022

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

01/04/2021

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			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>Ann Mayer</i>	Ann Mayer	7/11/22
		<i>S. Paul</i>	SIAN PAUL	7.11.22



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**

31st March 2022

**Charity no
(if any)**

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**Basis of independent
examiner's statement**

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Signed:

Date:

26/10/2022

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.