

Cymer Afan Community Library Trustees' Annual Report for the period

from 1st April 2022 to 31st March 2023

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	Until 14 th February 2023
3	Helen Gardner	Treasurer	
4	Scott Jones		
5	Ann Mayer	Chair	From 14 th February 2023
6	Sian Paul		
7	Lauren Roberts		
8	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	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

Section B Structure, governance and management

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 2022-23 year the Trustees met 7 times.

Additional governance issues

Trustees have been supported throughout the year 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 is now running regularly again.

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 the refurbishment was completed a review of our Business Plan will be conducted during 2024.

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 vision is of a community space for all those who live or work in, or visit, the Upper Afan Valley where we can build on our core services and respond positively to the needs of our communities.

Our Mission is:

- to provide a hub for the community - a space to support both individual well-being and community cohesion – fostering equal opportunities, and being the first choice point of access to sources of information, advice and guidance, and
- to promote literacy, education and culture in the Upper Afan Valley, encouraging a love of books and learning in people of all ages.

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.

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

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.

Our building, Library Plus!, re-opened on 16th May 2022 following the completion of the refurbishment programme during which we installed an air source heat pump & central heating system, replaced the roof and solar panels, added some bird and bat boxes, installed additional internal roof insulation, external cladding of the walls and a new porch, built three new rooms, an additional toilet and extra storage space, and installed a new ceiling, flooring and eco-friendly lighting. All of this provided us with a modern flexible space which enabled us to re-build the services, activities and events we had been offering prior to the Covid 19 pandemic and gave us the opportunity to further develop a new offering for our community.

During the period since re-opening the library and tea-room have been open for 28 hours a week with some additional regular activity outside of those hours such as the Woolly wonders craft group, film shows, yoga class and psychology evening class. Other regular activities included the book club, art class and parent & baby group.

The Food Bank continued to operate every Friday and remains available to anyone who needs it. The Pantry, our social supermarket, opens three times a week on Monday and Friday afternoons and Saturday mornings. We are members of the Independent Food Aid Network and work in partnership with FareShare to distribute surplus supermarket food.

To use the Pantry users make a small payment (£3.50) in return for some choice over the ten items of food they receive. 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 Pantry membership more than doubled over the year to 120. 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 Pantry.

From January to March 2023, in response to the cost-of-living crisis and the high cost of energy, we opened for additional hours to provide a Warm Space for anyone to share with free hot drinks and snacks.

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. We also hosted several school visits.

Our paid staff during the year comprised: Lindsey Thomas, (Development Officer, 30 hrs), Tym Thomas (Centre Coordinator, 30 hrs); Peter Lakin (Bookkeeper, 3 hrs, until December 2022) 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.

Thanks are also due to our volunteer team which included Bob Chapman, Melanie Emmett, Alan Furnell, Andrew Hooper, Dana Iancu, Debra Jenkins, Ann Mayer, Eunice Newing, Delyth O'Shea, Sian Paul, Andrew Roberts, Lawrence Seath, Nick Taylor, Ceri Ellen Thomas, Alison White, Jean White & James Williams.

Throughout the year 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

In the period since Library Plus! re-opened on 16th May 2022 there have been 5,333 users to one or other of the activities in the building. In our last full year (2019-20) there were 6,225 visits, so we have virtually recovered the level of activity enjoyed before the pandemic.

The building was formally re-opened by the Lord Lieutenant of West Glamorgan Mrs Louise Fleet on 8th July 2022 in the presence of trustees, volunteers, staff and many of our partners. At a special ceremony in the building she spoke very highly of our work and of her high hopes for our future achievements.

At our Annual General Meeting on 23rd November 2023 we were fortunate to have the First Minister of Wales, the Rt. Honourable Mark Drakeford AM as our guest speaker. He spoke of the need for buildings such as ours to bring people together and help support their local communities.

Throughout the year the Food Bank and Pantry have remained operating. The Food Bank had 278 users during the year, each supporting a family of their own. The Pantry has been used over 700 times with each shop also supporting several people. We do not know the exact number of separate individuals who have benefited from our food poverty services during the year but estimate it to be well over 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 2022-23 this was £24,527 which the Trustees carried over at the end of the financial year.

Further financial review details

Our main sources of funding for our running costs during 2022-23 were grants from: UK Government Community Renewal (Levelling Up) Fund (£28k); Postcode Community Trust (£25k); Garfield Weston Foundation (£15k); the People's Health Trust (£9k); Welsh Government "Cost of Living" Grant (£7,500); the Llynfi Afan Renewable Energy Park Community Fund (£7.5k); Neath Port Talbot Council Food Poverty Grants (£6.9k); Neath Port Talbot Council Small Charities Resilience Fund (£6.5k); National Grid (£4.9k) and Citizens Advice (£2k). In addition, we received grants from Neath Port Talbot Council (£3,719) towards our rent and rates, a grant from Ffilm Cymru Wales (£1,029) to support our cinema, Ffynnon Oer wind Farm (£702) and we raised nearly £9,000 through membership fees, donations and library activities.

Section F

Declaration

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

Signed on behalf of the charity's trustees

Signatures

M. Emmett

Bob Chapman

Full names

Melanie Emmett

Bob Chapman

Position

Chair

Secretary

Date 15th November 2023



Receipts and payments accounts

CC16a

For the period
from

01/04/2022

To

31/03/2023

Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

A1 Receipts

Library fees, Tea Room Takings & Films	4,446		-	4,446	917
Memberships, Donations & fees	1,792		-	1,792	1,361
Class - Yoga, Tai chi, Art, Psychology	791		-	791	29
Food Pantry Income	1,070		-	1,070	
Printer/Copier income	78		-	78	
Room Rental	480		-	480	563
Insurance rebate	320		-	320	
Ffilm Cymru Wales Film Access Grant		1,029	-	1,029	1,164
The People's Health Trust		9,000	-	9,000	4,500
NPT CBC Small Charities resilience fund		6,532	-	6,532	
Garfield Weston Foundation	15,000		-	15,000	15,000
UK Government Community Renewal Fund		28,887	-	28,887	
Citizen Advice Grant	2,000		-	2,000	
Postcode Community Trust Grant	25,000		-	25,000	
National Grid Warm Space Community Matters Fund		4,928	-	4,928	
Welsh Government Cost of living	7,500		-	7,500	
Ffynon Oer grant		702	-	702	
NPTCVS Voluntary Services Emergency Fund	35		-	35	3,341
NPT Council Rent and Rates Grants		3,719	-	3,719	3,719
NPT Council Food Poverty Grant		6,939	-	6,939	10,180
Llynfi Afan Renewable Energy Park (Gamesa Wind Farm)	7,500		-	7,500	5,000
COVID Support Grant (Cultural Recovery Fund)			-	-	15,000
Tesco Grant			-	-	500
Amazon Grant			-	-	250
NPTCVS Winter Wellbeing Fund			-	-	5,000
West Glam Regional Partnership 3rd sector Grant			-	-	15,000
Welsh Government Community Facilities Grant			-	-	181,309
Sub total (Gross income for AR)	66,011	61,736	-	127,747	262,833

A2 Asset and investment sales, (see table).

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

Total receipts	66,011	61,736	-	127,747	262,833
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A3 Payments

Accounting Software & Payroll Costs	547			547	389
Advertising	276			276	522
Books	780			780	448
Building Maintenance	253			253	
FareShare- Membership Fees	943			943	802
Classes - Yoga, Art, Knit & Knatter, Psychology	2,874	400		3,274	440
Cleaning Materials	247			247	364
Employee salaries & national insurance	20,534	34,955		55,489	47,464
Employer's Pension	1,395			1,395	1,088
Fete, Flying start, Coffee morning & story time exp	384			384	
Film Hire	1,479	1,029		2,508	304
Filtering & Software Costs	128			128	120
Electric	1,878	2,698		4,576	4,610
General expenses	202			202	196
Ink For Printer/Photocopier				-	876
Insurance	804	450		1,254	1,136
Legal & Professional	1,220			1,220	480
Marketing	764	400		1,164	843
Subscriptions, memberships & licenses	231			231	
Pantry & Foodbank		1,480		1,480	
Refreshments	200			200	403
Renovation project Professional fees	6,799	72,305		79,104	129,992
Rent & Rates	453	3,917		4,369	3,988
Rubbish Removal / Recycling	789			789	160
Office Stationery & Postage	726	200		926	777
Room Hire	57			57	137

Security & Fire Alarm Costs	1,283			1,283	625
Small equipment expenses	5,725			5,725	
Travel	101			101	204
Tea Room Expenses	4,885	928		5,813	1,120
Telephone	518			518	482
Training Costs	32			32	
Volunteer Expenses	946	1,000		1,946	470
				-	
Sub total	57,452	119,761	-	177,213	198,437

A4 Asset and investment purchases, (see table)

Office equipment & IT			-	-	
Fixtures & fittings		6,559	-	6,559	4,067
Sub total	-	6,559	-	6,559	4,067

Total payments	57,452	126,320	-	183,772	202,504
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Net of receipts/(payments)	8,560	- 64,584	-	- 56,025	60,329
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A5 Transfers between funds

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A6 Cash funds last year end

4,375	119,521	-	123,896	63,568
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Cash funds this year end	12,935	54,937	-	67,871	123,896
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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	12,935	54,937	-
	Petty Cash		-	-
	Total cash funds	12,935	54,937	-
	(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	5,838	-
	Office Equipment & IT Cost	Restricted	4,802	-
	Fixtures & Fittings	Restricted	19,301	-
	Fixtures & Fittings	Unrestricted	8,417	-
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	MELANIE EMMETT	20-09-23	
	Bob Chapman	BOB CHAPMAN	20-09-23	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Cymer Afan Community Library

On accounts for the year
ended

31st March 2023

Charity no
(if any)

1157765

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

15/09/2023

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

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Cymer Afan Community Library

On accounts for the year
ended

31st March 2023

Charity no
(if any)

1157765

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

15/09/2023

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

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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