



Cymer Afan Community Library

Trustees' Annual Report for the period

from 1st April 2023 to 31st March 2024

Section A Reference and administration details

Charity name Cymer Afan Community Library

Registered charity number 1157765

Charity's principal address Cymer Afan Community Library

Library Plus!, 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	Until 31 st January 2024
2	Mel Emmet	Chair	Chair from 15 th November
3	Helen Gardner	Treasurer	
4	Scott Jones		Until 31 st January 2024
5	Ann Mayer	Chair	Resigned 23 rd October 2023.
6	Sian Paul		
7	Lauren Roberts		
8	Rosey Roche		From 31 st January 2024
9	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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution – adopted 3 rd March 2014, amended 20 th October 2017, 15 th July 2021 and 15 th November 2023.
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 2023-24 the Trustees met 9 times.

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. A regular review programme keeps these policies up to date.

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 and the refurbishment of the building a complete review of our Strategic Plan is planned.

Three complaints were received during the year – two were resolved within a few weeks; the third was withdrawn after 2 weeks following an explanation.

At a Special General Meeting the constitution was amended to delete the limit on the length of time people are allowed to serve as trustees.

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.

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 development 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

During the 2023-24 year the library and tea-room have been open for 26 hours a week with additional activities averaging 6 hours a week outside of those hours, such as the Woolly Wonders (later Yarnbombers) craft group, film shows, yoga class, dance aerobics and psychology evening class. Other regular activities included the book club, art class, a Digital Inclusion Drop-In service, a Dementia Hwb, parent & baby group, a Dad's Group & a 5 session Welsh conversation class. We also supported a Home Education Network.

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 (increased towards the end of the year from £3.50 to £5.00) in return for some choice over the ten items of food they receive. This is to reduce the stigma attached to being the recipient of charity from the food bank and also promotes a feeling of being a customer with some limited choice. The Pantry membership continues to increase and at 31st March 2024 stands at 150. 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 mid-December 2023 to the end of March 2024, we opened a Warm Space for the second year running, providing additional opening hours in response to the cost-of-living crisis and the high cost of energy, so that anyone could enjoy free hot drinks and snacks and a range of activities including games evenings, quiz nights and music sessions. A small grant enabled us to employ two Warm Space Supervisors to cover the additional hours. The Children's Rights Unit supported a range of youth activities.

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 police, the Lost Peatlands Project, Flying Start and we also kept in touch with our MP, Stephen Kinnock and Senedd Member, David Rees. We also hosted several school visits and supported Coffee Mornings in aid of Breast Cancer and Macmillan, and took part in the Cymer Christmas Cracker – the turning on of the village Xmas Tree Lights.

We were able to improve our equipment with the acquisition of some small capital items with the support of local wind farms, including new mobile book-shelves and an electric piano/keyboard (Ffynnon Oer Wind Farm), and a coffee machine (Penycymoedd Wind Farm).

Our paid staff structure was reorganised during the year and an additional post created: Lindsey Thomas, (Development Officer, 30 hrs until 16th June); Sam Herbert-Manley, (Activity and Volunteer Coordinator from July to December, 30hrs – and Development Manager, 30 hrs from 1st January 2024); Tym Thomas (Centre Coordinator and then, Food Poverty & IT Coordinator, 30 hrs); Sharon Ackery (Cleaner, 5 hrs); Nicky Robinson (temporary Cleaner, 5 hrs); Jasmine Price (Bookkeeper from 1st January 2024, 4 hrs); Bernard John & Ceri Thomas (Warm Space Supervisors, from December to March, 12 hrs). Bookkeeping services were provided under contract by Helen Gardner until 31st December 2023. We are grateful to all of our staff for keeping our operations running during what has been a year of many changes.

Thanks are also due to our volunteer team which during the year included Bob Chapman, Melanie Emmett, Alan Furnell, Morwenna Holman, Andrew Hooper, Ann Mayer, Delyth O'Shea, Sian Paul, Ceri Ellen Thomas, Sophie Thomas, Alison White & Jean White.

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 2023-24 year there have been 7,685 users to one or other of the activities in the building. This represents a 44% increase in attendance over the previous year (5,333 in 2022-23) and a 27% increase in attendance over our last full year before the pandemic (6,225 in 2019-20).

There were 645 visits to the Warm Space between December and March. During the year the Pantry had 959 customers (up 37% from 700 the year before) and the Food Bank provided 441 parcels (up 58% from 278 in 2023-24). With each shop and food parcel 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 2023-24 this was £25,500 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 2023-24 were grants from: Postcode Community Trust (£25k); UK "Levelling Up" Shared Prosperity Fund (£21k); Ffynnon Oer Wind Farm (£9,284); the Llynfi Afan Renewable Energy Park Community Fund (£7.5k); Welsh Government "Cost of Living" Support Fund (£6k); Penycymoedd Wind Farm Community Fund (£4k); Neath Port Talbot Council Food Poverty Grant (£3k) and Warm Space Grant (£1.2k); and the People's Health Trust (£1.5k). In addition, we received grants from Neath Port Talbot Council (£2.7k) towards our rent and rates, a grant from Ffilm Cymru Wales (£2k) to support our joint cinema programme with Gwynfi Miners' Workmen's Hall, and we raised nearly £9,000 through membership fees, donations and library activities.


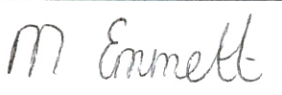
We are grateful to all our funders without whose help we would not be able to continue to run all our services and activities.

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	Rosey Roche	Mel Emmett
Position	Chair	Deputy Chair
Date	14 th October 2024	



Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

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	1,284		-	1,284	4,446
Memberships, Donations & fees	1,040		-	1,040	1,792
Class - Yoga, Tai chi, Art, Psychology, Aerobics	1,759		-	1,759	791
Food Pantry Income	4,396		-	4,396	1,070
Printer/Copier income	183		-	183	78
Room Rental	110		-	110	480
Insurance rebate	54		-	54	320
Film Cymru Wales Film Access Grant		2,058	-	2,058	1,029
The People's Health Trust		1,500	-	1,500	9,000
NPT CBC Small Charities resilience fund			-	-	6,532
Garfield Weston Foundation			-	-	15,000
UK Government Community Renewal Fund			-	-	28,887
Citizen Advice Grant			-	-	2,000
Postcode Community Trust Grant	25,000		-	25,000	25,000
National Grid Warm Space Community Matters Fund			-	-	4,928
Welsh Government Cost of living	6,000		-	6,000	7,500
Ffynon Oer grant		9,284	-	9,284	702
NPTCVS Voluntary Services Emergency Fund			-	-	35
NPT Council Rent and Rates Grants		2,782	-	2,782	3,719
NPT Council Food Poverty Grant		2,993	-	2,993	6,939
NPT Warmer Space Grant		1,200	-	1,200	
NPT CVS - Grant		21,189	-	21,189	
Pen y Cymoedd - Grant		4,194	-	4,194	
Llynfi Afan Renewable Energy Park (Gamesa Wind Farm)	7,500		-	7,500	7,500
Sub total (Gross income for AR)	47,326	45,200	-	92,527	127,747

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	47,326	45,200	-	92,527	127,747

A3 Payments					
Accounting Software & Payroll Costs	547			547	547
Advertising	288			288	276
Books				-	780
Building Maintenance				-	253
Classes - Yoga, Art, Knit & Knatter, Psychology, Aerobics	6,153	700		6,853	3,274
Cleaning Materials	431			431	247
Electric	1,634	1,163		2,797	4,576
Employee salaries & national insurance	35,185	21,376		56,561	55,489
Employer's Pension	1,436			1,436	1,395
Membership Fees	715			715	943
Fete, Flying start, Coffee morning & story time exp	248			248	384
Film Hire	345	2,058		2,403	2,508
Filtering & Software Costs	241			241	128
General expenses	53	-		53	202
Insurance	1,343			1,343	1,254
Legal & Professional	945			945	1,220
Marketing				-	1,164
Office Stationery & Postage	1,607			1,607	926
Pantry & Foodbank	5,937	7,993		13,930	1,480
Refreshments				-	200
Renovation Project expenses	1,020			1,020	79,104
Rent & Rates	486	2,782		3,268	4,369
Room Hire				-	57
Rubbish Removal / Recycling	827			827	789
Security & Fire Alarm Costs	714			714	1,283
Small equipment expenses	804			804	5,725
Subscriptions, memberships & licenses	347			347	231
Tea Room Expenses	806			806	5,813
Telephone	659			659	518

Training Costs	156			156	32
Travel				-	101
Volunteer Expenses	454			454	1,946
Warm spaces expenses		1,354		1,354	
Reallocation of Historical restricted payments: Salaries	- 12,288	12,288			
Reallocation of Historical restricted payments: Other	- 32,149	32,149		-	-
Sub total	18,944	81,863	-	100,807	177,213

A4 Asset and investment purchases, (see table)					
Office equipment & IT	849		-	849	
Fixtures & fittings	552	10,855	-	11,407	6,559
Sub total	1,400	10,855	-	12,255	6,559

Total payments	20,345	92,718	-	113,062	183,772
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Net of receipts/(payments)	26,982	- 47,518	-	- 20,536	- 56,025
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A5 Transfers between funds	-	-	-	-	-
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A6 Cash funds last year end	12,935	54,937	-	67,871	123,896
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Cash funds this year end	39,916	7,419	-	47,335	67,871
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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	39,916	7,419	-
	Petty Cash		-	-
	Total cash funds	39,916	7,419	-
	(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	6,367	-
	Office Equipment & IT Cost	Restricted	4,317	-
	Fixtures & Fittings	Unrestricted	6,205	-
	Fixtures & Fittings	Restricted	28,740	-
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
	R Roche	Rosey Roche	18/11/24	
	M. Emmett	Melanie Emmett	18/11/24	



CHARITY COMMISSION FOR ENGLAND AND WALES

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 st March 2024	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 31/03/2024.

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").

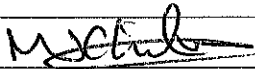
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention 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.

Signed: 

Date: 13/11/2024

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.