



NODDFA COMMUNITY CENTRE

TRUSTEE'S ANNUAL REPORT

1ST September 2019

to

31ST August 2020

**NODDFA COMMUNITY CENTRE
Trustees Annual Report**

1st Sept 2018 - 31st August 2019

Section A Reference and Administration Details

Charity Name:	Noddfa Community Centre
Registered Charity Number:	1158302
Charity's Principal Address:	Noddfa Community Centre, Dunraven Street, Glyncorrwg Port Talbot SA13 3AD

Name of the charity trustees who manage the charity

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Dates acted if not whole year</i>
Lynwen Davies	Chair	
Raymond Tittley	Treasurer	
Sylvia Tittley	Vice Chair	
Lesley English	Secretary	
Glenys Roberts		
Graham Stent		
Rita Clatworthy		
Tracy Maggs		
Mair Lewis		

Trustee Resignations and Vacancies arising: None

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Stepping Down but open for re-election: Not required as only 8 Trustees currently in place

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In line with our Constitution, the maximum number of Trustees in place at any one time is 13. There are currently 5 vacancies on the Committee, all of which could be filled with Trustee appointments, as of March 2020.

Name of Committee Members:

Mair Lewis		
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Committee Member Resignations and Vacancies to be filled:

No vacancies during the year	4 Committee Member vacancies remain to be filled from 2018/2019
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Affiliated Members

Amilia Poulton	Glyncorrwg Hub (Youth Provision)	
Lexi Jones	- " -	
Talia -Beth Hooper	- " -	
Naiya-Mae Poulton	- " -	

Names and addresses of advisers

<i>Type of adviser</i>	<i>Name</i>	<i>Address</i>
Bank	Lloyds Bank	Station Road, Port Talbot
Independent Examiner	PML Accountants	56a Station Rd, Port Talbot
Legal Advisors	Kerry Morgan	King Davies Solicitors
Insurance	Andrew McGee	126 Commercial Street Maesteg

Name of Staff Member:

Leanne Williams	Caretaker	Noddfa Centre
Ffion Lewis	Tutor	Welsh – Resigned July 2019
Ruth Howell	Tutor	Yoga
Alissa Bevan	Youth Leader	
Rebecca Lewis	Youth Leader	
Spencer Major	Youth Volunteer and part-time Youth Leader	

Section B Structure, governance & Management**Description of the charity's trusts**

Type of governing document	Constitution - adopted
How the charity is constituted	Charitable Incorporated Organisation
Trustees selection methods	<p>Trustees are elected from the membership at the Annual General Meeting for a three year term, with a third of trustees retiring at each AGM. They can be appointed until the next AGM by existing trustees between annual general meetings.</p> <p>Since September 2019 Trustees have met 7 times. This is due to the Coronavirus (Covid 19) restrictions that were put in place, and closed the Centre for the period March 25th 2020 to 20th August 2020.</p>

Additional governance issues

Trustees are supported by Neath Port Talbot Council for Voluntary Services and have considered major risks to the business as part of the Strategic Planning Process. Trustees and Committee Members will continue to monitor and update the risk register on a quarterly basis.

Section C Objectives and Activities

Summary of the objects of the charity set out in its governing document	To promote for the benefit of the inhabitants of the electoral ward of Glyncorrwg 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, by the running and management of a community facility for the benefit of the said residents.
Summary of the main activities undertaken for the public benefit in relation to these object	<p>Under normal circumstances our regular activities would include: weekly meetings of Methodist Church together with Nebo Chapel; Mother & Baby groups; Bingo; Coffee Morning; Job Club and 'the New Age Club' (for the over 50's) meetings, yoga and Welsh. Regular monthly meetings include W.I, a Craft Class and Corrwg Hub Youth Club.</p> <p>Occasional users have often included Polling Station, Politicians' Surgeries (M.Ps & A.Ms), Funerals and post funeral receptions, Fêtes & Fairs, McMillan Nurses/Marie Curie Coffee Morning.</p> <p>However, this year our Centre's attendance and the events available have been devastated by the Corona Virus (Covid 19). Under Welsh Assembly instructions, we have had to close the Centre for 8 months this year, and cancelled all weekly and monthly activities, all planned events and service initiatives as a result.</p> <p>This was made worse by the fact that 72% of our Trustees and Committee members fall into the 'Vulnerable age' category in relation to the virus, requiring us to self isolate more stringently than younger people. These issues, coupled with other restrictions (for example, 2 metre distancing between people, no use of the kitchen), have impeded our ability to organise any activities, classes, or events in the Centre.</p> <p>When we can provide access to the centre, our services will continue to include providing access to one public computer and the internet, with a high speed fibre connection, printing and photocopying machine available for use.</p> <p>Our membership scheme has in excess of 100 members, many of whom contribute financially on a regular basis.</p> <p>Due to the closure, we have been unable to provide the regular newsletters to keep the community informed about progress, activities, and events. However, we do maintain our Facebook Account and Website to interact with our members and to help greater dialogue with individuals & groups.</p>

Summary of the social activities undertaken by other groups using the centre, enabled by Noddfa through keeping the Centre open	<p>The Covid 19 restrictions have reduced the ability of groups to provide their services and functions, this would normally include the following, and it is intended for these to return as soon as possible after the restrictions are lifted</p> <p>WI. Monthly events included:</p> <p>Anniversary or dates of significance celebrations Specialist Speakers Craft Workshop Quizzes Social events throughout the year Christmas Party</p> <p><u>New Age</u></p> <p>Individual Singers and Choirs Culture evening with specialist speakers Fish and Chip suppers Quiz and Bingo nights Birthday parties Christmas parties Using centre to co-ordinate 5 coach trips Using centre to co-ordinate Autumn Holiday trip for the group Using centre for Committee Meetings</p> <p><u>Corrwg Hub</u></p> <p>Our youth club will continue to provide weekly interaction and trips for its members, with two support workers, managed by a Committee made up of youth and three Noddfa Trustees to offer guidance and support. They continue to utilise their grant money to keep their members interested and involved.</p> <p>Along with their weekly youth club, they arrange cultural visits, outdoor events and activities alongside specialist workshops and social evenings</p> <p><u>The Chapel</u></p> <p>The Chapel will continue to provide weekly Chapel Services for the local community and Every year they carry out a Remembrance Service and Carols by Candlelight at Christmas</p>
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Section D Achievements and Performance

Summary of the main achievements of the charity during the year	<p>Our actions during the last 12 months include:</p> <ul style="list-style-type: none"> Utilised more accurate footfall recording mechanism within Centre we are focusing our efforts for each year to reach a baseline of 10,000 with special events and activities being planned to increase these accordingly. Raised £20,000 grants (PHT £5,000 x 2, NPTCBC Small Business £10,000) Raised £3,160 grant (CRONFA £2,960.00, NPTCBC £200) Raised £2,421 from individual donations and £1,337 from social events. Raised £3,632 from facility hire/rent Continued to provide 24-hour access to a Defibrillator, located at the surgery. This was brought about by Noddfa working with the grant funded through Pen-y-Cymmoed, and through joint working with the GP service, WI, New Age, and the Ambulance Service. The Defibrillator came into use in August for the first time and was very much appreciated by the recipient. Carried out window replacement throughout the main hall and in the kitchen Carried out replacement of Emergency Exit Door at the rear of the building Purchased a new desk to house the printer, paper and inks etc. Received positive feedback regarding the majority of regular activities and special events. As a result of the buildings works undertaken we are beginning to reduce our eco footprint, which has been evidenced by the reduction of our utility bill costs. <p>Every year Trustees develop and manage the Strategic Plan, this informs our future funding applications and outlines our plans for future development over the next five years.</p>
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ANNUAL FOOTFALL LEVEL (September 2019 to August 2020)

ACTIVITY	TOTAL EVENTS RECORDED/ EXPECTED	MEN	WOMEN	UNDER 21s	ESTIMATE OF MISSING WEEKS ** /OR ACTUAL TOTAL	TOTAL ATTENDEES	NOTES
Religious Services	29/53	104	357	21	24**	482	
Parent & Toddlers Baby Groups	23/53	5	101	85	30**	191	
Baby Massage	5/50.	0	26	18	45** *	44	*Missing weeks include 3 in September 2019
Yoga	26/50	25	141	0	25**	166	
Flying Start						0	
Welsh	24/50	55	133	0	26**	188	
Craft	6/12.	0	42	0	6**	42	
Bingo	25/52	84	483	0	27**	567	
W.I.	12					0	Data unavailable at time of report
Coffee Morning	17/52	78	342	3	35**	423	
Art Club	23/51	0	81	0	28** *	81	* Missing weeks includes 4 weeks in Sept 19 when club was not live.
Job Club	7/50.	32	45	9+8	43**	77	
New Age Club	24/48	107	397	1	24** / 44#	549	# total for one large event
Youth Club + Brunch	Not provided	21	37	0	To be advised	58	Full records not provided for this report, but data show male/female breakdown
IT Training	Programme cancelled through lack of support					0	
Me. Myself & I	2	0	2	0		2	This group closed Sept 2019
River Festival	Event not held this year					0	
Church Fete	1	20	73	27		120	
Faggots and Peas	Event not held this year due to Covid 19 Regulations					0	
Macmillan tea	1	4	25	3		32	
Vintage Evening Tea	Event not held this year due to Covid 19 Regulations					0	
West End Musical Show	Event not held this year					0	
St Davids Day	1	7	72	0		79	
St Patricks Celebration	Event not held this year due to Covid 19 Regulations					0	
Funerals	Such events not held in the Community Centre this year due to Covid 19 Regulations					0	
Christmas Trees	1	12	33	315		360	
Meet Santa	1	12	52	53	-	117	
Noddfa Comm. & Activity	6/10. Plus 5 additional meets	20	54	0	5**	74	
Political Surgeries	2	8	11	0		19	
General Adhoc Events	1	3	1	0		4	
Voting Day	1				413	413	BREAKDOWN OF ATTENDEES NOT PROVIDED BY COUNCIL STAFF
TOTALS	19	597	2508	526	457	4088	

Note:

**** Many of our groups, events and activities had to cease suddenly during the outbreak of Covid 19 Corona Virus. The Centre (and the vcountry) has been subjected to a long period of lockdown from 15th March 2020 to 25th August 2020 which has severely impacted our ability to provide our usual services, activities and functions, resulting in a reduced footfall than anticipated.**

Section E Financial Review

Brief statement of the charity's policy on reserves	Trustees have considered a reserves policy and have determined that it would still be prudent to keep 3 months running costs as reserves, equating to £4,000, which has been achieved.		
Further financial review details	Our main sources of income during the past year have been:		
	<u>Grants</u>		
	17-Jan-20	PHT	£5,000.00
	17-Apr-20	NPTCBC Small Business Grant	£10,000.00
	11-Aug-20	PHT	£5,000.00
	<u>Youth Grants</u>		
	08-Nov-19	CRONFA	£2,960.00
	14-Feb-20	NPTCBC	£200.00
	<u>Other Income</u>		
		Donations	£2,421.00
	Fund Raising	£1,337.00	
	Facility Hire	£3,632.00	

Section F Other Optional Information

During the year we have developed four strategic objectives for the five years from 2020 – 2025:

Users – we will increase annual usage of Noddfa community centre by August 31st 2025 to 8,500 visits a year. We aim to increase membership by 5% annually.

Building – Further decrease our environmental footprint by 2024 and explore the possibility of making the walkway to our storage container watertight.



People – We will review the contract for caretaker/cleaner as required, and seek to appoint a contracted Development Manager for the centre.

Finances – During 2020/2021 financial year we will aim raise funding for increasing boundary security, if still deemed to be required

Section G Declaration

The trustees declare that they have approved this trustees report.

Signed on behalf of the charity's trustees

Signatures		
Full Name	Lynwen Davies	Lesley English
Position	Chair	Secretary

01-Sep-18 to 31-Aug-19	NODDFA COMMUNITY CENTRE	01-Sep-19 to 31-Aug-20	01-Sep-19 to 31-Aug-20	01-Sep-19 to 31-Aug-20	01-Sep-19 to 31-Aug-20	01-Sep-19 to 31-Aug-20	01-Sep-19 to 31-Aug-20
	Charity number 1158302						
<i>Total funds</i>	<i>Statement of financial activities</i>	Total funds	Income funds	Fund raising	Building fund	Youth fund	General Fund
£30,885.08	Resources brought forward	£21,883.13	£0.00	£0.00	£0.00	£2,608.09	£19,275.04
£25,541.42	Total incoming resources	£33,244.28	£6,313.43	£1,336.96	£0.00	£5,593.89	£20,000.00
£34,543.37	Total outgoing resources	£21,749.38	£14,847.44	£1,129.60	£501.00	£5,271.34	£0.00
£0.00	Transfers of resources to general funds	£0.00	£8,534.01	-£207.36	£501.00	£0.00	-£8,827.65
£21,883.13	Resources carried forward	£33,378.03	£0.00	£0.00	£0.00	£2,930.64	£30,447.39
<i>Year-End</i>	<i>Represented by:</i>	<i>Year-End</i>					
£0.00	Debtors	£0.00					
£305.47	Prepayments	£305.47					
£0.00	Grant applications	£0.00					
£22,821.01	Bank balance	£33,353.31					
£144.73	Cash balance	£364.35					
-£676.48	Trade Creditors	£0.00					
-£527.14	Wages Creditor	-£265.14					
£220.00	Accrued Income	£0.00					
-£404.46	Accrued Expenses	-£379.96					
£21,883.13	Net financial assets	£33,378.03					

Responsibilities of trustees

As the charity's trustees we are responsible for the preparation of the accounts and we consider that the audit requirements of section 43(2) of the Charities Act 1993 do not apply.

The financial statement gives, in line with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities, a true and fair view in accordance with Generally Accepted Accounting Practice.

The financial statements were approved on 12th April 2021

L Davies Chairman

L English Secretary

R Tittley Treasurer

Independent examiner's opinion in relation to the statement of financial activities to 31-Aug-2020

My examination was carried out in line with general directions given by the Charity Commission and I report that the accounting records of "Noddfa" are in accordance with section 130 of the Charities Act, confirm that the accounts agree with the accounting records and comply with the Charity Acts, and, agree that the statement of financial activities gives a true and fair view of "Noddfa's" financial position.

Independent examiner: PML Accountants 12th April 2021

Independent examiner's opinion in relation to the statement of financial activities to 31-Aug-2020

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and, agree that the statement of financial activities gives a true and fair view of "Noddfa's" financial position.

Independent examiner:

PML Accountants

12th April 2021