



Noddfa Community Centre

NODDFA COMMUNITY CENTRE

TRUSTEE'S ANNUAL REPORT

1ST September 2020

to

31ST August 2021

**NODDFA COMMUNITY CENTRE
Trustees Annual Report**

1st Sept 2020 - 31st August 2021

Section A Reference and Administration Details

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|------------------------------|---|
| Charity Name: | Noddfa Community Centre |
| Registered Charity Number: | 1158302 |
| Charity's Principal Address: | Noddfa Community Centre, Dunraven Street, Glyncoirwg 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 | | |
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Trustee Resignations and Vacancies arising: None

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| 1 Vacancy | | |
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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:

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| Mair Lewis | | |
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Committee Member Resignations and Vacancies to be filled:

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| Mair Lewis | 4 Committee Member vacancies remain to be filled from 2020/2021 |
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Affiliated Members

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| Alissa Bevan | Corrwg Hub (Youth Provision) | |
| Georgia Cook | - " - | |
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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 |
| NPTCVS | Carys Miles | 17 Alfred St, Neath SA11 1EF |

Name of Employees/Contractors:

| | | |
|-----------------|----------------------------------|--------------------|
| Leanne Williams | Caretaker | Noddfa Centre |
| Lynwen Davies | Tutor (unpaid) | Welsh Conversation |
| Ruth Howell | Tutor | Yoga |
| Alissa Bevan | Youth Leader | |
| Georgia Cook | P/T Youth Leader/Youth Volunteer | |

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

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| Type of governing document | Constitution - adopted |
| How the charity is constituted | Charitable Incorporated Organisation |
| Trustees selection methods | 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. New trustees can be appointed (by existing trustees) between annual general meetings, but their appointment will be ratified at the next AGM. |

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

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| Summary of the objects of the charity set out in its governing document | For the benefit of the local community, the electoral ward of Glyncoirwg and the surrounding areas, provide facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities, for example, because of their youth/age, infirmity or disablement, financial hardship or social and economic circumstances. Such facilities and services to be also offered to the public at large in the interests of social welfare and with the objective of improving the wellbeing and live chances of the local community and surrounding areas as described. |
| Summary of the main activities undertaken for the public benefit in relation to these object | <p>As with 2019/2020, 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 32 weeks this year, when we cancelled all weekly and monthly activities, all planned events and service initiatives as a result. Therefore, since the 1st Sept 2020, the Centre has opened up for only 20 weeks for groups and activities.</p> <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, Corrwg Hub Youth Club and 'the New Age Club' (for the over 50's) meetings, Yoga and Welsh, Art Class. Regular monthly meetings include W.I and a Craft Class.</p> <p>As a result of Covid 19 impact, we have not had the usual occasional users which often included Politicians' Surgeries (M.Ps & A.Ms), Wakes/funeral receptions, Fêtes & Fairs, Marie Curie Coffee Morning. Instead, only the set weekly activities have taken place and one Polling Station.</p> <p>However, as 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 etc), have further impeded our ability to organise any potential activities, classes, or events in the Centre had permission been given, as attendee numbers would be dramatically reduced to just 15 people present.</p> <p>At times when we were able to access to the centre, our services continued 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.</p> <p>Due to the closure, we have been unable to keep the community informed about progress, activities, and events. However, we do maintain our Facebook Account and Website to interact with them and to help greater dialogue with individuals & groups.</p> |

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| 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, but we have been able to do the following:</p> <p><u>New Age</u>: Using centre for Committee Meetings and 15 Friday evening clubs</p> <p><u>Corrwg Hub</u> - Access for youth club has been limited but they have provided weekly interaction for up to 15 members a week, with two support workers, on the occasions we were permitted to open.</p> <p><u>The Chapel</u> - The Chapel have provide 20 weekly Chapel Services for the local community, attendance numbers again were limited by the coronavirus regulations.</p> <p><u>The WI</u> – The WI have not been able to use the Centre, but it should be noted that they held an outdoor barbeque in their Presidents home, and also held a lunch at Corrwg Cwtch for the benefit of their members. This was not something the Centre could cater for, but it does keep the group together in readiness to return to the Centre at the earliest opportunity.</p> |
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Section D Achievements and Performance

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| 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 Whilst 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, these have been thwarted due to Covid 19 Raised £20,000 grants (PHT £5,000 + £8k for the Centre running and the Dev Manager, 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 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 Built storage cupboard for caretaker Purchased new printer for Centre New light system installed into lounge Received positive feedback regarding the activities held. 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. 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-Cymoed, and through joint working with the GP service, WI, New Age, and the Ambulance Service.. <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 2020 to August 2021)

| ACTIVITY | TOTAL EVENTS RECORDED | MEN | WOMEN | UNDER 21s | ESTIMATE OF MISSING WEEKS ** /OR ACTUAL TOTAL | TOTAL ATTENDEES | NOTES |
|--------------------------------|---|-----|-------|-----------|---|-----------------|---|
| Religious Services | Event not held this year due to Covid 19 Restrictions | | | | 0/52 | 0 | |
| Parent & Toddlers Baby Groups | Not held during Covid pandemic March 2020-February 2022 | | | | 0/52 | 0 | |
| Baby Massage | ?Closed?? | | | | 0/52 | 0 | |
| Yoga | 15 | 3 | 100 | 0 | 37/52 | 103 | |
| Flying Start | 10 | 0 | 58 | 168 | 42/52 | 226 | |
| Welsh | 17 | 46 | 83 | 1 | 35/52 | 130 | |
| Craft | 11 | 0 | 66 | 0 | 41/52 | 66 | |
| Bingo | 3 | 9 | 40 | 0 | 47/52 | 49 | |
| W.I. | Event not held this year due to Covid 19 Restrictions | | | | 12/52 | 0 | |
| Coffee Morning | 13 | 6 | 158 | 2 | 39/52 | 166 | |
| Art Club | 3 | 0 | 12 | 0 | 49/52 | 12 | Closed 10/21 |
| Job Club | Event not held this year due to Covid 19 Restrictions | | | | 0/52 | 0 | |
| New Age Club | 15 | 2 | 232 | 0 | 37/52 | 234 | |
| Corrwg Hub Youth Club + Brunch | 14 | 1 | 28 | 105 | 38/52 | 134 | |
| IT Training | Group cancelled through lack of support | | | | 0/52 | 0 | |
| Me. Myself & I | Group cancelled through lack of support | | | | 0/52 | 0 | |
| River Festival | Major event not held this year - potential to use remaining funds for Queens Jubilee 2022 | | | | 0 | 0 | |
| Church Fete | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Faggots and Peas | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Macmillan tea | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Vintage Evening Tea | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| West End Musical Show | Major Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| St Davids Day | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| St Patricks Celebration | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Funerals | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Christmas Trees | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Meet Santa | Event not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Noddfa Comm. Mtgs. & Activity | 3 | 5 | 24 | 0 | 9/12 | 29 | |
| Political Surgeries | Events not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| General Adhoc Events | Events not held this year due to Covid 19 Restrictions | | | | 0 | 0 | |
| Voting Day | 1 | | | | | 350 | APPROX ATTENDEES - BREAKDOWN OF ATTENDEES NOT PROVIDED BY COUNCIL STAFF |
| TOTALS | 19 | 597 | 2508 | 526 | | 1499 | |

Footfall Note:

**** Many of our groups, events and activities had to cease suddenly during the outbreak of Covid 19 Corona Virus in March 2020. This continued intermittently through 2021 and these lockdowns have impacted on our ability to provide our usual services, activities and functions, resulting in a reduced footfall than anticipated, as mentioned throughout this report.**

Section E Financial Review

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| 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. |
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| Further financial review details | Our main sources of income during the past year have been: |
| | Grants |
| | 17-Jan-20 PHT £5,000.00 |
| | 17-Apr-20 NPTCBC Small Business Grant £10,000.00 |
| | 11-Aug-20 PHT £5,000.00 |
| | Youth Grants |
| | 08-Nov-19 CRONFA £2,960.00 |
| | 14-Feb-20 NPTCBC £200.00 |
| | Other Income |
| | 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 2021 – 2026:

Users – we will increase annual usage of Noddfa Community Centre by August 31st 2026 to 8,500 visits a year. We aim to increase membership by 5% annually. We aim to have a Member Forum in place by Summer 2022 to work with us on development the services and activities provided within the centre.

- **Building** – Further decrease our environmental footprint by 2026 and explore the possibility of making the walkway to our storage container watertight. Improving the internal aspect of the main hall.
- Purchase a new Cooker
- Refurbish our toilets
- Provide a wheeled water hose for use around the building **(has this been purchased yet Ray?)**



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

Finances – During 2021/2022 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

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| Signatures |  |  |
| Full Name | Lynwen Davies | Lesley English |
| Position | Chair | Secretary |

| 01-Sep-19 to 31-Aug-20 | NODDFA COMMUNITY CENTRE | 01-Sep-20 to 31-Aug-21 | 01-Sep-20 to 31-Aug-21 | 01-Sep-20 to 31-Aug-21 | 01-Sep-20 to 31-Aug-21 | 01-Sep-20 to 31-Aug-21 | 01-Sep-20 to 31-Aug-21 |
|---------------------------|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | 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 |
| £21,883.13 | Resources brought forward | £33,378.03 | £0.00 | £0.00 | £0.00 | £2,930.64 | £30,447.39 |
| £33,244.28 | Total incoming resources | £27,324.15 | £2,468.76 | £1,336.96 | £0.00 | £0.00 | £23,518.43 |
| £21,749.38 | Total outgoing resources | £18,186.56 | £15,078.73 | £310.36 | £2,797.47 | £0.00 | £0.00 |
| £0.00 | Transfers of resources to general funds | £0.00 | £12,609.97 | -£1,026.60 | £2,797.47 | £0.00 | -£14,380.84 |
| £33,378.03 | Resources carried forward | £42,515.62 | £0.00 | £0.00 | £0.00 | £2,930.64 | £39,584.98 |
| Year-End | Represented by: | Year-End | | | | | |
| £0.00 | Debtors | £0.00 | | | | | |
| £305.47 | Prepayments | £127.26 | | | | | |
| £0.00 | Grant applications | £0.00 | | | | | |
| £33,353.31 | Bank balance | £42,493.18 | | | | | |
| £364.35 | Cash balance | £255.18 | | | | | |
| £0.00 | Trade Creditors | £0.00 | | | | | |
| -£265.14 | Wages Creditor | £0.00 | | | | | |
| £0.00 | Accrued Income | £0.00 | | | | | |
| -£379.96 | Accrued Expenses | -£360.00 | | | | | |
| £33,378.03 | Net financial assets | £42,515.62 | | | | | |
| | | | | | | | |
| | 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 | 02-Feb-22 | | | | | |
| | 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 | | 02-Feb-22 | | | |