



# NODDFA COMMUNITY CENTRE

## TRUSTEE'S ANNUAL REPORT

1<sup>ST</sup> September 2021

to

31<sup>ST</sup> August 2022

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

### Name of the charity trustees who manage the charity

<b><i>Trustee Name</i></b>	<b><i>Office (if any)</i></b>	<b><i>Dates acted if not whole year</i></b>
Lynwen Davies	Chair	Resigned February 2022
Raymond Tittley	Treasurer	
Sylvia Tittley	Vice Chair	Made Chair - March 2022
Lesley English	Secretary	
Glenys Roberts		
Graham Stent		
Rita Clatworthy		Made Vice Chair - March 2022
Tracy Maggs		

**Trustee Resignations and Vacancies arising: None**

**Stepping down but open for re-election:**

<b>Not required as only 7 Trustees currently in place, out of a potential 13</b>
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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 4 vacancies on the Committee, all of which could be filled with Trustee appointments.**

**Name of Committee Members:**

Mrs Jane Proctor	Committee Member	Commenced 25.4.22
Mr R Proctor	Committee Member	Commenced 12.7.22

**Committee Member Resignations and Vacancies to be filled:****Affiliated Members**

Alissa Bevan	Corrwg Hub (Youth Provision)	Youth Leader
Georgia Cook	- " -	Youth Worker

**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	

**Description of the charity's trusts**

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.
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Summary of the objects of the charity set out in its governing	For the benefit of the local community, the electoral ward of Glyncorrwg 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 life
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document	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>Our Centre's attendance and the events available continue to be affected by the Corona Virus (Covid 19) as people gradually return to normal everyday living and pre-covid practices.</p> <p>Our regular activities include:</p> <ul style="list-style-type: none"> <li>• <u>New Age Club</u>: Using centre for Committee Meetings and weekly Friday evening clubs and events for the over 50's</li> <li>• <u>Corrwg Hub Youth Club</u> - Our youth club has seen a drop in numbers but they have provided weekly interaction for up to 15 members a week (aged 11-16), with two support workers.</li> <li>• <u>The Chapel</u> - The Chapel have provide weekly Chapel Services for the local community, these services are held in the Centre's lounge</li> <li>• <u>The WI</u> - The WI have met once a month since the Covid restrictions were lifted, offering speakers and social events and trips for local women</li> <li>• <u>Yoga Group</u> - for adults meets once a week and has a healthy following</li> <li>• <u>Welsh Conversation</u> - Enabling those wishing to learn the basics of Welsh language the opportunity to learn and gain an understanding</li> <li>• <u>Mother and Baby Groups (under various titles)</u> - Offers a stimulating playgroup and baby massage (or similar) services</li> <li>• <u>Coffee Morning</u> - open to the whole community but often seeing the older population of the local community pop in, but occasionally mothers and toddlers call in as well.</li> <li>• <u>Craft Class</u> - Meets every fortnight enabling women to learn (or enhance) their crochet, knitting and sewing skills.</li> </ul> <p>Our doors are also open to occasional users, which often include Politicians' Surgeries (M.Ps &amp; M.Ss), Wakes/funeral receptions, Fêtes &amp; Fairs, CVS Funding Drop-in and the local Polling Station.</p> <p>Our services 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, and we continue to maintain our Facebook Account and Website to interact with them and to help greater dialogue with individuals and groups.</p>
Summary of the social activities undertaken by other groups using the centre, enabled by Noddfa through keeping the Centre open	<p>As mentioned, we are still seeing the effect of the covid lock downs, where people have chosen not to return or where their health has deteriorated over the (almost) 3 years since the virus hit.</p> <p>However, organised by our own Trustees and Committee Members, we have held;</p> <ul style="list-style-type: none"> <li>• <u>Coffee Morning for the benefit of Macmillan Nurses &amp; Marie Curie.</u></li> <li>• <u>Afternoon Cream Teas for Queen Elizabeth's Platinum Jubilee - June</u></li> <li>• <u>September Afternoon Tea</u></li> <li>• <u>Meet Santa for young children</u></li> </ul>
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"> <li>• Whilst we are focusing our efforts for each year to reach a baseline of 7,000 with special events and activities being planned to increase these accordingly.</li> <li>• Created a short term Five Weeks of Fun club for children 7-11</li> <li>• Created Freebie Friday to enable people on low income to access left overs from the local food bank free of charge, working closely with the local library.</li> <li>• Created a Bumba Class (that was not sustainable unfortunately through lack of numbers)</li> <li>• <u>Raised £3,033 from individual donations and £1305 from social events.</u></li> <li>• <u>Raised £3098 from facility hire/rent</u></li> <li>• Installed loop system in Lounge and Main Hall</li> <li>• Painted the Main Hall, Lounge and Lobby</li> <li>• Received positive feedback regarding the activities held.</li> </ul> <p>Every year Trustees develop and manage the Strategic Plan, this informs our future</p>

funding applications and outlines our plans for future development over the next five years.

## ANNUAL FOOTFALL LEVEL (September 2021 to August 2022)

ACTIVITY	TOTAL EVENTS RECORDED	MEN	WOMEN	UNDER 21s	ESTIMATE OF MISSING SESSIONS ** /OR ACTUAL TOTAL	TOTAL ATTENDEES	NOTES
Religious Services		84	288	16	42/52	388	Average from previous 2 years - attendance sheet missing
Parent & Toddlers Baby Groups/ Flying Start			104	90	0/42	194	
Yoga		13	342		42/50	355	
Welsh		119	208		35/50	327	
Craft			79		11/11	79	
Bingo		89	561		37/51	650	
W.I.		3	138		7/12	141	
Coffee Morning		65	441		31/51	506	
Freebie Friday/ Bumba		8	18	1	5	27	
New Age Club		80	587		28/51	667	
Corrwg Hub Youth Club		2	72	313	27/42	387	
Macmillan / Marie Curie Coffee Morning		7	39		1	46	
Vintage Jubilee Tea		13	62		1	75	
Funerals		20	40		1	60	Numbers/gender breakdown not known. Estimate applied
Meet Santa		6	32	56	1	94	
Noddfa Comm. Mtgs. & Activity		24	78		10	102	
Political Surgeries		1	9		2	10	Expected politician to one session did not attend .
Voting Day		240	245		1	485	Gender breakdown not recorded by Council- equal split applied
<b>TOTALS</b>		<b>774</b>	<b>3343</b>	<b>476</b>		<b>4593</b>	

### Footfall Note:

**\*\* Many of our groups, events and activities continued to experience a fall in footfall following 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 MUCH reduced footfall than anticipated, as mentioned throughout this report.**

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:		
	<b>Grants</b>		
	05-Apr-22	NPTCBC ... Loop System	<b>£8,613</b>
	01-Jul-22	Arnold Clark .... Bingo	<b>£1,000</b>
	<b>Youth Grants</b>		
	23-Aug-22	NPTCBC .... Playscheme	<b>£1,537.58</b>
	<b>Other Income</b>		
		Donations	<b>£3,033</b>
		Fund Raising	<b>£1,305</b>
		Facility Hire	<b>£3,098</b>

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 31<sup>st</sup> 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.

- Improve the Kitchen with additional cupboards, new sinks and equipment (such as cooker and additional freezer)
- Refurbish our toilets
- Provide a wheeled water hose for use around the building

**People** - We will review the role of the Centre Manager (and the contract for caretaker/cleaner as required), and seek to appoint a contracted Centre Manager for the centre.

**Finances** - During 2022/2023 financial year we will aim raise funding for increasing boundary security, if still deemed to be required, improve the toilets and any major works required.



**The trustees declare that they have approved this trustees report.  
Signed on behalf of the charity's trustees**

<b>Signatures</b>		
<b>Full Name</b>	<b>Sylvia Tittley</b>	<b>Lesley English</b>
<b>Position</b>	<b>Chair</b>	<b>Secretary</b>

01-Sep-20 to 31-Aug-21		<b>NODDFA COMMUNITY CENTRE</b>	01-Sep-21 to 31-Aug-22	01-Sep-21 to 31-Aug-22	01-Sep-21 to 31-Aug-22	01-Sep-21 to 31-Aug-22	01-Sep-21 to 31-Aug-22	01-Sep-21 to 31-Aug-22
		Charity number 1158302						
<i>Total funds</i>		<b>Statement of financial activities</b>	Total funds	Income funds	Fund raising	Building fund	Youth fund	General Fund
£33,378.03		Resources brought forward	£42,515.62	£0.00	£0.00	£0.00	£2,930.64	£30,447.39
£27,324.15		Total incoming resources	£18,631.38	£6,130.10	£1,304.80	£0.00	£0.00	£11,196.48
£18,186.56		Total outgoing resources	£33,021.23	£28,822.93	£1,597.64	£1,590.00	£1,010.66	£0.00
£0.00		Transfers of resources to general funds	£0.00	£22,692.83	£292.84	£1,590.00	£0.00	-£24,575.67
£42,515.62		Resources carried forward	£28,125.77	£0.00	£0.00	£0.00	£1,919.98	£17,068.20
<b>Year-End</b>		<b>Represented by:</b>	<b>Year-End</b>					
£0.00		Debtors	£0.00					
£127.26		Prepayments	£0.00					
£0.00		Grant applications	£0.00					
£42,493.18		Bank balance	£27,927.39					
£255.18		Cash balance	£582.38					
£0.00		Trade Creditors	£0.00					
£0.00		Wages Creditor	£0.00					
£0.00		Accrued Income	£0.00					
-£360.00		Accrued Expenses	-£384.00					
<b>£42,515.62</b>		Net financial assets	<b>£28,125.77</b>					
		<b>Responsibilities of trustees</b>						
		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		28-Jun-23				
		S Tittley	Chair					
		L English	Secretary					
		R Tittley	Treasurer					
		<b>Independent examiner's opinion in relation to the statement of financial activities to 31-Aug-2020</b>						
		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		28-Jun-23			