



The Share Centre Annual Report – 2020

The Share Centre

Annual Report – 2020

Report of the Trustees for the Year Ended 31st December 2020

The SHARE Centre (Stow Hill Resource & Enterprise Centre) was formed and registered with the Charity Commission on 27th November 2014. The Charity took over the assets and liabilities of Stow Hill Access Resource and Enterprise Centre – a company limited by guarantee.

Reference and Administrative details:

Charity Name Stow Hill Resource & Enterprise Centre

(Working name – SHARE Centre)

Charity Registration Number: **1159387**

Principal Office SHARE Centre, 88 Stow Hill, Newport, NP20 4DW

Bankers The Co-operative Bank, Newport

Trustees

The Trustees of the Charitable Incorporated Organisation (the charity) that served during the period 2020 are:

Nichola Davies Chair (resigned 3rd February 2022)

Bron Lloyd

Wyndham Conniff

Kate Thomas

Juliet Alison Starling

Carol Ann Phelps

Sally Ann Lewis (resigned 3rd February 2022)

Catherine Dunn (resigned 3rd February 2022)

Current Trustees

Sally Ann Lewis (resigned 3rd February 2022)

Catherine Dunn (resigned 3rd February 2022)

WYNDHAM CONNIFF

Kate Thomas Trustee

Bron Lloyd

Juliet Alison Starling

Nichola Davies (resigned 3rd February 2022)

Carol Ann Phelps- Chair

Executive Summary – Chair of Trustees

I present this report which represents a snapshot of the unprecedented situation with which charities find themselves in a global pandemic 2020.

The many challenges we faced, as a charity, as community members and individuals were tested beyond our expectations. In SHARE we had a very early indication of what was happening globally in 2020. SHARE has been proud to host a thriving Mandarin School run by the local Chinese community. Prior to formal Lockdown we were aware of the concerns coming out China and sadly the early misunderstanding and stereotypes meant that for their communities' safety the Mandarin School closed.

As a charity we were hopeful of building on the success of 2019, we welcomed new staff and volunteers all with hopes, ideas and flourishing project proposals. January and February were thriving and successful months.

This was then halted in its prime with the knowledge of how the pandemic was impacting on other countries and ultimately led to the closure of SHARE. As a board we like others were reliant on our partners in WCVA, GAVO and Newport City Council to keep us informed on government guidance.

We had initially to do this via phone, text and email. After a while we familiarised ourselves with new technology and communication tools. SHARE like other charities was hit by the consequences. Lockdown, furlough, staff isolation and building closures all impacted on the day to running of the building and its functions. The uncertainty and unpredictability affected us and all the organisations we network with. We, like others, thought that this would be short-lived and none of us thought that going back into further lockdowns would be possible. With staff furloughed it fell upon the board directly to ensure systems were running in the background.

Financial concerns were explored and the sustainability and future of SHARE taken into consideration. We worked with the Local Authority to ensure access to available grants offered by Welsh Government. We had a robust Covid Risk Assessment in place and ensured during times of operation we adhered to the strict measures from Welsh Government. As a Board we were very conscious that many of our building users were from the Black, Asian and Minority Ethnic communities who were being disproportionately impacted by the virus. We moved to closed session provision where those who accessed our centre did so only if they were a part of a pre-arranged group. All services and organisations were given copies of our risk assessment and were fully aware of restrictions. Appropriate signage and PPE (Personal Protective Equipment) was readily available. We were mindful of ensuring our English as a Second Language Learners (ESOL) were aware of the expectations of building restrictions. Additionally, we worked with Adult Learning Wales and the local Heath Board to get a wider message out in home languages.

We continue to have a close relationship with organisations such as Pobl Housing, Adult Learning Wales, Newport City Council, Newport Live, St Woolos Primary School, FAN group and GAVO and we thank them for their ongoing support which has been invaluable, particularly in these unprecedented times. On behalf of the Board I would like to thank our

partners in GAVO and Newport City Homes for supporting us through furlough and Welsh Government grants.

We are a small team and I would like to thank our dedicated staff and volunteers for their commitment and hard work in 2020. On behalf of the Board and Trustees, I would like to thank Nigel for his practical response to Covid regulations as he marked out social distancing etc and Annie for her networking with all the relevant organisations to keep SHARE users safe and well. In addition, as the year ended our thanks go to our small cohort of dedicated volunteers who, with good humour and goodwill, have supported Nigel and Annie in keeping the doors open at Share.

Thank you to our Trustees and Board advisors who always go above and beyond.

Finally, and not least I would like to take this opportunity to thank the community of Stow Hill for their continued support. Our thoughts are with everyone affected by the pandemic, in whatever way, through economic hardship and unemployment and particularly through sickness and bereavement. Our sincere thanks go out to all the frontline staff who worked so hard on behalf of their fellow citizens.

Carol

(Carol Phelps– Chair)

Objects

The object of the CIO is to develop the economic, social and personal capacity and skills of the immediate Stow Hill Community in Newport and wider environs in such a way that they are better able to identify and help meet their needs to participate more fully in society. The organisation will help equip people with skills and competences they would not otherwise have, develop individual potential and help establish social enterprise.

Structure, Governance and Management

Governing Document

Stow Hill Resource & Enterprise Centre is a Charitable Incorporated Organisation (CIO) inaugurated on 1st July 2014 and registered as a CIO with the Charity Commission on 27th November 2014. The Charity was formed under a constitution which established its objects and powers. Under the terms of the constitution the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts.

Appointment of Trustees

Trustees are appointed in line with the constitution. Every Trustee is appointed by a resolution at a properly convened meeting of the Charities trustees. In selecting individuals for appointment, the trustees must have regard to the skills, knowledge and experience for the effective administration of the CIO.

Trustee induction and Training

New trustees are encouraged to familiarise themselves with the Charity and the context in which it operates.

Trustees are given a copy of the constitution and the latest report and accounts. Trustees are expected to be familiar with Charity Commission Guidance.

Background Information

The Share Centre is situated at 88 Stow Hill, one of Newport's most deprived communities (Index of Multiple deprivation) and is currently within the ownership of Charter Housing and within walking distance of Newport City Centre. Stow Hill was formerly a Communities First (CF) area and the Centre was a focal point for the delivery of services to alleviate poverty through the Welsh Government funded programme. A reorganisation of CF saw the Centre becoming more independent of the Programme earlier than most programmes of a similar nature in Newport. The survival and growth of the Centre is to its credit, and due to the focus, hard work and enthusiasm of the people involved. Its vision, aims and objectives remain centred on resilience, strength and wellbeing of the local population and the Centre itself, along with its Board, staff and volunteers. The Share Centre, formerly known as Stow Hill Access Resource and Enterprise Centre, was formed in 2006 and registered as a charity in November 2014 and is directly managed by a board of trustees.

The Stow Hill area is unique in Newport, it hosts a large transient population and very diverse communities, a significant proportion in short term occupancy hostels, homeless, temporary Bed & Breakfast accommodation, women's refuges and a dedicated young person's hostel. The community has a vibrant Black, Asian and Ethnic Minority (BAME) community, in fact the population of Stow Hill is made up of 75.6% of people from a white background and 24.4% of people from a non-white background. This is higher than the Newport average where 10.1% of people are from a non-white background and is a higher proportion of people from a non-white background than for Wales as a whole. The age structure of the population in Stow Hill is different to the Wales average with a higher percentage of people under the age of 16 and a lower percentage of over the age of 65.

The proportion of working age adults who are economically active in the Stow Hill ward is higher than the Newport average and the Wales figure. However, the unemployment rate is higher than both the Newport and Wales rates. In addition, a higher proportion of people work part time hours in Stow Hill area and recorded higher working age benefits claimant rates than the Newport and Welsh average.

Deprivation across the ward of Stow Hill varies. Stow Hill 3 is ranked in the top 9% of most deprived areas in Wales. This would indicate that life expectancy and healthy life expectancy in this area will be lower than the rest of the ward and the Newport and Wales averages. Both Stow Hill 1 and 3 Lower Super Output Areas record the proportion of children living in low income families at significantly higher rates than the Newport and Wales averages, this is also reflected similarly with free school's meals eligibility. Stow Hill has significantly high rates of Anti-Social Behaviour, Stow Hill 1 (LSOA) (8.9%) and Stow Hill 3 (LSOA) (5.7%) where the city centre is based with a lower rate in Stow Hill 2 outside the city centre. The proximity to the city centre is a significant factor, and the impact on local residents is clearly evident.

Socio-economic factors such as employment, education, and housing can be a widespread driver of poverty and deprivation in towns and cities across the whole country and there is no single solution.

However, the Share Centre is committed to playing a key role in tackling these factors through working in partnership with other organisations to deliver and support community activities and initiatives.

The Share Centre focuses its services primarily on the local population in need and English as Second Language learners, though, because of the geographical nature and city-centre location it does serve people from across the city. Need can be identified in terms of unemployment, economic inactivity, lack of connections being new to the area, vulnerability of circumstance or health.

We present a short review of services and our achievements up to December 2019 followed by a strengthened vision, mission and aims for the short to medium term.

The Centre:

The premises offer two meeting rooms, an IT suite, a large hall, catering kitchen, café area and a courtyard garden. The centre hosts a wide variety of groups and individuals who use the centre on a regular basis or for events, meetings or short-term courses, projects or initiatives.

Our Vision:

The safe place, nurturing approach and inclusive approach offered by Share helps people to fulfil their potential, share, learn and celebrate irrespective of culture, background and circumstance.

Our Mission:

The Share Centre aims to create a vibrant, inclusive and safe place for the people of Stow Hill and Newport, through promoting the wellbeing of the community by providing education, recreation, and social activities.

Our Values:

- Considerate: we take people's needs seriously, being at the heart of our planning and services.
- Inclusive: we welcome everyone and connect people to become resilient.
- Creative: we encourage people to be themselves, learn, share and explore new ideas.
- Nurturing: we offer a space for people to feel safe and develop.
- Listening: we value the contribution made by the members, volunteers, staff, trustees and partners

Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit.

SHARE Overview 2020

The Chair has talked about the impact of lockdown on Share in 2020. It feels very much as though the year was divided into “The life we knew before” and “Lockdown”. The first months of the year were full of hustle and bustle. ESOL classes were in full flow, with learners congregating in Café over drinks at break time. We recruited several volunteers to Share through Change Learn Grow as the local project co-ordinator was based in the building. This allowed us to undertake some maintenance of the building. Other volunteers were ESOL learners and helped with tidying cupboards, sorting files and checking if equipment was still useable.

On Tuesdays The Fan Group met in the Café, with numbers increasing every week. This was wonderful, with a diverse group of people from both the local area and from across the world coming together to share, to learn, to be emotional and, above all, in that universal language, to laugh together. The Fan Group began in Cardiff as a means of allowing those learning English as a second language to meet to practice their growing skills in an informal setting.

The amazing Crafty Women group continued to meet and honour their commitment to giving back. In fact, one of the last events where Share was represented was International Women’s Day in early March 2020, showcasing their amazing skills and talents.

However underlying all this positivity were growing worries about coronavirus. After half term attendance numbers began to fall as the spreading disease was labelled a pandemic. People were advised to stay at home if they had symptoms. As schools closed, both Newport Community Learning and Adult Learning Wales told their learners to stay at home and by 23rd March we were in lockdown.

We re-opened in September 2020 as lockdown eased. We had worked with ALW to ensure that a rigorous Risk Assessment was in place. We were supported by both ALW and Newport CC with the provision of materials, masks, hand sanitiser etc as we put the appropriate measures into place. Uptake of ESOL classes was slow and the Centre felt quiet with the restrictions on class numbers and lack of drop-ins. In addition, many of our EU volunteers are returned to their home countries and their absence was keenly felt.

Luckily prior to lockdown one of our Garden on the Hill volunteers, Karlie, had been researching funding opportunities to continue the Good Work. In March we heard that we had been successful in being awarded a Local Places for Nature Starter package. Obviously Covid halted the process. However, in Autumn 2020 we received trellises and birdboxes, habitat boxes and compost, hand tools, a raised bed and wild flower plants. This was a welcome boost to centre users, staff and volunteers alike.

We also recommenced giving out food bags, toiletries and bedding etc from Jesus Cares as we recognised the impact of lockdown on our community. Rather than drop-ins, we contacted the local community to create a list of people who could come at pre-arranged times to collect provisions. This is an invaluable and necessary resource and was warmly welcomed.

Risk Management

The Trustees will develop a risk management strategy which will comprise:

- An annual review of the risks the charity may face
- The establishment of systems and procedures to mitigate those risks identified in the plan
- The implementation of procedures designed to minimise any potential impact of risks.

Financial Review and Reserves Policy

The accounts show total receipts of £32,111 (2019 £49,987), all of which is unrestricted (2019-£12,004 is restricted) and total payments of £33,198 (2019 £50,162).

The trustees aim to maintain free reserves in unrestricted funds to bridge the gap between the spending and receiving of resources and to cover any unforeseen expenditure.

Responsibility for financial statements

Trustees are required to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year.

In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

Signed on behalf of the trustees by:

CAROL PHELPS, CHAIR

17th February 2022

STOW HILL RESOURCE & ENTERPRISE CENTRE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2020

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	2020 TOTAL FUNDS	2019 TOTAL FUNDS
RECEIPTS	£	£	£	£
ROOM HIRE	14,717	-	14,717	33,513
DONATIONS	-	-	-	4,007
CONTRIBUTION TOWARDS PHOTOCOPYING	-	-	-	-
FIT AND FED	-	-	-	-
STOW HILL RESIDENTS	-	-	-	-
POBL – CRAFTY WOMEN GRANT	-	-	-	-
WOMEN’S FORUM – POP UP CAFÉ GRANT	-	-	-	-
EMPLOYEE FURLOUGH RECEIPTS	7,385	-	7,385	-
GAVO REFUND	-	-	-	164
MISCELLANEOUS	9	-	9	5
SCOTTISH POWER REFUND	-	-	-	294
LOTTERY COMMUNITY FUND	-	-	-	8,004
GROW WIDE	-	-	-	4,000
GOVERNMENT GRANTS	10,000	-	10,000	-
TOTAL RECEIPTS	32,111	-	32,111	49,987
PAYMENTS				
WATER	49	-	49	50
LIGHT AND HEAT	3,490	-	3,490	3,368
INSURANCE	1,488	-	1,488	1,584
REPAIRS AND EQUIPMENT	2,049	-	2,049	2,508
WAGES AND SELF EMPLOYED STAFF	18,544	404	18,948	30,429
MISCELLANEOUS	391	83	474	3,262
POSTAGE, PRINTING AND STATIONERY	912	16	928	1,796
WASTE REMOVAL AND CLEANING	874	-	874	864
TELEPHONE AND BROADBAND	2,452	-	2,452	2,420
I.T COSTS	522	-	522	761
DONATIONS	-	-	-	1,500
ACCOUNTANTS’ FEES	1,500	-	1,500	1,200
PROFESSIONAL FEES	424	-	424	420
SUBTOTAL BROUGHT FORWARD	32,695	503	33,198	50,162
ASSETS PURCHASED				
COMPUTER EQUIPMENT	-	-	-	-
TOTAL PAYMENTS	32,695	503	33,198	50,162

STOW HILL RESOURCE & ENTERPRISE CENTRE**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST DECEMBER 2020 (CONTINUED)**

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	2020 TOTAL FUNDS	2019 TOTAL FUNDS
	£	£	£	£
NET RECEIPTS/(PAYMENTS)	(584)	(503)	(1,087)	(175)
TRANSFERS BETWEEN FUNDS	--	-	-	-
CASH FUNDS LAST YEAR END	6,216	743	6,959	7,134
CASH FUNDS THIS YEAR END	5,632	240	5,872	6,959

These accounts were approved by the trustees on 17th February 2022 and signed on its behalf by:

CAROL PHELPS, CHAIR

STOW HILL RESOURCE & ENTERPRISE CENTRE
STATEMENT OF ASSETS AND LIABILITIES AT 31ST DECEMBER 2020

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	2020 TOTAL FUNDS	2019 TOTAL FUNDS
	£	£	£	£
CASH FUNDS				
BANK ACCOUNT	5,586	240	5,826	6,902
PETTY CASH	46	-	46	57
TOTAL CASH FUNDS	5,875	240	5,872	6,959
 ASSETS RETAINED FOR THE CHARITY'S OWN USE				
I.T. EQUIPMENT	7,878	-	7,878	7,878
SPORTS EQUIPMENT	494	-	494	494
	8,372	-	8,372	8,372
 DEBTORS				
AMOUNTS DUE FOR ROOM RENTAL	-	-	-	3,314
 CREDITORS				
UTILITIES	553	-	553	497
OTHER CREDITORS-GAVO	-	-	-	2,264
ACCOUNTANT AND INDEPENDENT EXAMINERS FEES	1,590	-	1,590	1,500
	2,143	-	2,143	4,261

These accounts were approved by the trustees on 17th February 2022 and signed on its behalf by:

CAROL PHELPS, CHAIR

Independent Examiner's Report to the Trustees of Stow Hill Resource & Enterprise Centre

I report to the trustees on my examination of the accounts of Stow Hill Resource & Enterprise Centre (the Charity) for the year ended 31st December 2020, which are set out on pages 10 to 12.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Charity as required by section 130 of the Act;
or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

C. Janet Pritchard FCA
Arthur Gait & Company
Chartered Accountants
18 Gold Tops
Newport
NP20 5WJ

Date: 21st February 2022