



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 January 2023  
Period end date

Period start date To 31 December 2023

Charity name: Pontypool Churches & Friends Christian Bookshop

Charity registration number:1162433

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the Christian religion by promoting the good news of the Gospel of Jesus Christ in the town of Pontypool and adjoining districts of Torfaen</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Main activities are retailing and distribution of Bibles, books, magazines, compact discs other forms of media such as DVD'S.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>YES</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>n/a</b>
Policy on social investment including program related	Para 1.38	<b>N/A</b>

investment		
Contribution made by volunteers	Para 1.38	<b>n/a</b>
Other		<b>N/A</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>Sale of Christian literature, Bibles and other media setting out the beliefs and practices of the Christian faith.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>n/a</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>n/a</b>
Investment performance against objectives	Para 1.41	<b>n/a</b>
Other		<b>n/a</b>

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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>For 2023 the total income was £7,497.86. The total expenditure for the year was £7,974.31. Resulting in a loss for the year of £476.45.</b> <b>The cash brought forward on the 1<sup>st</sup> of January 2023 was £2,659.38. Taking the annual loss into account the cash in the bank on the 31<sup>st</sup> of December 2023 was £2,659.38</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>To enable book shop to meet its bills and financial obligations.</b>
Amount of reserves held	Para 1.22	<b>£2,659.38</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Sale of products and refreshments.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>n/a</b>
A description of the principal risks facing the charity	Para 1.46	<b>Lack of income</b>
Other		<b>n/a</b>

## Structure, Governance and Management

Description of charity's trusts:		<b>TRUST DEED</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation Trust</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by other trustees</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>n/a</b>
Relationship with any related parties	Para 1.51	<b>n/a</b>
Other		<b>n/a</b>

### Reference and Administrative details

Charity name	Pontypool Churches & Friends Christian Bookshop
Other name the charity uses	n/a
Registered charity number	1162433
Charity's principal address	23A Commercial Street, Pontypool, Torfaen, NP4 6JQ

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Bufton	Secretary		
2	Jayne Harris	Manager		
3	Susan Davies	Treasurer		
4	Alwyn Stevens			
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
n/a		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	n/a	

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

none

## Other optional information

none

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Paul Bufton	
<b>Full name(s)</b>	Paul Jeffrey Bufton	
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	
<b>Date</b>	22 September 2023	