



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 | 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 |
| 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 | Main activities are retailing and distribution of Bibles, books, magazines, compact discs other forms of media such as DVD'S. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | YES |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|------------------------|----------------|------------|
| Policy on grant making | Para 1.38 | n/a |
| | | N/A |

| | | |
|--|-----------|------------|
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | n/a |
| Other | | N/A |

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 | Sale of Christian literature, Bibles and other media setting out the beliefs and practices of the Christian faith. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|------------|
| Achievements against objectives set | Para 1.41 | n/a |
| Performance of fundraising activities against objectives set | Para 1.41 | n/a |
| Investment performance against objectives | Para 1.41 | n/a |

| | | |
|-------|--|------------|
| | | |
| Other | | n/a |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | For 2024 the total income was £7,956.30. The total expenditure for the year was £7,288.41. Resulting in a loss for the year of £667.89. The cash brought forward on the 1st of January 2024 was £2,182.93. Taking the annual profit into account the cash in the bank on the 31st of December 2024 was £2,850.82 |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | To enable book shop to meet its bills and financial obligations. |
| Amount of reserves held | Para 1.22 | £2,850.82 |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a |

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 | Sale of products and refreshments. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | n/a |
| A description of the principal risks facing the charity | Para 1.46 | Lack of income |
| Other | | n/a |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | TRUST DEED |
| Type of governing document (trust deed , royal charter) | Para 1.25 | Trust Deed |
| How is the charity constituted? (e.g unincorporated association , CIO) | Para 1.25 | Charitable Incorporated Organisation Trust |
| 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 | Elected by other trustees |

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 | n/a |
| Relationship with any related parties | Para 1.51 | n/a |
| Other | | n/a |

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 | | | |
| 5 | Esther McLaughlin | | | |
| 6 | Tim Williams | | | |
| 7 | Darren Preece | | | |
| 8 | | | | |
| 9 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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)

| |
|--|
| |
|--|

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

| | | |
|-------------------------------------|---------------------|--|
| Signature(s) | Paul Bufton | |
| Full name(s) | Paul Jeffrey Bufton | |
| Position (eg Secretary, Chair, etc) | Secretary | |
| Date | 04 October 2024 | |

Pontypool Churches & Friends Christian Bookshop
Charity Registration 1162433

[A] SUMMARY ACCOUNT for 52 weeks to 31-Dec-24 Year 26

| <u>RECEIPTS</u> | | | |
|------------------------------|--|-------------------|----------|
| <u>Year 25</u> | | <u>See Note :</u> | £ |
| 5,248 | SALES : | | |
| 0 | Contributions from staff | | |
| 2,250 | Pledged support / Donations | [1] | |
| 7,498 | TOTAL RECEIPTS | | |
| | | | |
| <u>PAYMENTS</u> | | | |
| - | <u>PAYROLL</u> | [2] | |
| | | | |
| <u>PREMISES</u> | | | |
| 2,650 | Rent | | 2,850 |
| 292 | Rates,"Non-domestic :100% relief granted | | 215 |
| 682 | Insurance | | 627 |
| 1,884 | Heat/Light | | 926 |
| 608 | Telephone | | 764 |
| 958 | Till | | 900 |
| | | | |
| 813 | <u>PURCHASES</u> | | |
| | | | |
| <u>OFFICE</u> | | | |
| 88 | Miscellaneous - Bank Charges | | |
| 7,974 | TOTAL PAYMENTS | | |
| -476 | Surplus/Deficit for the year | | |
| | | | |
| Bank Reconciliation | | | |
| Bank Balance brought forward | | | |
| Surplus | | | |

- Note 1 : Pledged support and Donations :** These have been of assistance towards the rent and other expenses.
- Note 2 : Volunteer management and staffing :** The management committee members, manager, are honorary ; the volunteers, who also accept responsibility for cleaning the premises.
- Note 3 : Gifts in kind :** These have been many and various - including decorations (and labour), items of shop and office equipment,cleaning

[B] STATEMENT OF ASSETS as at 31-Dec-24 Year 26

Year 25

2,183

30

2,623

149

4,985

Cash at Bank :

Current account

Cash held for till float

SUB-TOTAL

Stock :

– at lower of cost and estimated realisable price

Other :

Fixtures & Fittings / Retail equipment – estimated at

TOTAL

| £ | £ |
|-------|-------|
| 5,591 | |
| 2,352 | 7,943 |
| - | |

| | |
|-------|--------------|
| 6,281 | |
| 919 | |
| 88 | |
| | <u>7,288</u> |
| | <u>655</u> |

| | |
|--|------------|
| | 2,183 |
| | <u>655</u> |
| | 2,838 |

tance with
ses.
tee, including the
the shop staff are
ept responsibility

g materials
g materials

| |
|--|
| |
|--|

| £ | £ |
|-----------|---|
| 2,838 | |
| <u>30</u> | |

| | |
|---|-------|
| . | 2,868 |
|---|-------|

| | |
|-------|-------|
| ceeds | 2,323 |
|-------|-------|

| |
|---------------------|
| <u>149</u> |
| <u><u>5,340</u></u> |