



# Trustees' Annual Report for the period

Period start date				Period end date			
From	01	05	2022	To	30	04	2023

## Section A Reference and administration details

Charity name **The Dusty Shed**

Other names charity is known by

Registered charity number (if any) 1168742

Charity's principal address 460 Cowbridge Road West

Cardiff

Postcode

CF5 5BZ

### 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	Michelle Powell	Chairperson	01-05-22 to 02-08-22	AGM or Trustee Committee
2	Charles Wallace	Chairperson	02-08-22 to 30-04-23	AGM or Trustee Committee
3	Paul Perera	Treasurer	whole year	AGM or Trustee Committee
4	Natasha Hayes	Trustee	whole year	AGM or Trustee Committee
5	Doug Smith	Trustee	whole year	AGM or Trustee Committee
6	Hugh Thomas	Trustee	02-08-22 to 30-04-23	AGM or Trustee Committee
7	Elliott Crabtree	Trustee	11-01-23 to 30-04-23	AGM or Trustee Committee

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser Name Address

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

The Shed executive is the Trustee Committee.  
All members are volunteers and participate in the communal management of the organisation.

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document Formal Constitution

(eg. trust deed, constitution)

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

All trustees are volunteers. They are either elected by the membership at an AGM; or if a vacancy occurs between AGMs, a replacement is appointed by the other trustees at a formal Trustee Committee Meeting.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All new Trustees are provided with a copy of the Charity Commission Pack for new trustees, and are encouraged to attend the free trustee's training provided by the Cardiff 3<sup>rd</sup> Sector Council (C3SC).

Six of the seven current, and all of the past trustees, have had a close association with the Shed prior to volunteering to become a trustee. Those that have been Shed members are already conversant with the policies and procedures and the wider network of interaction with other organisations. Those that have not had a previous association with the Shed are provided with a briefing pack and full guided tour of the facility and introduction to the other members.

Five of the current trustees are also Shed members and play an active role in the day-to-day running of the Shed and provide feedback at Trustee Meetings on membership issues.

There is also a Shedd's Committee that holds monthly meetings, to which all Shed members are invited to attend. This committee deals with day-to-day management issues and brings to the trustees' attention any issues that may require trustee intervention and/or mediation.

The trustees continually monitor safety in the work environment and any financial risks that could threaten the continued viability of the Shed.

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

To facilitate the coming together of lonely and socially isolated people, with emphasis on older men, in a physically and emotionally safe environment where they can participate, with their peers, in woodworking, craft and social activities.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The problems that the Covid restrictions had caused were detailed in our previous Annual report. These issues are no longer affecting the conduct of our activities; however, the age and underlying health issues of many of our members remains something that we have to be cognizant of in all our planning.

The development program we undertook during the Covid period to roof a large outdoor area with clear polycarbonate sheeting has proved a great success. We are still to hold an official opening event, but the area is in constant use, even in colder weather. The provision of tables and seating and some recreation equipment, namely a dartboard, chess set, and some other not so well-known board games, has encouraged a small group of members to enjoy their activities without being disturbed by the noise and dusty generated by the machines in the woodworking area.

Our plans for rebuilding our membership post pandemic have produced a significant increase in numbers, which has doubled since the Covid restriction were lifted. We have been advised by several of these new members that the loneliness they experienced during the lockdown showed them how vital it was for their mental health to get out and reconnect with their community; which they can do in our Shed.

We have also increased our interaction with the local community by becoming engaged in supporting their community activities, such as building large planter boxes for a garden refurbishment project and restoring garden furniture for the Llandough Hospital. Members who have participated in these projects have indicated their feeling of self-worth has greatly improved.

Our AGM was held on 26 April 2023:

- There was no written trustees report, however a verbal report was given to the meeting by the Chair of the Trustee Committee and recorded in the minutes. An extract of the relevant section of the meeting minutes is attached.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

As mentioned in our previous report, in early 2021 a review was undertaken by the Trustees of our Constitution, which had not been reviewed since the organisation was formed in 2016. This led to a wider range of review of our other policy documents to meet the requirements of contemporary legislation, especially in regard to safeguarding, data protection, and health and safety. This review process is still ongoing.

A concurrent education campaign was then initiated to make all shed members aware of the proposed changes and to elicit feedback on the practicality of implementing the changes with regard to the limitations of our working space and the physical capabilities of our members.

Our organisation is not typical of other helping organisations that have support workers and clients. ***All our members are volunteers who provide peer-to-peer support; hence, they are also our clients.***

To explain the above statement, we need to return to what was stated in Section C:

'We facilitate the coming together of lonely and socially isolated people within a physically and emotionally safe environment where they can participate, with their peers, in woodworking, craft and social activities.'

When a new member joins our Shed, they are doing it because they are in need of help to cope with some change in their life situation. It may be



loneliness, bereavement, retirement, unemployment, or simply the need to get out of a home environment where they feel like they are in the way!

Initially they rely on the other members to provide whatever they are seeking; then slowly they make new friends and find some project to engage their interest. They move from a being in need stage to a being comfortable stage. Then they start to help some more recent new members to settle in and they move from a being comfortable stage to a being needed stage. Then over a much longer term some of them find other interests and drift away, some also attend slightly less frequently but they still make a valuable contribution when they are present.

We like to think of what we do as changing people from an 'I can't' to an 'I can' frame of mind.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the reporting period we provided support to our members through the following activities:

- provision of a meeting place where they could engage in woodworking, craft activities, play games, or simply sit and have a chat with fellow members over a cuppa;
- through our WhatsApp group and personal telephone calls we maintained contact with members who, due to sickness, infirmity or other reasons, were unable to get to the Shed;
- we visited members who were in hospital or who we knew were experiencing emotional problems due to their long periods of isolation; and
- we also provided physical support where necessary in the form of assistance with shopping and transport. In one case transporting our oldest member, a 94 year old veteran, to and from the Shed twice a week.

We provided the following support for the work of the Dusty Forge (run by Action in Caerau and Ely - ACE), with which we have a very close association:

- undertake minor repairs and maintenance.
- Assembly of some garden furniture.
- Construction of storage and distribution area for council garbage bags.
- Support for their monthly Repair Café to undertake general repairs and back-up support for other repairers.
- Support for their craft activities.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We hold significant reserves to cover payment of all our envisaged costs should a situation occur that required the Dusty Shed to cease operating and close.

We have limited regular income from member subscriptions, and we bid for grants, mainly through C3SC and the National Lottery Awards for All scheme, to cover our overheads and day-to-day running/maintenance costs for our tools and woodworking machines.

	We also periodically bid for funding from other grant providing organisations to procure new equipment or undertake more significant development projects.
Details of any funds materially in deficit	Nil

**Further financial review details (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	<p>We do not impose any compulsory fees on our members; however, we ask for member donations to cover tea and coffee costs and we do sell some of the items produced by our members and we accept commission work from people wanting items of garden furniture or custom items to fit in confined spaces, etc.</p> <p>We do not have any investments.</p> <p>Although not mandatory for a small charity, our accounts were fully reviewed by a partner charity's finance officer and certified to be correct.</p>
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**Section F Other optional information**

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Charles Wallace	Paul Perera
Position	Chair Trustee Committee	Treasurer
Date	28/04/2024	28/04/2024

**Attachments:**

- 1. Verbal Trustees' Report to AGM** (extracted from the relevant section of the meeting minutes - refer to Section C)
- 2. Treasurer's Report to the AGM**



**The Dusty Shed Annual General Meeting  
at ACE - Our Place: Dusty Forge, Main Hall,  
Thursday 26<sup>th</sup> April 2023, 5pm - 7pm**

**Trustees' and Treasurer's Report to Members**

The Chair outlined the purpose of the Dusty Shed and of the role of Trustees. The Chair explained the time period of how long individuals can act in the role of a Trustee, and how long they may need to stand down before they can reapply for another Trustee position.

The Chair also described how the Shed is currently being run by members and the increasing role of the Dusty Shed Committee, who are taking on more task and responsibilities in the day-to-day running the Shed. Members meeting have now moved from monthly, to a meeting every two months, and there has been an on-going improvement in the systems for taking on new members and reviewing the membership.

The Shed was looking to develop a closer working relationship with ACE – Action in Caerau and Ely, so that both Shed members and ACE staff have a better understanding of the work both are doing.

Work on risk assessments is being carried out by Elliot (Trustee), covering, amongst other things: air quality; safe use of equipment; noise, chemical and materials hazards; and member facilities and health.

Members have discussed subscriptions (subs) and have agreed it should stay voluntary to members.

Treasurer reported back to the meeting covering the current finances of the Shed. He has been supported by the ACE Finance Officer (Hasan Roap) to get all the necessary information ready for reporting to the Charity Commission. Everything is in order and approved by the Trustees. Work was also done on writing a Reserves Policy, which is now in place. An application for funding will be made for the period August 23 to July 24.



The Dusty Shed

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## Receipts and payments accounts

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For the period  
from

Period start date

01/07/2022

To

Period end date

30/06/2023

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>				
Subscriptions	945.00		945.00	607
Donations	57.23		57.23	83
Grants	12,735.00		12,735.00	2,529
Sales / event income	290.00		290.00	1,850
Interest				
Other	287.30		287.30	707
<b>Sub total</b> (Gross income for AR)	<b>14,314.53</b>		<b>14,314.53</b>	<b>5,776</b>
<b>Asset and investment sales</b>				
Sale of assets				
Sale of investments				
<b>Sub total</b>				
<b>Total receipts</b>	<b>14,314.53</b>		<b>14,314.53</b>	<b>5,775.61</b>
<b>Payments</b>				
Heating & Lighting Costs	1,567.79		1,567.79	663.44
Insurance	738.51		738.51	650.00
Materials & consumables	458.07		458.07	2,445.89
Small tools (<£25)	93.28		93.28	182.80
Repairs and renewals	528.75		528.75	379.30
Refreshments & cleaning	14.73		14.73	231.27
Staff and admin costs	8,247.51		8,247.51	65.00
Training	1,603.45		1,603.45	
Sundry	380.48		380.48	94.24
Maintenance	70.16		70.16	81.40
<b>Sub total</b>	<b>13,702.73</b>		<b>13,702.73</b>	<b>4,793.34</b>
<b>Asset and investment purchases</b>				
Hand and power Tools (>£25)	45.98		45.98	119.99
Workshop machines	233.45		233.45	2,907.16
<b>Sub total</b>	<b>279.43</b>		<b>279.43</b>	<b>3,027.15</b>
<b>Total payments</b>	<b>13,982.16</b>		<b>13,982.16</b>	<b>7,820.49</b>
<b>Net of receipts/(payments)</b>	<b>332.37</b>		<b>332.37</b>	<b>-2,044.88</b>
Transfers between funds				

Cash funds last year end  
Cash funds this year end

7,699.98		7,699.98	9,744.86
8,032.35		8,032.35	7,699.98



## Section B Statement of assets and liabilities at the end of the period

### Categories

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current Period to the nearest £	Last year to the nearest £
<b>Cash funds</b>				
Current account	7,966.14		7,966.14	7,642.69
Cash	66.21		66.21	57.29
<b>Total cash funds</b>	<b>8,032.35</b>		<b>8,032.35</b>	<b>7,699.98</b>
(agree balances with receipts and payments account(s))	OK	OK	OK	OK
<b>Other monetary assets</b>				
Stocks/goods for sale				
Debtors				
<b>Investment assets</b>				
<b>Assets retained for the Shed's own use</b>				
Buildings				
Large items of machinery				
Power tools				
Hand tools				
Other assets				
<b>Liabilities</b>				
Trade creditors				
Accrued expenses				

Signed by one or two trustees on behalf of all the trustees

Signature

*Charles Anthony Wallace*  
*Paul Perera*

Print Name

Charles Anthony Wallace  
Paul Perera

Date of approval

17/01/2024  
17/01/2024