

SWANSEA COMMUNITY WORKSHOPS
REGISTERED CHARITY (CIO) IN ENGLAND AND WALES
1172508

ANNUAL TRUSTEE REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR YEAR ENDED 31 MARCH 2024

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Trustees' Report

For year ended 31 March 2024

The trustees of Swansea Community Workshops (SCW) present their annual report and financial statements for the year ended 31 March 2024.

Objectives and activities

SCW provide facilities for hobbies, recreation, and leisure time occupation in a socially interactive and practical environment, sharing skills, learning new skills, & supporting community-based projects.

Facilities are for public benefit, specifically targeting socially excluded members of the local community. People excluded by unemployment, financial hardship, ill health (physical/mental), misfortune, changes in circumstances (bereavement, divorce, learning disabilities, behavioural issues)

SCW operates across Swansea City and County, with our central facility on High Street, Swansea City Centre.

Achievements and performance

This financial year saw huge changes for SCW, particularly in our charity governance – with the appointment of new trustees and key roles in the Board such as Chair, and formalising the existing Treasurer role. Important governance practises were re-established, including regular trustee meetings and sub-group committees for specific projects and tasks.

We strengthened our relationship with local charity The Environment Centre, who continued to operate their energy awareness project from our high street shop space, which started in October 2022, as well as help them to secure funding for a permanent repair café space – which has revitalised some of our previously unused space. Both projects and the working relationship we have established with The Environment Centre is considered of as strategically important to SCW's vision and our future plans.

As well as continuing to strengthen existing relationships with third-parties, we established new connections around Swansea with new tutors, organisations, and beneficiaries. These included organisations such as Adult Learning Wales, the Ibero-Latino American group and key departments in Swansea Council as well as our local Council for Voluntary Service.

We increased our income considerably versus the previous year, by securing both restricted funding for a range of specific projects and unrestricted funding to support further improvements in our facilities to support future income generation opportunities. Further information about the projects we ran can be found in the [financial review section](#).

All of this important work has put SCW in a strong position to begin recruitment for our first management position, which we expect to start in early Spring/Summer 2024.

Conclusion

In summary, SCW has grown considerably in the past financial year and continues to progress well into 2024/2025. We re-established our core charity governance, as well as secured substantial funding which increased awareness of the charity through strategically aimed projects and building on and creating new partnerships with key stakeholders around Swansea.

In reflecting on the previous year, we are grateful for the commitment from our small team of volunteers and tutors who contribute whole-heartedly to the overall success of SCW and play a key role in shaping the future of the charity.

Financial Review

Results

The charity made a surplus of £333.64 (2022: -£11,827.94) for the year ended 31st March 2024

It is the Trustees' policy to try to have adequate general reserves in order to provide financial resources to continue its core activities should there be a loss of income or unexpected expenditure. The amount of reserves available to the SCW will need to be managed diligently to ensure that the charity is able to make the transition through difficult periods.

SCW reserves policy indicates that three months of current expenditure to the value of £5,000 is required. Projects are profiled at the start of the financial year with a budget set against each project.

Unrestricted funds are those funds provided to the charity that the management and trustees can spend as they wish within the confines of any services required for the money, and the requirements of the objectives of the charity. Often this will be resources for providing a service with the charity being able to decide how best to complete the task.

Present income streams

In the last financial year, SCW has had a mix of income streams which provides the charity with both restricted and unrestricted funds to perform our charitable activities.

Restricted funds

Creating Opportunities Across Swansea Together (COAST) Fund

In July we were awarded £7,400 from Swansea Council's COAST Fund to run a series of free-to-attend workshop activities across a mix of crafts. We took this opportunity to grow our understanding of our beneficiaries through a data and information gathering campaign, which provided us with useful insight into what our beneficiaries need and like from our services, as well as key demographic data to support future funding applications. The activities were well attended, with over 110 visitors.

Men's Shed

In October we were awarded £1,550 from Swansea Council's Men's Shed Grant, which allowed us to invest in some key health and safety improvements in our woodwork studio – including improved signage and first aid/PPE wear as well as a replacement piece of equipment.

Enabling Communities Fund

In November we were awarded £3,180 from Swansea Council's Enabling Communities Fund, which included a winter version of the COAST fund we received earlier in the year. As with the previous funding, we ran a series of free-to-attend workshop activities across a mix of crafts.

Community Matters Fund

In November we were also awarded £3,800 from the National Grid's Community Matters Fund, with which we ran 20 free-to-attend Winter Warmers Workshops, all focused around providing people with key skills in sewing repairs and darning as well as classes on making winter warmer items such as slippers, hand warmers, etc.

Unrestricted funds

Postcode Community Trust

In September we were awarded £8,260 from the Postcode Lottery's Community Trust Fund, which we used to employ our first staff member to support our administrative tasks, as well as supporting an interim Centre Manager for one day a week.

St James' Place

In November we were awarded £2,500 from St James' Place and used the funds to purchase two pottery wheels to complete the set-up of our pottery studio, which has since facilitated the start of regular classes and supports our own income generation.

Income generation

The Environment Centre – Switched on Energy Awareness Hub

We have had regular income from a partnership with another local charity in Swansea called The Environment Centre, who operate their SPF funded Switched on Energy Awareness Hub from our High Street shop space.

Studio hire

We operate 4 fully equipped studio spaces (sewing, pottery, glass and woodwork) which are available to hire all year round. At present, we have a regular roster of activities run by local artists and tutors.

Planters/eBay sales

In the last year we have generated £2,870 from the sale of wooden planters and other items from our eBay shop. We make these planters in-house and ship across the UK.

Risk management

The Trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise. Along with what could be described as "normal" risks inherent in managing a charity.

The principal risks facing the charity are as follows:

Funding fluctuations

At present, the charity relies heavily on restricted funding through the delivery of projects that support our charitable objectives. Funding opportunities can be inconsistent and there's no guarantee of regular funding which makes forecasting and budgeting difficult and ultimately affects our long-term plans. The risk of little to no funding is medium, mitigated by our current reserves and low-overheads and staffing costs.

Economic downturns

Economic challenges can lead to a decline in grants for charitable organisations resulting in funding becoming more competitive and difficult to access. For a small charity like ours, time spent on unsuccessful funding applications has more than the monetary impact on our operations.

To mitigate this, the Board are looking to write our very first business plan in the next year, which will lay out our strategic vision for the future of SCW.

Inefficient operations

Poor or ineffective management, inefficient or unsafe practises or processes, can hinder the charity's ability to achieve its objectives. Currently, SCW has an interim part-time Centre Manager (1 day per week) and 1 part-time administration assistant, both roles which support the general day to day running of the charity, along with development work and writing funding applications.

To combat this, SCW is seeking to position itself with enough financial stability to hire a Centre Manager and further develop the charity's operations and help us to deliver our business plan.

Plans for future periods

In the coming financial year, the Board has plans to write the first business plan for SCW and to employ a suitable Centre Manager role to oversee and support its' delivery and implementation. We have ambitions to build on our existing activities, and to introduce a full membership offering. There are also plans to renovate our woodwork studio, and to bring our other studio spaces to life with membership and a regular scheme of activities, classes, and workshops.

Overall, we are excited for the future of SCW and are driven by our individual ambitions as well as our collective belief in the charity, what it has to offer and the benefits it can bring to the local and wider communities of Swansea.

Structure, governance and management

Organisation

The organisation is a charitable incorporated organisation (CIO) governed by its Constitution adopted on 17th April 2017.

Governance

SCW is governed by a Board of Trustees. The Board meets monthly at present, due to no other management structure being in place. An interim Centre Manager, working 1 day per week, was appointed by the Board in July 2023 with a focus on running the current day-to-day operations and to seek funding for our charitable activities.

Staff

The staffing compliment at SCW consists of a part-time interim Centre Manager at one day per week, and a part-time administration assistant. Staff remuneration is a fair and transparent process currently decided by the Board.

For our future Centre Manager role, the Board will provide a Scheme of Delegation to the Centre Manager to facilitate effective operation of the charity and its' activities, including finance, employment, and other daily related activities.

Reference and administrative details

Registered charity number

1172508

Registered office

Swansea Community Workshops
208 High Street
Swansea City Centre
SA1 1PE

Trustees *(as of 31 March 2024)*

Bradley Ewers (Chair – appointed June 2023)
John O'Brien (Treasurer - founding trustee 2017)
Alun Carter (appointed 2018)
Jeff Fussell appointed 2018)
Paul Munn (appointed 2019)
Barry Jones (appointed 2019)
Chris Day (appointed 2023)

Key management personnel *(as of 31 March 2024)*

Bradley Ewers (Interim Centre Manager)
John O'Brien (Accounts)

Independent examiners

Harris Bassett Ltd
5 New Mill Court, Phoenix way
Enterprise Park
SWANSEA
SA7 9FG

Bankers

Santander
2 Triton Square
Regent's Place
London
NW1 3AN

The Co-operative Bank
1 Balloon Street
Manchester
M4 4BE

The trustees' report was approved by the Board of Trustees.



Bradley Ewers

Chair of the Board of Trustees

Dated: 10/11/2024

Independent Examiner's Report to the Trustees of Swansea Community Workshop For the year ended 31 March 2024

I report on the financial statements of Swansea Community Workshop (the charity) for the year ended 31 March 2024.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act. And
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Nicholas Bassett
Harris Bassett Limited
Chartered Accountants

5 New Mill Court
Phoenix Way
Enterprise Park
Swansea
SA7 9FG

29/10/2024

Finances for 2023-2024

Income

	2023-2024	2022-2023
Unrestricted Grants	£10,760.00	-
Restricted Grants	£15,930.00	£4,000.00
Online donations	£435.55	-
Members donations	-	£704.90
eBay sales	£2,870.00	£2,955.00
Hire-out of studios	£3,860.00	-
Hire-out of shop	£3,060.00	-
Hire of facilities (shop and studios)	-	£3,764.00
Charity Course fees	£150.00	-
Contracts	£940.00	-
	£38,005.55	£11,333.90

Expenditure

	2023-2024	2022-2023
Rent	-	-
Wages	£5,932.80	-
Gas	£1,421.83	-
Electricity	£3,190.77	-
Heat and Lighting (Gas and Electricity)	-	£1,155.88
Insurance/Security	£1,648.84	£171.11
Packing & Delivery	£241.46	£406.25
Ebay/ Paypal Fees	£45.49	£27.00
Administration - Office	£907.13	-
Administration - General	£1,956.58	£1,225.24
Marketing/Publicity	£534.62	
Training	-	£3,501.00
Tutor fees (COAST etc)	£7,150.00	-
Project Costs (Studio Hire)	£1,140.00	-
Equipment/Supplies - office	£539.98	£1,140.00
Equipment/Supplies - wood	£1,137.17	£746.83
Equipment/Supplies - metal	-	£5,412.26
Equipment/Supplies - pottery	£3,847.85	-
Equipment/Supplies - glass	£504.10	-
Equipment/Supplies - art/jewellery/felting	£504.79	-
Equipment/Supplies - sewing	£1,459.40	-
Equipment service and replacement	-	£8,488.14
Property Maintenance	£4,819.24	-
Materials/ Supplies	£689.86	£888.13
	-£37,671.91	-£23,161.84

	2023-2024	2022-2023
Surplus (+)/Deficit (-)	£333.64	-£11,827.94
Cash at bank at end of year	£37,580.01	£37,246.37