



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2020

To 31 March 2021

Charity name: The Heritage & Cultural Exchange

Charity registration number: 1174349

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 education of the public in the history and heritage of Wales, in particular in the social, cultural and economic history of Cardiff docklands and the surrounding area in particular but not exclusively by providing an educational resource of historical material on the history and heritage of the area and creating opportunities for people to learn about the history and heritage of the area.
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	<p>Until June 2020, a Community Collections Officer continued to provide professional guidance and support to our volunteers who have been engaged in sorting and recording the collection of photographs, oral history recordings and other items relating to the locality so that it can be used as display material for exhibitions and for developing an online archive with public access.</p> <p>In fulfilling its duties to meet the public benefit we have developed productive partnerships. Key amongst them are the partnerships with Glamorgan Archives and Cardiff Museum.</p> <p>We also have a close working relationship with the Open University, who have generously made a significant donation.</p> <p>HCE has been appointed as the lead charity for the Cardiff City Council initiative called the Rugby Code</p>

		<p>Breakers, which aims to install statues commemorating those men who moved from Wales because of discrimination to the north of England and became famous rugby league stars.</p> <p>Trustees have given talks and presentations to a number of local schools and are regularly invited to speak at events and conferences – many online.</p> <p>Community involvement and giving back is an integral part of HCE's work.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Heritage & Cultural Exchange has regard to the guidance issued by the Charity Commission on public benefit by:</p> <ul style="list-style-type: none"> • Prioritising the protection and storage of archival materials to ensure future use. • Publicising the fact of their existence at local events and encouraging local participation

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We are not in a position to make grants
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Volunteers play a critical role in the organisation. Trustees and members of the steering committee give a lots of time and energy.
Other		

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	

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The Covid-18 restriction have impacted on the extent to which we have been able to work on the collection. However with the support of funding from Heritage Emergency Fund, equipment was purchased to enable volunteers to do some limited work at home.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Satisfactory. Another tranche of grant was received from National Lottery Heritage Fund
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At present, we are not in a position to hold reserves
Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity is at present not in a position to generate all its own funding requirements and is reliant of grant income. A fundraisinf strategy has been developed for the future.

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	The majority of funding to date has come from National Lottery Heritage Fund. Support has also been received by way of donation from the Open University.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	Election to post by exiting 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 Heritage & Cultural Exchange follow the guidance provided by the WCVA in terms of the recruitment and support needs of trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Heritage & Cultural Exchange has a steering committee made up of individuals with expertise and knowledge in the areas relevant to The Heritage & Cultural Exchange. A Community Collections Officer was employed from 1/5/19 to 30/6/20
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Heritage & Cultural Exchange
Other name the charity uses	
Registered charity number	1174349

Charity's principal address	Butetown Community Centre Loudoun Square Cardiff CF10 5JA

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	Gaynor Antoinette Legall	Chair		
2	Trevor Godbold	Treasurer		
3	Martin O'Neill			
4	Michael Johnson			
5	Roiyah Solange Saltus			
6	John Davey			
7	June Taitt			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Other optional information

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Declarations

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

Signed on behalf of the charity’s trustees

Signature(s)

--	--

Full name(s)

--	--

**Position (eg
Secretary, Chair, etc)**

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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

The Heritage & Cultural Exchange

1174349

Receipts and payments accounts

For the period
from

Period start date
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To

Period end date
31 March 2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Donations	4,090	-	-	4,090
Image Use	350	-	-	350
WMC Display	-	-	-	-
Cash Sales	-	-	-	-
HLF Grant	-	23,640	-	23,640
Misc	350	-	-	350
Interest	-	1	-	1
Rugby	-	1,554	-	1,554
Chartered Institute of Shipbrokers	-	-	-	-
Sub total (Gross income for AR)	4,790	25,194	-	29,984
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	4,790	25,194	-	29,984
A3 Payments				
Postage	-	-	-	-
Website	-	148	-	148
Stationery/Software	47	-	-	47
Misc	27	-	-	27
Bank Charges	72	36	-	108
Equipment	-	842	-	842
Braodband	-	34	-	34
Training Room Hire	-	-	-	-
Salary	-	5,400	-	5,400
Rent + Rates	-	7,653	-	7,653
Insurance	237	-	-	237
Sub total	383	14,113	-	14,496
A4 Asset and investment purchases, (see table)				
Computer	-	-	-	-
Macbook & accessories	-	2,722	-	2,722
printer	-	-	-	-
Audio	-	-	-	-
Sub total	-	2,722	-	2,722
Total payments	383	16,835	-	17,218
Net of receipts/(payments)	4,407	8,360	-	12,766
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	447	1,652	-	2,099
Cash funds this year end	4,854	10,012	-	14,865

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Unity Trust Bank - current	4,854	6,874
	Unity Trust Bank - Rugby		1,518
	Unity Trust Bank - savings	-	1,620
	Total cash funds	4,854	10,012
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
	2 x Laptops	Unrestricted	470
	Brother MFC-J6930W	Restricted	200
	3 x Computers	Restricted	408
	Brother DCP-J572DW	Restricted	80
	Audio	Restricted	290
	2 x MacBooks	Restricted	2,722
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	

CC16a

Last year

to the nearest £

-
646
-
19
-
135
49
-
1,620
2,469

2,469

125
201
190
72
90
-
722
13,500
7,126
235
22,261

141
-
80
290
511

22,771

20,302
22,401
2,099



**Endowment
funds**
to nearest £

-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Heritage & Cultural Exchange

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

No.1174349

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

25/01/2022

Name:

Shaun Birrell

**Relevant professional
qualification(s) or body
(if any):**

Address:

64 St. Stephens Mansions, Mount Stuart Square, Cardiff, CF10 5LQ

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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