



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st June 2020 Period start date To 30th July 2021 Period end date

Charity name: Medway African and Caribbean Association

Charity registration number: 1179545

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance any charitable purpose for the benefit of the inhabitants of Kent and Medway, in particular, but not exclusively, persons of the African-Caribbean community, in particular advancing education and/or assisting in the provision of facilities for recreation and other leisure-time activities in the interests of social welfare with the object of improving the condition of life for said inhabitants.
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	The main activities carried out during the year include the following: <ol style="list-style-type: none">1. Weekly senior citizens project and activities2. Windrush project This included some workshops and a film3. Hip Hopera Project with Theatre 314. Work with schools on diversity curriculum5. Online conference on racism6. Work with partners7. Applying for funding8. Media interviews9. Hip Hopera project with young people10. Enaged a senior citizens coordinator11. Unveiling of a memorial plaque for Chatham and William Cuffay
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of MACA can confirm that we had had due regard to the guidance issued by the Charity Commission on public benefit We further confirm that all the activities undertaken are for public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		NA MACA does not make any grants

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	NA MACA does not make any social investments
Contribution made by volunteers	Para 1.38	Volunteers make up a substantial contribution to the work of MACA. All of the trustees are volunteers, and all take part in the work of the charity. This includes applying for funding for the charity Organising events and activities for the public Attendance at partnership meetings Volunteers also plan and facilitate the weekly senior citizens group, in addition young people and a volunteer youth coordinator developed activities for young people
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	<p>We have continued to grow and make an impact across the region, in spite of the size of the charity. Our achievements for the year include the following:</p> <p>1. Weekly senior citizens project and activities</p> <p>The weekly senior citizens group continues to grow, in September we were able to secure funding to recruit a part time coordinator for 8 days per month. Marva was previously a volunteer and was successful in securing the position. She has developed an excellent relationship with the group and with partners, and has organised an extensive range of activities both in and out of the drop in, as well as providing support to members on their health and social care needs.</p> <p>The group has had regular visits from CLO Bob Mahay, as well as funding and talks from Public Health and Kent Sports to fund</p>

		<p>activities such as bowling, visits to Kent Life, digital resources to enable members to take part in online activities. The seniors also took part in arts projects and a project with Bright Shadow.</p> <p>We were able to secure additional funding from Kent Community Foundation and Public Health to continue to deliver home cooked meals and hampers for the senior citizens up until the end of 2020.</p> <p>We came together for a meal at Woodlands centre in September, which was covered by ITV Meridian and BBC South East today news</p> <p>We also had a trip to Margate to have lunch at Olbys and have some social time.</p> <p>More activities are planned for the rest of this year.</p> <p>2. Windrush project This included a mini exhibition and workshop activities</p> <p>We received just over £12k from the Church Urban Fund to deliver some music and story telling workshops, as well as contribute towards the Hip Hopera project and fund an illustration project that captured the story of the Windrush generation of MACA.</p> <p>Due to COVID a lot of the activities were held online.</p> <p>The project was coordinated by Yassmin Foster.</p> <p>3. Hip Hopera project</p> <p>During 2020-21 we received 15k from Hip Hopera of Arts Council money to fund a Hip Hopera project. The project was coordinated by Lexi Maize, Ola Olwabi and Yassmin Foster.</p> <p>We worked with up to 30 young people from a wide range of backgrounds and diversities. The young people wrote the script and songs for the project, the project culminated in a short video charting their experience on the project and lessons learnt, this was showcased in January this year.</p> <p>4. Work with partners</p> <p>MACA has continued to grow our relationships with local partners, including Medway Council, the chair and vice chair have quarterly meetings the Chief Executive of Medway Council, meetings with the Chief Executive of the Chatham Historic Dockyard and the CDHT team,</p>
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		<p>Medway Council Arts team, Public Health, Kent Police, Medway Clinical commissioning team, CVS, Faith fourms, Medway food partnership.</p> <p>MACA has contributed to the Medway Cultural strategy and City of Culture Bid, we have been working with the Education department on the diversity curriculum</p> <p>MACA has also been supporting Medway Cultue Club in the development of a cultural programme for young people, one of the trustees is a volunteer and trustee on their board.</p> <p>Our work with Public Health has involved us championing issues on health inequalities for the Black community, as well as finding ways to encourage activities to promote well being.</p> <p>MACA is a member of Kent Police IPAG and over the past year has been supporting members who continue to experience racism.</p> <p>We have continued our work with the University of Kent on our projects, we jointly organised a conference on racism, as well as spoke out seminars.</p> <p>5. Online conference</p> <p>Last year we worked with the University of Kent to organise an online conference on racism, there were nearly 40 people that attended, with presentations from Public Health, The University of Kent, Everett Henry, and young people from MACA, participants were provided with tools to develop a diversity checklist.</p> <p>As a result of the conference we have continued engagement with partners on racism and diversity</p> <p>6. Work with schools</p> <p>MACA delivered training to the Thinkng Schools Academies trust on cultural competency, and we continue to provide advice and guidance to shoools on diversity</p> <p>7. MACA in the news</p> <p>MACA continues to be a regular feature in the local media, our food project and Hip Hopera were featured on BBC and ITV, as well as the Hate crime conference and the PCC Hustings in May this year.</p> <p>MACA continues to work with local media to find stories about the local community.</p>
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		<p>8. Memorial Plaque for William and Chatham Cuffay</p> <p>In November 2020 we received funding to erect a plaque in honor of William and Chatham Cuffay. The plaque was made by the Nubian Jak Memorial Trust, and funded by Medway Council Arts team, SE Unite, Cllr Lady Lola Magdalena Ministries, Chinara Enterprises Ltd, Medway Health Unison branch Medway TUC. The plaque was installed to commemorate the 150th anniversary of the death of William Cuffay, it was installed at the Historic Dockyard, Chatham. Due to COVID we had the official unveiling in July this year, with the Mayor of Medway Council Cllr Jan Aldous.</p> <p>.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>We set the following objectives last year of which most of them have been achieved</p> <p>Recruit a senior citizens coordinator; MACA has been able to recruit Marva Wilson Nabil in September 2020.</p> <p>Increase our fundraising activity: We have been successful in receiving funding for a number of projects, to enable us to deliver key activities during the year.</p> <p>These funds include</p> <ul style="list-style-type: none"> • The Church Urban Fund Windrush grant • Theatre 31, Icon Theatre and the Arts Council for a Hip Hopera, to tell the story of the Windrush generation • The University of Kent • Kent Police • Kent Community Foundation and The Brook Trust • Kent Sports, Sports England and National Lottery • Public Health Medway • Youth Music • Heritage Lottery funding • We continue to receive regular donations from the public <p>We also receive in kind funding from</p> <ul style="list-style-type: none"> • Mid Kent College • The Chatham Historic Dockyard • Medway Council Arts team • The University of Kent
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		<ul style="list-style-type: none"> Public Health <p>We have managed to recruit a small number of volunteers, who have assisted with our Home from Home project and help to organise events with young people</p> <p>MACA reviewed and revised policies on safeguarding, financial controls, equality and diversity, risk assessments, GDPR</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>MACA like many charities has been hit quite hard by Covid 19, however we have managed to continue to deliver services, albeit with limited resources in terms of staffing.</p> <p>One of our objectives was to develop a long-term sustainability plan, with the support of HLF funding we engaged the services of Eli Thompson and Michael Cheesman who developed a long term business plan and sustainability plan</p>
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Balance carried forward Closing balance £9, 780.71</p> <p>Income £84,764</p> <p>Expenditure £76,158</p> <p>Closing balance 1/4/2021 £18,196.50</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	MACA does not have a policy on reserves as yet.
Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	As part of our business planning, we are seeking to develop a sustainability plan, which will include this.

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 the funds received during the year derived from the following sources Grants: this constituted over 80% of the income
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		The remaining income was from donations, and income from events
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	MACA has developed its business plan and sustainability plan, we are working with partners to undertake a feasibility study to secure long term funding for our own building and our long term objectives.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
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	<p>Individuals who wish to be a trustee need to submit a written application, the form of which is available on the MACA website</p> <p>Applicants are then interviewed by existing trustee members which include the Chairperson, a board member, a representative of the senior citizens and young people's group.</p>

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	<p>Safeguarding policy</p> <p>GDPR policy</p> <p>Privacy policy</p> <p>Trustee recruitment pack</p> <p>Financial controls procedure</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>MACA has a board of trustees who are all volunteers.</p> <p>We engage staff on a self employed basis when we receive funding for specific projects.</p> <p>Our strategic partners include Medway Council, Chatham Historic Dockyard Trust, Mid Kent College, The University of Kent, , Medway CVS, Public Health Medway, Kent Police</p>
Relationship with any related parties	Para 1.51	None

Other		
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Reference and Administrative details

Charity name	Medway African and Caribbean Association
Other name the charity uses	MACA
Registered charity number	1179545
Charity's principal address	CO The Sunlight Development Trust 105 Richmond Rd Gillingham Kent ME7 1LX

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	Carol Stewart	Chairperson	2018-2021	MACA trustees
2	Patricia Gayle	Vice Chairperson	2018-2021	MACA trustees
3	David Murray	Treasurer	2018-2021	MACA trustees
7	Amanda Halpin	Trustee	2018-2021	MACA trustees
8	Wendell Henry	Trustee	2018-2021	MACA trustees
9	Patricia Cooper	Trustee	2018-2021	MACA trustees
10	Carol Valentine	Trustee	2020-2021	MACA Trustees

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

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Business advisor	Eli Thompson	
Commercial advisor	Michael Cheesman	

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

NA

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)	Carol Stewart	P Gayle
	Carol Stewart	Trish Gayle
	Chairperson	Vice Chairperson
Date	23/8/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Medway African and Caribbean Association

No (if any)
1179545

Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
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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				
Grants	84,764	-	-	84,764
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	84,764	-	-	84,764
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	84,764	-	-	84,764
A3 Payments				
Operational costs	49,593	-	-	49,593
Support to Senior Citizens	-	26,565	-	26,565
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	49,593	26,565	-	76,158
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	49,593	26,565	-	76,158
Net of receipts/(payments)	35,171	- 26,565	-	8,606
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	35,171	- 26,565	-	8,606

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	Bank balance at 1/04/21	18,196	-
			-
		-	-
	Total cash funds	18,196	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
	None	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
	None	0	-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
	None	0	-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	None		-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name
	<div>Carol A Stewart</div> <div>David Murray</div>	<div>Carol A Stewart</div> <div>David Murray</div>

CC16a

Last year

to the nearest £

38,153
3,379
-
-
-
-
-
-
41,532

-
-

41,532

40,350
3,379
-
-
-
-
-
-
-
43,729

-

43,729

-	2,197
	-
	-
-	2,197



**Endowment
funds
to nearest £**

-
-
-
-

OK

**Endowment
funds
to nearest £**

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

11/19/2021
11/19/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
MEDWAY AFRICAN & CARIBBEAN ASSOCIATION

On accounts for the year
ended

31ST MARCH 2021

Charity no
(if any) 1179545

Set out on pages

AS ATTACHED

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: 30/11/2021

Name:

JAMES HYDE

Relevant professional
qualification(s) or body

INSTITUTE OF INTERNAL AUDITORS