



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 30<sup>th</sup> July 2021 **Period start date** **To** 30<sup>th</sup> July 2022  
**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: 1. senior citizens activities 2. Events, arts, heritage 3. Work with young people 4. Work with partners 5. Fundraising 6. Media 7. MACA development
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	
Policy on grant making	Para 1.38	NA MACA does not make any grants
	Para 1.38	NA MACA does not make any social investments

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	<p>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</p> <p>Organising events and activities for the public</p> <p>Attendance at partnership meetings</p> <p>Volunteers also plan and facilitate the weekly senior citizens group, in addition young people and a volunteer youth coordinator</p> <p>developed activities for young people</p>
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>This past year saw us return to putting on .</p> <p>Our achievements for the year include the following:</p> <p><b>1. senior citizens activities</b></p> <p>The senior citizens programme continues to grow, with an increase in numbers attending the weekly drop in, in addition the project coordinator has developed additional activities to promote well being on additional days, these includes trips to places of interest, exercise classes, we received funding to train hypertension heroes, who carry out blood pressure checks. Activities resumed in person during the spring of 2021 when lockdown restrictions eased.</p> <p>We sadly lost a number of elders during the past year, including Louis Franklin, Ruben Archer (Archie), Peter Archer.</p> <p>Several the senior citizens have had health challenges across the year, and we have strived really hard to continue to provide support to those</p>

		<p>who need it, which includes liaising with health and social care professionals</p> <p>The group has had regular visits from CLO Bob Mahay, as well as funding and talks from Public Health and Kent Sports, Dulverton Trust, Phillip and Connie to fund activities such as, visits to museums, Afternoon tea, books and resources</p> <p>The senior citizens has received over £11, 600 in grants, and we are busy applying for funding for 22/23.</p> <p><b>2. Events</b></p> <p>We continued to run events over the past year, when restrictions lifted. These included our annual Black achievers awards, we received a grant from Medway Council to commission a play telling the story of William Cuffay, as well as funding from Kent Community Foundation to deliver an event to celebrate the Queen's platinum jubilee. The event sold out of free tickets within 24 hrs, which was a record for any MACA event</p> <p>MACA were very honoured to be selected as a finalist for Pride of Medway awards, and attended a gala event at Mid Kent college. Although we did not win, it was an honour for our achievements to be recognised. We were also finalists in the Kent Healthwatch awards, jointly with our partners from Public Health Medway</p> <p>We worked with Public Health Medway to host Move Well and Eat well, an event to encourage people who are less active to engage in health and well being activities .</p> <p>Our annual Black achievers awards, ,saw us give out over 53 awards last year.</p> <p>We also had an amazing Christmas meal, with food from Olbys Soul Café.</p> <p><b>3. Work with young people</b></p> <p>This last year has seen significant growth in our work with young people. We have been awarded over £92,000 to support our work with young people. The funding has enabled us to develop and deliver a Youth music programme, which resulted in young</p>
--	--	---

		<p>people producing and writing their own music, which they performed at Rochester Cathedral, a martial arts programme, dance workshops, and a grant from Children in Need to get a minibus, ICT equipment, books, sports equipment.</p> <p>The young programme has been delivered under the leadership of Ola Owolabi, with support from Yeni Fadiya, Sage Walsh, Shylo Malone, Uchan Hatari, Harper Martial arts. We have had in kind support from Medway Council Youth Service.</p> <p>The young people were selected as winners in a Levi's music competition, and were able to meet Mabel online.</p> <p>They have also performed publicly at Gulbenkian, as part of a youth fest, Rochester Christmas market</p> <p>Three of our young people were nominated to take part in a project with Ideas Test, where they were given free training on project management and took part in work experience.</p> <p>We have also some budding entrepreneurs who have launched their own fashion label.</p> <p><b>4. Work with partners</b></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, Medway Council Arts team, Public Health, Kent Police, , CVS, Faith forums, Medway food partnership.</p> <p>MACA has contributed to the Medway Cultural strategy and is a member of Creative Medway, we have been working with the Education department on the diversity curriculum</p> <p>MACA has also been supporting Medway Culture 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 was recognised in the Healthwatch awards</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 and the chairperson sits on the advisory board for the University of Kent Public Engagement and external relations. The chair is also an Ambassador for the Chatham Historic Dockyard.</p> <p><b>5. MACA in the news</b></p> <p>MACA continues to be a regular feature in the local media. BBC radio Kent have featured the youth music project, and we have also taken part in interviews about topical issues that impact on the Black community. ITV Meridian did a feature on the charity, as part of a story about local people</p>
--	--	--

### **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><b>Business plan</b></p> <p><b>Increase our fundraising activity:</b> 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"> <li>• BBC Children in Need</li> <li>• Kent Community Foundation</li> <li>• The Dulverton Trust</li> <li>• Phillip and Connie</li> <li>• Kent Community Foundation and The Brook Trust</li> <li>• Kent Sports, Sports England and National Lottery</li> <li>• Public Health Medway</li> <li>• Heritage Lottery funding</li> <li>• We continue to receive regular donations from the public</li> <li>• Medway Council Arts team</li> </ul> <p>We also receive in kind funding from</p> <ul style="list-style-type: none"> <li>• Mid Kent College</li> <li>• The Chatham Historic Dockyard</li> <li>• Medway Council Arts team and</li> </ul>
-------------------------------------	-----------	--

		<p>Youth service</p> <ul style="list-style-type: none"> <li>• The University of Kent</li> <li>• Public Health</li> </ul> <p>We have managed to increase the number of volunteers, who have assisted with our activities throughout the year</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	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Balance carried forward Closing balance</b> £18, 196.50 <b>Income</b> <b>£141,265</b> <b>Expenditure</b> <b>£94,057</b> <b>Closing balance 30/3/2022</b> <b>£65,304.32</b></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		The majority of the funds received during the year derived from the following sources
-------------------------	--	---

sources of funds (including any fundraising)	Para 1.47	Grants: this constituted over 80% of the income The remaining income was from donations, and income from events
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>NA</b>
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	Individuals who wish to be a trustee need to submit a written application, the form of which is available on the MACA website  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.

### 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	Safeguarding policy Data protection policy Privacy policy Trustee recruitment pack Financial controls procedure
The charity's organisational structure and any wider network	Para 1.51	MACA has a board of trustees who are all volunteers. We engage staff on a self employed basis when we receive funding for specific projects.

with which the charity works		Our strategic partners include Medway Council, Chatham Historic Dockyard Trust, Mid Kent College, The University of Kent, , Medway CVS, Public Health Medway, Kent Police
Relationship with any related parties	Para 1.51	<b>None</b>
Other		

## 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	2018-2022	MACA trustees
2	Patricia Gayle	Vice Chairperson	2018-2022	MACA trustees
3	David Murray	Treasurer	2018-2022	MACA trustees
7	Amanda Halpin	Trustee	2018-2022	MACA trustees
8	Wendell Henry	Trustee	2018-2022	MACA trustees
9	Patricia Cooper	Trustee	2018-2022	MACA trustees
10	Carol Valentine	Trustee	2020-2022	MACA Trustees

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

Director name		
<b>NA</b>		



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)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA

## Other optional information

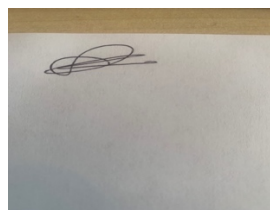
--

## 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)

Carol Stewart

Trish Gayle

Position (eg  
Secretary, Chair, etc)

Chairperson

Vice Chairperson

Date

23/8/2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Medway African and Caribbean Association

1179545

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
04/01/2021

To

Period end date  
03/31/2022

### 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 £	Last year to the nearest £
<b>A1 Receipts</b>					
Kent Sports (restricted)		11,310	-	11,310	-
Youth Music (restricted)	-	25,537	-	25,537	-
Kent Community Foundation Senior Citizens Medway Grant ( Restricted)	-	3,000	-	3,000	-
Medway Council arts Grants	35,997	-	-	35,997	-
Senior citizens subscriptions	-	3300	-	3,300	-
Children in Need	-	47,815	-	47,815	-
Phillip and Connie grant		5,000		5,000	-
grants	2,740			2,740	-
event donations	1,566			1,566	84,764
Kent Community Foundation Youth project ( Restricted)	-	5,000	-	5,000	-
<b>Sub total</b> (Gross income for AR)	-	-	-	-	-
	40,303	100,962	-	141,265	84,764
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	40,303	100,962	-	141,265	84,764
<b>A3 Payments</b>					
Youth Music		13,389	-	13,389	-

Kent Sports	-	9,802	-	9,802	-
Children in Need	-	38,168	-	38,168	-
Senior Citizens	-	10,689	-	10,689	
MACA operational costs	888	-	-	888	
		-	-		-
project activites and events	21,121	-	-	21,121	76,158
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>22,009</b>	<b>72,048</b>	<b>-</b>	<b>94,057</b>	<b>76,158</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>22,009</b>	<b>72,048</b>	<b>-</b>	<b>94,057</b>	<b>76,158</b>
-----------------------	---------------	---------------	----------	---------------	---------------

<b>Net of receipts/(payments)</b>			-		
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>18,295</b>	<b>28,914</b>	<b>-</b>	<b>47,208</b>	

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank balance at 1/04/22		12,148	-
			611	-
		-	5,000	-
	<b>Total cash funds</b>	<b>£47,545.32</b>	<b>17,759</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	None	0	-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>

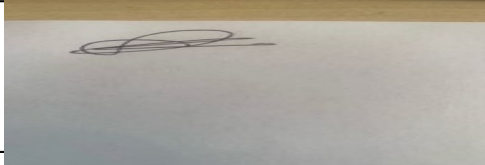

**B4 Assets retained for the charity's own use**

	0	-	-
minibus	Children in Need	<b>30,245</b>	<b>30,245</b>
ICT equipment and resources	Children in Need	<b>8,131</b>	<b>8,131</b>
music equipment	Youth Music	<b>3,344</b>	<b>3,344</b>
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Carol Stewart	08/21/2022
	Patricia Gayle	<b>08/21/2022</b>



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 AND CARIBBEAN ASSOCIATION

On accounts for the year  
ended

31/03/2022

Charity no  
(if any)

1179545

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 31/03/2022

Responsibilities and  
basis of report

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:

J. Shepherd

Date:

02/08/2022

Name:

JULIE SHEPHERD

Relevant professional  
qualification(s) or body

BOOK KEEPING LEVEL 3