



# **Maindee Unlimited**

(A Charitable Incorporated Organisation)

## **Annual Report & Financial Statements**

**2019-20**

**Charity number: 1160272**

## **Report of the Trustees for the year from 01 April 2019 to 31 March 2020**

Maindee Unlimited was formed at an inaugural general meeting held on 1<sup>st</sup> October 2014 and registered as a Charitable Incorporated Organisation with the Charity Commission on 2<sup>nd</sup> February 2015. This Annual Report and Financial Statements covers the 2019/20 financial year to 31st March 2020.

### **Reference and Administrative details**

|                             |   |
|-----------------------------|---|
| Charity Name                | Maindee Unlimited   |
| Charity Registration Number | 1160272   |
| Registered Office           | Llyfrgell Maindee Library, 79 Chepstow Road, Newport NP19 8BY |
| Bankers                     | Barclays Bank, 159/161 Chepstow Road, Newport NP19 8XP        |

### **Trustees and Committee**

The Trustees of the charitable incorporated organisation (the Charity) that served during the period are:

|                  |            |         |
|------------------|------------|---------|
| David Moses      | Chairman   | Trustee |
| Angela Lloyd     | Vice Chair | Trustee |
| Alison Starling  | Treasurer  | Trustee |
| Joanne Sutton    | Secretary  | Trustee |
| Deb Davies       |            | Trustee |
| Majid Rahman     |            | Trustee |
| John Stone       |            | Trustee |
| Maggie Bain      |            | Trustee |
| Habiba Badat     |            | Trustee |
| Sarah Brown      |            | Trustee |
| Meredith Freeman |            | Trustee |

The Trustees are grateful to the following people who have been active members of the Management Committee in 2019/20:

|                |                                      |
|----------------|--------------------------------------|
| John Hallam    | Programme Manager                    |
| Sheena Bennett | Project Administrator and Bookkeeper |

## **Structure, Governance and Management**

### Governing Document

Maindee Unlimited is a Charitable Incorporated Organisation (CIO) inaugurated on 1<sup>st</sup> October 2014 and registered as a CIO with the Charities Commission on 2<sup>nd</sup> February 2015. The Charity was formed under a constitution which established its objects and powers. Under the terms of the constitution the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

### Appointment of Trustees

At each annual general meeting of the members of the CIO, one-third of the elected charity Trustees shall retire from office. If the number of elected charity Trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity Trustee, he or she shall retire. The minimum number of Trustees is three and the maximum number allowed is twelve. There are currently twelve Trustees so four shall retire from office at the next AGM. Retiring Trustees may stand for re-election.

### Trustee induction and Training

Five of our existing Trustees are familiar with the work of the Charity having been involved from the outset in setting up the Charity.

Any new Trustees are encouraged to attend a session to familiarise themselves with the Charity and the context in which it operates. Each Trustee is to be provided with the latest Charity Commission guidance on becoming and undertaking the Trustee role. A training session for new Trustees was held in October 2018.

## **Objects**

The objects of the Charity are the promotion for the benefit of the public of urban or rural regeneration in areas of social and economic deprivation (and in particular in Newport East) by all or any of the following means:

- (a) the relief of financial hardship:
- (b) the relief of unemployment:
- (c) the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience:
- (d) the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses:
- (e) the creation of training and employment opportunities by the provision of workspace, buildings, and/or land for use on favourable terms:
- (f) the maintenance, improvement or provision of public amenities:
- (g) the preservation of buildings or sites of historic or architectural importance:
- (h) the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, have need of such facilities:
- (i) the protection or conservation of the environment:
- (j) the provision of public health facilities and childcare:
- (k) the promotion of public safety and prevention of crime:
- (l) the maintenance, improvement or provision of public amenities in the vicinity of a landfill site:
- (m) such other means as may from time to time be determined subject to the prior written consent of the Charity Commissioners for England and Wales.

## **Achievements**

The financial year April 2019 to March 2020 was the first year that the Charity, and particularly Llyfrgell Maindee Library, was not supported by the funding from the Finding Maindee project. The Trustees set a challenging budget for the running of the library. This meant that the Library had to raise, through room rental, cafe and other activities, £22,450. As can be seen from the accounts for the year, taking into account debtors at 31<sup>st</sup> March 2020, the library achieved this with a slight surplus. The Charity, through good governance, remains in a strong financial position.

March 2019 also saw the completion of the Charity's four year strategy. The Charity undertook a number of workshops and meeting to decide a new four year strategy. It was decided to concentrate on three areas, the environment through the Greening Maindee project, developing community integration, The Human Forest, and Library Business development.

The final part of the library refreshment was carried out in April 2019. The physical legacy of the library refresh is an attractive and well-equipped public space. Alongside general library use, we attracted more one-off and regular bookings for a wide range of events. After a period in another venue, we were pleased to once again be hosting the popular "Road to Wellbeing" sessions provided by NHS staff. In addition there we have welcomed English as a second language (ESOL). In addition a number of community groups use the library for meetings. Our thanks to Jo Sutton for project managing the completion of this project.

Work was started on planning the redevelopment of 'Maindee Triangle'. This had been an ambition of the Charity for a number of years. Architects were appointed to develop a plan for the site and the redevelopment of the toilet block as a meeting space / community cafe. A finance strategy to fund this work was established.

Week to week management of the library is undertaken by our impressive team of volunteers. Their commitment and diverse skills keep our costs to a minimum without any loss of quality and the Charity is most grateful to them for all their hard work.

The Greening Maindee project continued with the completion and opening of the community garden at St Mary's Church. It also developed the Food for Life project and Incredible Edible Maindee. Planting of a number of sites around Maindee continued through the year. Our thanks to John Stone for project managing this supported by the Greening Maindee team.

As with so many charities we were affected by the developing Covid 19 pandemic. We had to consider the risk to our volunteers, users and our community. As a result, we unfortunately, decided on 9th March to close the library and suspend all projects and activities until the end of the financial year.

## **Risk Management**

The Trustees will develop a risk management strategy which will comprise:

- An annual review of the risks the Charity may face
- The establishment of systems and procedures to mitigate the risks identified
- The implementation of procedures designed to minimise any potential impact of risks

The main risk identified in 2019-20 related to the ability of the Charity to raise sufficient finance to maintain and develop the library building and the volunteer run library.

## **Public Benefit**

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit. The aim of the Charity is to maximise the following benefits to the community of Maindee and its environment within available resources:

- Increase support for micro retail business
- Increased support for cultural industries and creativity
- More jobs and skills
- Increase community spirit
- Better identity and sense of place
- More attractive streets and public spaces

## **Financial Review**

The accounts for this period of financial activity show total receipts of £48,786 (of which £7,380 is restricted) and total payments of 52,062. This gives a total net cash outflow of £3,276.

The financial year 2019/20 was the first year that the Charity did not have the support of our major funder, the Arts Council of Wales.

The main challenge for the Charity was to set a meaningful budget and deliver the funding to maintain the library building and run the volunteer community hub and library. We also had to identify additional funding for future projects.

Trustees routinely discuss finance at our monthly meetings. Each quarter a more detailed financial meeting is held as part of the management meeting. Detailed reports on finance are presented to Trustees, at the quarterly meetings. We have introduced a more robust purchase order system.

## **Policy on Reserves**

We have now identified reserves of £20,000, of which £10,000 is for capital expenditure.

In line with our Reserves Policy, the Charity will agree maximum and minimum levels for reserves at our Annual General Meeting. The Treasurer will be responsible for proposing levels, based on the income and expenditure levels of the Charity at that time and other relevant factors.

The current target reserve levels are £5000 (min) and £25000 (max). Any designated funds will only be used for legitimate purposes and not to artificially reduce reserve levels.

## **Funders and earned income**

Our main funder for 2019/20 was from The Landfill Tax Fund, this allowed the initial project development work on the Triangle Project. Room rental was very pleasing, raising £18,102. Funding was also received from Food for Life, Soil Association (Triangle Rainwater Fund) and the residue of the Peoples Trust Funding for the Gateway Project.

### **Responsibility for financial statements**

Trustees are required to prepare financial statements that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue on that basis.

Signed on 22<sup>nd</sup> January 2021 on behalf of the Trustees by:

David Moses, Chairperson

## **Independent Examiner's Report to the Trustees/Members of Maindee Unlimited**

I report to the Trustees on my examination of the accounts of Maindee Unlimited (the Charity) for the year ended 31<sup>st</sup> March 2020 which are set out on pages 8 to 9.

### ***Responsibilities and basis of report***

As the charity trustees of the Charity 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 Trustee'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 2011 Act.

### ***Independent examiner's statement***

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

Christine Pritchard FCA  
Arthur Gait & Company  
Chartered Accountants  
18 Gold Tops  
Newport  
NP20 5WJ

5<sup>th</sup> February 2021

**Maindee Unlimited - Receipts and Payments Account for the Year Ended 31st March 2020**



|                                      | Unrestricted<br>Funds<br>2019/20<br>£ | Restricted<br>Funds<br>2019/20<br>£ | Total<br>Funds<br>2019/20<br>£ | Unrestricted<br>Funds<br>2018/19<br>£ | Restricted<br>Funds<br>2018/19<br>£ | Total<br>Funds<br>2018/19<br>£ |
|--------------------------------------|---------------------------------------|-------------------------------------|--------------------------------|---------------------------------------|-------------------------------------|--------------------------------|
| <b>RECEIPTS</b>                      |                                       |                                     |                                |                                       |                                     |                                |
| Arts Council of Wales                | -                                     | -                                   | -                              | -                                     | 173,286                             | 173,286                        |
| Rental income                        | 13,187                                | -                                   | 13,187                         | 9,145                                 | -                                   | 9,145                          |
| Café income                          | 726                                   | -                                   | 726                            | 517                                   | -                                   | 517                            |
| Printer income                       | 1,295                                 | -                                   | 1,295                          | 1,396                                 | -                                   | 1,396                          |
| Trading income                       | 1,465                                 | -                                   | 1,465                          | -                                     | -                                   | -                              |
| Donations/Direct Giving              | 559                                   | -                                   | 559                            | 926                                   | -                                   | 926                            |
| Fundraising income                   | -                                     | -                                   | -                              | 1,500                                 | -                                   | 1,500                          |
| Peoples Health Trust                 | -                                     | 2,380                               | 2,380                          | -                                     | 4,760                               | 4,760                          |
| Kew Gardens                          | -                                     | -                                   | -                              | -                                     | 2,000                               | 2,000                          |
| Landfill Tax Fund                    | 22,747                                | -                                   | 22,747                         | -                                     | -                                   | -                              |
| Other income                         | 1,427                                 | -                                   | 1,427                          | 1,880                                 | 400                                 | 2,280                          |
| Food For Life (Soil Ass)             | -                                     | 5,000                               | 5,000                          | -                                     | -                                   | -                              |
| <b>Total receipts</b>                | <b>41,406</b>                         | <b>7,380</b>                        | <b>48,786</b>                  | <b>15,364</b>                         | <b>180,446</b>                      | <b>195,810</b>                 |
| <b>PAYMENTS</b>                      |                                       |                                     |                                |                                       |                                     |                                |
| Admin salary                         | 10,280                                | -                                   | 10,280                         | 1,229                                 | 33,250                              | 34,479                         |
| Artist fees                          | -                                     | -                                   | -                              | -                                     | 10,732                              | 10,732                         |
| Arts Programme                       | -                                     | -                                   | -                              | -                                     | 39,111                              | 39,111                         |
| Capital Creative                     | -                                     | -                                   | -                              | -                                     | 36,557                              | 36,557                         |
| Training                             | 62                                    | -                                   | 62                             | 630                                   | 2,936                               | 3,566                          |
| Capital Triangle                     | -                                     | -                                   | -                              | -                                     | 4,932                               | 4,932                          |
| Gateway (IPP)                        | -                                     | -                                   | -                              | -                                     | 10,035                              | 10,035                         |
| Gateway (Peoples Health)             | -                                     | 5,232                               | 5,232                          | -                                     | 1,237                               | 1,237                          |
| Outside Space/signage                | -                                     | -                                   | -                              | -                                     | 4,764                               | 4,764                          |
| Water and sewerage                   | 311                                   | -                                   | 311                            | 188                                   | -                                   | 188                            |
| Waste management                     | 116                                   | -                                   | 116                            | -                                     | -                                   | -                              |
| Telephone, internet and postage      | 655                                   | -                                   | 655                            | 589                                   | -                                   | 589                            |
| Marketing and printing               | 84                                    | -                                   | 84                             | -                                     | 6,737                               | 6,737                          |
| Electricity                          | 1,530                                 | -                                   | 1,530                          | 757                                   | -                                   | 757                            |
| Gas                                  | 4,475                                 | -                                   | 4,475                          | -                                     | -                                   | -                              |
| Markets                              | -                                     | -                                   | -                              | -                                     | 4,000                               | 4,000                          |
| Printer costs                        | 1,302                                 | -                                   | 1,302                          | 982                                   | -                                   | 982                            |
| Stationery and consumables           | 145                                   | -                                   | 145                            | 431                                   | -                                   | 431                            |
| Legal and professional costs         | 780                                   | -                                   | 780                            | -                                     | -                                   | -                              |
| Business rates                       | 873                                   | -                                   | 873                            | 945                                   | -                                   | 945                            |
| Bank charges                         | 143                                   | -                                   | 143                            | -                                     | -                                   | -                              |
| Licences                             | 335                                   | -                                   | 335                            | -                                     | -                                   | -                              |
| Insurance                            | 1,038                                 | -                                   | 1,038                          | 987                                   | -                                   | 987                            |
| Room hire                            | -                                     | -                                   | -                              | 1,185                                 | -                                   | 1,185                          |
| Grow Wild (Kew Gardens money)        | -                                     | -                                   | -                              | -                                     | 1,738                               | 1,738                          |
| Repairs/cleaning supplies and misc.  | 1,455                                 | -                                   | 1,455                          | 2,958                                 | -                                   | 2,958                          |
| IT subscriptions and software        | 400                                   | -                                   | 400                            | 140                                   | -                                   | 140                            |
| Website maintenance                  | 126                                   | -                                   | 126                            | -                                     | -                                   | -                              |
| Events                               | 260                                   | -                                   | 260                            | -                                     | -                                   | -                              |
| Contingency                          | -                                     | -                                   | -                              | -                                     | 958                                 | 958                            |
| VAT                                  | -                                     | -                                   | -                              | 43                                    | 28,135                              | 28,178                         |
| Maindee Triangle Project expenditure | 21,370                                | 245                                 | 21,615                         | -                                     | -                                   | -                              |
| Library books                        | -                                     | -                                   | -                              | 116                                   | -                                   | 116                            |
| Capital library                      | 845                                   | -                                   | 845                            | -                                     | 93,058                              | 93,058                         |
| <b>Total payments</b>                | <b>46,585</b>                         | <b>5,477</b>                        | <b>52,062</b>                  | <b>11,180</b>                         | <b>278,180</b>                      | <b>289,360</b>                 |
| <b>Net cash inflow/(outflow)</b>     | <b>-5,179</b>                         | <b>1,903</b>                        | <b>-3,276</b>                  | <b>4,184</b>                          | <b>-97,734</b>                      | <b>-93,550</b>                 |
| <b>Cash funds brought forward</b>    | <b>13,463</b>                         | <b>19,979</b>                       | <b>33,442</b>                  | <b>9,279</b>                          | <b>117,713</b>                      | <b>126,992</b>                 |
| <b>Cash funds carried forward</b>    | <b>8,284</b>                          | <b>21,882</b>                       | <b>30,166</b>                  | <b>13,463</b>                         | <b>19,979</b>                       | <b>33,442</b>                  |

**Maindee Unlimited - Statement of Assets and Liabilities at 31st March 2020**



|                                      | Unrestricted<br>2019/20<br>£ | Restricted<br>2019/20<br>£ | Total<br>2019/20<br>£ | Unrestricted<br>2018/19<br>£ | Restricted<br>2018/19<br>£ | Total<br>2018/19<br>£ |
|--------------------------------------|------------------------------|----------------------------|-----------------------|------------------------------|----------------------------|-----------------------|
| <b>ASSETS</b>                        |                              |                            |                       |                              |                            |                       |
| Cash funds:                          |                              |                            |                       |                              |                            |                       |
| Bank account                         | 7,727                        | 21,882                     | 29,609                | 13,463                       | 19,979                     | 33,442                |
| Cash in hand                         | 557                          | -                          | 557                   | -                            | -                          | -                     |
|                                      | <b>8,284</b>                 | <b>21,882</b>              | <b>30,166</b>         | <b>13,463</b>                | <b>19,979</b>              | <b>33,442</b>         |
| <b>Other monetary assets</b>         |                              |                            |                       |                              |                            |                       |
| Debtors:                             |                              |                            |                       |                              |                            |                       |
| Rental income                        | 4,915                        | -                          | 4,915                 | -                            | -                          | -                     |
| Newport City Council (NRW)           | -                            | 8,882                      | 8,882                 | -                            | -                          | -                     |
| Book-keeping services                | 150                          | -                          | 150                   | -                            | -                          | -                     |
| Other income                         | 70                           | -                          | 70                    | -                            | -                          | -                     |
|                                      | <b>5,135</b>                 | <b>8,882</b>               | <b>14,017</b>         | <b>-</b>                     | <b>-</b>                   | <b>-</b>              |
| <b>TOTAL ASSETS</b>                  | <b>13,419</b>                | <b>30,764</b>              | <b>44,183</b>         | <b>13,463</b>                | <b>19,979</b>              | <b>33,442</b>         |
| <b>LIABILITIES</b>                   |                              |                            |                       |                              |                            |                       |
| Payroll/on-costs                     | 64                           | -                          | 64                    | -                            | -                          | -                     |
| Printer costs                        | 107                          | -                          | 107                   | -                            | -                          | -                     |
| Stationery and consumables           | 11                           | -                          | 11                    | -                            | -                          | -                     |
| Maindee Triangle Project expenditure | 997                          | -                          | 997                   | -                            | -                          | -                     |
| <b>TOTAL LIABILITIES</b>             | <b>1,180</b>                 | <b>-</b>                   | <b>1,180</b>          | <b>-</b>                     | <b>-</b>                   | <b>-</b>              |

These accounts were approved by the Board of Trustees on 22nd January 2021 and signed on its behalf by:

David Moses, Chairperson