

Maindee Unlimited

(A Charitable Incorporated Organisation)

Annual Report & Financial Statements

2018-19

Charity number: 1160272

Report of the Trustees for the year from 01 April 2018 to 31 March 2019

Maindee Unlimited was formed at an inaugural general meeting held on 1st October 2014 and registered as a Charitable Incorporated Organisation with the Charity Commission on 2nd February 2015. This Annual Report and Financial Statements covers the 2018/19 financial year to 31st March 2019.

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 (stood down between July 2018 and April 2019)
Paul Macey		Trustee
Deb Davies		Trustee
Majid Rahman		Trustee
John Stone		Trustee
Maggie Bain		Trustee
Habiba Badat		Trustee
Harpreet Dhatt		Trustee
Meredith Freeman		Trustee

The Trustees are grateful to the following people who have been active members of the Management Committee in 2018/19:

Aled Singleton	Finding Maindee Project Manager (until June 2018)
Joanne Sutton	Finding Maindee Project Manager (from July 2018)
John Hallam	Programme Manager
Fez Miah	Finding Maindee Media Manager
Sheena Bennett	Project Administrator and Bookkeeper
Jane Shatford	Gwent Association of Voluntary Organisations

Structure, Governance and Management

Governing Document

Maindee Unlimited is a Charitable Incorporated Organisation (CIO) inaugurated on 1st October 2014 and registered as a CIO with the Charities Commission on 2nd 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 2019 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

Highlights of the final year of the Finding Maindee project included the completion of the Llyfrgell Maindee Library refresh and John Rea's commission to create "Parade", an ambitious sound and film installation which opened in February 2019. We are most grateful to all the artists, contractors and volunteers who worked on the project. Special thanks go to our project staff: Aled Singleton and Fez Miah, who worked on "Finding Maindee" until Summer 2018; Jo Sutton, who stood down as a Trustee to manage the final months of the project; and Sheena Sutton, our project administrator.

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. 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.

In 2018-19 work began on the creation of a community garden on a small parcel of land on the corner of Wharf Road and Coronation Road. This "Maindee Gateway" project had initially been delayed for all sorts of reasons. Through the tenacity of Alison Starling, our Treasurer, and the support of the Peoples Health Trust, the main funder, we managed to get things moving again. The project is now progressing very well under the careful management of John Stone and is due for completion in Summer 2019.

Risk Management

The Trustees will develop and 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 those risks identified in the plan
- The implementation of procedures designed to minimise any potential impact of risks

The main risk identified in 2018-19 related to the governance arrangements and financial procedures to support the increased financial turnover arising from our arts-led regeneration programme and the capital project to refurbish Llyfrgell Maindee Library premises at 79 Chepstow Road.

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 £195,810 (of which £180,446 is restricted) and total payments of £289,360.

The Finding Maindee IPP project concluded at the end of the financial year. Because of the many tasks involved in concluding the project, we had forecast a turnover of over £250K for 2018-19. However the Maindee Triangle project was slipped into 2019-20 and the effect of this was to keep turnover within the threshold for Receipts and Payments accounts.

Trustees routinely discuss finance at our monthly meetings and more detailed quarterly management reports are presented to Trustees. 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 this year has been the Arts Council of Wales. Their Ideas People and Places fund contributed 90% of total income. This income was largely used to complete the capital refresh of Llyfrgell Maindee Library. Over the last four years ACW has invested £365,000 in Maindee. We are indebted to them for this support. We were also pleased to receive funds last year from The People's Health Trust for the Gateway Garden project, which was successfully completed in Summer 2019 and also some funds from Kew Gardens for a Grow Wild project which was run during Summer 2018. The Charity is aiming to make the library self-funding from room rental and trading income. We earned over £9,000 in rental income last year and are on target to achieve over £12,000 rental income in 2019-20. Additional income comes from printing charges and cafe sales.

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 10th September 2019 on behalf of the Trustees by:

David Moses, Chairperson

Maindee Unlimited - Receipts and Payments Account for the Year Ended 31st March 2019

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	2018/19	2018/19	2018/19	2017/18	2017/18	2017/18
	£	£	£	£	£	£
RECEIPTS						
Maindee Festival Association	-	-	-	-	45,000	45,000
Arts Council of Wales	-	173,286	173,286	8,000	119,496	127,496
Esmee Fairbairn Foundation	-	-	-	-	25,000	25,000
Rental income	9,145	-	9,145	6,465	-	6,465
Café income	517	-	517	2,711	-	2,711
Printer income	1,396	-	1,396	-	-	-
Donations	926	-	926	-	-	-
Fundraising activities	1,500	-	1,500	-	597	597
Peoples Health Trust	-	4,760	4,760	-	-	-
Kew Gardens	-	2,000	2,000	-	-	-
Other	1,880	400	2,280	-	-	-
Total Receipts	15,364	180,446	195,810	17,176	190,093	207,269
PAYMENTS						
Wages/Salaries/NI and pension	1,229	33,250	34,479	-	38,324	38,324
Artist fees	-	10,732	10,732	-	15,443	15,443
Arts Programme	-	39,111	39,111	162	13,151	13,313
Capital Creative	-	36,557	36,557	-	4,827	4,827
Training	630	2,936	3,566	120	114	234
Travel and accommodation	-	-	-	-	856	856
Capital Library	-	93,058	93,058	-	12,801	12,801
Capital Triangle	-	4,932	4,932	-	-	-
Gateway (IPP)	-	10,035	10,035	-	-	-
Gateway (Peoples Health)	-	1,237	1,237	-	-	-
Outside Space/Signage	-	4,764	4,764	-	-	-
Water and sewerage	188	-	188	249	-	249
Telephone, internet and postage	589	-	589	517	-	517
Marketing and printing	-	6,737	6,737	30	2,791	2,821
Electricity	757	-	757	-	-	-
Markets	-	4,000	4,000	-	-	-
Printer costs	982	-	982	-	-	-
Stationery and consumables	431	-	431	1,739	-	1,739
Legal costs	-	-	-	43	18,814	18,857
Business rates	945	-	945	552	-	552
Insurance	987	-	987	909	-	909
Room hire	1,185	-	1,185	530	-	530
Grow Wild (Kew Gardens money)	-	1,738	1,738	-	-	-
Library other	2,958	-	2,958	1,033	-	1,033
IT subscriptions and software	140	-	140	-	-	-
Contingency	-	958	958	-	-	-
Library books	116	-	116	703	-	703
VAT	43	28,135	28,178	11	5,520	5,531
Total payments	11,180	278,180	289,360	6,598	112,641	119,239
Net cash inflow/(outflow)	4,184	-97,734	-93,550	10,578	77,452	88,030
Cash funds brought forward	9,279	117,713	126,992			
Cash funds carried forward	13,463	19,979	33,442			

Maindee Unlimited - Statement of Assets & Liabilities at 31st March 2019

	2018-2019			2017-2018		
	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £
Cash Funds						
Bank Account	13,463	19,979	33,442	9,279	117,713	126,992

These accounts were approved by the Board of Trustees on 10th September 2019 and signed on its behalf 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 31st March 2019 which are set out on pages 6 to 7.

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

11th September 2019