



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 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 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 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 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 31st 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 22nd 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 31st 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

5th February 2021

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



	Unrestricted Funds 2019/20 £	Restricted Funds 2019/20 £	Total Funds 2019/20 £	Unrestricted Funds 2018/19 £	Restricted Funds 2018/19 £	Total Funds 2018/19 £
RECEIPTS						
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	-	-	-
Total receipts	41,406	7,380	48,786	15,364	180,446	195,810
PAYMENTS						
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
Total payments	46,585	5,477	52,062	11,180	278,180	289,360
Net cash inflow/(outflow)	-5,179	1,903	-3,276	4,184	-97,734	-93,550
Cash funds brought forward	13,463	19,979	33,442	9,279	117,713	126,992
Cash funds carried forward	8,284	21,882	30,166	13,463	19,979	33,442

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



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

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

David Moses, Chairperson