



Maindee Unlimited

(A Charitable Incorporated Organisation)

Annual Report & Financial Statements

2016-17

Charity number: 1160272

Report of the Trustees for the year from 01 April 2016 to 31 March 2017

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 2016/17 financial year to 31st March 2017.

Reference and Administrative details

Charity Name	Maindee Unlimited
Charity Registration Number	1160272
Registered office	Community House, Eton Road, Newport NP19 0BL
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		Trustee
Jhons Ramirez		Trustee
Deb Davies		Trustee
Majid Rahman		Trustee
Julie Price		Trustee
Amanda Wickes		Trustee
John Barker		Trustee
Maggie Bain		Trustee

The Trustees are grateful to the following people who have been active members of the Management Committee during the year:

Bron Lloyd	Charter Housing Association
Aled Singleton	Finding Maindee Project Manager
John Hallam	Programme Manager
Fez Miah	Finding Maindee Media Manager
Kim Lambert	Maindee Library Volunteer
Alex Coopey	Maindee Library Volunteer
David Phillips	South East Wales Regional Equality Council
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

The current Trustees were appointed at the first annual general meeting held in June 2016. At subsequent annual general meetings 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 eleven Trustees so four shall retire from office at the 2017 AGM. Retiring Trustees may stand for re-election.

Trustee induction and Training

Over half our existing Trustees are familiar with the work of the charity, having been involved from the outset in setting up the charity. Newly appointed Trustees are provided with Charity Commission guidance advising them of their obligations under charity law.

Any new Trustees would be invited and encouraged to attend a session to familiarise themselves with the charity and the context in which it operates. This would include a brief on their legal obligations under charity law, the content of the constitution, the decision-making process and the latest financial position as set out in the published accounts. Each Trustee would also be provided with the latest Charity Commission guidance on becoming and undertaking the Trustee role.

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.

Risk Management

The Trustees have developed a risk management strategy which comprises:

- 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 2016-17 related to the strengthening of governance arrangements and financial procedures to support increasing financial turnover arising from our arts-led regeneration programme and the planned capital project to refurbish Llyfrgell Maindee Library premises at 79 Chepstow Road. The Charity plans to take a 25 year lease on the Library from Newport City Council in Summer 2017.

Partnerships

The Charity has a Memorandum of Understanding (“MoU”) with a group of partner organisations to commit to collaboration in the planning and governance of our regeneration programme in the Maindee area of East Newport. The MoU defines the relationship between the parties and sets out their roles and responsibilities within the consortium. It is not a contractual document and does not impose any legal obligation on any of the parties, the overall relationship described in the MoU being of a voluntary nature. The MoU is independent of any other agreements signed by or between these partners organisations listed below:

Partner organisation	Lead contact
Maindee Festival Association	Alison Starling, MFA Secretary
Maindee Action Group	Angela Lloyd, MAG Chairperson
Charter Housing	Bronwen Lloyd, Head of Community Regeneration
Maindee Parish Council (CIW)	David Moses, Maindee Parish (CIW)
South East Wales Regional Equality Council	David Phillips, Chief Executive Officer
Newport Communities First Central Cluster	Nathan Davies, Cluster Manager
Gwent Association Voluntary Organisations	Jane Shatford, Senior Development Worker
Community House Eton Road	David Phillips, CHER Trustee

Benefits

The collective aim of the Charity and its partners 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 our second full period of financial activity show total receipts of £154,840 (of which £142,062 is restricted) and total payments of £135,001, including £6,791 of asset purchases.

We are forecasting further increases in activity in 2017/18 (when we expect our turnover to exceed the £250K upper threshold for Receipts and Payments accounts).

During 2016/17 we have further developed our routine financial management procedures. Our bills are paid, and cash banked, in a timely manner. We have implemented a spreadsheet-based ledger, a paper based record keeping system for invoices paid and implemented relevant codes for receipts and payments.

During the year we approved the following new finance-related policies: [Financial Procedures](#), [Reserves Policy](#) and [Procurement Policy](#)

Trustees routinely discuss finance at our monthly meetings and quarterly management reports have been introduced.

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 company will continue on that basis

Signed on behalf of the Trustees



.....
David Moses, Chairman
18th September 2017

Receipts and Payments Account for the period ended 31st March 2017

	2016-2017			2015-2016		
	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £
Receipts						
Newport City Council TCP	-	6,164	6,164	-	5,250	5,250
Maindee Festival Association	-	-	-	-	1,650	1,650
Arts Council of Wales	-	54,315	54,315	-	10,083	10,083
Garfield Weston Trust	-	-	-	-	20,000	20,000
Big Lottery Fund - CAT2	-	32,160	32,160	-	17,840	17,840
Big Lottery Fund – Create Your Space	-	20,000	20,000	-	-	-
Newport City Council – Wales Churches Act Grant	-	4,373	4,373	-	-	-
Esmée Fairbairn Foundation	-	25,000	25,000	-	-	-
Fund Literature Wales	-	50	50	-	-	-
Newport City Councillor	-	-	-	-	200	200
Communities First (NCC)	-	-	-	3,000	-	3,000
ASDA Community Foundation	-	-	-	2,000	-	2,000
Rental income	8,993	-	8,993	1,484	-	1,484
Trading income	2,831	-	2,831	536	-	536
Donations	574	-	574	198	-	198
Fundraising activities	380	-	380	200	-	200
Total Receipts	12,778	142,062	154,840	7,418	55,023	62,441
Payments						
Wages/salaries and NI	-	27,037	27,037	1,740	1,847	3,587
Artists fees	-	2,940	2,940	-	3,580	3,580
Legal and professional fees	-	57,744	57,744	-	22,770	22,770
Grants paid	-	15,102	15,102	-	7,626	7,626
Cost of events	541	3,985	4,526	119	839	958
Room hire	130	-	130	700	140	840
Repairs and maintenance	454	180	634	356	135	491
Water and sewerage	260	-	260	20	-	20
Phone, internet, postage	509	-	509	236	-	236
Marketing, printing	-	14,979	14,979	38	715	753
Stationery and consumables	2,054	58	2,112	1,175	782	1,957
IT subscriptions and software	-	30	30	483	2,096	2,579
Business rates	337	380	717	92	208	300
Transport	-	287	287	-	421	421
Insurance	757	-	757	703	-	703
Training	395	51	446			
Subtotal	5,437	122,773	128,210	5,662	41,159	46,821

**Receipts and Payments Account for the period ended 31st March 2017
(Continued)**

Assets purchased						
Digital equipment + printer	818	5,057	5,875	782	1014	1,796
Library books	916	-	916	94	-	94
Subtotal	1,734	5,057	6,791	876	1014	1,890
Total Payments	7,171	127,830	135,001	6,538	42,173	48,711
Net Cash Inflow	5,607	14,232	19,839	880	12,850	13,730

Maindee Unlimited - Statement of Assets & Liabilities at 31st March 2017

	2016-2017			2015-2016		
	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £
Cash Funds						
Bank Account	6,349	27,082	33,431	712	12,850	13,562
Petty Cash	139	-	139	168	-	168
Total Cash Funds	6,488	27,082	33,570	880	12,850	13,730

These accounts were approved by the Board of Trustees on 18th September 2017 and signed on its behalf by:

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David Moses, Chairperson

.....
Alison Starling, Treasurer

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

I report on the accounts of Maindee Unlimited for the period ended 31st March 2017, which are set out on pages 6 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C. Janet Pritchard FCA
Arthur Gait & Company
Chartered Accountants
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Newport
NP20 5WJ