

Maindee Unlimited

(A Charitable Incorporated Organisation)

Annual Report & Financial Statements

2017-18

Charity number: 1160272

Report of the Trustees for the year from 01 April 2017 to 31 March 2018

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 2017/18 financial year to 31st March 2018.

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	Secretary	Trustee
Taslima Begum		Trustee
Deb Davies		Trustee
Majid Rahman		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
Sheena Bennett	Project Administrator and Bookkeeper
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

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 nine Trustees so three shall retire from office at the 2018 AGM. Retiring Trustees may stand for re-election.

Trustee induction and Training

The majority of 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 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.

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

We completed a second year of delivering public benefit at Llyfrgell Maindee Library. Opening hours were further extended to 31 hours a week.

The third year of our “Finding Maindee” project ended with plans for a major refurbishment of the library premises, alongside a range of arts-related projects.

We supported Newport’s first photomathon in October 2017. The event attracted well over 100 participants.

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 2017-18 related to the strengthening of governance arrangements and financial procedures to support increasing financial turnover arising from our arts-led regeneration programme and the capital project to refurbish and lease Llyfrgell Maindee Library premises at 79 Chepstow Road. The Charity took a 25 year lease on the Library in Summer 2017.

Partnerships

The Charity works 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:

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
The Woodlanders	Rob and Maureen Waller, Woodlanders Committee
Edible Incredible Maindee	Caroline Williams, EIM Committee
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

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 our first full period of financial activity show total receipts of £207,269 (of which £190,093 is restricted) and total payments of £118,536, including £12,801 of capital expenditure on Phase 1 of the library refresh.

Our Finding Maindee IPP project is in its final stages and expenditure is increasing as we approach project closure in December 2018. We are forecasting further increases in activity in 2018/19 (when we expect our turnover to exceed the £250K upper threshold for Receipt and Payment 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 shall establish a reserves account in 2018/19. 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 support-in-kind

We are most grateful for the financial support we have continued to receive from the Arts Council of Wales, our largest current funder, and Esmée Fairbairn Foundation for the Finding Maindee project. As a registered Environmental Body, Maindee Festival Association was able to fund £45,000 income this year from Newport City Council's Landfill Community Fund which is greatly helping with the overall costs of the library refresh.

We have received generous pro-bono support from Arthur Gait and Company, Chartered Accountants, and from Jacklyn Dawson, Solicitors. We are most grateful to both these excellent local firms.

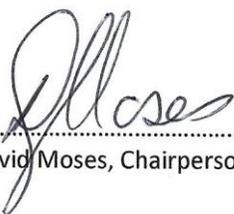
The Maindee community is lucky to still have its library and that is due to our library volunteers. Our thanks go to all our volunteers. Particular thanks this year to Kim Lambert, who stood down from library rostering duties after two years excellent service when she secured paid employment.

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 12/11/2018 on behalf of the Trustees by



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David Moses, Chairperson

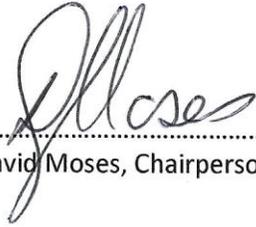
Receipts and Payments Account for the period ended 31st March 2018

	2017-2018			2016-2017		
	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £
Receipts						
Newport City Council TCP	-	-	-	-	6,164	6,164
Maindee Festival Association	-	45,000	45,000	-	-	-
Arts Council of Wales	8000	119,496	127,496	-	54,315	54,315
Big Lottery - CAT2	-	-	-	-	32,160	32,160
Big Lottery – Create Your Space	-	-	-	-	20,000	20,000
Welsh Churches Act Fund	-	-	-	-	4,373	4,373
Esmée Fairbairn Foundation	-	25,000	25,000	-	25,000	25,000
Literature Wales	-	-	-	-	50	50
Rental Income	6,465	-	6,465	8,993	-	8,993
Trading Income	2,711	-	2,711	2,831	-	2,831
Donations	-	-	-	574	-	574
Fundraising Activities	-	597	597	380	-	380
Total Receipts	17,176	190,093	207,269	12,778	142,062	154,840
Payments						
Wages/Salaries and NI	-	38,324	38,324	-	27,037	27,037
Artists Fees	-	15,443	15,443	-	2,940	2,940
Legal and Professional Fees	43	18,814	18,857	-	57,744	57,744
Grants paid (New Paths)	-	4,697	4697	-	15,102	15,102
Cost of Events	162	13,151	13,313	541	3,985	4,526
Rent and Room Hire	530	-	530	130	-	130
Repairs and Maintenance	-	-	-	454	180	634
Water and Sewerage	249	-	249	260	-	260
Phone, Internet, Postage	517	-	517	509	-	509
Marketing, Printing	30	2,791	2,821	-	14,979	14,979
Stationery and Consumables	1,739	-	1,739	2,054	58	2,112
Project Materials	-	130	130	-	-	-
IT Subscriptions and Software	-	-	-	-	30	30
Business Rates	552	-	552	337	380	717
Travel and Accommodation	-	856	856	-	287	287
Insurance	909	-	909	757	-	757
Training	120	114	234	395	51	446
Miscellaneous	1,033	-	1,033	-	-	-
Capital Expenditure (Refresh)	-	12,801	12,801	-	-	-
VAT	11	5,520	5,531	-	-	-
Subtotal	5,895	112,641	118,536	5,437	122,773	128,210
Assets Purchased						
Digital Equipment + Printer	-	-	-	818	5,057	5,876
Library Books	703	-	703	916	-	916
Subtotal	703	-	703	1,734	5,057	6,791
Total Payments	6,598	112,641	119,239	7,171	127,830	135,001
Net Cash Inflow	10,578	77,452	88,030	5,607	14,232	19,839

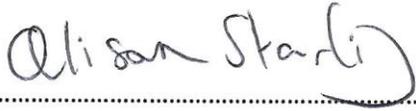
Maindee Unlimited - Statement of Assets & Liabilities at 31st March 2018

	2017-2018			2016-2017		
	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £	UNRSTD Funds £	RESTRD Funds £	TOTAL Funds £
Cash Funds						
Bank Account	9,279	117,713	126,992	6,349	27,082	33,431
Petty Cash	-	-	-	139	-	139
Total Cash Funds	9,279	117,713	126,992	6,488	27,082	33,570

These accounts were approved by the Board of Trustees on 12/11/2018 and signed on its behalf by:



.....
David Moses, Chairperson



.....
Alison Starling, Treasurer

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 2018 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