

CAERPHELLY MINERS CENTRE FOR THE COMMUNITY LIMITED

CHARITY REGISTRATION NUMBER - 1145796

COMPANY REGISTRATION NUMBER - 7535484

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2020

Contents	Page No.
Report of the Management Committee	1 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 - 11

DRAFT

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

**REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2020**

Structure, Governance and Management

Governing Document

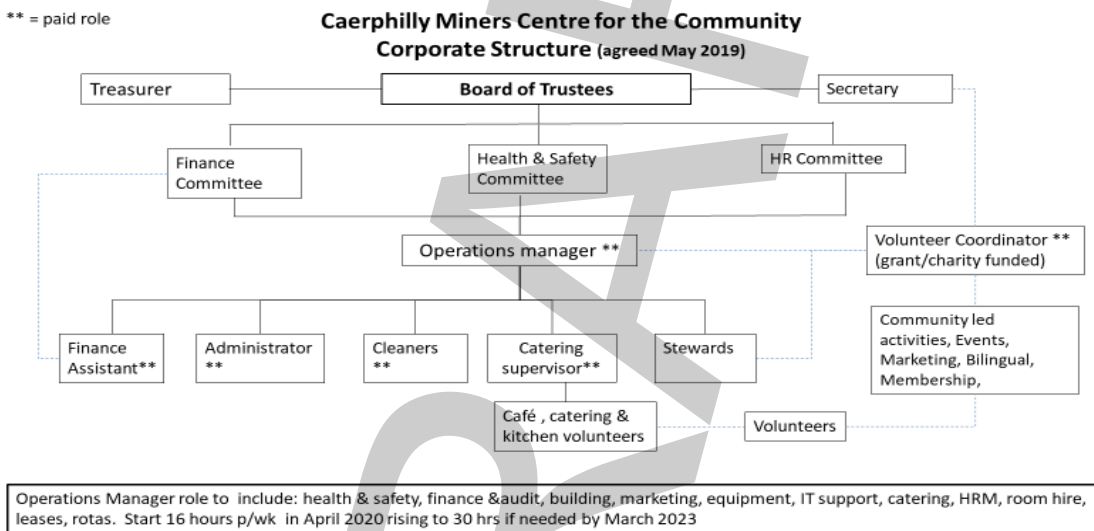
Caerphilly Miners Centre for the Community is a registered charity (Charity Registration Number 1145796) and is a company limited by guarantee (Company Registration Number 7535484), incorporated in 2011. The charity is governed by its constitution which was initially agreed in January 2011, with revised objects agreed by the Board of Management on December 8th 2011, and subsequently revised by a General Meeting on 5th February 2016.

Recruitment and Appointment of Trustees

Trustees (members of the Board of Directors) are recruited from the members of the charity and are selected on the basis of their skills, experience, and willingness to serve. Their appointment is approved by the members of the charity.

Organisational Structure

** = paid role



The organisation has grown embryonically and we are in the process of managing this growth by recruiting paid staff and volunteers to newly defined roles and structures. Currently the organisation has six part time posts, a Finance Assistant, Administrator, Café Supervisor (total 40 hours per week), 2 caretaker cleaners (10 hours per week) and a Volunteer Coordinator (financed by a 12-month project grant). The work of the organisation is led by the Company Secretary / Project Manager. It is proposed that an Operations Manager be employed to manage the day to day operations of the organisation.

To further or benefit the residents of Caerphilly and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, for recreation and leisure time occupation, with the objective of improving the conditions of life for the residents.

To advance the education of the public in the history and heritage of Caerphilly and in particular the history of mining and its role in the community and its effect on people's lives.

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

REPORT OF THE MANAGEMENT COMMITTEE (Continued) FOR THE YEAR ENDED 31ST MARCH 2020

Objectives and Activities

The objects of the project are:

To establish or secure the establishment of the property belonging to the charity as a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

Achievements and Performance

Caerphilly Miners has achieved its initial objective, which was to campaign to safeguard the original building (formerly known as 'The Beeches' and now known as 'The Miners') from demolition as part of a project to redevelop the Caerphilly and District Miners Hospital for housing. In 2014, the company took a 99 year lease on the building from the freeholders, United Welsh Housing Association.

The objective of the company is to create a sustainable social enterprise on 'self-help' principles, which will use the building as a place where local people of all ages and circumstances want to be, where they can enjoy themselves and feel part of the community, can use local resources, learn from each other, and celebrate their heritage.

Work to restore the integrity of the building, make it weather-proof and restore the ground floor was started in 2014 and completed in February 2016. The Charity opened its doors to the public in September 2015 and has taken steps to populate the building through events and activities, classes and room hire, with a focus on younger and older members of the community, Welsh speakers and volunteers. By March 2016 it was already possible to see the potential of the building in providing an invaluable resource for our community. As well as activities generated by the learning providers and the charity, the building is also in use for hire by local organisations and individual community members.

Making weatherproof the fabric of the building and restoration of the ground floor cost £800,000. The total project cost was estimated at the time to be £1.4 million. Because of the size of the project, the restoration of the first and second floors and the external environment, was left for a subsequent programme.

In May 2015 an application was made to the Welsh European Funding Office (WEFO)/Welsh Government's (WG) Use it or Lose it programme. This was revised several times during 2016 and 2017 and a grant of £714,000 was eventually approved in 2017 as a Starter Project for the £35m Building for the Future programme 80% funded by WEFO/WG. By 2018 the total project cost had risen to £924,000, making the total cost of capital restoration £1.7m. The company has secured match funding of £210,000 and work on creating an external area was started in March 2019. Costs have risen since 2018 and it is anticipated that the eventual cost will be £1.9 million. Work in securing additional capital funding will take place in 2019.

A Volunteering in Wales Grant was awarded from 2014 to 2017 to promote volunteering within the charity. This enabled the project to embed opportunities for volunteering and manage and sustain volunteering. A Health Trust Lottery Grant of over £20,000 over 24 months was awarded in October 2016 to promote outreach activities and extend the charity's geographical coverage across the Caerphilly Basin. The charity has developed a wide range of volunteering opportunities and is most grateful to the volunteers for their support.

The Company has also benefited from donations and fund-raising events, including the 'Caerphilly Three Peaks' Challenge.

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

REPORT OF THE MANAGEMENT COMMITTEE (Continued) FOR THE YEAR ENDED 31ST MARCH 2020

The company has developed relationships with key stakeholders at strategic, operational and community levels. At a strategic level, it has worked with the local authority, local health board, learning providers and others to ensure that the project is tied in with the Community Strategy. Caerphilly Miners has a memorandum of understanding to support its partnership working with United Welsh Housing Association.

At an operational level the company has worked with the delivery organisations to shape the delivery of education and learning, health and wellbeing, and community enterprise projects. It works with a wide range of community providers including Community Education, Aneurin Bevan UHB, Bridges into Work, Local Authority, Police, Social Services and GAVO.

At a community level, the company is collaborating with other community projects to ensure effective delivery of services without duplication. It has positive links with other community centres and local churches and chapels.

Caerphilly Miners is in the process of completing a new Business Plan which includes business targets for the whole building, a delivery plan for the ground floor and targets for volunteering, community engagement, learning activity and social inclusion.

Community consultation continues to guide the work of the company. Caerphilly Miners was conceived as a community owned and led organisation and community engagement is a very important element of the project. Volunteers, members, project groups and the wider community have been involved in shaping the project at all stages of its development.

In 2014, the Charity developed a marketing strategy, branding guidelines, a new website and logo. This was reviewed and updated in 2017 and a Marketing Group has been established to implement the strategy and policies. .

The project has no political affiliations but has continued to enjoy political support from all political parties at Parliamentary, Welsh Government, County Council and Town Council levels.

As part of the restructuring of the company, a Finance Committee has been established to oversee its financial affairs. A Stewards' Group was established in 2017 to manage the building. The company has set up sub-groups to develop its work. These cover: Welsh, Youth projects, Early Years (Stay and Play), Elderberries, Music, Crafts, Gardening, School Ambassadors, and the Café.

Policies and protocols for procurement, financial management, equal opportunities, Welsh language, dignity and respect, health and safety have been agreed.

Financial Review

The charity generated £57,297 its own resources – £32,982 of which came from room hire and the other from activities and fund-raising. The charity also secured £24,131 in revenue grants and donations. Total incoming resources were £81,428 and total cost of running the building and maintaining the volunteer activity was £55,409.

Plans for future periods

For the immediate future, the charity will concentrate on securing further funds to complete the restoration of the building and bring the top two floors into community use as a social enterprise. We will continue to work to engage our community to ensure that the miners' ethos – self-help, engagement, mutuality, collaboration, enterprise and inclusion - are integral to the project. We will also continue to develop opportunities for our volunteers to engage with our project, gain experience and training, and provide a means of running our building.

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

**REPORT OF THE MANAGEMENT COMMITTEE (Continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

Responsibilities of the Board of Management

The Directors are responsible for managing the business of the charity as a Board subject to its members acting through a quorum of one third of the total committee membership (currently 3 members). The Board may raise funds, buy or lease property, borrow money, collaborate with other bodies, generate reserves, establish sub-committees and employ and remunerate staff. The company has public liability insurance, indemnity insurance for the directors, and employers' insurance covering any paid staff and volunteers.

Members of the Board of Management

Members of the Management Committee, who are directors for the purposes of company law and trustees for the purposes of charity law, who serviced during the year and up to the date of this report are set out below:

Members of the Board in 2018-19

- Rob Bleach (from September 2018)
- Gordon Bradley (Treasurer) (to September 2018)
- Sarah Bradley (to September 2018)
- Glenda Burnett
- Jeff Cuthbert (Vice Chair)
- Wayne David MP (Chair)
- Hefin David, AM
- Katherine Hughes (Company Secretary)
- Ann Lewis
- Lisa Morgan (from September 2018)
- Richard Mann (Cooptee)
- Rachelle Beasley (Cooptee) (from November 2018)

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Approved by the Management Committee on _____ and signed on its behalf by:

Katherine Hughes, Company Secretary

**INDEPENDENT EXAMINERS REPORT TO THE
TRUSTEES OF CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2020.

Respective responsibilities of trustees and examiner

As the charity's trustees, 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 Trust'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 Act.

Independent examiners' statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

**MRS KATHRYN SHORT
ZEIDMAN & DAVIS
CHARTERED CERTIFIED ACCOUNTANTS
4 STATION TERRACE
CAERPHILLY, CF83 1HD**

Dated:

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2020

	Note	Un- Restricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
		£	£	£	£
Incoming resources					
Incoming resources from generated funds:	2	51,861	-	51,861	57,297
Incoming resources from charitable activities:					
Donations & Grants	3	12,509	406,106	418,615	42,481
Total incoming resources		64,370	406,106	470,476	99,778
Resources expended					
Governance costs	4	63,369	391,881	455,250	66,259
Net incoming resources before other recognised gains		1,001	14,225	15,226	33,519
Total funds brought forward		70,603	11,059	81,662	48,143
Total funds carried forward	8	71,604	25,284	96,888	81,662

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

BALANCE SHEET

AS AT 31ST MARCH 2020

	Note	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible assets	7		4,035		115,541
Current Assets					
Debtors and Prepayments		3,412		960	
Cash at bank and in hand		131,536		34,190	
		<u>134,948</u>		<u>35,150</u>	
Creditors: amounts falling due within one year		<u>936</u>		<u>24,854</u>	
Net current assets			<u>134,012</u>		<u>10,296</u>
Total assets less current liabilities			138,047		125,837
Creditors: amounts falling due after more than one year			41,159		44,175
Net Current Assets			<u>96,888</u>		<u>81,662</u>
Net Assets	8		<u>96,888</u>		<u>81,662</u>
Unrestricted funds					
General funds	9		71,604		70,603
Restricted funds	9		25,284		11,059
Total Funds			<u>96,888</u>		<u>81,662</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The Financial Report and Accounts were approved by the Board of Directors on _____ and signed on its behalf by:

.....
Mrs K Hughes

CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST MARCH 2020**

1. ACCOUNTING POLICIES

(a) Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

(b) Fund Accounting

Unrestricted funds are fund available for use at the discretion of the trustees in furtherance of the general objective of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of the restricted funds are set out in the notes to the financial statements.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations, subscriptions and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to

- the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value

- of services provided by volunteers has not been included in these accounts.

- Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as

- the charity earns the right to consideration by its performance.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the cost of preparing the accounts and the costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

CAERPHELLY MINERS CENTRE FOR THE COMMUNITY LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2020**

(e) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions to equipment (those costing below £1,000) are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. No depreciation is provided on freehold land. The rates used are:

Office and computer equipment 25% reducing balance

2. Incoming resources from Generating Funds

	Unrestricted funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Memberships	985	-	985	1,759
Bag Pack	1,962	-	1,962	1,291
Room Hire	34,039	-	34,039	32,982
Three Peaks	-	-	-	1,363
Concerts	508	-	508	426
Elderberries	3,086	-	3,086	4,301
Exercise	1,218	-	1,218	1,446
Craft Events	1,232	-	1,232	980
Youth Activities	1,383	-	1,383	147
Line Dance	498	-	498	1,579
Stay & Play	1,824	-	1,824	1,671
Welsh Group	431	-	431	356
Café	2,057	-	2,057	2,445
Compensation/Insurance	-	-	-	3,440
Private Hire/Catering	1,612	-	1,612	2,309
French/German/Spanish	835	-	835	802
Gift Aid	191	-	191	-
	<u>51,861</u>	<u>-</u>	<u>51,861</u>	<u>57,297</u>

3. Incoming Resources from Activities to further the Charity's Objects

Revenue Grants & Donations

Donations	519	-	519	24,131
Grants:				
Health Trust Lottery	-	-	-	3,150
Caerphilly Town Council	-	-	-	200
Caerphilly County Borough Council	-	25,000	25,000	-
Garfield Weston Foundation	-	75,000	75,000	-
National Lottery Community Fund	-	12,000	12,000	-
United Welsh	-	1,050	1,050	-
Lloyds Bank Foundation	312	-	312	15,000
GAVO Grant	4,000	-	4,000	-
GE Grant	-	360	360	-
CF In Wales Grant	4,368	-	4,368	-
Welsh Government	-	292,696	292,696	-
Beth Chair Exercise	3,310	-	3,310	-
	<u>12,509</u>	<u>406,106</u>	<u>418,615</u>	<u>42,481</u>

Total donations and grants

CAERPHELLY MINERS CENTRE FOR THE COMMUNITY LIMITED**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020**

	Unrestricted funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
4. Resources expended				
<u>Core & Building Costs</u>				
Wages (Caretaker)	4,225	-	4,225	4,108
Telephone & Internet	620	-	620	723
Electricity & Gas	7,452	-	7,452	6,998
Fire & Security	1,603	-	1,603	3,235
Cleaning	702	-	702	900
Water Rates	563	-	563	206
Repairs & Maintenance	2,668	-	2,668	4,397
Buildings Insurance	3,342	-	3,342	3,226
Payroll	566	-	566	408
Gardening	-	-	-	(127)
<u>Office Costs</u>				
Public/Employer's Insurance	1,014	-	1,014	1,010
Postage/Stationery	53	-	53	478
Photocopying & Print	3,136	-	3,136	1,641
Subscriptions	832	-	832	628
Accountancy Fees	960	-	960	1,092
Just Giving	72	-	72	216
IT Costs	2,698	-	2,698	2,112
Photocopier Depreciation	168	-	168	225
Cost of Project Activities	9,637	-	9,637	4,893
Business Growth	-	7,500	7,500	7,500
IT Equipment Depreciation	825	-	825	1,100
Catering	2,754	-	2,754	3,199
Loan Interest	2,354	-	2,354	2,765
Website costs	600	-	600	323
Marketing	30	-	30	100
Health Trust Costs	-	-	-	3,797
Training	296	360	656	205
Administrator	12,093	-	12,093	10,382
Small Equipment	510	-	510	50
Coffee Machine Depreciation	352	-	352	469
Grant released to building additions	-	384,021	384,021	
Finance Assistant	3,244	-	3,244	-
	63,369	391,881	455,250	66,259

5. Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year.

6. Taxation

As a charity, Caerphilly Miners Centre for the Community Limited is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

CAERPHELLY MINERS CENTRE FOR THE COMMUNITY LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020**

7. Fixed Assets

	Equipment £	Long Leashold Buildings £	Total Funds 2020 £	Total Funds 2019 £
Cost				
As at 1st April 2019	16,072	110,161	126,233	88,025
Additions	-	273,860	273,860	48,208
Grants	-	(384,021)	(384,021)	(10,000)
As at 31st March 2020	16,072	-	16,072	126,233
Depreciation				
As at 1st April 2019	10,692	-	10,692	8,898
Charge in the year	1,345	-	1,345	1,794
As at 31st March 2020	12,037	-	12,037	10,692
Net Book Value				
As at 31st March 2020	4,035	-	4,035	115,541
As at 31st March 2019	5,380	110,161	115,541	115,541

8. Analysis of Net Assets Between Funds

	General Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Fixed Assets	4,035	-	4,035	115,541
Current assets	109,664	25,284	134,948	35,150
Current liabilities	(936)	-	(936)	(24,854)
Long Term Liabilities	(41,159)	-	(41,159)	(44,175)
Net assets	71,604	25,284	96,888	81,662

9. Movement in Funds

	At 1st April 2019 £	Incoming Resources £	Outgoing Resources £	At 31st March 2020 £
Restricted funds:				
<u>Capital Grants & Donations</u>				
Reclassification Balance:	3,559	-	3,559	-
CCBC	-	25,000	25,000	-
Welsh Government	-	292,696	271,552	21,144
Garfield Weston	-	75,000	75,000	-
United Welsh	-	1,050	1,050	-
Climate Change	-	12,000	7,860	4,140
	3,559	405,746	384,021	25,284
<u>Revenue Grants & Donations</u>				
Lloyds Bank	7,500	-	7,500	-
GE Grant	-	360	360	-
	7,500	360	7,860	-
Total restricted funds	11,059	406,106	391,881	25,284
Unrestricted funds	70,603	64,370	63,369	71,604
Total funds	81,662	470,476	455,250	96,888