



awen

@the library

arts*whitchurch*eglwys*newydd

AWEN@theLibrary

A Charitable Incorporated Organisation

Trustees' Annual Report for year ending 31st August 2017

The trustees present their report and the unaudited financial statements of the charity for the year ending 31st August 2017.

1. Objectives and activities of the Charity

The charity's Objects are as follows:

"To further or benefit those persons residing studying, working or undertaking voluntary activity within Whitchurch and Tongwynlais (or its successor) and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said persons and the local authority, voluntary and other organisations in a common effort to advance education, the arts, culture and heritage and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for those persons.

In furtherance of these objects but not otherwise, the trustees shall have power:

to provide support to Whitchurch library and to maintain, develop or manage or co-operate with any statutory authority in the maintenance, development and management, of a cultural centre for activities promoted by the charity in furtherance of the above objects."

In pursuit of these Objects the charity's first business plan included the following activities designed to further its legal purpose:

- a. working for the continued public funding and management of the library
- b. raising funds for the library
- c. working for the greater community use of the library
- d. transforming the library into a cultural hub (by adding a new extension)

The fourth category, (d), is a longer term aim but the charity has had early discussions directed at equipping itself for this task. In relation to the other categories, it has continued to make representations to the local authority at various levels in support of the

public library service and promoted community events. Voluntary collections have been taken. In addition to their intrinsic value - advancing education, the arts and culture - they have raised funds for the above business plan objectives.

The trustees are satisfied that these activities achieve a public benefit. They serve a substantial section of the public in the north of Cardiff and they are both inherently beneficial in the advancement of education, the arts, culture and heritage and raise funds to further the charity's overall legal purpose. In terms of making a difference, they add to the cultural life of north Cardiff, bringing opportunities to the community which would not otherwise happen. No personal benefit is derived from the charity's activities apart from some possible incidental personal benefit arising from discussion of particular literary or artistic works and no harm or detriment results from any of the activities. The trustees confirm that they have regard to the Charity Commission's guidance on public benefit. In assessing success the trustees use a combination of participation, feedback and enthusiasm generated.

The accompanying accounts show that income can be categorised under three headings, viz, member's subscriptions, funds raised through events - mostly free of charge with voluntary collections taken, some ticketed - and funds obtained from grant-making trusts, some of which is restricted to specific expenditure. In the present year grant aid was provided for the acquisition of furniture and equipment for general use in pursuing the charity's objectives and these have been purchased. Other expenditure consisted of modest administrative expenses generated in the course of voluntary work. There are no employed personnel and all of the charity's activities are undertaken by volunteers. The charity does not make grants and is not at a point where a social investment policy is needed (though it is a consideration taken into account in planning projects, e.g. the Silver Surfers).

2. Achievements and Performance

Grant aid

After significant efforts by the fund-raising group the trustees are pleased to be able to report grants from the Local Authority Partnership Fund, Aviva, the Co-op Local Community Fund and the Post Code Community were obtained within the year. Details are given under the Financial Review below. With the Partnership Fund the charity has been able to acquire folding chairs, display boards and a projector, screen and stand for activities.

Consolidation and Links

It has been a year of consolidation for AWEN but nevertheless much progress has been made. As a small charity AWEN continues to enjoy free membership of the Cardiff 3rd Sector Council (C3SC) which has continued to give advice from time to time for which the trustees are grateful.

Excellent links have been forged with the library staff whose contribution has been very important in the charity's fund-raising efforts. The organisation is grateful for the support received from local authority members - Cabinet Members and Ward councillors - as well as the Assembly Member (National Assembly for Wales). Links continue with schools and other community organisations, in particular, the Friends of Forest Farm and Glamorganshire Canal Nature Reserve and the Women's Institute.

Mobile Stacks

The Library is an important community asset and one of the charity's early aims was to make the book stacks mobile so that they could be moved back to make floor space for meetings. This was completed in this current year.

Community Events

It is most important that we recognise the need to think of the library not only as a place for books, but other arts and information activities for the community, for example, lectures, musical evenings, poetry and book readings, conversation-style presentations with audience participation and arts and crafts working with children. Working with Friends groups from other libraries, Awen has publicised events and put on events of its own which have included Dr Melissa Julian-Jones talking about the "*Caerau Hillfort*" and local archaeology and Dr Nick Jones talking about "*British Classical Music, Landscape and a Sense of Place*". Events put on by AWEN are mostly open to the community without charge but the Christmas Concert was ticketed with a modest charge. The trustees are grateful to the Whitchurch Rugby Club for the free use of their premises for the concert.

These activities have been delivered freely by a committed group of members, some with very significant literary, artistic and musical skills. This is a real strength of AWEN and one which it is intended to further develop over the forthcoming year.

Future Vision

Two events in June 2017 are of note. The charity held a 'Whitchurch Library Past Present and Future' consultation workshop where the public, including children were invited to offer their vision of the library of the future. The trustees also held a workshop style meeting facilitated by the City of Cardiff's "Stepping up" Consultant Gareth Kiddie. This reviewed AWEN's vision for the Library and also helped to develop the trustees' thoughts on organisational strategy.

Awareness of AWEN

The charity has acquired a website www.awen@thelibrary.cymru and has an active Facebook page www.facebook.com/awenthelibrary/. Through the above events the local community has become increasingly aware of AWEN and its activities. Membership has increased slightly but it is recognised that this needs to be further increased. Membership is encouraged at all events and often by a stall outside the Library, catching users as they go in and out. Stalls in the Co-op and at the Whitchurch & Tongwynlais Festival Fete have also increased the charity's profile. A new zig-zag leaflet outlining AWEN's aims and objectives has been produced for distribution at these events. There is widespread support for AWEN's work but the trustees are conscious of the need to translate this into even more involvement from the community.

Enhancement of public facilities via Planning gain

The Welsh Government and Velindre NHS Trust have decided to build a new state of the art Cancer Centre serving South East Wales on the northern meadow land in the grounds of Whitchurch Hospital adjacent to the Library Park. In the run up to lodgement of an application for outline planning consent by the NHS Trust (approved last November), AWEN made representations to the local authority designed to derive community benefit for the Library building and park under s. 106 Town & Country Planning Act 1990 - enhancement of public facilities. There were other local needs to be met and compete with, principally environmental, and coupled with apparently technical reasons, the Library

did not benefit on this occasion. The trustees, however, continue to look at what benefit can be derived for the Library from planning gain arising from suitable development.

3. Financial review

The accompanying accounts are not required by the Charity Commission to be independently examined as gross income does not exceed £25,000.

Total receipts for the year were £5994, derived from £3,730 of grants and £1219 in funds received from charitable activities undertaken in the period. There was no investment or other income.

Grants were received from the Local Authority Partnership Fund (£1147) for the purchase of furniture and equipment (folding chairs, display boards and a projector, screen and stand), Aviva (£600) for general expenses, Co-op Local Community Fund (£763) used to design and produce an attractive bilingual promotional leaflet and to hold a "Past Present and Future" day at the library in June 2017; and Post Code Community (£1,220) to fund the Silver Surfers scheme. All these grants are one-off. The trustees are very grateful for this funding and will continue to search for partners to broaden activities and take the charity's vision for the library to the wider community.

AWEN ends the period in a relatively strong position with a cash balance of £4,837 made up of a £1220 restricted reserve relating to the Silver Surfers scheme and £3617 unrestricted reserves. The restricted reserve balance is retained in order that the charity's obligation under the agreement made in August 2017 with the Post Code Community is adequately resourced. This will enable the charity to host intergenerational computer sessions working with Whitchurch High School in 2017/18. Other than the foregoing the charity has not yet had need to formulate a reserves policy.

The charity does not have an investment policy and currently only maintains a current bank account with Lloyds Bank. The charity will keep under review the possibility of placing funds on deposit in an interest earning account having regard to the amount held and need for access.

The major risks and uncertainties for the organisation stem from a fall of in membership, a further tightening of financial assistance from grant making bodies in the austerity climate and, of course, expenditure cuts forced on the local authority by current national austerity policies. The latter presents an indirect risk for the organisation in that such cuts may result in a reduction of the sum available for the library service. Such funding is not expected to be reduced in the local authority financial year ending 31st March 2019.

AWEN membership currently costs £5 per person per annum. Membership is an expression of support and commitment and members do not derive any privileges apart from personal notification of activities. In addition to membership subscriptions as a regular source of income, voluntary donations from the public are collected at events and this will continue.

AWEN does not hold any funds as a custodian trustee.

4. Plans for the future

Following the securing of funding, the charity will be working with Whitchurch High school students in the implementation of the Silver Surfers inter-generational project.

Fund raising work has also shown that we often need to present a longer term (2-3 years) vision if we are to be considered for any grants e.g. Heritage Lottery Fund (HLF) which we have considered in relation to the preservation of the Library building – a grade 2 listed building originally built with funds provided by Andrew Carnegie, the Scottish-American philanthropist. The Trustees have begun consulting with both its members and the public on how we go forward. A "Past, Present & Future event, as well as a children's competition on how the library might look in the future have been held. The Trustees also begun to plan and design a survey during the period under review which will be a subject of next year's annual report.

It is expected that the work undertaken with the help of Gareth Kiddie referred to above, along with results of the survey planned, will produce a new 3 year business plan for us in 2018. One of the main concerns raised by our workshop was the current state of the library building itself and it is quite clear that further investigation of the building fabric will be required before we can go ahead with any plans.

Finally, the next 12 months will be challenging for all of us and will require additional group skills if we are to meet our current objectives. The use of social media, fundraising and financial management are recognised as areas where we need to strengthen. More formal methods of recruitment may need to be employed to help identify suitable individuals.

The trustees would like to take this opportunity to thank everyone who has contributed to any of the activities that we have been involved with this year.

5. Structure, Governance and Management

AWEN@theLibrary is a charitable incorporated organisation constituted on the association model. The organisation was formed out of a public meeting which took place in July 2015. It began activities in earnest in September 2015 and sought charitable status in October 2015. It was registered as a charity on 10th March 2016.

The CIO has a membership to which the board of no more than 12 trustees is accountable. The first trustees were those who subscribed to the CIO constitution when charitable registration was sought plus two later co-options. All trustees retired at the first annual general meeting. Henceforth trustees retire in rotation as provided by the constitution. The trustees meet bi-monthly. The work of the charity has been divided into areas and sub-committees have been set up to progress the respective area. These are:

- a. Events & Publicity
- b. Finance
- c. Policy

- d. Funding which may be attracted under s. 106 Town & Country Planning Act 1990 (community benefit)

Each subcommittee brings a regular report to the Board of trustees for their consideration. In addition to the annual general meeting, the members of the organisation meet from time to time and receive reports from the trustees.

AWEN@theLibrary aims to recruit trustees who have specific expertise. The trustees have identified the need for financial management, project management, design and architecture, marketing and secretarial skills.

6. Trustees and administration

Registered Charity Name – AWEN@theLibrary – Arts Whitchurch Eglwys Wen

Charity Registration Number – 1165980

Principal Contact address: 5 Birch Hill, Tongwynlais, Cardiff, CF15 7LL

The trustees who served the charity during the period were:

Mr Iain Claridge (elected 15th February 2017)

Dr Geoff Davis (Chair)

Mrs Sarah Duncan Jones

Mr Anthony Evans (Treasurer until 15th February 2017)

Mrs Judith Evans (Secretary)

Mr Christopher Griffin

Mr Robert Jones (Treasurer from 15th February 2017)

Mrs Christine Lewis (elected 15th February 2017)

Mr Josh Lewis

Mrs Carolyn Turner (retired 15th February 2017)

Bank: Lloyds Bank, 514 Cowbridge Road East, Victoria Park, Cardiff, CF5 1BL

Signed on behalf of the Trustees:

Dr Geoff Davis
Chair of Trustees

20th February 2018



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01.09.2016		31.08.2017

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Members' subscriptions	615	-	-	615	550
Fundraising events (tickets, raffles, collections)	1,599	-	-	1,599	1,219
LA Neighbourhood P'ship Fund grant		1,147	-	1,147	-
Aviva donation	600		-	600	-
Post Code Community grant		1,220	-	1,220	-
Co-op Local Community Fund grant	763		-	763	-
			-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,577	2,367	-	5,944	1,769
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,577	2,367	-	5,944	1,769
A3 Payments					
Room/Stall hire	20	-	-	20	121
Refreshments at events	35	-	-	35	39
Travel expenses (including van hire)	25	-	-	25	150
Art materials & Children's prizes	188	-	-	188	10
Printing & stationery	510	-	-	510	-
Website rent	96	-	-	96	-
Insurance	378		-	378	-
Miscellaneous (less rebanked unpresented cheque £10)	129		-	129	-
		-	-	-	-
Sub total	1,381	-	-	1,381	320
A4 Asset and investment purchases, (see table)					
Shelves, Projector, screen & Stand, Display Boards, Table, Chairs	28	1,147	-	1,175	
	-	-	-	-	
Sub total	28	1,147	-	1,175	-
Total payments	1,409	1,147	-	2,556	320
Net of receipts/(payments)	2,168	1,220	-	3,388	1,449
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,449	-	-	1,449	-
Cash funds this year end	3,617	1,220	-	4,837	1,449

NB: Ye31.8.16 Adjust net receipts: add back creditor £97.88

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank	3,605	1,220	-
	Add unbanked cash	61	-	-
	Less unrepresented cheques	49	-	-
	Total cash funds	3,617	1,220	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Shelves	Unrestricted	-	-
	Projector & screen	Unrestricted	-	-
	Projector stand	Unrestricted	-	-
	Display Boards	Unrestricted	-	-
	Chairs (24)	Unrestricted	-	-
	Table	Unrestricted	-	-
	Gazebo	Unrestricted	-	Nil
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Website rental	Unrestricted	-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Robert David Jones	8.3.2018