



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 04	Year 2023		Day 31	Month 03	Year 2024

## Section A Reference and administration details

**Charity name** Newport Youth Café Project

**Other names charity is known by** The Hub

**Registered charity number (if any)** 1076691

**Charity's principal address** 139 High Street  
 Newport  
 Shropshire  
**Postcode** TF10 7BH

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Newport Town Council	Corporate Trustee		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Newport Town Council	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution and Mission Statement
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Elected by previous board of trustees on 03/01/2019

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Newport Town Council became corporate trustees on 03/01/2019

Management committee elected on 17<sup>th</sup> May 2023

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The object of the charity is:

To provide opportunities to address the educational, development and leisure needs of the young people of Newport (Shropshire) and District by establishing an indoor meeting place for the promotion of informal social education.

The mission statement for the volunteer led community café:

To create a welcoming and accessible environment that will be used primarily by the youth of Newport (Shropshire) but that is accessible for everyone. Offering a range of activities that include and integrate the youth in the community and reduce social isolation. Also providing volunteering opportunities and work experience along with placements and training for young people with learning disabilities and difficulties.

Activities undertaken have been:

Providing a space for the local youth club (no other club in Newport) and provide support for the wider community. The youth club ran once a week on a Monday evening, Hub volunteers and Duke of Edinburgh volunteers. Free activities such as crafting and educational sessions for young people during the café opening hours over school breaks and summer holidays.

Employment of a youth officer to interact with the community youth and manage youth services at the Hub.

The small volunteer led café incorporates work experience for vulnerable young people and adults and reduces social isolation in the community as well as young volunteers participating in their Duke of Edinburgh Awards.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**Increased Revenue:** Achieving a significant increase in revenue compared to the previous year, indicating being successful obtaining grant funding and receiving community support.

**Expanded Outreach:** Reaching out to more individuals in need within the community, serving a larger demographic and providing essential support to those who may require it. We undertook a trial period of opening between the hours of 3pm – 5pm to give a warm space for children after school along with continuing to offer free activities for children at the café during half terms and school breaks along with youth club being held once a week.

**Volunteer Engagement:** Recruiting and retaining a dedicated team of volunteers who contribute their time and efforts towards running the cafe and youth services smoothly and efficiently.

**Menu Diversification:** Introducing new menu items that cater to various dietary preferences and restrictions, ensuring inclusivity and accessibility for all users.

**Partnerships and Collaborations:** Establishing partnerships with organisations and food suppliers to reduce costs, increase donations, and expand the cafe's reach through collaborative events or promotions.

**Community Events:** Hosting successful community events such as quiz nights, craft events, and educational workshops that not only raise awareness about the cafe's cause but also foster a sense of community engagement and participation.

**Long-Term Sustainability:** Developing strategies and plans for the cafe's long-term sustainability, including financial stability, volunteer succession planning, and ongoing community support initiatives.

These achievements can help demonstrate the cafe's positive impact on the community and serve as a roadmap for future growth and development.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Follow the Charity Commission guidance of 3-6 months

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Financial Year 2023 2024

Employment of a Café manager and youth officer which supports efficient management of the café facility along with no longer the requirement to outsource the provision of the youth facility.

Beneficial administration support from Newport Town Council

Being successful in sourcing and being awarded grant funding.

## Section F

## Other optional information



N/A

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

Signature(s)		
Full name(s)	Curt Nelson	TOM LANE
Position (eg Secretary, Chair, etc)	Chairman	DEPUTY CHAIR
Date	17 <sup>th</sup> July 2024.	



**Receipts and payments accounts**

For the period from	Period start date 1st April 2023	To	Period end date 31-Mar-24
---------------------	-------------------------------------	----	------------------------------

**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 £
<b>A1 Receipts</b>					
Grants	42,316	-	-	42,316	30,169
Bank Interest	479	-	-	479	6
Other Income	-	-	-	-	461
Room Hire	2,298	-	-	2,298	5,783
Cafe Sales	42,000	-	-	42,000	28,105
Council Rates Refund	-	-	-	-	-
Youth Club Income	528	-	-	528	438
Events	-	-	-	-	75
<b>Sub total (Gross income for AR)</b>	<b>87,620</b>	<b>-</b>	<b>-</b>	<b>87,620</b>	<b>65,037</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>87,620</b>	<b>-</b>	<b>-</b>	<b>87,620</b>	<b>65,037</b>
<b>A3 Payments</b>					
Café stock 01	13,263	-	-	13,263	8,350
Administration / Training/ Sundries 02	312	-	-	312	1,466
Rates 03	-	-	-	-	-
Insurance/Legal/H&S 04	1,975	-	-	1,975	1,608
Building works/ repairs 05	3,094	-	-	3,094	1,152
Cleaning 06	3,393	-	-	3,393	2,042
Youth Club 07	1,360	-	-	1,360	11,745
Salary/HMRC 08	21,828	-	-	21,828	18,293
Utilities/ services 09	11,583	-	-	11,583	5,029
Events 10	505	-	-	505	1,518
Licences/ Subscriptions 11	986	-	-	986	574
Sumup / bank Charges 12	321	-	-	321	348
Equipment/ Furntiure 13	3,681	-	-	3,681	16,169
<b>Sub total</b>	<b>62,302</b>	<b>-</b>	<b>-</b>	<b>62,302</b>	<b>68,294</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>62,302</b>	<b>-</b>	<b>-</b>	<b>62,302</b>	<b>68,294</b>
<b>Net of receipts/(payments)</b>	<b>25,318</b>	<b>-</b>	<b>-</b>	<b>25,318</b>	<b>3,257</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>39,246</b>	<b>-</b>	<b>-</b>	<b>39,246</b>	<b>42,506</b>
<b>Cash funds this year end</b>	<b>64,564</b>	<b>-</b>	<b>-</b>	<b>64,564</b>	<b>39,249</b>

## 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 £
<b>B1 Cash funds</b>	Current Account	32,259	-	-
	BMM Account 9606	32,053	-	-
	Community (Youth) Café Acc	-	-	-
	Petty Cash & Float Youth Club	52	-	-
	Petty Cash & Float Café	200	-	-
	<b>Total cash funds</b>	<b>64,563</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Chairs, rack and shelving	Unrestricted Funds	711.00	711.00
	Cutlery, Crockery, Office Furniture, Toaster, Coat Stand, Bin	Unrestricted Funds	870.00	870.00
	Tables & Chairs	Unrestricted Funds	540.00	540.00
	Storage units for entrance	Unrestricted Funds	1400.00	1400.00
	Tub	Unrestricted Funds	280.00	280.00
	Microwave and Fridges	Unrestricted Funds	940.00	940.00
	Long Tables	Unrestricted Funds	400.00	400.00
	Hoover	Unrestricted Funds	100.00	100.00
	Telephones	Unrestricted Funds	50.00	50.00
	Shelving units x 2	Unrestricted Funds	70.00	300.00
	Pool table	Unrestricted Funds	100.00	950.00
	Coffee Machine	Unrestricted Funds	2500.00	2500.00
	Slow cooker	Unrestricted Funds	30.00	30.00
	Blender	Unrestricted Funds	25.00	25.00
	Extra tables and chairs	Unrestricted Funds	130.00	130.00
	Popcorn machine	Unrestricted Funds	35.00	35.00
	Post box	Unrestricted Funds	35.00	35.00
	Shelving unit in store room	Unrestricted Funds	55.00	55.00
	Multi games Table	Unrestricted Funds	80.00	80.00
	Table Tennis Table	Unrestricted Funds	325.00	325.00
	Shelving unit in store room	Unrestricted Funds	25.00	25.00
Hanging chalk board 3	Unrestricted Funds	20.00	20.00	

Panini maker	Unrestricted Funds	28.00	28.00
Trolley	Unrestricted Funds	26.00	26.00
New outside tables and chairs	Unrestricted Funds	600.00	600.00
Step ladder	Unrestricted Funds	30.00	30.00
White board	Unrestricted Funds	55.00	55.00
Accoustic Panels	Unrestricted Funds	1416.00	1416.00
Blinds to office & Store	Unrestricted Funds	268.00	268.00
heaters x 2	Unrestricted Funds	150.00	150.00
new microwave	Unrestricted Funds	75.00	75.00
outdoor tables & chairs additional	Unrestricted Funds	428.00	428.00
2 x tub chairs	Unrestricted Funds	340.00	340.00
Coat rail	Unrestricted Funds	20.00	20.00
noticeboard	Unrestricted Funds	61.00	61.00
Stand alone shelving units	Unrestricted Funds	100.00	100.00
Sound bar, TV's and speaker	Unrestricted Funds	1000.00	1000.00
Projector	Unrestricted Funds	2490.00	2490.00
Manager laptop	Unrestricted Funds	624.00	624.00
Printer	Unrestricted Funds	70.00	70.00
Crockery for café	Unrestricted Funds	59.00	59.00
café containers	Unrestricted Funds	21.70	21.70
upright freezer	Unrestricted Funds	771.00	771.00
drinks upright display chiller / cooler	Unrestricted Funds	551.00	551.00
Dishwasher	Unrestricted Funds	1793.00	1793.00
Play station 5	Unrestricted Funds	559.00	559.00
PS5 exesories charger, dust cover, cabels, controller	Unrestricted Funds	375.00	375.00
	Unrestricted Funds	308.00	308.00
Café aprons and polo shirts	Unrestricted Funds	46.00	46.00
4 x community use laptops	Unrestricted Funds	3082.00	3082.00
Lap top and bag - youth worker	Unrestricted Funds	726.00	726.00
Sound bar, TV's and speaker	Unrestricted Funds	1000.00	1000.00
Projector	Unrestricted Funds	2490.00	2490.00
Manager laptop	Unrestricted Funds	624.00	624.00
Printer	Unrestricted Funds	70.00	70.00
2 x dehumidifyer	Unrestricted Funds	340.00	340.00
<b>Total</b>		<b>29317.70</b>	

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Mr Tom Nelson	24/07/24
	Tony Kinnear	24/07/24

## **Newport Youth Café Project Charity Number 1076691 2023/24 Independent Examination**

The independent examination of the Newport Youth Café Project Charity accounts was carried out by undertaking the following tests:

- Comprehensive review of the accounts and all disclosure notes
- Review of Trustee Report including consistency of financial information with the Charity Accounts
- Review of minutes
- Review of insurance
- Review of cash and bank reconciliations including selected substantive testing of year end bank reconciliation
- Review of variance analysis or analytical review
- Checking that books of account have been properly kept throughout the year
- Selective testing of transactions to source documents
- Verify that opening balances are brought forward correctly
- Review of fixed assets disclosures

### **Conclusion**

Please see the independent examination certificate for the statutory conclusion.  
The action plan overleaf details the issues identified during the independent examination relating to improvements in the system of accounting and governance.

**JDH Business Services Ltd**



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

**Newport Youth Café Project**

On accounts for the  
period ended

31<sup>st</sup> March 2024

**Charity no  
(if any)**

**1076691**

Set out on pages

1-8

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general directions given by the Charity Commission. 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 seeking explanations from the 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.

**Newport Youth Café Project Charity Number 1076691**  
**2023/24 Independent Examination**

**Independent  
examiner's statement**

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

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

**Signed:**



**Date:**

July 8<sup>th</sup>, 2024

**Name:**

John Henry

**Relevant professional  
qualification(s) or body**

ICAEW

**Address:**

Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire, CH7 5EW

## 2023/24 Independent Examination

Review Category	Findings	Recommendation	Follow Up
<p>Review of draft accounts</p> <p>Review of Trustee Report including consistency of financial information with the Charity Accounts</p>	<p>No issues arising and 2022/23 issues raised were amended for the final version of the 2022/23 accounts</p>		
<p>Fixed assets</p>	<p>The fixed assets included in the CC16a accounts notes and the fixed asset register total did not agree.</p> <p>In the accounts fixed asset disclosure, a full list of assets have been disclosed with cost and 'market value' as the same value.</p>	<p><i>The difference between the fixed asset register and year end accounts disclosure should be reconciled and any amendments identified should be corrected in the final version of the accounts.</i></p> <p><i>If the fixed asset disclosure in the accounts represents the purchase price of the assets then consideration should be given to leaving the 'current value' blank.</i></p>	

**Newport Youth Café Project Charity Number 1076691**  
**2023/24 Independent Examination**

<b>Review Category</b>	<b>Findings</b>	<b>Recommendation</b>	<b>Follow Up</b>
Internal Controls	No issues arising - the Trustees reviewed internal controls during the financial year and therefore implemented the 2022/23 independent examination recommendation.		

**2022/23 report and follow up**

<b>Review Category</b>	<b>Findings</b>	<b>Recommendation</b>	<b>Follow Up</b>
Review of draft accounts and disclosure notes	The draft CC16A accounts were incorrect. The rows for cash and bank brought forward and carried forward had not been completed for 2022/23 and the 2021/22 comparative.	<i>All sections of the receipts and payments CC16A accounts should be completed correctly.</i>	<i>Amendments processed for final version of CC16A accounts.</i>
Review of draft accounts and disclosure notes	The expenditure column added to £68294 not the £68298 disclosed due to rounding for individual expenditure categories.	<i>The accounts should cast correctly and rounding issues should be resolved.</i>	<i>Noted</i>
Fixed assets	The fixed assets included in the CC16a accounts notes and the fixed asset register had not been updated for capital additions in 2022/23.	<i>Year end procedures should include update of the fixed asset register to include all capital additions and disposals in the financial year.</i>	<i>Implemented for final version of CC16A and fixed asset register</i>

<b>Review Category</b>	<b>Findings</b>	<b>Recommendation</b>	<b>Follow Up</b>
Internal Controls	Trustees did not formally review internal controls during the financial year although we note internal controls including recording and reconciliation of the Rialtas ledger is consistent with the prior year, and we are informed a full evaluation of controls will be presented to the trustee meeting on 17th July 2023.	<i>Trustees should review the adequacy of internal controls annually.</i>	<i>Implemented</i>
Sales	One of the hire invoice payments selected for testing did not agree to the issued invoice. This was due to the hirer paying for what they deemed the time they had occupied the room rather than the agreed hire time period.	<i>Hirers must pay according to the hire agreement and the agreed fees.</i>	<i>No further issues regarding hires identified in 2023/24.</i>