



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 04	Year 2024		Day 31	Month 03	Year 2025

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

139 High Street
Newport
Shropshire
<b>Postcode</b> <input type="text" value="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				
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### 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	

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

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

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

**Additional governance issues (Optional information)**

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Newport Town Council became corporate trustees on 03/01/2019</p> <p>Management committee elected on 17<sup>th</sup> July 2024</p>
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**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 operates once per week, on a Monday evening.

Offering work experience placements for local schools.

Offering volunteering opportunities for young people embarking on Duke of Edinburgh Award scheme.

Creating a work placement programme for young volunteers after school and during holidays providing practical café experience and access to qualifications relevant to a café environment eg Food Hygiene and Customer Services.

Free activities such as crafting and educational sessions for young people during the café opening hours over school breaks and summer holidays.

Providing a safe space for young people to go after school with access to study supplies and leisure equipment to encourage social interaction.

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

Groups and activities for young people and families such as Toddler Tuesdays, games afternoons, craft afternoons.

Activities for the wider community during the day times such as knit and natter, wellbeing café.

Providing work experience for vulnerable young people and adults and reduces social isolation in the community.

**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)**

A large number of volunteers work within the café and youth club to support young people and people with additional needs

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:** Achieved an increase in revenue compared to the previous year, by successfully increasing opening hours from 3 days per week to 5 days per weeks as well as obtaining grant funding..

**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. Increase in open hours from 3pm until 5pm enables the café to provide a social space for young people and families after school.

**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. Recruiting more younger volunteers by opening after school. Recruiting volunteers for specific events such as Games club and Toddler Tuesdays

**Menu Diversification:** Introducing new menu items that cater to various dietary preferences and restrictions, ensuring inclusivity and accessibility for all users. Introducing special after school deals to ensure we are affordable as well as sustainable.

**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. Working with local schools to encourage volunteering and work experience as well as promotion of a safe after school space for children transitioning from primary to secondary.

**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. Hiring the space to community groups at a reasonable cost such as Repair Café, community fitness class and tabletop gaming group.

**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 2024 2025

Employment of a 2nd cafe manager to support efficient management of the café facility and increase support to volunteers.

Increased cafe opening hours from 15 hours over 3 days per week to 35 hours over 5 days per week.

Beneficial administration support from Newport Town Council including an increase in external grant funding sought and realised.

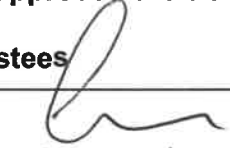

## Section F Other optional information

N/A

## Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Tim Nelson	LOUISE TUNKS
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Finance officer
<b>Date</b>	30 07 25	



**Receipts and payments accounts**

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For the period from	Period start	To	Period end date
	1st April 2024		31-Mar-25

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year	Variance Analysis greater than 10%	Variance Analysis greater than 10%
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £		
<b>A1 Receipts</b>							
Grants	49,893	-	-	49,893	42,316	18%	Increased grants awarded
Bank Interest	614	-	-	614	479	28%	Increased funds in savings account to gain interest on reserves
Other Income	-	-	-	-	-		
Room Hire	1,795	-	-	1,795	2,298	-22%	
Cafe Sales	57,557	-	-	57,557	42,000	37%	Increased opening hours from 3 days per week to 5 days
Council Rates Refund	-	-	-	-	-		
Youth Club Income	478	-	-	478	528	-9%	
Volunteer tips	227	-	-	227			
Other Income	168	-	-	168			
<b>Sub total (Gross income for AR)</b>	<b>110,732</b>	<b>-</b>	<b>-</b>	<b>110,732</b>	<b>87,620</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>110,732</b>	<b>-</b>	<b>-</b>	<b>110,732</b>	<b>87,620</b>		
<b>A3 Payments</b>							
Café stock 01	18,725	-	-	18,725	13,263	41%	Increased opening hours from 3 days to 5 days per week = increased stock
Administration / Training/ Sundries 02	2,143	-	-	2,143	312	590%	Increased opening hours increased admin, training usage
Rates 03	-	-	-	-	-		
Insurance/Legal/H&S 04	2,856	-	-	2,856	1,975	45%	Increased insurance cost
Building works/ repairs 05	12,462	-	-	12,462	3,094	303%	New heating boiler, guttering works, extension of kitchen area
Cleaning 06	4,901	-	-	4,901	3,393	39%	Increased opening hours increased cleaning
Youth Club 07	1,603	-	-	1,603	1,360	18%	additional material provision for the growth of youth club services
Salary/HMRC 08	54,809	-	-	54,809	21,828	191%	Increased Staffing by 1 additional member
Utilities/ services 09	7,794	-	-	7,794	11,583	-33%	Increased opening hours increased utility usage
Events 10	144	-	-	144	505	-71%	
Licences/ Subscriptions 11	1,097	-	-	1,097	986	11%	increased licence costs
Sumup / bank Charges 12	473	-	-	473	321	47%	Increased opening hours increased sales which incur card transaction chg
Equipment/ Furntiure 13	2,907	-	-	2,907	3,681	-21%	
<b>Sub total</b>	<b>109,913</b>	<b>-</b>	<b>-</b>	<b>109,913</b>	<b>62,302</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>109,913</b>	<b>-</b>	<b>-</b>	<b>109,913</b>	<b>62,302</b>		
<b>Net of receipts/(payments)</b>	<b>819</b>	<b>-</b>	<b>-</b>	<b>819</b>	<b>25,318</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>64,564</b>	<b>-</b>	<b>-</b>	<b>64,564</b>	<b>39,249</b>		
<b>Cash funds this year end</b>	<b>65,383</b>	<b>-</b>	<b>-</b>	<b>65,383</b>	<b>64,567</b>		

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

Categories	Details	Unrestrict ed funds to nearest £	Restricted funds to nearest £	Endowme nt funds to nearest £
<b>B1 Cash funds</b>	Current Account	32,402	-	-
	BMM Account 9606	32,667	-	-
	Community (Youth) Café Acc	-	-	-
	Petty Cash & Float Youth Club	114	-	-
	Petty Cash & Float Café	200	-	-
	<b>Total cash funds</b>	<b>65,382</b>	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestrict ed funds to nearest £	Restricted funds to nearest £	Endowme nt funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<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>	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	1940.00	1940.00
	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	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
	Acoustic Panels	Unrestricted Funds	1416.00	1416.00
	Blinds to office & Store heaters x 2	Unrestricted Funds	268.00	268.00
	new microwave	Unrestricted Funds	150.00	150.00
	outdoor tables & chairs additional	Unrestricted Funds	75.00	75.00
	2 x tub chairs	Unrestricted Funds	428.00	428.00
	Coat rail	Unrestricted Funds	340.00	340.00
	noticeboard	Unrestricted Funds	20.00	20.00
	Stand alone shelving units	Unrestricted Funds	61.00	61.00
Crockery for café	Unrestricted Funds	100.00	100.00	
café containers	Unrestricted Funds	59.00	59.00	
upright freezer	Unrestricted Funds	21.70	21.70	
drinks upright display chiller / cooler	Unrestricted Funds	771.00	771.00	
Dishwasher	Unrestricted Funds	551.00	551.00	
	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
Café aprons and polo shirts	Unrestricted Funds	308.00	308.00
Cake Domes	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
Hoover	Unrestricted Funds	89.99	89.99
Electric Fly Catcher	Unrestricted Funds	247.02	247.02
allotment Gardening Equip			
Spade, storage box fork, 2 x watering cans, rake	Unrestricted Funds	162.87	162.87
JB Gardening Equip	Unrestricted Funds	119.95	119.95
Urn Kettle	Unrestricted Funds	119.01	119.01
Aprons & Polos	Unrestricted Funds	549.56	549.56
Aprons & Polos	Unrestricted Funds	156.48	156.48
Nintendo games x 4	Unrestricted Funds	237.07	237.07
Classroom rug	Unrestricted Funds	349.19	349.19
Cake domes x 4	Unrestricted Funds	84.40	84.40
Coffee cups and glasses	Unrestricted Funds	28.98	28.98
D and D board game	Unrestricted Funds	20.00	20.00
Bean bags x 2	Unrestricted Funds	89.98	89.98
Chess board game	Unrestricted Funds	30.59	30.59
Block party Board Game	Unrestricted Funds	16.85	16.85
Case files game	Unrestricted Funds	24.99	24.99
ping pong bats	Unrestricted Funds	19.01	19.01
Nintendo Switch	Unrestricted Funds	296.95	296.95
GRILL Buffalo	Unrestricted Funds	325.64	325.64
Ninja Foodie	Unrestricted Funds	149.00	149.00
<b>Total</b>		<b>29251.23</b>	<b>30331.23</b>


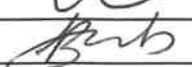
<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
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Details

**B5 Liabilities**

		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Tim Nelson	30/07/25
	LOUISE TUNKS	30/07/25



# 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 2025 **Charity no (if any)** 1076691

**Set out on pages**

**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.

**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 Act have 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 22nd, 2025

**Name:** John Henry

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

**Address:** Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire, CH7 5EW