

Canolfan Wirfoddol
Ystradgynlais
Volunteer Centre

ADRODDIAD
BLYNYDDOL
2014-2015
ANNUAL REPORT



Elusen Gofrestredig Rhif/
Registered Charity Number:
515094



YSTRADGYNLAIS VOLUNTEER CENTRE

Now at: Ystrad Recycling, Old Remplo, Wind Road, Glanrhyd, Ystradgynlais, SA9 1AF.

Tel/Ffon: 01639 849192 / 845475

Email/ Epost: cbullyvc@gmail.com

Website: www.ystradgynlaisvc.org.uk

**Public Opening Times: Monday to Friday 8.30am-4.30pm
And Saturdays 9am-12 noon**

Our Social Enterprise and Trading Arm –

Antur Ystradgynlais Enterprises Limited

Rhif y Cwmni/Company No: 7157972

Registered Office at: Ystrad Recycling, Old Remplo, Wind Road, Glanrhyd, Ystradgynlais, Swansea Valley, Powys, SA9 1AF

Tel/Ffon: 01639 845475 / 849192

**Public Opening Times: Monday to Friday 8.30am-4.30pm
& Saturday 9am-12 noon**

Antur Ystradgynlais Enterprises Limited –

- Incorporated 15 Feb 2010. Company number 7157972 and registered at the main Volunteer Centre address. The company was set up as a not for profit limited company and social enterprise, allowing the YVC to take on a lease for one large site to house all project and recycling activity, and offer more space overall.
- With 2 directors and a company secretary to start with, this has allowed the YVC to take on the former Remplo factory in Wind Road, Glanrhyd.
- A 30 year lease on this site was purchased at Dec 2014 for £1.00.

Management Committee & Staff Members 2014-2015

Trustee Chairperson: Geoff Ready
Trustee Vice Chair/Treasurer: Glyn Davies
Minutes Secretary: Lynne Ryan
Trustee Members: Euryl Thomas (resigned Apr15)
Tony Lewis
Dean Roberts

Co-opted Member: *No Voting Rights* Charlotte Jones

For Information and Consultation:

Town Council Rep: Aneurin Davies
Independent Observer: Communities First Cluster Manager
County Council Rep: Councillor Huw Williams

YVC STAFF: (to 31/3/15)

Caroline Bull	- Centre Manager
Elizabeth Davies	- Volunteer/Client Coordinator
Zoe Sztuba	- Admin Officer
Simon Busby	- Recycling Projects Mgr
Peter Jenkins	- Driver (left 13/2/15)
Jamie Phibben	- General Recycler (left 30/1/15)
Simon Roberts	- Driver (left 1/5/15)
Colin Boulton	- Workshop Coordinator (left 2/1/15)
Gwilym Howells	- Timber & Tools Refurbisher
Kevin Davies	- Timber & Tools Refurbisher
Leanne Davies	- Recycling Receptionist
5 Jobs Growth Wales placements as Timber/Tools Refurbishers	

Antur Ystrad Directors 2014/15: Stephen Hopkins
Charlotte Jones @ 28/2/15

Company Secretary: Caroline Bull

Report by the Chair Person: Here we are again, annual report time. Primarily I would like to thank Caroline, Simon, and all the staff and volunteers connected with YVC for their considerable efforts again this year. Without them the project would not be viable. We are all continuing to move the YVC forward in small steps as we try to become a much more professional and business-like organisation. We are constantly trying to improve our position in the marketplace and are seeing improvements with every change we make.

The past 12 months have not been without challenges but we are continuing to move forward and improving our business. We are still continuing to expand our client base and partnerships significantly, which will enable us to provide a more sustainable and secure future for the organisation, its staff, and all the volunteers. This, I feel, is of paramount importance, as we have found it increasingly more difficult to secure grant funding.

We are still progressing with our application to become a C.I.O and are optimistic that this will be achieved shortly. This will make the company easier to administer and will comply with standards set for organisations such as ours.

Finally, I would like to thank you all for your continued support

Geoff Ready

Manager's Review:

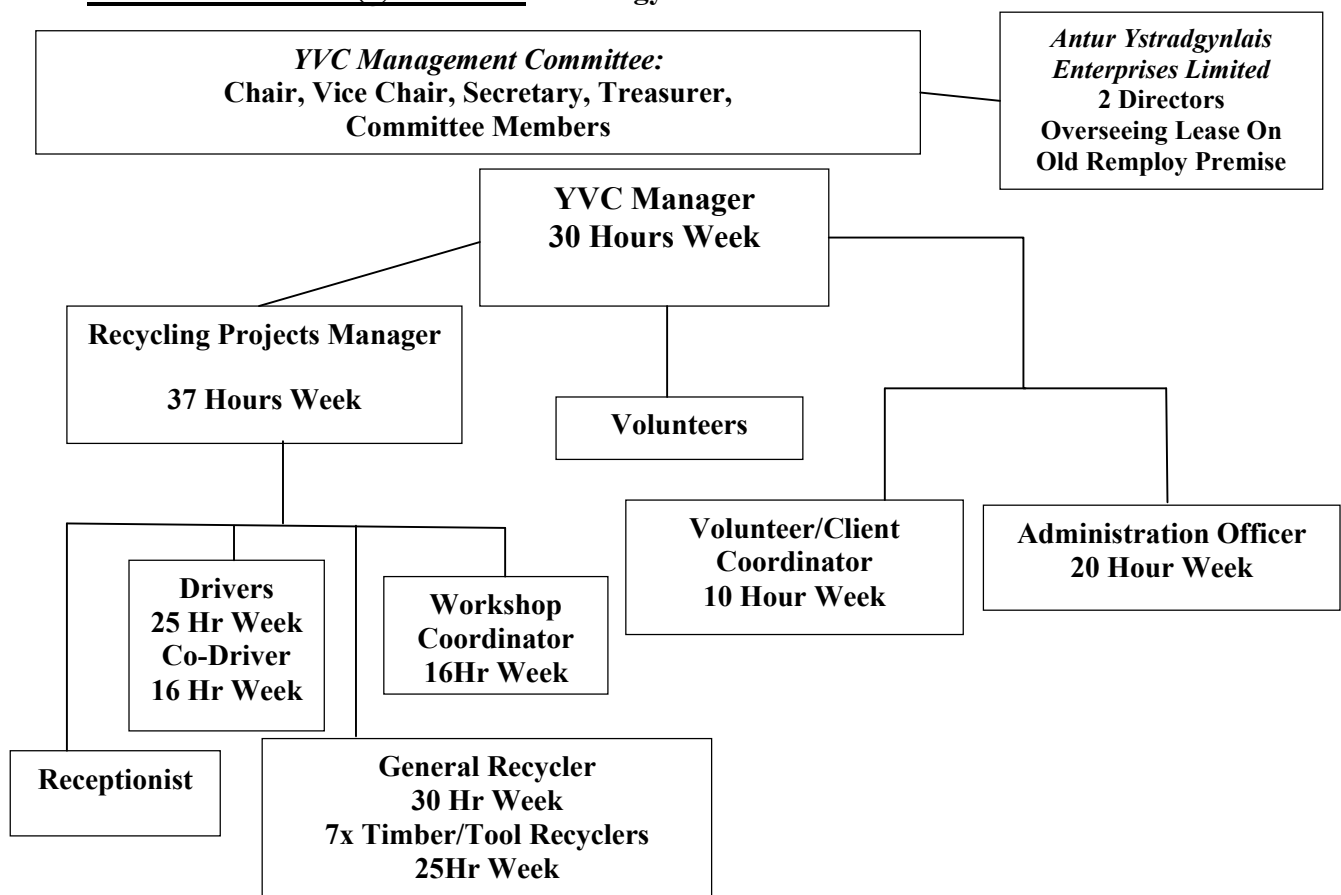
We had a fun year with lots of inclusive activity around our 30th celebrations, encouraging lots of community involvement; but financial and governance concerns have also proved it to be a difficult year. For the first time we have limped to the financial year end on a wing and a prayer as a few of our ongoing funding streams came to an end at the same time. Many thanks to Environment Wales who have now assisted us through seven years of recycling funding, and they also finish as an organisation in Sept15.

My thanks as usual to all the family, friends, volunteers and staff who have helped to keep us active, ongoing and still fundraising at YVC. They have helped me focus and continue when times get tough.

We were hoping to have an early AGM this year to enable the CIO to kick in but unfortunately this hasn't happened but it will.

Caroline Bull, Centre Manager (and Company Secretary of Antur Ystrad)

Structure Chart @ 31/3/15: Ystradgynlais Volunteer Centre



The Ystradgynlais Volunteer Centre 515094 is an independent registered charity and an unincorporated association. *A new CIO (Community Interest Organisation) number 1160733 was accepted by the Charity Commissioners in the same name on 3/3/15 to replace the unincorporated YVC in the near future.*

First registered in March 1984 and celebrating our 30th Year in 2014 the YVC enjoyed various activities and events throughout the year within the community.

The Trustees of the Management Board meet regularly with the Manager(s) to review projects and activities, and to discuss anything necessary for the forthcoming period. Decisions are made collectively here but the Manager can call on trustees for assistance at other times as necessary. Sub-Committee meetings are held by smaller groups as deemed useful by the Manager and trustees to deal with any specific issues or incidents as they arise. There are Sub committees for:

Buildings & Maintenance
Finance & Funding
Fundraising Activities & Events

Personnel & Policy
Recycling
IT & internet

In most cases, the Centre Manager has the authority to make payments, raise invoices, order equipment and stationery within reason, co-sign cheques to run projects, and organise promotional and fundraising activities and events, as well as recruit and support the volunteers who assist with all these. For larger amounts estimates are requested first, and a discussion can be made with trustees if deemed necessary.

The Aims and Objectives of the YVC are:

- To recruit, train, place and support volunteers in the local community, matching their skills to client's needs, providing meaningful volunteering opportunities in supportive environments so that volunteers can make a positive contribution.
- To promote volunteering opportunities, local activities and events.
- To provide a centre and facilities for community use and activity, bringing the community together and supporting a sense of belonging.
- To initiate and support new initiatives and enhance the health and wellbeing of the local community.
- To reduce waste and promote recycling/environment activity and awareness, and encourage reuse of products that would otherwise be disposed of through fly tipping.

Many of the necessary and most obvious policies and statements are in place from Health & Safety, Vulnerable Persons, Reserves, and Risk Assessment to Environmental, Grievance, Confidentiality and Data Protection. These are reviewed at least annually and we work with other volunteer bureaux and community supports within the Powys Network to assist in keeping these up to date and relevant.

We have a policy in place to help recognise risks to the ongoing business which is reviewed on an annual basis or whenever a significant risk arises. The latest

one was carried out in conjunction with our recent Business Planning session (with Philip McDonnell of PMD Swansea) in May13.

Over this last year we have brought the organisation into the 21st century by raising our profile and interacting online in various ways –

through the website at www.ystradgynlaisvc.org.uk and via our Facebook Profile.

We promote volunteering opportunities with the all-Wales volunteering website at www.volunteering-wales.net.

We also have our two EBay shops through Mission Fish (the charity part of EBay) to sell items and fundraise. One is set up for the YVC and one for the recycling project. Each is monitored and maintained by Staff and Volunteers.



Annual Report:- April 2014- March 2015

Funding for the YVC and it's Projects:

Between core, running and project costs, restricted and unreserved funding, the following have helped to support us (and are listed in no particular order):

WCVA > PAVO - Volunteering Fund
Powys Training Health Board
Powys County Council - Social Care

) **Joint Partnership**
) **Funding for Core**
) **Volunteer Work**

Project Grants:

Big Lottery Awards for All (promotions for 30 years)
Millennium Stadium Charitable Trust - IT development
3SC - Jobs Growth Wales – staff placements
Peoples Postcode Lottery – volunteering expansion
NIACE workshops
Ystradgynlais Town Council – volunteer expenses
Welsh Government ESG Remploy staff grant
DWP – capital grant - electric doors

Recycling Project specific:

Environment Wales – Management Development
Environment Wales – Training
Lloyds Foundation – Staffing
The Clothworkers Foundation – capital internal works
Brecon Beacons National Park Authority Sustainability Fund – staffing
Lloyds Bank Foundation – volunteering

Donations/Contributions: The YVC continues to support *Ystradgynlais Family History Group* by promoting and selling local photographic views on magnets, key rings and coasters for a donation. Several individuals have kindly made various donations to the YVC through the year in recognition of various assisted community services.

A Giftaid claim is also made annually. All donations made are listed as received and kept on file within the office. With training planned, it is hoped we can increase our GiftAid scheme as this is an area that can make so much more from a little donation with every 25p in the £1 tax free through HMRC.

We gratefully acknowledge and thank all the Trusts, Charitable Funders, clients and others who have given their support and had faith in us this year.



Community Inclusion -

The YVC staff and volunteers have assisted various local groups with good governance and tasks to assist their wellbeing. We have also offered portable appliance testing and processing of DBS checks. We have enabled volunteers to work with different groups to learn new skills, and some have then been able to move on to paid work from this.

We have been able to offer long term and ad hoc room hire to various active groups in the Ystradgynlais area. With spare room available upstairs at 16 Station Road, we have offered space to: Powys Youth Offending Team, NPT Credit Union, Remploy, Communities First, Powys Carers, After Adoption and Cartrefi Cymru as well as a few private individuals.

Some Working Partnerships/ Groups Supported/Members of:

PAVO; NPTCVS; SCVS;
Workways, Neath Port Talbot
Powys County Council
Remploy

Communities First
Job Centre Plus
Probation Service
Groundworks



Projects Update:

- Arts and Crafts
 - The 12th Art & Craft Event was very successful with over 200 people and 35+ stalls, with the help and support of many of our staff and volunteers
 - Various Courses and Workshops booked throughout the year included Pyrography, Upholstery and some sewing classes which have become ongoing sessions
 - Our own Craft Group was held on Monday evenings and Thursday mornings, and has progressed to Tuesday evenings in a local venue.
- ICT
 - Our Gadget Workshop held on Wednesday mornings is continuing – for discussion and assistance with how to use tablets, iPads, laptops and mobile phones.
 - The IT Suite is currently being hired for use by Remploy, Communities First and Job Centre Plus for Job Searches/Training. We have been able to offer basic starter courses and some laptop use classes for the community too.
- We have offered Work Experience Placements With –
Job Centre Plus / Groundworks NPT / A4E / Jobs Growth Wales
Millennium Volunteers Scheme for 16-24 year olds -
 - One new volunteer Lloyd Crawley has started his volunteering with us and will soon complete his 200 hour certificate.
- Website / Promotion & Publicity
 - www.ystradgynlaisvc.org.uk
 - Facebook Profile Page managed and monitored between staff & volunteers
 - an eBay account [ystradvc](#) is managed by staff & volunteers
 - Promotional Leaflets produced to a high standard and handed out to public and customers.
- ‘Scootabout’ Project and Disability Aids
 - We continue to hire our 4 wheel battery powered scooter on request locally.
 - We hire our 3 manual wheelchairs for day trips, hospital appointments or weekend/holiday use.
 - We assist clients with enquiries about scooter maintenance & purchase choices
 - The membership total was 74 overall at 31/3/15.
 - The YVC sells a mixture of Disability Aids including:
 - Folding Walking Sticks
 - Disability Badge Holders
 - RADAR Keys
 - Walking Stick Ferrules
 - Handled Cups
 - Zimmer Frames and Walkers
- Key Cutting and PAT Testing Service
 - We have trained volunteers to offer a key cutting service to the local community. We have themed template keys, (with Disney & other Cartoon

characters, national flags and some fluorescent colours) proving popular. This service is available Thursday and Friday 10am-1pm.

- We offer Portable Appliance Testing, through trained staff and volunteers, which allows us to PAT test many electrical items for either the general public (students at university) or for other local organisations as donations to resell. We also check our donations in for resale.
- These particular services are fairly sustainable, and have also been good for the local economy.
- Befriending Project
 - The YVC offers a local befriending service for older, disabled, disadvantaged or lonely individuals in need. With trained volunteers we assist several people who need that extra bit of support, for confidence independence and social inclusion.

Ystrad Recycling Project

Capital Update - The former Remploy building became ours (under the ownership of AYE Ltd) in Dec14 for the princely sum of £1 and an annual ground rent of £29. to the landowner trustees. We have been able to add a partition between workshop and showroom areas, upgrade the toilets and canteen areas, and add gas central heating to the top end of offices and display areas as the first parts of a scheme to repair and upgrade the site for the longer term. We really have to thank Remploy Ltd and also the Clothworkers Foundation for their support over this.

- We aim to continue to promote recycling by doing as much as we can to minimise the waste produced on a day to day basis, where possible with plastic, card, paper, and glass at both sites.
- We offer a community service where we collect and recycle:

Used spectacles	books	foreign coins
Postage stamps	clothes & textiles	ink cartridges & mobile phones
- Several of these are converted to cash to assist our own fundraising; although others are to generally assist others in need.
- All weights are recorded for monitoring and statistical purposes. Our service level agreement with *Powys County Council* enables us to claim monthly recycling credits at £35 per ton for reuse among Powys householders.
- We undertake Project Recycling for Tools, Timber and Furniture.
- The YVC holds a Waste Carriers Licence issued by the Environment Agency. Through our initiatives we aim to improve awareness of the benefits of recycling to the wider local community and offer some skill building training to those involved through the project itself.

- **Ystrad Tools**

- Through donations we are still on occasion able to assist and send sewing machines to TFSR Cymru in Crickhowell for refurbishment and shipment to Tanzania.
- We continue to receive many donations of tools to sort, clean, repair, rehandle, sharpen and refurbish for sale to help sustain our own costs.

The recycling project through the YVC are members of:

- *Tools For Self Reliance*, Netley Marsh, Southampton
- *TFSR Cymru*, based at Crickhowell - for local advice and support, and to pass donated sewing machines on for transportation to Tanzania.
- *Environment Wales*- who assist us with development and training and project grant funding, and with advice and guidance through project outcomes and expectations.
- **Wood Store**
 - Collects unwanted timber to save from landfill, clean and sort it, and make new and recycled items to sell.
 - From planters, garden furniture, bird boxes and tables, wheelbarrows and bespoke items
 - We have made trinket boxes, rabbit and chicken hutches & runs, trugs and shaped planters. We produce firewood from offcuts and kindling
 - Items are then resold into the community to help promote Recycling.
 - This year we have started making sawdust briquette pellets
- **Furniture store**
 - Collects unwanted furniture from Powys, Neath Port Talbot, Camarthenshire and Swansea areas.
 - Can do small repairs and simple refurbishments for customers.
 - Repairs, Recycles and Resells furniture within the local community
- The recycling project has worked with youngsters, adults with disabilities, the retired, working and unemployed, some probationers and young offenders.
- Our volunteers gain self-confidence and awareness, improve social skills and make new friends whilst in the workshops, and we have many varied volunteers who enjoy the mix of activities.
- Based at The Old Remploy Site, we are open between 8.30am - 4.30pm Monday-Friday and Saturday between 9am-12noon, telephone 01639 845475.
- We have taken responsibility for our employees/work placements and volunteers seriously, and over the last couple of years have had voluntary health checks and Health and Safety Awareness visits from - Careers Wales, A4E, M&WW Fire Brigade, and the HSE.
- We have taken note and learned from each visit to assist our future safety and awareness for all, although thankfully we haven't had any major issues.

Recycling Project Recorded Specifics 2014/15:

ITEMS in south Powys	REUSED in kgs POWYS Households		
Books	2316.2kg = 2.3 ton		
Textiles	1995 kgs = 1.9 ton		
Tools	1311 kg = 1.3 ton		
Timber	10424 kg = 10.4 ton		
Furniture	19675.5 kg = 19.6 ton	TOTALS	35,721.7 Kg = 35.7 Tonnes

Throughout this year 202 kgs of Mixed metal was also saved from landfill, and we recycled £120.75 worth of ink cartridges and mobile phones through Magpie.com.

This equates to a grand mixed total of almost **38 Tonnes** recycled by Powys householders through our project. A real achievement to all those involved and what a reduction in landfill too. We haven't recorded Neath Port Talbot or Swansea counties in the same way this year as we had no financial incentive to do so.



30 Years

2014 marked the 30th anniversary of the Ystradgynlais Volunteer Centre. It was a great achievement for the charity and we held several activities and events to include and thank the local community -

- 3 Themed Quiz evenings –held in different locations (Café Chameleon, Ystrad Rugby Club, and the Ynyscedwyn Arms)
- Recycling Event – at old Remploy which included some local home schooled youngsters who really enjoyed different recycling activity on the day
- Fun Day – held at St Cynogs Church Hall with children's activities and stalls with items for sale. With local organisations like Communities First, Family History, Ystrad Band, Beauty Queens and Headways, we also included local businesses selling items and products including Crafts
- Spiritualist Evening – what started off as a small event quickly became popular, and we had to rearrange room hire to the bigger room in Ystrad Welfare Hall. Tickets were sold in advance and on the night; and a successful evening was had by all
- Coach trip to Bristol Quilters Show for 46 craft mad people
- Christmas Craft Fayre – we held our annual event which was very well attended and included an anniversary prize draw

- We had promotional items made to celebrate the 30 years, and gave small items to many local businesses who have supported us over the years.

Ystradgynlais Volunteer Centre

- The Ystradgynlais Volunteer Centre is a member of:
 - WCVA – Wales Council for Voluntary Action
 - PAVO – Powys Association of Voluntary Organisations
 - SCVS – Swansea Council for Voluntary Services
 - NPTCVS – Neath Port Talbot CVS
 - Peninsula Business Services Ltd – legal helpline for employers
- The Volunteer Centre:
 - serves an approximate 5 mile radius around Ystradgynlais,
 - is based at the southernmost tip of Powys, our perimeter crosses the borders of Neath Port Talbot, Carmarthenshire and Swansea and we also creep into the edge of the Brecon Beacons National Parks area.
- Support to Others:
 - All local voluntary groups, clubs and workers are able to use our facilities, leave leaflets, and place posters in the window, etc.
 - We are happy to advertise information for other national, educational, charitable and voluntary organisations.
 - We also offer access to the internet, communicate by email with other bureaux and organisations in and around, as well as outside of Powys.
 - We also have a local slot in the Wales wide volunteering website at www.volunteering-wales.net where we post our volunteering opportunities.
- Networking:
 - The Powys Network of Bureaux and Community Support office continue to work together as a team to share experiences, policies, and standard procedures.
 - The Manager of the Centre also works with several other local groups where voluntary and community input is an important part of the remit, and where networking can further benefit the volunteers and the community.
 - Work in partnership with local organisations and charities.

Registered Volunteers:

- We gained 66 new volunteers throughout the year
- On 31/3/14 with 123 registered volunteers, it grew to 184 by 31/3/15
- These are not all constantly active and the figures regularly change.
- The figures below only account for the **66 volunteers** who have registered in this financial year.

Some Volunteers help at more than one activity

Volunteers have been active in some of YVC's own events and activities, including:

- Organised Sales
 - Annual Arts & Crafts Event
 - Office work
 - Tools, Furniture and Wood Store Project
 - Shopping, escorting, befriending for others, transport to hospital, etc.
 - I.T. Classes and Drop ins
 - Promotions and Activities
 - Reception & sales cover
 - Coffee Morning Helpers
- Other volunteers assist with other organisations – in shops, with office work, wildlife trust workdays, and fundraising for group activity.

<i>AGE</i>	<i>No.</i>	<i>Status</i>	<i>No.</i>	<i>Other -</i>	<i>No.</i>
<18 years old	7	Disabled	3	Welsh speaking	8
Aged 18-25	18	Employed	12	Needing extra Support	1
Aged 26-34	13	Unemployed	27	Non British	0
Aged 35-50	11	Non employed	7	Male	38
Aged 51-65	14	Students	11	Female	27
Aged 65>	3	Retired	6	<i>Total No. of New Volunteers in Year</i>	<i>66</i>
				<i>Total registered in year</i>	<i>140</i>

Volunteer Hour Referred By:	No.
Individuals	61.75
Council/Social Sces – Health Authority – Other Voluntary Organisations	80.75
Volunteer Centre	3485.45
Wood Store Volunteers	5816.5
Tool Store Volunteers	487.5
Furniture Project	491.25
Trustees time	244
Event cover/assist	916.5
<i>Total Volunteer Hours</i>	<i>11,583.75</i>

Over the course of this year, **140 volunteers** gave a total of **11,583.75 hours** to their local community. This equates to around **82.7 hours** volunteering time per registered volunteer in the Upper Swansea Valley area. At minimum wage **£6.50** this equates to a total of **£75,294.38** in monetary benefit to the local community through volunteering activity

Banking:

The Ystradgynlais Volunteer Centre holds more than one bank account locally although the financial statements include everything as one total. We have-

- Treasurer Account HSBC - Day to day use
- Business Money Manager HSBC - Holding for day to day use
- Community Account Lloyds - Fundraising & Reserves

- The reserves as held are being built on annually to account for any major repairs or maintenance that could arise, unexpected bills and for staff redundancy if the charity had to close.
- Although currently still being built up it is hoped we would hold enough of a fund to pay off debtors due for up to 3 months before any closure dates.

Thanks are offered to Lindsay and our accountants Messrs Harvey, Peters & Co, of Pontardawe, who have again worked with us to independently examine the accounts as attached.

PDF accounts pages x 4

