

Canolfan Wirfoddol
Ystradgynlais
Volunteer Centre

CHARITABLE INCORPORATED ORGANISATION

Reg. No: 1160733

**ADRODDIAD
BLYNYDDOL
ANNUAL REPORT**

2016-2017



YSTRADGYNLAIS VOLUNTEER CENTRE

Registered Office: Old Remploy, Wind Road, Glanrhyd,
Ystradgynlais, Swansea Valley, Powys, 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 10am-1pm**



Our Social Enterprise and Trading Arm –

Antur Ystradgynlais Enterprises Limited

Rhif y Cwmni/Company No: 7157972

Registered Office at: YVC, Old Remploy, Wind Road, Glanrhyd, Ystradgynlais,
Swansea Valley, Powys, SA9 1AF. Tel/Ffon: 01639 845475 / 849192

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 4 directors and a company secretary, this has enabled the YVC to take on the former Remploy factory in Wind Road, Glanrhyd under a 30 year lease, purchased Dec 2014 for £1.00 and an annual peppercorn rent.

A new charitable incorporated organisation (CIO) was registered with the Charity Commission on 3rd March 2015 as YSTRADGYNLAIS VOLUNTEER CENTRE number 1160733. It was recorded as taking over the unincorporated charity of the same name under the old number 515094, keeping our 32 year history of working with the community but improving our legal responsibility through using the same name.

The originating trustees named on the Constitution were:

Geoff Ready	D Glyn Davies	Lynne Ryan	who are remaining, and
Euryl Thomas	Tony Lewis	Dean Roberts	and Charlotte Jones

who resigned shortly after incorporation.

Management Committee & Staff Members 2016-2017 under the CIO

@ 11/7/16 handover

Trustee Chairperson:	Aneurin Davies	Trustee Members:	Geoff Ready
Trustee Vice Chair:	Jack Massey		Colin Boulton
Treasurer:	Glyn Davies		Gareth Smalllden
Minutes Secretary:	Sandra Sztuba		Jessica Roberts
			Lynne Ryan

For Information and Consultation:

<i>Town Council Rep:</i>	Leighton Evans
<i>County Council Rep:</i>	Councillor Huw Williams

YVC STAFF:	Caroline Bull	- Centre Manager
(@ 31/3/17)	Elizabeth Davies	- Volunteer/Client Coordinator
	Simon Busby	- Recycling Projects Mgr
	Leanne Davies	- Receptionist
	Leigh Martin	- Driver
	Paul Daniels	- Drivers Assistant (started Jan17)
	Josie Bailey	- Retail Assistant (Neath Project started Sept16)
	Kirsten Evans	-Retail Assistant (Neath Project Sept16-5/5/17)

Antur Ystrad Directors @ 28/2/17:

Stephen Hopkins	Jack Massey	<i>Company Secretary:</i> Caroline Bull
Charlotte Phillips	Simon Busby	

Manager's Review:

This last year has seen staff and volunteer changes, as well as a change of direction for funding possibilities and client needs, which have prompted us to consider how to sustain the future in new and different ways. Its always a challenge in the charitable sector and this seems unlikely to change. We have lost some of our original members, made new partnerships and met new people, so we still have ongoing requests and are needed in different ways.

This year we have hopefully assisted with making life a little easier for our new Syrian families as they have moved to Ystradgynlais and settled into a new way of life. We have helped with local orientation, transport to appointments, occasional paperwork, mentoring, and assisting with some basic furniture and clothes. Some of the men have also volunteered with us as a way of getting out and practising their English.

The Council (Nant Helen) grant has continued to assist us in running the recycling workshops and craft group locally. We have worked in a couple of outreach venues but continue to work best on Monday mornings within the Centre. From pyrography, recycled jewellery, patchwork and quilting, to beading, knitting, crochet and papercraft, we have encouraged reuse and recycling of unwanted items, and promoted reduction of waste to landfill.

The Neuro café is continuing to grow and provides a much needed support group locally.

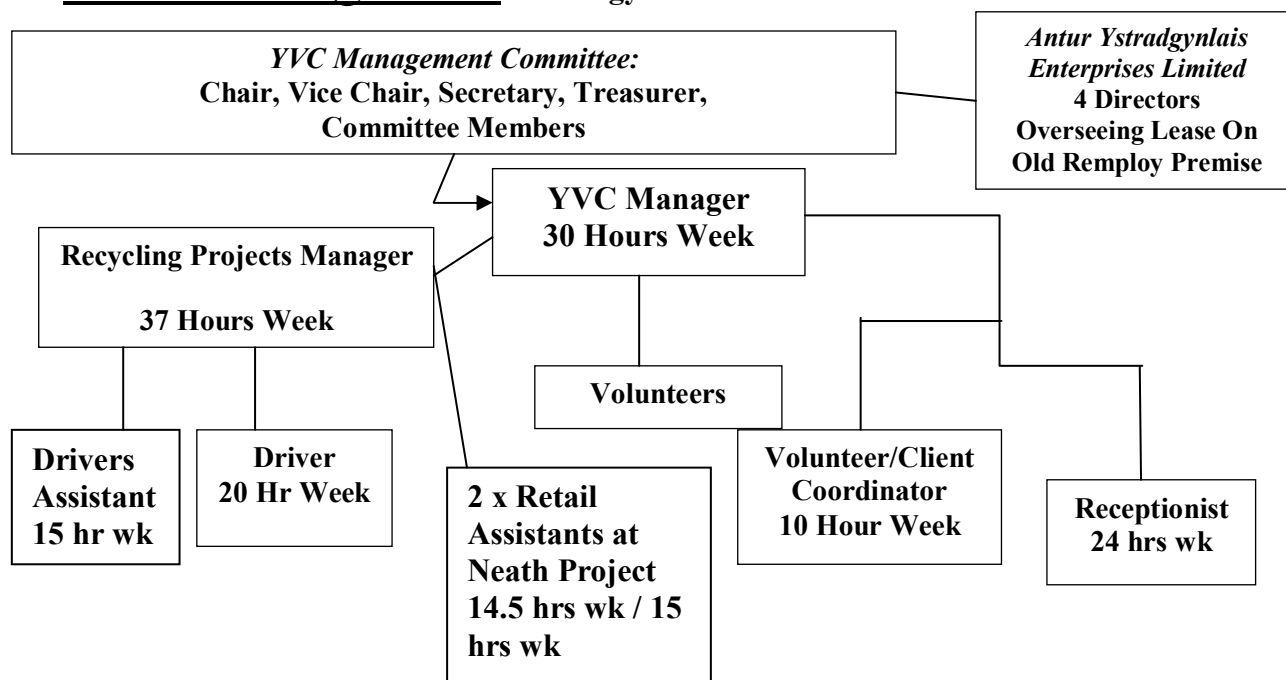
Due to trustee concerns over Health & Safety we have discontinued the PAT testing service, but continue with key cutting and sales of disability aids which assists with some sustainable income. September 2016 saw the opening of a new charity shop in Neath after considerable discussion. It is the first time we have piloted something completely new without funding support; it is

slowly improving and is a positive move towards further promotion of the charity, circulation of our current stock and another venue to promote and offer volunteering opportunities too. Our ebay shop has been well run and supported by a volunteer this year who has gained us almost £1000 in sales from items donated into the charity.

The Chairperson resigned in June 2017 as we were awaiting the end of year drafts for the AGM.

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

Structure Chart @ 31/3/17: Ystradgynlais Volunteer Centre:



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 currently Sub committees for:

- | | |
|---------------------------------|--------------------|
| Buildings & Maintenance | Personnel & Policy |
| Finance & Funding | Recycling |
| Fundraising Activities & Events | 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 over £1,000 estimates are requested first, and a discussion can be made with trustees if deemed necessary.

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.

The Aims and Objectives of the YVC are:

- To recruit, train, place and support volunteers within 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.

Annual Report:- April 2016- March 2017

Funding for the YVC and it's Projects: Between core, running and project costs, restricted and unreserved funding, the funders shown within the Financial sheets at the end of the report have helped to support us (and are listed in no particular order).

Donations/Contributions: Several individuals have kindly made various donations to the YVC through the year in recognition of various assisted community services.

A Giftaid claim is made annually. All donations made are listed as received and kept on file within the office. 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 through our site in Station Road and the space at the old Remploy site.

Some of Our Working Partners/Memberships:

PAVO;	NPTCVS;	SCVS;	Western Valleys Communities First
Job Centre Plus			Apple A Day
Powys County Council			Probation Service
Remploy Ltd			

Specific Projects Update:



- Crafting
 - The community has successfully taken on the annual crafts event and the craft group we started, who now meet independently on Tuesdays and Fridays.
 - PCC administer the Nant Helen 109 Fund and we have funding to raise awareness of and improve recycling through craft classes in and around the Ystradgynlais area
 - Monday mornings is now the Crafters Class and is running successfully, thanks to support through this PCC funding
- IT Suite
 - Our Gadgets Group continues to meet on Wednesday mornings – offering discussion and assistance with how to use tablets, iPads, laptops and mobile phones.
 - The IT Suite is continuing to be used by individuals, the Remploy, Communities First and Job Centre Plus for Job Searches/CV updates/Training.
- Work Experience - we have enabled and offered placements through referral with – Job Centre Plus / Groundworks NPT / A4E /Apple A Day
- We initiated and continue to support a Headway South Powys Neuro Café – the first in Powys – with Health Board and Headway support. The group meets on the 1st & 3rd Wednesday 2-4pm offering mutual support, games, a cuppa and conversation for anyone within the local area suffering, surviving and/or caring for someone with a neurological condition. Members include those with MS, stroke, head injury, tumour, and we have 22+ members. Volunteers assist with refreshments.
- We have been supporting the six new Syrian refugee families to settle into our community way of life. We have offered them furniture, clothing & childrens toys, assisted with transport to appointments and general friendly and conversational support. Some of the men have been volunteering their time to assist our recycling project too.
- Millennium Volunteer Scheme for 16-24 year olds – one volunteer has completed her 200 hour certificate and two new members have joined this year.
- Website / Promotion & Publicity is managed and monitored between staff & volunteers
 - Our website is www.ystradgynlaisvc.org.uk
 - We have a Facebook Profile Page
 - an eBay account [ystradv](#)
 - We promote volunteering opportunities with the all-Wales volunteering website at www.volunteering-wales.net .



- 'Scootabout' Project and Disability Aids
 - We continue to hire our manual wheelchairs for day trips, hospital appointments or weekend/holiday use.

- We assist clients with general enquiries about disability aids and purchase choices. The YVC sells a mixture of Disability Aids and also returns marked equipment to the originating company when donated in.
- Key Cutting and PAT Testing Service
 - We continue to train volunteers and offer a key cutting service to the local community.
 - The Portable Appliance Testing service by trained volunteers has been suspended this year outside our own facilities. 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.
 - We continue to assist with volunteer travel to appointments and must thank the volunteer drivers who are increasingly being asked to assist with this.

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 a small annual ground rent is payable to the landowning trustees.

- 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, tins, card, paper, cables, 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 around 15 sewing machines to TFSR Cymru in Crickhowell for refurbishment and shipment to Tanzania.

- We continue to receive donations of tools to sort, clean, repair, rehandle, sharpen and refurbish for sale locally to help sustain our own costs.
- **Wood Store**
 - We collect unwanted timber to save from landfill, clean and sort it, make new and recycled items to sell - planters, garden furniture, and occasionally other bespoke items
 - We produce firewood from offcuts and kindling and have purchased a kindling machine enabling us to streamline the process, as well as making sawdust briquette pellets
 - Items are then resold into the community to help promote Recycling.
- **Furniture store**
 - We collect unwanted furniture from Powys, Neath Port Talbot, Carmarthenshire and Swansea areas, we can do small repairs and simple refurbishments. We Repair, Recycle, Refurbish and Resell 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 10-1pm, 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.

Throughout the last few years we have saved an average mixed total of around **36 Tonnes annually** we have personally recycled with Powys householders through our project. A real achievement to all those involved and what a reduction in landfill too. We don't record Neath Port Talbot or Swansea counties in the same way as we have no financial incentive to do so.



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
- 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 posters, 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 (PCSN) 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.

Registered Volunteers:

- We gained 74 new volunteers throughout the year 2016-17 consistent with the previous year. These are not all constantly active and the figures regularly change.

Some Volunteers help at more than one activity

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

- Organised Sales
- Arts & Crafts tasters/activity
- Office work
- Tools, Furniture and Wood Store Project
- Shopping, escorting, befriending for others, transport to hospital, etc.
- I.T. Classes and Drop ins
- Promotions, Events/Activities
- Reception & sales cover
- Sorting bric a brac/furniture

- 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	4	Welsh speaking	2
Aged 18-25	10	Employed	6	Needing extra Support	2
Aged 26-34	15	Unemployed	41	Non British	
Aged 35-50	17	Non employed	4	Male	38
Aged 51-65	20	Students	11	Female	36
Aged 65>	5	Retired	11	<i>Total No. of New Volunteers in Year</i>	<i>74</i>

Volunteer Hour Referred By:	No.
Volunteer Centre	2871.5
Wood Store Volunteers	6229.5
Tool Store Volunteers	790.25
Furniture Project	640.25
Trustees time	532.5
Event Activity/assist	144
Neath	1148.5
<i>Total Volunteer Hours</i>	<i>12356.5</i>

Over the course of this 2016-17 year, **85 volunteers** gave a total of **12,356.5 hours** to their local community. This equates to around **145.3 hours** volunteering time per registered volunteer in the Upper Swansea Valley area. At minimum wage **£7.50** this equates to a minimum total of **£92,673.75** 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. Some changes have been made in the last year because of the change to the charity, we have had use of -

Treasurer Account HSBC	-	Day to day use – <i>now closed</i>
Business Money Manager HSBC	-	Holding account – <i>now closed</i>
Community Account Lloyds	-	Fundraising & Reserves
Barclays Community Account	-	Holding for day to day use

- 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 or as part of an exit strategy if needed.

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. *At July 2017 the name was changed to Messrs Fergusons & Peters.*

PDF accounts pages x 4

