

Canolfan Wirfoddol
Ystradgynlais
Volunteer Centre

ADRODDIAD
BLYNYDDOL
2013-2014
ANNUAL REPORT



Elusen Gofrestredig Rhif/
Registered Charity Number:
515094



**Ystradgynlais
Volunteer Centre
16 Station Road,
Ystradgynlais,
Powys, SA9 1NT**

**Canolfan Wirfoddol
Ystradgynlais,
16 Heol Gorsaf,
Ystradgynlais,
Powys, SA9 1NT**

Tel/Ffon: 01639 849192 / Fax/Ffacs: 01639 849192

Email/ Eboost: ystradgynlais@btconnect.com

Website: www.ystradgynlaisvc.org.uk

Public Opening Times: Monday to Friday 9am-3pm

Our Social Enterprise and Trading Arm –

**Antur Ystradgynlais Enterprises Limited
Based at: Old Remploy, Wind Road, Glanrhyd,
Ystradgynlais, Swansea Valley,
Powys, SA9 1AF**

Rhif y Cwmni/Company No: 7157972

Incorporated 15 Feb 2010

Registered Office at:

Ystradgynlais Volunteer Centre

16 Station Road, Ystradgynlais, Powys, SA9 1NT

Ystrad Recycling Tel/Ffon: 01639 845475

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

Antur Ystradgynlais Enterprises Limited –

- Incorporated 15 Feb 2010. Company number 7157972 and registered to 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 site to house all recycling activity, and give us more space.
- With 2 directors and a company secretary to start with, this has allowed the YVC to take on the former Remploy factory in Wind Road, Glanrhyd.
- We are currently in the process of taking on the site for a 30 years lease.

Management Committee & Staff Members 2013-2014

Trustee Chairperson:	Geoff Ready
Trustee Vice Chairs:	Stephen Hopkins
Treasurer:	Glyn Davies
Minutes Secretary:	Lynne Ryan
Trustee Members:	Euryl Thomas Tim Barrell Charlotte Jones Tony Lewis Jack Massey Dean Roberts
Independent Members:	Karen Bayliss (Community)
<i>No Voting Rights</i>	Adele Evans (Community Schools)
Honorary Member:	Margaret Thomas
County Council Rep:	Councillor Susan McNicholas / Huw Williams
Town Council Rep:	Aneurin Davies

For Information and Consultation:

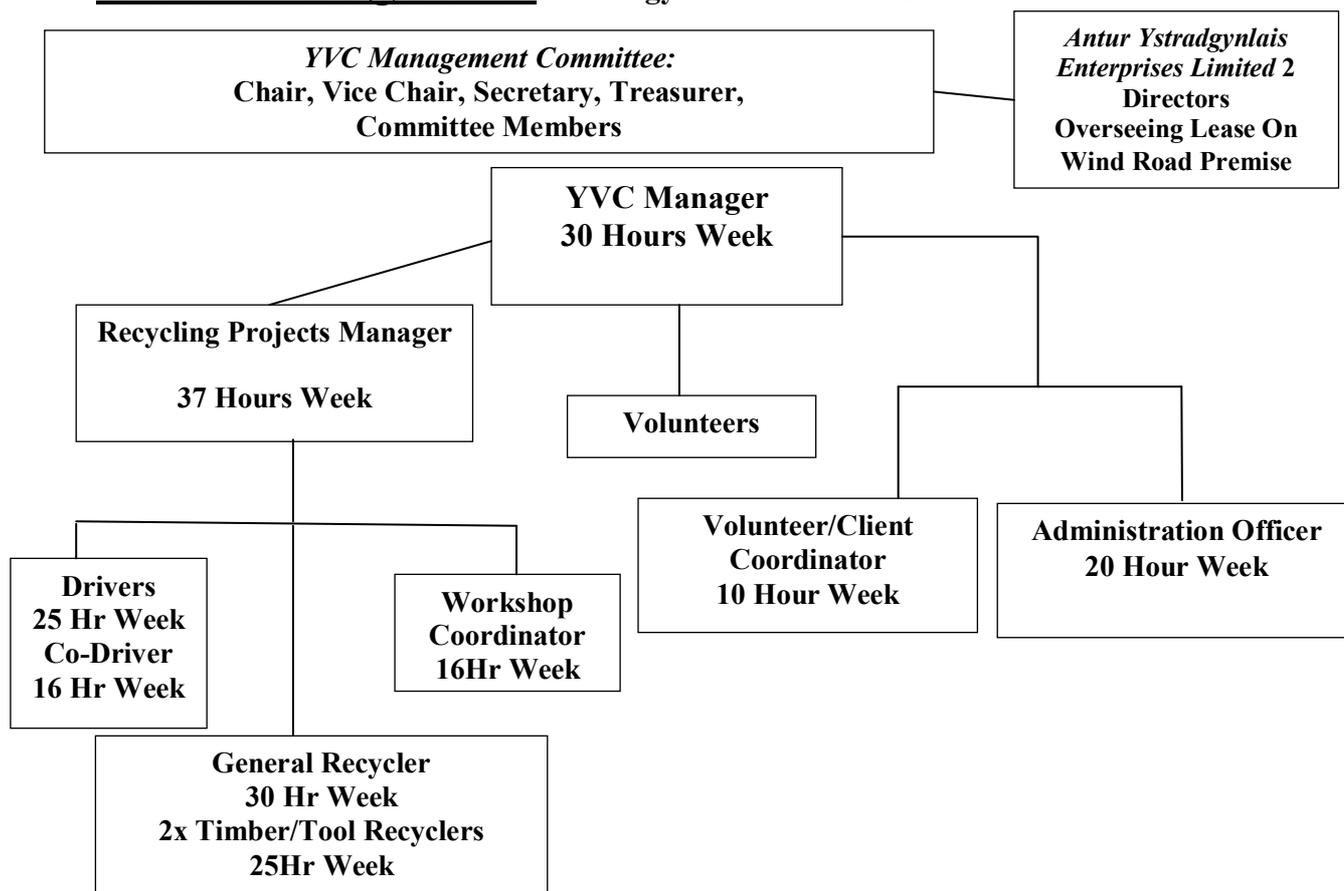
<i>County Council:</i>	PCC Social Care Sces, Llandrindod Wells
<i>Local Social Services:</i>	Adult Care Sces, Hendreladis, Ystradgynlais

YVC STAFF:	Caroline Bull	- Centre Manager
	Elizabeth Davies	- Coordinating Healthcare Officer / Volunteer Client Coordinator
	Zoe Sztuba	- Administration Officer
	Simon Busby	- Recycling Projects Mgr
	Peter Jenkins	- Driver
	Jamie Phibben	- General Recycler
	Simon Roberts	- Driver
	Gwilym Howells	- Timber & Tools Refurbisher
	Kevin Davies	- Timber & Tools Refurbisher

Antur Ystrad Directors: (2013-14)
Stephen Hopkins
Charlotte Jones

Company Secretary:
Caroline Bull

Structure Chart @ 31/3/13: Ystradgynlais Volunteer Centre



The Ystradgynlais Volunteer Centre is an independent registered charity and an unincorporated association with hopes to become a CIO.

First registered, with the Charity Commissioners, in March 1984 and in 2014 has started to celebrate our 30th Year.

The Trustees of the Management Board meet regularly with the Manager(s) to review the 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 / Antur
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 of 12 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 interacting with the local community and other charitable organisations 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.

We have a community presence at www.ystradgynlais.biz and [.info](http://www.ystradgynlais.info) for local business.



Report by the Chair Person:

When I was reminded by Caroline that I would, once again, need to produce a report for this year's AGM, I thought that I would acquaint myself with last year's report. After reading through it I was pleasantly reminded that very little has changed and I have therefore, pretty much repeated everything as it was last year apart from the sad news earlier this year of the passing of one of our most committed supporters, Mrs. Margaret Thomas. Her loss will be felt by many people not only in our locality but also much further afield and I would like to again offer our most sincere condolences to her family.

Primarily I would like to thank Caroline and all the staff and volunteers connected with YVC for their considerable efforts again this year. Without them none of the considerable progress would have been achieved.

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 and over all our income is increasing steadily. Major changes this year have been in our premises in Station Road with the removal of the downstairs office which has greatly increased the floor space of the shop and opened up the admin area which has had a marked effect on all that are involved.

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 heard recently of Volunteer Centres in other parts of the county having to close, and funding opportunities becoming increasingly difficult to secure.

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.

We are also very close to signing the lease for the Remploy factory in Glanrhyd, which will enable us to secure the future of the recycling and furniture projects for the future.

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

Geoff Ready

Manager's Review:

Its been a busy year that seems to have passed quickly, and really I just want to reiterate what the Chair's report says.

We have upgraded and changed around this year within both sites, hopefully for the better, and I think it has encouraged visitors, staff and volunteers alike. The open plan downstairs seems to have opened us up, its brighter, more accessible and looks a larger area for sales and display. The upstairs training room has since been well used all year by organisations and individuals for ad hoc room hire, different workshops and courses. The outback is now more of a storage facility giving us more of a sorting, cleaning and pricing area. Working with the Probation team have helped us redecorate at both sites and undertake maintenance and repairs.

We have partnered with 3SC Cymru and planned work programmes with youth; and through a successful partnership arrangement with the Welsh Assembly and Remploy we have taken on two valuable staff from the former Remploy site in Baglan for the foreseeable future.

I would like to thank and give my appreciation to all my staff who have worked hard to maintain our commitment to the local community through our projects, and also to the valuable volunteers who work with us to sustain our aims and objectives locally. Its harder to find new and innovative ideas to enable extra funding, but we can survive if all of us hold on together as a team; and we are still getting there in the longer term, even if it feels slower and harder to reach our goals - we have achieved a lot in our 30 years together and I am very proud of all the outcomes to date.

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

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 hope to increase this to use with items providing an income as some other charity shops do.

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.



Annual Report:- April 2013- March 2014

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) Joint Partnership
Powys Training Health Board) Funding for Core
Powys County Council - Social Care) Volunteer Work

Project Grants:

PAVO
Garfield Weston – General Funding
Monmouthshire Building Society- IT
Ernest Cook Trust – Workshop

Recycling Project specific:

Environment Wales - Management Development Grant
Environment Wales – Training Grant
Lloyds Foundation – Staffing
Co-Operative Community Fund – Briquette Machine
PCC – CESF – Briquette Machine

Highlights -

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

<u>Portable Appliance Testing</u> Checks (by trained volunteers):	
Beulah Chapel	Brecon Scouts
Ty Croeso Shop	Going Going Gone Action
Brecon Volunteer Bureau	Morgan Entertainment (Bullart)
Brecon Advice Centre	Powys Carers
Community Car Scheme	Siop Val
The Mission Shop	Swansea Valley Bible Church
Communities First Ystradgynlais	Ystrad Wood Turners Club

Room Hire: We have been able to offer long term and ad hoc room hire to various active groups in the Ystradgynlais area. With spare rooms upstairs available for rent, we have offered space to: Powys Youth Offending Team, Brecon & District Credit Union, Remploy, DIY Futures, Communities First, Powys Carers, After Adoption and Cartrefi Cymru.

EVENTS INVOLVED WITH -	
Cefn Coed Colliery – steam fair	Caledonian Market Brecon
Health & Wellbeing Event	Care & Repair Event
Craig y Nos Country Park	3 days Libanus Mountain Centre BBNPA
11 th Annual Christmas Arts & Crafts Event	Ystradfelle Show
PAVO Funding Surgery	

Some Working Partnerships/ Groups Supported/Members of:

TFSR Cymru & Nationally
 Brecon & District Credit Union
 Communities First
 DIY Futures
 Powys County Council
 Community Garden Project
 Penrhos Youth Centre
 WCVA
 Remploy

PAVO; NPTCVS; SCVS;
 Powys Carers
 Workways, Neath Port Talbot
 Job Centre Plus
 Dyfodol Powys Futures
 DOVE Centre
 National Community Wood Recycling
 Probation Service



Projects Update:

- Arts and Crafts
 - The 11th Art & Craft Event was very successful with over 200 people and 35+ stalls, raising around £350, with the help and support of many of our staff and volunteers
 - Various Courses and Workshops Booked throughout the year including Rag Rugging and Pyrography
 - Craft Groups Held on Mondays at The Den between 5pm-7pm as well as Thursday 10am-2pm at YVC.
- ICT
 - Gadget Workshop held on Wednesday at YVC 10am -12pm to discuss and show clients how to use tablets, IPads, laptops and mobile phones.
 - IT Suite is currently being hired out by Remploy and Job Centre Plus for Job Searches and Training.

- Work Experience and Youth Volunteering Placements Working With –
 - Powys Training,
 - Maesydderwen School,
 - Job Centre.
 - Millennium Volunteers - 16-24 year old volunteers :
 - 3 new have joined this Year
 - Antonia and Mathew have achieved 200 Hours of Volunteering
 - Charlotte has achieved 50 and 100 Hours of Volunteering
 - The Powys Awards Scheme (PAWS) - 14-16 year olds
 - Duke of Edinburgh Award,
 - Cwmtawe School
 - Work Ways
- Website Development/Publicity
 - www.ystradgynlaisvc.org.uk developed and updated by Volunteer Jon Davies
 - Facebook Profile and Page managed and monitored by 2 Staff Members
 - 2 eBay accounts (YVC & Recycling) Managed By Staff Members and Volunteers
 - Promotional Leaflets Produced to a high standard and handed out to public and customers.
- ‘Scootabout’ Project and Disability Aids
 - Hire Out our 4 Wheel Battery Powered Scooter on request locally.
 - Hire Out our 3 Manual Wheelchairs for Day Trips or Weekend/Holiday Use.
 - Assist clients with enquiries about scooter maintenance and purchase choices
 - A total of 74 members have joined overall.
 - The YVC Sells a mixture of Disability Aids Including:
 - Folding Walking Sticks
 - RADAR Keys
 - Handled Cups
 - Disability Badge Holders
 - Walking Stick Ferrules
 - Zimmer Frames and Walkers
- Key Cutting and PAT Testing Service
 - We have trained volunteers who offer a key cutting service to the local community, our themed template keys, with Disney & other Cartoon characters on them, national flags and some fluorescent colours are proving popular. This service is located at the back of the YVC 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.
 - 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 and lonely individuals in need. With trained volunteers who support several people who need that bit extra for confidence independence and social inclusion.

Ystrad Recycling Project

- 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,
 - Foreign Coins
 - Postage Stamps,
 - Ink cartridges and Mobile phones
 - Books
 - Batteries,
 - Clothes and Textiles
 - 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 also undertake Project Recycling for Tools, Timber and Furniture.
 - The YVC also 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 able to 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, and refurbish for sale and we use a Sand blasting machine, bought with EW funding.
- 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 all our 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 and kindling,
 - Items are then resold into the community to help promote Recycling.

- This year we have started making pellets from sawdust.
- **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 To 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 Building, Wind Road, Glanrhyd, Ystradgynlais SA9 1AF. Open 9am - 4.30pm Monday- Friday and Saturday between 9am-12pm, 01639 845475.
- We have taken responsibility for our employees/work placements and volunteers seriously, and over the year have had voluntary health checks and Health and Safety Awareness visits from - Careers Wales, A4E, Tydfil Training, 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 didn't have any major issues.

<u>Annual Training Opportunities:</u> For Volunteers and Staff			
COSHH Training	4	Competent Use Of Machinery	
Risk Assessments	4	Pat Testing	5
Health and Safety	5	First Aid	2
Manuel Handling	6	Fire Warden	2
Banding Workshop	5		

Recycling Project Recorded Specifics:

Tonnage through donations in & recycled at Ystrad Recycling: 2013-2014

ITEMS in south Powys	REUSED in kgs POWYS Households	Other Counties (For Information Only)	
		NPT	Swansea
Books	736.0	0	0
Sewing machines	1014	0	0
Tools	1185	251	24
Timber	964	2783	1997
Furniture	2879	10057.5	1408
TOTALS	45693.5 Kg = 45.6Tonnes	16520.5 Kgs = 16.5 Tonnes	

Throughout this year 1 Ton of Metal was saved from the landfill and sent to be scrap

This equates to a grand mixed total of almost **63 Tonnes** recycled by householders through our project. A real achievement to all those involved and what a reduction in landfill too.



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 Centre:
 - The Volunteer Centre serves an approximate 5 mile radius around Ystradgynlais,
 - 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 have continued 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.
 - Working in partnership with local organisations and charities.

Registered Volunteers:

- We gained a number of new volunteers throughout the year
- On 31/3/13 with __ registered volunteers. It grew to by 31/3/14
- These are not all active and the figure constantly changes.
- The figures below only account for the __ *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, and transport to hospital, etc
 - It 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	13	Disabled	9	Welsh speaking	15
Aged 18-25	17	Employed	8	Needing extra Support	0
Aged 26-34	15	Unemployed	27	Non British	6
Aged 35-50	12	Non employed	6	Male	56
Aged 51-65	17	Students	20	Female	21
Aged 65>	3	Retired	7	<i>Total No. of New Volunteers in Year</i>	<i>77</i>

Volunteer Hour Referred By:	No.	Referred To
Individuals		
Council/Social Sces		
Health Authority		
Voluntary Organisations		
Volunteer Centre	3454.6	
Wood Store Volunteers	8280	
Tool Store Volunteers	164.25	
Furniture Project	745.5	
Trustees time	296	
Event cover/assist	798.93	
<i>Total Volunteer Hours</i>		

Over the course of this year, **100 volunteers** gave a total of **13590.53 hours** to their local community. This equates to around **136 hours** volunteering time per registered volunteer in the Upper Swansea Valley area. At minimum wage **£6.19** this equates to a total of **£84,125.38** 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 TSB	-	Fundraising Only
Barclays Community Account	-	Recycling Specific

- The reserves, as held and being built on annually, are to account for any major repairs or maintenance that could arise and for redundancy costs for staff 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.



Accounts pdf X3