COMMUNITY DESIGN FOR GWENT LTD

(A Company limited by guarantee - registered number 1915604)

Charity Registration Number - 518264

TRUSTEES ANNUAL REPORT

AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2007

Broomfield & Alexander Limited Chartered Accountants & Registered A Waters Lane Chambers Waters Lane **NEWPORT NP20 1LA**



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COMMUNITY DESIGN FOR GWENT LTD

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2007

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COMMUNITY DESIGN FOR GWENT LTD

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2007

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

The members of the committee David Hedges

Jenny Render Neil Wallace John Carter John Palmer Alf Ropke Tom Chaloner

Company secretary Jenny Render

Registered office Pill Box Hall

Church Street Newport South Wales NP20 2BY

Auditors Broomfield & Alexander Ltd

Chartered Accountants & Registered Auditors

Waters Lane Chambers

Waters Lane NEWPORT NP20 1LA

Bankers National Westminster Bank Plc

High Street Newport South Wales

The trustees, who are also Directors for the purposes of the Companies Act, present their report and the financial statements of the Charity for the year ended 31 March 2007

LEGAL STATUS

The Company is a registered charity, registration number 518264, and is also a company registered under the Companies Act, registration number 1915604. The Charity is a Company limited by guarantee. Its governing document is its Memorandum and Articles of Association. The Trustees, who are also directors of the Company, are responsible for the administration of the Company, are appointed by the members at the Annual General Meeting. The trustees are responsible for the running of the Charity but delegate the administration work to the Chief Executive Susan Barlow, Assistant Director Helen Elliot and staff. The Charity does not rely on the services of volunteers.

The trustees do not receive any remuneration for their work in the Charity

OBJECTIVES

The Charity's main objective is to advance education to improve the physical environment in the area formerly known as Gwent and elsewhere, on behalf of the public, by the provision of advice and assistance to voluntary groups in the development of community amenities and recreation facilitates. There are no material changes in these objectives this year.

MISSION STATEMENT

Community Design for Gwent aims to improve the quality of life through design through the provision of professional design services, building the capacity of communities, consultation, training and research

ORGANISATIONAL STRUCTURE

A Board of Trustees of seven voluntary members, who meet four times a year, administer the Charity The following sub-groups advise the Charity Finance Committee and Personnel Committee The Finance Committee meet eight times per year (this includes full Committee meetings), the Personnel Committee meet as and when required Health and Safety matters are dealt with at a Chief Executive level, as is Risk Management Issues are forwarded to the Finance Committee who also oversees both Health & Safety and Risk Management

The Trustees appoint a Chief Executive Officer to take overall responsibility for the management of the Charity by providing professional leadership through the development of strategic plans agreed with the Management Committee and delivered by effective working relationships with the staff team. The team comprises the following senior staff

Director Sue Barlow BSc BArch

Assistant Director Helen Elliott

Architect Mike Greewood BSc BArch RIBA Plus two project officers and administrative support

The Charity does not rely on the services of volunteers

SUBSIDIARY COMPANY

The subsidiary company is CDG Consultancy Services Limited — The Charity owns the shareholding in the subsidiary company and the majority of the directors of the subsidiary are also trustees of the Charity — The company has ceased to trade and is in the process of being struck off

RECRUITMENT AND APPOINTMENT OF TRUSTEES

Trustees can be nominated by company members for appointment at the AGM, although it is more likely that people with suitable qualifications and experience will be approached by another the member of the Board. This usually happens when somebody leaves, or when the need for particular skills is identified. From time to time CDG advertises for new members in the local press and voluntary sector networks.

INDUCTION AND TRAINING OF TRUSTEES

Induction of new Charity Trustees entails an initial meeting with the Chief Executive followed by meeting the staff They are issued with a copy of the Memorandum & Articles of Association, latest copy of the Accounts and Business Plan. They are given an overview of the Charity, information leaflets, management structure, list of trustees together with contact details, dates of board meetings, sub-group meetings and annual general meeting.

From time to time, Trustee training sessions are arranged when particular needs are identified – for example, the need for Directors and Officers Liability Insurance was explored, also a workshop on the role and responsibilities of Trustees. Joint project tours with staff are sometimes held, as well as joint organisational reviews.

RISK MANAGEMENT

The Board of Trustees has considered the major strategic business and operational risks to which the Charity might be exposed. The five basic steps to managing risk are establishing a risk policy, identifying risks and controls, assessing risks, establishing mitigating actions, and monitoring and reporting risk.

The major risk facing the trustees is the continuation of adequate funding and fee income, and potential claims of negligence against the Charity. To mitigate these risks the trustees are working closely with the local authorities and other bodies to maintain important partnership arrangements, and have adequate insurance policies in place, including Professional Indemnity Insurance.

OBJECTIVES AND ACTIVITIES

The Charity's main objective is to advance education to improve the physical environment in the area formerly known as Gwent and elsewhere, on behalf of the public, by the provision of advice and assistance to voluntary groups in the development of community amenities and recreation facilitates

The Charity provides a specialist multi-professional team to carry out a wide range of technical support to community and voluntary sector projects in England and Wales. The Charity currently carries out projects across Wales.

PURPOSE

To enhance the quality of life of people in disadvantaged communities through design

The Charity aims to meet this objective by

- providing quality professional design services to groups or organisations who would otherwise not have access to these services
- provide expert technical support to groups and organisations operating in disadvantaged areas
- provide an advisory service
- education and support to groups wishing to develop community amenities and recreational facilities

MAIN OBJECTIVES FOR THE YEAR

- to provide a grant aided service in Newport, Torfaen and Blaenau Gwent
- to develop and promote our design and consultancy services throughout Wales, thus ensuring the stability and growth of a team of staff, experienced enough to deliver these services and contribute to our financial stability
- to carry out a research project on good practice in community design in Wales

STRATEGIES FOR ACHIEVING THE OBJECTIVES

- secure funding from Newport CC, BGCBC and Torfaen CBC
- · work closely with local associations of voluntary organisations
- promote grant–aided services
- develop a Wales wide marketing strategy to promote our other services more widely
- · develop new partners and consolidate work with existing ones
- · secure funding to publish research results

REVIEW OF PERFORMANCE OVER THE YEAR

GRANT-AIDED SERVICE

- Funding was secured at anticipated levels, from Newport, Torfaen and Blaenau Gwent. In order to
 continue assisting groups in the poorest parts of Wales, we look to secure funding from sympathetic
 partners and local authorities. We have 3 service level agreements in place which allow us to deliver
 design services to community groups in Newport, Blaenau Gwent and Torfaen which are free at the
 point of delivery. Grant aided services were successfully delivered, although more work needs to be
 done to remind groups of our existence.
- Working relationships with local voluntary organisations were maintained, and new ones developed in several communities first areas

WALES WIDE DESIGN AND CONSULTANCY SERVICES

- The Wales wide marketing was delivered, mainly though through Network Wales (WCV's magazine), however the web site has only been partially revamped due to pressure of work in Graphics. It is hoped to complete this in the next financial year.
- Continued promotion of our work ensures wide take-up of our services throughout Wales, but this is an
 ongoing objective as we seek to increase the size and expertise of the team. Throughout 2006-07 we
 worked with communities in Pembrokeshire, Carmarthenshire and Caerphilly as well as Gwent based
 communities.

PARTNERSHIP AGREEMENT

Work continues with our new major Partner, Seren, and is developing well, however it seems unlikely
that others will be found to support us in the same way. This continues to allow the organisations to
develop a working relationship which hopefully will ensure long term work from them.

PROMOTION OF COMMUNITY DESIGN

- · Carrying out the research project has raised the awareness of CDG's existence
- A Treasurer's training pack has been developed with a view to rolling it out across Wales
- CDG ran a feature in the Western Mail plus it regularly promotes itself through the local and national papers as well as voluntary sector publications

REVIEW OF DEVELOPMENTS, ACTIVITES AND ACHIEVEMENTS

The results for the year and the Charity's financial position at the end of the year are shown in the attached financial statements

During this year Community Design for Gwent has continued to provide a grant aided service to organisations eligible under the agreements with Newport City Council, Torfaen County Borough Council and Blaenau Gwent County Borough Council The trustees hope to extend the partnership agreements in the forthcoming year in order to support future growth

FINANCIAL REVIEW

The Charity made a deficit, on unrestricted funds for the year of £(872) (2006 surplus £10,212) The restricted funds have a balance of £NIL at the year end. The level of unrestricted funds carried forward is £27,092 (2006 £27,964), this equals approximately two months operating costs. However, the level of available reserves is after excluding amounts invested in fixed assets was £23,821 (2006 £24,683).

RISKS POLICY

The major risk facing the trustees is the continuation of adequate funding and adequate insurance levels against any claim of negligence against the Charity. To mitigate these risks the trustees are working closely with the local authorities, and have adequate insurance policies in place. Also, the trustees are actively negotiating possible partnership agreements with local bodies to increase the levels of income.

RESERVES POLICY

The trustees are working towards a level of unrestricted funds equal to six months operating costs. This level of reserves is the minimum required to give the trustees adequate time if necessary to find new sources of funds. The trustees also recognise the need for reserves to meet any statutory redundancy costs in the event of the charity being wound up. They have estimated these costs to be £41,000 and are now working towards achieving this level.

RESULTS

The results for the year, and the Charity's financial position at the end of the year, are shown in the attached financial statements

THE TRUSTEES

The trustees who served the Charity during the period were as follows

David Hedges Jenny Render Neil Wallace John Carter John Palmer Alf Ropke Tom Chaloner

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity at the end of the year and of the incoming and outgoing resources for the year then ended

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue its activities

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statement comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234Za of the Companies Act 1985) of which the company's auditors are unaware, and they have taken all the steps thy ought to have taken as Trustees in order to make themselves aware of the relevant audit information and to establish that the Charity's auditors are aware of that information

AUDITORS

A resolution to appoint Broomfield & Alexander Ltd as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with Section 385 of the Companies Act 1985

Signed by order of the trustees

JENNY RENDER
Company Secretary

Approved by the trustees on 14 VANUACY 2008

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF COMMUNITY DESIGN FOR GWENT LTD

We have audited the financial statements for the year ended 31st March 2007 which comprise of the Statement of Financial Activities, the Profit and Loss Account, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters which we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of Trustees and auditors

The directors also act as trustees for the charitable activities of Community Design for Gwent Limited The Trustees' responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with Section 235 of the Companies Act 1985 and for not other purpose. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the Charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the Charity is not disclosed

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the Charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the Charity's risk management and control procedures

We read other information contained in the Trustees Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information, beyond that referred to in this paragraph.

Basis of audit opinion

We conducted our audit in accordance with International Standard on Auditing (UK and Ireland)issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF COMMUNITY DESIGN FOR GWENT LTD (Continued)

Opinion

In our opinion the financial statements,

 give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of charitable company's affairs as at 31st March 2007 and of their incoming resources and application of resources for the year then ended, and

have been properly prepared in accordance with the Companies Act 1985

In our opinion the information given in the report of the trustees is consistent with the financial statements

Broom few & Alexander Limited

Chartered Accountants & Registered Auditors

Waters Lane Chambers

Waters Lane

Newport

South Wales

NP20 1LA

Date (4/1/08

COMMUNITY DESIGN FOR GWENT LTD Statement of Financial Activities For the year ended 31st March 2007

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2007	Total Funds 2006
Incoming resources from generated funds		£	£	£	£
Voluntary income Gift Aid from subsidiary undertaking Grants	2	-	- 36,371	36,371	1,300 37,200
Activities for generating funds					
Fees and reimbursements Interest receivable	2 3	152,963 339	<u>-</u>	152,963 339	157,750 386
Total incoming resources		153,302	36,371	189,673	196,636
Resources expended					
Chantable activities Governance costs	4	152,291 1,883	37,821 -	190,112 1,883	183,103 1,871
Total resources expended		154,174	37,821	191,995	184,974
Net movement in funds		(872)	(1,450)	(2,322)	11,662
Balances brought forward		27,964	1,450	29,414	17,752
Balances carned forward		27,092		27,092	29,414

The chanty has no recognised gains or losses other than the results for the year as set out above

All of the activities of the Charity are classed as continuing

COMMUNITY DESIGN FOR GWENT LTD Balance Sheet at 31st March 2007

	Note	2007 £	2007 £	2006 £
Fixed Assets		~	~	_
Tangible assets	8		3,271	3,281
Current Assets Debtors Cash at bank and in hand	9	36,901 10,674 47,575		59,059 ————————————————————————————————————
Creditors Amounts falling due within one year	10	(11,754)		(16,926)
Net Current Assets			35,821	42,133_
Total Assets less Current Liabilities			39,092	37,414
Creditors Amounts falling due after more than one year			(12,000)	(16,000)
Net Assets		:	27.092	<u>29.414</u>
Funds Restricted Unrestricted	12 12		27,092	1,450 27,964
Total Funds		:	27,092	29,414

These financial statements were approved by the members of the committee on 14" JANUARY 2008 and are signed on their behalf by

Signed on behalf of the Board of Trustees

Approved by the Board on

14 HANUARY 2007 2008

1. Accounting Policies

Basis of Accounts Preparation

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Companies Act 1985

Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

10% / 33% Straight Line

Assets costing less than £100 are not capitalised

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease

Grants receivable

Revenue grants are credited to the income and expenditure account in the year to which they relate Capital grants are credited to a restricted fund and released to the income and expenditure account over the life of the related fixed asset in line with the depreciation charge

Fee income

Fee income is invoiced as various stages throughout the contract. Any work done but not invoiced is brought in as work in progress.

Expenditure

Expenditure is apportioned between direct charitable activities and support costs of the charity in accordance with individual transaction, and apportioned between restricted and unrestricted funds on an actual basis

Pension costs

The charity operates a defined contribution pension scheme for employees the assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

Restricted funds

The Charity holds restricted funds which have to be used for specific projects and to cover specific expenditure

1 Accounting Policies (Continued)

Charitable Activities

This includes all expenditure directly related to the aims of the charity so as to advance education and to improve the physical environment in the area formerly known as Gwent and elsewhere, on behalf of the public, by the provision of advice and assistance to voluntary groups in the development of community amenities and recreation facilitates

Governance Costs

These costs include the costs of external audit, legal advice for trustees and costs associated with constitutional and statutory requirements

Liabilities

The expenditure shown in the accounts is based upon the date the liability becomes due, note the date of payment

2. Grants and Fees Receivable

2.	Grants and 1 ces Necelvable	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
	Grants Fee and Reimbursements	152,963	36,371 -	36,371 152,963	37,200 157,750
		152,963	36,371	189,334	194,950
3	Interest Receivable	l locacioneta d	Dantmatad	Tatal	Tatal
		Unrestricted Funds	Restricted Funds	Total 2007	Total 2006
		£	£	£	£
	Bank interest receivable	339	-	339	386

_	-	
4.	Resources	expended

4.	Resources expended				
		Charitable		Total	Total
		Activities	Governance	2007	2006
		£	£	£	£
	Costs directly allocated to activities				
	Staff Costs	69,363	_	69,363	69,582
	Course and workshop fees	257	-	257	136
	Rent, rates and insurance	4,146	-	4,146	5,220
	Light and Heat	1,927	_	1,927	1,515
	Postage, publications and telephone	7,566	_	7,566	7,065
	Project and European costs	22,173	-	22,173	16,920
		105,432		105,432	100,438
		100,432	_	103,432	100,430
	Support costs allocated to activities				
	Staff Costs	73,612	-	73,612	73,844
	Repairs, maintenance and leasing	4,899	•	4,899	4,681
	Bank charges and sundry	1,689	•	1,689	3,047
	Depreciation	1,100	-	1,100	1,093
	Accountancy Fees	· -	697	697	685
	Audit Fees	-	1,186	1,186	1,186
	Customs & Excise interest and charges	3,380		3,380	
		84,680	1,883	86,563	84,536
		190,112	1,883	<u>191,995</u>	184,974
5	Total resources expended				
	The aggregate payroll costs were				
			2007	2006	
			£	£	
	Gross Wages	12	22,887	123,566	
	Social Security		11,853	11,817	
	Pension		4,460	4,383	
	Travel costs		3,775	3,660	
		 14	42,975	143,426	

There was no one employee who received in excess of £60,000 during the year

The trustees of the Charity did not receive any remuneration or expenses for their services during the year

Particulars of employees

The average number of staff employed by the Charity during the financial year amounted to

	2007	2006
Production staff	4	4
Administrative staff	2	2
	_	_
	6	6
	=	=

6 Tangible Fixed Assets

		Computers, Equipment & Office Furniture £		Total £
	Cost At 1 st April 2006	27,442 1090_	; 	27,442 1090
	At 31 st March 2007	28,532	:	28,532
	Accumulated Depreciation At 1 st April 2006 Charge for the year At 31 st March 2007	24,161 1,100 25,261		24,161 1,100 25,261
	Net Book Value At 31 st March 2007 At 31 st March 2006	3,271	-	3,271 3,281
7.	Debtors		2007 £	2006 £
	Trade debtors Prepayments		36,489 412 36,901	58,647 412 59,059
8.	Creditors Amounts falling due v Bank overdraft VAT	vithin one year	2007 £. - 4,874	2006 £ 86 4,805
	Accruals and deferred income Newport City Council		2,880 4,000 11,754	8,035 4,000 16,926
9.	Creditors Amounts falling due at	fter more than one year	2007 £	2006 £
	Newport City Council		12,000	16,000
		Page 12		

10 Commitments under Operating Leases

At 31 March 2007 the Charity had annual commitments under non-cancellable operating leases as set out below

	Assets other than land and buildings		
	2007 £	2006 £	
Operating leases which expire:			
Within 1 year Within 2 to 5 years	1,370	1,370	
After more than 5 years	-	-	
	1,370	1,370	

11. Restricted Funds

	Balance at 31 March 2006 £	Incoming £	Movement in resources: Outgoing & Transfers £	Balance at 31 March 2007 £
Local Authority		27,000	27,000	-
Awards for All	1,450	-	1,450	-
WAG	-	9,371	9,371	-
	1 <u>,450</u>	36,371	37,821	

Local authority grants are provided to the Charity to enable it to carry out its activities. There is no specified expenditure that this has to be set against. The Charity uses this funding to cover salary costs

12 Analysis of net assets in unrestricted funds

Unrestricted	Tangible fixed Assets £ 3,271	Other net Assets £ 23,821	Total £ 27,092
	3,271	23,821	27,092

13. Related Party transaction

Community Design for Gwent Ltd had a subsidiary, CDG Consultancy Limited At the year-end, CDG Consultancy Ltd owed Community Design for Gwent £NIL (2006 £NIL)

The income for the subsidiary company for the year ended 31 March 2007 amounted to £NIL (2006 £NIL) and expenditure for the year amounted to £NIL (2006 £1,083) The net assets of the company at 31 March 2007 amounted to £8 (2006 £19)

CDG Consultancy Limited has been struck off post year-end

14. Company Limited by Guarantee

The Charity has no share capital being a company limited by guarantee