



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 20<sup>th</sup> July 2019 Period start date to 31<sup>st</sup> May 2020  
Period end date

**Charity name:** Medway African and Caribbean Association

**Charity registration number:** 1179545

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance any charitable purpose for the benefit of the inhabitants of Kent and Medway, in particular, but not exclusively, persons of the African-Caribbean community, in particular advancing education and/or assisting in the provision of facilities for recreation and other leisure-time activities in the interests of social welfare with the object of improving the condition of life for said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activities carried out during the year include the following: <ol style="list-style-type: none"><li>1. Weekly senior citizens project and activities</li><li>2. Windrush project This included a mini exhibition and workshop activities</li><li>3. The annual young Black Achievers awards</li><li>4. Kent Police engagement</li><li>5. Work with schools</li><li>6. Partnership working</li><li>7. Regular guest on BBC radio Kent, ITV Meridian and BBC South East Today</li></ol>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of MACA can confirm that we had had due regard to the guidance issued by the Charity Commission on public benefit. We further confirm that all the activities undertaken are for public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A MACA does not make any grants
Policy on social investment including program related investment	Para 1.38	N/A MACA does not make any social investments.
Contribution made by volunteers	Para 1.38	Volunteers make up a substantial contribution to the work of MACA. All of the trustees are volunteers, and all take part in the work of the charity. This includes: <ul style="list-style-type: none"><li>• Applying for funding for the charity</li><li>• Organising events and activities for the public</li><li>• Attendance at partnership meetings</li><li>• Volunteers also plan and facilitate the weekly senior citizens group.</li></ul>
Other		

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>2019-2020 has been an extremely busy year for MACA. We have continued to grow and make an impact across the region, in spite of the size of the charity. Our achievements for the year include the following:</p> <p><b>1. Weekly senior citizens project and activities</b></p> <p>The weekly senior citizens group. The group has continued to grow and attracts between 25-30 people each week. We have had regular visits from our local CLO Bob Mahay The group has had talks from colleagues in health, students, and held a lovely Christmas meal. Since the outbreak of Covid 19, the group has had to cease its weekly meetings since March 2019.</p>

		<p>MACA were keen to find a way to support those who were self-isolating and at risk of Covid 19.</p> <p>We applied for and were successful in receiving funding from the Martin Lewis Coronavirus emergency fund.</p> <p>We received a grant of £12,500, which enabled us to engage the services of Westcoast Kent CIC based at Olby's Café from Margate to provide culturally based meals and hampers to those most in need.</p> <p>We delivered over 1200 meals and hampers in the 3 months that the project ran for.</p> <p>In addition to the meals, we recruited volunteers who offered befriending calls to check on the health and well-being of our senior citizens and those in need.</p> <p><b>2. Windrush project This included a mini exhibition and workshop activities</b></p> <p>Summer 2019: We worked in partnership with Medway Council Arts team to apply for funding from the Church Urban fund to celebrate the Windrush generation. We were awarded a total of £7,500 which was used to host a 3-week exhibition with a collection of oral histories. We held an activity day as well as host a number of community activities.</p> <p>We were honoured to host a talk with Martin Forde QC on the Windrush scandal. These activities helped to raise awareness of the contribution of the Windrush generation in Kent as well as highlight some of the injustice suffered.</p> <p>The exhibition was featured on BBC South East today as well as ITV Meridian, BBC Radio Kent and Kent Messenger.</p> <p><b>3. The annual young Black Achievers awards</b></p> <p>Last October saw us host our 14<sup>th</sup> annual Young Black achievers' awards. We presented over 20 awards to young people and those in the community who have championed diversity. We were honoured to have chart topper Lukas Setto perform as our headline last year as well as some amazingly talented young people</p>
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		<p><b>4. Kent Police engagement</b></p> <p>MACA attends the Medway IPAG meetings as well as holds regular meetings with Kent Police.</p> <p>Last September we partnered with the University of Kent and St Margaret's Church, Rainham to host a conference on Knife crime. We held workshops for teachers and parents.</p> <p>The conference was well attended, and it is hoped to run a follow up conference, as this continues to be a growing area of concern.</p> <p>MACA continues to address issues relating to disproportionality of Black Police officers as well as issues related to stop and search.</p> <p><b>5. Work with schools</b></p> <p>MACA has continued its work with Rochester Grammar School for girls. Our work last year included working with the choir on the BBC Celebrity Antiques roadshow, where the young people performed with Sheila Fergusson.</p> <p>Working with schools will continue to be a priority area for MACA as we are keen to ensure that diversity is reflected all year round in the curriculum and not just in Black history month</p> <p><b>6. Partnership working</b></p> <p>Over the past year and certainly since the murder of George Floyd in May of 2020, we have noticed a significant increase in our relationships with existing and new partners.</p> <p>Building on the work of the Black History and Windrush projects, we have been holding discussions with a number of organisations to establish a cultural, education, heritage, arts and community partnership.</p> <p>This is not to replace the Medway Cultural partnership; this will be focussing on how we can work across Kent and Medway to explore how organisations and communities can engage in culture all year round and as part of their core business.</p> <p>During the pandemic we increased our partnership working with Public Health as well as Faith groups and other voluntary organisations, were we worked together to support those who were most in need</p>
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		<p><b>7. MACA in the news</b></p> <p>MACA continues to be a regular guest on BBC radio Kent, ITV Meridian and Kent Messenger.</p> <p>In July last year the Chairperson took part in filming for the BBC celebrity antiques roadshow, featuring Sheila Fergusson.</p> <p>We included local research volunteers as well as the choir from Rochester Grammar School for Girls.</p> <p>We are regular guests on Dominic King's radio show on BBC radio Kent with a focus on the arts.</p> <p>When the Home from Home project was featured in the news, we were able to raise an additional £2,000 from donations.</p> <p><b>8. Website rebranding</b></p> <p>In February this year we launched our rebranded website.</p> <p>We wanted to create a fresh new look that would engage more people.</p> <p>We have a Facebook page with over 700 followers an increase of 100 from last year</p> <p>We have nearly 1800 followers on across our Twitter accounts, an increase of over 70 from last year.</p> <p>We also have an Instagram account.</p> <p>We recognise we need to increase our social media presence this year, we rely on our volunteer trustees to help maintain our media presence.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>We set the following objectives last year of which most of them have been achieved</p> <p><b>Recruit a coordinator;</b> MACA has been able to retain the services of Yassmin Foster to coordinate our Windrush activities. This was achieved as a result of securing funding in February 2020.</p> <p><b>Increase our fundraising activity:</b> We have been successful in receiving funding for a number of projects, to enable us to deliver key activities during the year.</p> <p>These funds include</p> <ul style="list-style-type: none"> <li>• The Church Urban Fund Windrush grant</li> </ul>
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		<ul style="list-style-type: none"> <li>• Theatre 31, Icon Theatre and the Arts Council for a Hip Hopera, to tell the story of the Windrush generation</li> <li>• Martin Lewis Coronavirus Emergency Fund</li> <li>• The University of Kent</li> <li>• Kent Police</li> <li>• We are now receiving regular donations from the public</li> </ul> <p>We also receive in kind funding from</p> <ul style="list-style-type: none"> <li>• Mid Kent College</li> <li>• The Chatham Historic Dockyard</li> <li>• Medway Council Arts team</li> </ul> <p>We have managed to recruit a small number of volunteers, who have assisted with our Home from Home project and help to organise our annual awards.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>MACA like many charities has been hit quite hard by Covid 19.</p> <p>One of our objectives was to develop a long-term sustainability plan to secure MACA's future and ability to meet its objectives.</p> <p>As highlighted above we have been able to secure some short term funding to enable us to continue our activities to meet our objectives.</p>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Balance carried forward Closing balance</b> £2,974 <b>Income</b> £19, 663 <b>Expenditure</b> £12,856.00 <b>Closing balance</b> £9,781.00
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	MACA does not have a policy on reserves as yet.
Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	The funds we have are all allocated to projects that are ongoing.
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Our current on costs are negligible as we have no assets or day to day running costs, outside of marketing and promotion which are included and funded in our project costs and regular donations. As part of our business planning, we are seeking to develop a sustainability plan, which will include this.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of the funds received during the year derived from the following sources Grants: this constituted over 80% of the income The remaining income was from donations, senior citizens subscriptions and income from events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	MACA needs to develop a long term sustainability plan to explore other sources of income other than grants if we are to continue. Whilst we have been successful in securing funding for specific projects, we recognise that a growth area is to secure funding for the day to day operation of the charity.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Individuals who wish to be a trustee need to submit a written application, the form of which is available on the MACA website.</p> <p>Applicants are then interviewed by existing trustee members which include the Chairperson, a board member, a representative of the senior citizens and young people's group.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Safeguarding policy</p> <p>GDPR policy</p> <p>Privacy policy</p> <p>Trustee recruitment pack</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>MACA has a board of trustees who are all volunteers.</p> <p>We engage staff on a self employed basis when we receive funding for specific projects.</p> <p>Our strategic partners include: Medway Council, Chatham Historic Dockyard Trust, Mid Kent College, The University of Kent, The University of the Creative Arts, Theatre 31, Kent County Council, Medway CVS, Public Health Medway, Kent Police</p>
Relationship with any related parties	Para 1.51	<b>None</b>
Other		



## Reference and Administrative details

Charity name	Medway African and Caribbean Association
Other name the charity uses	MACA
Registered charity number	1179545
Charity's principal address	CO The Sunlight Development Trust 105 Richmond Rd Gillingham Kent ME7 1LX

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carol Stewart	Chairperson	2018-2020	MACA trustees
2	Patricia Gayle	Vice Chairperson	2018-2020	MACA trustees
3	David Murray	Treasurer	2018-2020	MACA trustees
4	Amanda Halpin	Trustee	2018-2020	MACA trustees
5	Wendell Henry	Trustee	2018-2020	MACA trustees
6	Patricia Cooper	Trustee	2018-2020	MACA trustees
10				

## Corporate trustees – names of the directors at the date the report was approved

Director name		
NA		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

### Additional information (optional)

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

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA

## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b> <b>Full name(s)</b> <b>Position (eg Secretary, Chair, etc)</b>	Carol Stewart	P Gayle
	Carol Stewart	Trish Gayle
	Chairperson	Vice Chairperson
<b>Date</b>	30/9/2020	



## Receipts and payments account

For the period from	01/04/2019	To	
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
Grants	18,483		-
Funds for Senior Citizens	-	1,180	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total (Gross income for AR)</b>	18,483	1,180	-
<b>A2 Asset and investment sales, (see table).</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total receipts</b>	18,483	1,180	-
<b>A3 Payments</b>			
Operational costs	11,676		-
Support to Senior Citizens	-	1,180	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b>	11,676	1,180	-
<b>A4 Asset and investment purchases, (see table)</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total payments</b>	11,676	1,180	-
<b>Net of receipts/(payments)</b>	6,807	-	-
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-

<b><i>Cash funds this year end</i></b>	<b>6,807</b>	<b>-</b>	<b>-</b>
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## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £
<b>B1 Cash funds</b>	Cash in hand at 31/319	2,974
	Cash at 1/04/20	6,807
		-
	<b>Total cash funds</b>	<b>9,781</b>
	(agree balances with receipts and payments account(s))	Agreement Error
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>
	None	-
		-
		-
		-
		-
		-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>
	None	0
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>
	None	0
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>
	None	
	CCXX R3 accounts (SS)	29/10/2020

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



Signature

Print N


Carol St

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unts	
31/03/2020	



Total funds	Last year
to the nearest £	to the nearest £

18,483	38,153
1,180	3,379
-	-
-	-
-	-
-	-
-	-
-	-
19,663	41,532

-	-
-	-
-	-

19,663	41,532
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11,676	40,350
1,180	3,379
-	-
-	-
-	-
-	-
-	-
-	-
-	-
12,856	43,729

-	-
-	-
-	-

12,856	43,729
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6,807	- 2,197
-	-
-	-



6,807	-	2,197
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**Restricted funds**

**Endowment funds**

to nearest £

to nearest £

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OK

**Restricted funds**

**Endowment funds**

to nearest £

to nearest £

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Cost (optional)

Current value  
(optional)

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Cost (optional)

Current value  
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Amount due  
(optional)

When due  
(optional)

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ame	Date of approval
ewart	29/10/2020