



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day 1	Month 1	Year 2020		Day 31	Month 12	Year 2020
From				To			

Section A Reference and administration details

Charity name	Pontypool Churches & Friends Christian Bookshop
Other names charity is known by	None
Registered charity number (if any)	1162433
Charity's principal address	23 Commercial St, Pontypool Torfaen
Postcode	NP4 6JQ

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	Jayne Harris	Bookshop Manager		
2	Alwyn Stevens			
3	Paul Bufton	Secretary		
4	Susan Davies	Treasurer		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation Trust.
Trustee selection methods (eg. appointed by, elected by)	Elected by trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the Christian religion by promoting the good news of the gospel of Jesus Christ in the town of Pontypool by producing and/or distributing literature on the Christian faith to enlighten others about the Christian religion.

The provision and sale of literature, compact discs and DVD's that provide information on the Christian faith. This information has a two-fold purpose; the first is a means of educating and teaching non-Christians about the tenets of the Christian faith and secondly, to provide further instruction and education to believing Christians.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The achievements for the year 1 January 2020 to 31 December 2020 are as follows;

- 1) January – March ; 49 books sold, 103 other items; total 152.
- 2) April – June : 3 books sold, 7 other items sold; total 10
- 3) July – September: 110 books sold; other items sold 131; total 141
- 4) October - December; books sold 53; other items sold 151; total 204.

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Section E Financial review

Brief statement of the charity's policy on reserves

The financial reserves kept by the Christian Bookshop are enough to keep the charity functioning for at least six months in cases of financial difficulty.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Paul Bufton	
Secretary	

11 March 2021