



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
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	Philip Harris			
3	Paul Bufton	Secretary		
4	Susan Davies	Treasurer		
5	Alwyn Stevens			
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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.

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 financial year was changed in 2016 to a 44 week year from March to December. The financial year will resume with a 52 week year from January 2017 to December 2017.

The achievements for the year 1 March 2016 to 31 December 2016 are as follows;

- 1) March – May ; 80 books sold, 315 other items; total 395.
- 2) June – August : 49 books sold, 237 other items sold; total 286
- 3) September – November: 90 books sold; other items sold 369; total 459
- 4) December only; books sold 56; other items sold 350; total 406.

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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	