



## Trustees Annual Report

01/06/2020 to 31/05/2021

### Section A: Reference and administration details

<b>Charity name</b>	Space4U Cardiff
<b>Other names charity is known by</b>	None
<b>Registered charity number</b>	1158327
<b>Charity's principal address</b>	Trinity Centre Four Elms Road Cardiff CF24 1LE

### Names of the charity trustees who manage the charity

<b>Trustee name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Body entitled to appoint trustees</b>
Sam Parker	Chair		Appointed by Trustees
Sian Best			Appointed by Trustees
Sister Ruth O'Neill		From 10th July 2020	Appointed by Trustees
Jenny McDowell		To 10th July 2020	Appointed by Trustees
Lynne Thomas		From 19 April 2021	Appointed by Trustees

**Names of the trustees for the charity, if any, for example, any custodian trustees:** None

**Names and addresses of advisers:** None

**Name of chief executive or names of senior staff members:** None – Space4U is run by volunteers

## Section B: Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection method	Trustees are appointed by the current trustees
Additional governance issues	<p><u>Day-to-day provision</u></p> <p>The day-to-day management of the organisation is carried out by a small group of Lead Volunteers, which includes two of the trustees. The day-to-day provision of services is carried out by a wider team of volunteers.</p> <p><u>Relationships with related parties</u></p> <p>In agreement with Space4U Cardiff, one of our sessions is run by volunteers from Student Action for Refugees (STAR) which is a society affiliated to STAR National, a registered charity (no. 1079042) and is a company limited by guarantee.</p>

## Section C: Objectives and activities

Summary of the objects of the charity set out in its governing document	<p><u>Summary of objects</u></p> <ol style="list-style-type: none"> <li>1. The relief of problems caused by financial hardship amongst those seeking asylum and those granted refugee status and their dependants living (temporarily or permanently) in Cardiff and the surrounding area.</li> <li>2. To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status and their dependants.</li> <li>3. To advance the education and training of those seeking asylum and those granted refugee status and their dependants in need thereof so as to advance them in life and to assist them to adapt within a new community.</li> <li>4. To advance the education of the public in general about the issues relating to refugees and those seeking asylum.</li> <li>5. The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, primarily those seeking asylum and those granted refugee status.</li> </ol>
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<p><b>Summary of the main activities undertaken for the public benefit in relation to these objects</b></p>	<p><u>Summary of main activities</u></p> <ol style="list-style-type: none"> <li>1. Space4U Cardiff provides a drop-in service for people who are seeking asylum or who are refugees offering: <ul style="list-style-type: none"> <li>• Recreational activities and occasional outings</li> <li>• Refreshments and hot meals</li> <li>• Provision of food, clothes, essential items and baby equipment</li> <li>• English classes for those unable to access government funded classes in English yet, or struggling to learn.</li> <li>• Information and signposting, especially for legal advice.</li> <li>• Help with letters and forms.</li> <li>• One-to-one support, including accompanying to appointments.</li> </ul> </li> <li>2. The Trustees ensure that Space4U Cardiff is open on a frequent and regular basis.</li> <li>3. The Trustees ensure that an appropriate number of responsible persons facilitate sessions.</li> </ol> <p>The Space4U Cardiff Trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p>
<p><b>Additional details of objectives and activities</b></p>	<p>Space4U is a volunteer-run organisation. Prior to the COVID-19 pandemic, in 2019 we reported 62 volunteers of whom 25 were from the asylum seeker community. Our activities have been affected considerably by the COVID-19 pandemic and, during 2020/21, the number of active volunteers reduced to 19. As our services resume, many of our volunteers have indicated that they wish to return.</p>



## Section D: Achievements and performance

### Summary of the main achievements of the charity during the year

The COVID-19 pandemic and associated restrictions meant that our usual drop-in sessions remained suspended throughout 2020/21. During this difficult period, we focused on meeting the immediate needs of those in our community who needed help, especially those who were homeless or in unsuitable accommodation and/or in need of clothing and food, often working with other organisations to find support. We provided emergency telephone contact details and continued to offer help, support and friendship through regular phone and online contact.

Our Help & Information service continued throughout the year, through phone contact and face-to-face contact when needed. Our experienced volunteers have provided help with a range of issues and challenges such as: issues of homelessness or poor accommodation; understanding solicitors' letters and official correspondence to do with the asylum process; help accessing healthcare and understanding related correspondence; referrals for food and clothing support from Space4U; help with one-off essential living costs when no other funds were available; and help with managing stress, anxiety and isolation.

Our team of Food Store volunteers have established relationships with many local organisations, foodbanks and individuals who have provided generous donations of food and household supplies. Our volunteers received and sorted these donations and organised deliveries of food and essential items to those with little or no other means of support. Through managing referrals and regular contact, our food store volunteers have often provided wider support to those in need, reducing isolation and signposting towards sources of help.

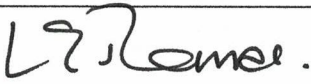
Our Clothing volunteers received and sorted a large volume of clothing, baby equipment and household items generously donated by members of the public. We provided phone contact for those in need of clothing and a team of volunteers organised items and regularly delivered to those individuals and families in need.

Building on regular phone contact, our volunteers also organised weekly online Friendship and Support sessions on Zoom, helping to address isolation and also providing an opportunity to practice English skills. For those with little or limited means of support, we also provided phone credits to attend the Zoom sessions and to support well-being.

Towards the end of 2020/21, we planned to resume more face-to-face services with COVID-19 safety measures to

	reduce the risks of transmission in the community. This has included face-to-face appointments for help & information, food and clothing; English classes; and some recreational activities.
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Section E: Financial review	
<b>Brief statement of the charity's policy on reserves</b>	Space4U aims to hold as a reserve monies amounting to 10% of budgeted annual expenditure.
<b>Details of any funds materially in deficit</b>	None
<b>Further financial details</b>	<p>Information on the sources of income and expenditure are shown in the statement of receipts and payments attached to this annual report.</p> <p>Space4U Cardiff is funded mainly by grants and by donations from individuals and local organisations for which we are most grateful.</p> <p>In 2020/21, Space4U received the following grants:</p> <ul style="list-style-type: none"> <li>• £4,000 from Community Foundation Wales - Wales Respond &amp; Recover Fund</li> <li>• £1,382 from the Co-op Local Community Fund</li> <li>• £308 from the Albert Gubay Charitable Foundation</li> </ul>

Section G: Declaration	
<b>The trustees declare that they have approved the trustee's report above.</b>	
<b>Signed on behalf of the charity's trustees</b>	
<b>Signature</b>	
<b>Full name</b>	Lynne Thomas
<b>Position</b>	Trustee
<b>Date</b>	18 January 2022

**Receipts and Payments**  
**Year End 31 May 2021**

	Unrestricted	Restricted	TOTAL	2019/20
<b>Receipts</b>				
Donations	£6,527.70	£1,095.00	£7,622.70	£9,288.41
Grants	£0.00	£5,690.30	£5,690.30	£11,345.63
Income	£660.00	£0.00	£660.00	£2,601.88
Reimbursements from other organisations	£20.00	£0.00	£20.00	£2,368.00
Gift Aid	£1,007.10	£0.00	£1,007.10	£0.00
Interest	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£8,214.80</b>	<b>£6,785.30</b>	<b>£15,000.10</b>	<b>£25,603.92</b>
<b>Payments</b>				
Support for needy - Meals & coffee bar	£0.00	£83.11	£83.11	£5,362.14
Support for needy - Food store	£0.00	£565.69	£565.69	£613.61
Support for needy - Clothing store	£239.50	£0.00	£239.50	£0.00
Support for needy - Destitution fund	£538.33	£622.49	£1,160.82	£866.61
Recreational activities	£0.00	£0.00	£0.00	£164.08
English classes	£0.00	£0.00	£0.00	£1,592.56
Trips and outings	£0.00	£0.00	£0.00	£787.04
Volunteer expenses	£157.23	£263.11	£420.34	£144.50
Premises care	£46.17	£211.36	£257.53	£48.65
Rent	£3,142.08	£1,822.92	£4,965.00	£11,820.00
IT access	£75.98	£235.00	£310.98	£420.51
Stationery	£0.00	£0.00	£0.00	£106.02
Training	£0.00	£0.00	£0.00	£0.00
Insurance	£366.00	£0.00	£366.00	£732.00
Accounts examination	£50.00	£0.00	£50.00	£50.00
Miscellaneous	£88.29	£0.00	£88.29	£103.88
<b>TOTAL</b>	<b>£4,703.58</b>	<b>£3,803.68</b>	<b>£8,507.26</b>	<b>£22,811.60</b>
<b>Balance Brought Forward</b>	<b>£10,152.38</b>	<b>£998.86</b>	<b>£11,151.54</b>	<b>£8,359.22</b>
<b>Transfer between funds</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Movement in Year</b>	<b>£3,511.22</b>	<b>£2,981.62</b>	<b>£6,492.84</b>	<b>£2,792.32</b>
<b>Balance at year-end</b>	<b>£13,663.60</b>	<b>£3,980.48</b>	<b>£17,644.38</b>	<b>£11,151.54</b>
<b>Cash at Bank</b>	<b>£15,850.23</b>			
<b>Cheques/cash to be banked</b>	<b>£40.00</b>			
<b>Cash held in PayPal account</b>	<b>£1,575.48</b>			
<b>Petty Cash</b>	<b>£178.67</b>			
<b>Total Funds Available</b>	<b>£17,644.38</b>			



# Independent examiner's report on the accounts

## Independent Examiner's Report

**Report to the trustees/  
members of**

Space4U Cardiff

**On accounts for the year  
ended**

31 May 2021

**Charity no  
(if any)**

1158327

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

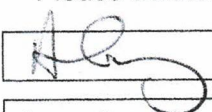
**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

27 July 2021

**Name:**

Anna Cory

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

1 Porth Cottages

St Brides super Ely

CF5 6HE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**