



## Trustees Annual Report

01/06/2021 to 31/05/2022

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

<b>Names of the trustees for the charity, if any, for example, any custodian trustees:</b> None
<b>Names and addresses of advisers:</b> None
<b>Name of chief executive or names of senior staff members:</b> 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>



<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, and for those wishing to supplement their learning.</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. During 2021/22, there were 21 active volunteers running the drop-in sessions and providing services to those in need.</p>

## Section D: Achievements and performance

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

With the lifting of COVID-19 restrictions in 2021, our activities gradually resumed, increasing in scale and scope as the risks associated with COVID transmission ebbed.

Our Help & Information service continued through phone contact and face-to-face appointments. Our experienced volunteers have provided help with 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; 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 weekly distributions of food and essential items for 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, bedding and household items generously donated by members of the public. Our volunteers provided a weekly clothing service for individuals and families in need, including managing referrals from other organisations as Space4U was the only local organisation providing these essential items for asylum seekers in Cardiff.

Our ESOL classes resumed in 2021, at first once a week and expanding to classes held twice a week for beginners and intermediate level. We also welcomed the return of the STAR group (Student Action for Refugees) who provided a friendly and popular weekly English conversation class. Numbers attending our ESOL classes have grown, especially with the arrival of refugees from Ukraine.

Our Coffee Bar and Recreational Activities re-opened towards the end of 2021. Numbers of people attending were low at first but have slowly increased, with some of our long-term service users returning as well as those new to the community in Cardiff. Pool, table tennis and table football continue to be popular, supporting contact and friendships amongst our user community.




## Section E: Financial review

<b>Brief statement of the charity's policy on reserves</b>	<p>For 2021/22, Space4U aimed to hold as a reserve monies amounting to 10% of budgeted annual expenditure.</p> <p>The policy was revised for 2022/23 to set a reserve of 25% (or three months) of budgeted annual expenditure in light of uncertainty regarding a likely change of premises and higher rent charges in 2023.</p>
<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>There were no new grants in 2021/22.</p>

## Section G: Declaration

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

**Signed on behalf of the charity's trustees**

<b>Signature</b>	
<b>Full name</b>	Lynne Thomas
<b>Position</b>	Trustee
<b>Date</b>	18 November 2022

**Receipts and Payments**  
**Year End 31 May 2022**

	Unrestricted	Restricted	TOTAL	2020/21
<b>Receipts</b>				
Donations	£7,975	£665	£8,640	£7,623
Grants	£0	£0	£0	£5,690
Income	£166	£0	£166	£660
Reimbursements from other organisations	£600	£0	£600	£20
Gift Aid	£294	£0	£294	£1,007
Interest	£0	£0	£0	£0
<b>TOTAL</b>	<b>£9,035</b>	<b>£665</b>	<b>£9,700</b>	<b>£15,000</b>

**Payments**

Support for needy - Meals & coffee bar	£44	£61	£104	£83
Support for needy - Food store	£7	£621	£628	£566
Support for needy - Clothing store	£740	£0	£740	£240
Support for needy - Destitution fund	£570	£223	£793	£1,161
Recreational activities	£57	£0	£57	£0
English classes	£0	£38	£38	£0
Trips and outings	£0	£0	£0	£0
Volunteer expenses	£0	£23	£23	£420
Premises care	£158	£21	£178	£258
Rent	£5,165	£3,345	£8,510	£4,965
IT access	£202	£0	£202	£311
Stationery	£35	£0	£35	£0
Training	£0	£0	£0	£0
Insurance	£366	£0	£366	£366
Accounts examination	£50	£0	£50	£50
Miscellaneous	£95	£0	£95	£88
<b>TOTAL</b>	<b>£7,489</b>	<b>£4,332</b>	<b>£11,820</b>	<b>£8,507</b>

<b>Balance Brought Forward</b>	<b>£13,664</b>	<b>£3,980</b>	<b>£17,644</b>	<b>£11,152</b>
<b>Transfer between funds</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Movement in Year</b>	<b>£1,546</b>	<b>-£3,667</b>	<b>-£2,121</b>	<b>£6,493</b>
<b>Balance at year-end</b>	<b>£15,210</b>	<b>£314</b>	<b>£15,524</b>	<b>£17,644</b>

<b>Cash at Bank at 31 May 2022</b>	<b>£12,890</b>
<b>Cash held in PayPal account at 31 May 2022</b>	<b>£2,466</b>
<b>Petty Cash at 31 May 2022</b>	<b>£168</b>
<b>Total Funds Available at 31 May 2022</b>	<b>£15,524</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 2022

**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.

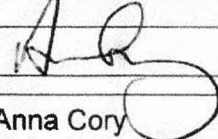
**Independent  
examiner's statement**

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:**

4 August 2022

**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.**