



Trustees Annual Report

01/06/2022 to 31/05/2023

Section A: Reference and administration details

Charity name	Space4U Cardiff	
Other names charity is known by	None	
Registered charity number	1158327	
Charity's principal address	Up to 31/05/23: Trinity Centre Four Elms Road Cardiff CF24 1LE	From 01/06/23: St German's Church Hall Star Street Cardiff CF24 0JY

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
Majid Golzari		From 29 July 2022	Appointed by Trustees
Sister Ruth O'Neill			Appointed by Trustees
Jenny McDowell			Appointed by Trustees
Lynne Thomas			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"> 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. 2. To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status and their dependants. 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. 4. To advance the education of the public in general about the issues relating to refugees and those seeking asylum. 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.

<p>Summary of the main activities undertaken for the public benefit in relation to these objects</p>	<p><u>Summary of main activities</u></p> <ol style="list-style-type: none"> 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"> • Recreational activities and occasional outings • Refreshments and hot meals • Provision of food, clothes, essential items and baby equipment • English classes for those unable to access government funded classes in English yet, and for those wishing to supplement their learning. • Information and signposting, especially on matters relating to asylum claims. • Help with letters and forms. • One-to-one support, including accompanying to appointments. 2. The Trustees ensure that Space4U Cardiff is open on a frequent and regular basis. 3. The Trustees ensure that an appropriate number of responsible persons facilitate sessions. <p>The Space4U Cardiff Trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p>
<p>Additional details of objectives and activities</p>	<p>Space4U is a volunteer-run organisation. Over the course of 2022/23, 39 volunteers facilitated the drop-in sessions and provided services to those in need.</p>

Section D: Achievements and performance

Summary of the main achievements of the charity during the year

With the COVID pandemic behind us, our activities continued to recover in scale and scope and, during the year, our drop-in centre fully returned with all of our usual services and activities. It was a pleasure to welcome back so many of our long-term service users as well as those new to the community.

Attendance at the drop-in centre increased through the year and for the last three months amounted to around 50 people at each session. Although this is still less than regularly attended before the pandemic, the drop-in has now regained its feeling of a vibrant and welcoming community, in line with our mission. At the drop-in, our coffee bar provided the usual tea, coffee, squash and biscuits and we also introduced fresh fruit as a healthy option which has proved very popular. Hot meals were cooked by chefs from the community of asylum seekers and refugees, with on average around 25 meals provided at each session. Recreational activities included arts and crafts, pool, table tennis, table football and board games – all of which supported contact and friendship amongst our user community.

Our Help & Information service provided assistance to those in need at the drop-in sessions and also through phone contact. Our experienced volunteers provided help with issues of homelessness and 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 are available; and help with managing anxiety and isolation. We also liaised with other local organisations in finding help for those in need. Our team provided help to a total of 79 individuals over the year, often with regular appointments over several months.

Our team of Food Store volunteers had regular contact with many local organisations who 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. On average, the food store helped 17 people every month in 2022/23. This included both regular support for those facing long-term destitution and one-off support for those temporarily in crisis. Through managing referrals and regular contact, our food store volunteers have often provided wider support to those in

	<p>need, reducing isolation and signposting towards sources of help.</p> <p>Our <u>Clothing</u> 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 is the main local organisation providing these essential items to asylum seekers in Cardiff. With many new arrivals in Cardiff during the year, the clothing team provided assistance to around 20 to 30 individuals and families with children every week.</p> <p><u>English classes</u> were provided twice a week for beginners and intermediate levels, with several experienced teachers in our team of regular volunteers. Our classes are open to all with no prior registration needed and are often a starting point for learners before they are able to access college courses. Around 30 regular learners come to the classes, with many different nationalities and first languages. We also supported a friendly and popular English conversation class on one evening a week, provided by the Student Action for Refugees group at Cardiff University.</p> <p>We organised several <u>outings</u> during the year. A group visited the National Museum in Cardiff to see the natural history collections and art galleries, led by two of our volunteers. Two groups attended a spectacular performance by the No Fit State circus group in Cardiff, with tickets generously donated by No Fit State. We were very pleased to be able to visit Knighton for the day once again, where our friends in the Knighton & District Refugee Support Group provided food, activities, music and dancing for our community.</p> <p>Behind the scenes, a major challenge for Space4U was the search for new premises, with associated funding, as our long-term home at the Trinity Centre will be closed in 2023/24 for an ambitious renovation project. We were delighted to reach an agreement to use St German's Church Hall in Cardiff for our drop-in centre in 2023/24, supported by new funding from the Allen Lane Foundation, the Trinity Centre and a substantial private donation. This has ensured that all our usual activities and services can continue while our long-term home is renovated.</p>
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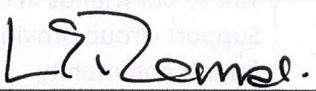
Section E: Financial review

Brief statement of the charity's policy on reserves	For 2022/23, Space4U aimed to hold as a reserve monies amounting to 25% of budgeted annual expenditure in light of uncertainty regarding an expected change of premises and higher rent charges in 2023 and 2024.
Details of any funds materially in deficit	None
Further financial details	<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>Space4U received a grant of £6,000 from the Allen Lane Foundation in April 2023. The grant will help to fund a substantial increase in rent charges in 2023/24.</p>

Section G: Declaration

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

Signed on behalf of the charity's trustees

Signature	
Full name	Lynne Thomas
Position	Trustee
Date	20 September 2023

Receipts and Payments
Year End 31 May 2023

	Unrestricted	Restricted	TOTAL 2022/23	2021/22
Receipts				
Donations	£7,578.90	£6,580.00	£14,158.90	£8,640.35
Grants	£0.00	£6,000.00	£6,000.00	£0.00
Income	£0.00	£0.00	£0.00	£165.51
Reimbursements from other organisations	£1,310.00	£0.00	£1,310.00	£600.00
Gift Aid	£405.44	£1,500.00	£1,905.44	£293.96
Interest	£0.00	£0.00	£0.00	£0.00
TOTAL	£9,294.34	£14,080.00	£23,374.34	£9,699.82
Payments				
Support for needy - Meals & coffee bar	£3,069.99		£3,069.99	£104.42
Support for needy - Food store	£0.00	£372.78	£372.78	£627.92
Support for needy - Clothing store	£73.45	£250.00	£323.45	£740.33
Support for needy - Destitution fund	£1,061.35		£1,061.35	£793.30
Recreational activities	£85.04		£85.04	£56.72
English classes	£257.10		£257.10	£37.80
Trips and outings	£773.14		£773.14	£0.00
Volunteer expenses	£31.30		£31.30	£23.49
Premises care	£153.00		£153.00	£178.16
Rent	£9,130.00		£9,130.00	£8,510.00
IT access	£79.58		£79.58	£201.90
Stationery	£40.35		£40.35	£35.00
Training	£24.00		£24.00	£0.00
Insurance	£376.00		£376.00	£366.00
Accounts examination	£50.00		£50.00	£50.00
Miscellaneous	£150.75		£150.75	£95.40
TOTAL	£15,355.05	£622.78	£15,977.83	£11,820.44
Balance Brought Forward	£15,209.85	£313.91	£15,523.76	£17,644.38
Transfer between funds	£0.00	£0.00	£0.00	£0.00
Movement in Year	-£6,060.71	£13,457.22	£7,396.51	-£2,120.62
Balance at year-end	£9,149.14	£13,771.13	£22,920.27	£15,523.76
Cash at Bank at 31 May 2023			£21,774.59	
Cash/cheques to be banked			£510.00	
Cash held in PayPal account at 31 May 2023			£519.52	
Petty Cash at 31 May 2023			£116.16	
Total Funds Available at 31 May 2023			£22,920.27	

Independent examiner's report on the accounts

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Space4U Cardiff

**On accounts for the year
ended**

31 May 2023

**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.

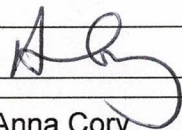
**Independent
examiner's statement**

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:

14 August 2023

Name:

Anna Cory

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

Address:

The Willows

St Brides super Ely

CF5 6EY

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.