



Trustees Annual Report

01/06/2023 to 31/05/2024

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	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			Appointed by Trustees
Sister Ruth O'Neill		01/06/23 to 09/02/24	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.
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<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 2023/24, 49 volunteers facilitated the drop-in sessions and provided services to those in need.</p>

Section D: Achievements and performance

<p>Summary of the main achievements of the charity during the year</p>	<p>This year saw a major challenge for Space4U as we moved to new premises at St German's Church Hall, following the closure of our long-term home at Trinity Centre for an ambitious renovation project. Our volunteers worked hard to adapt and expand our services and activities into a new space and to ensure a smooth transition for our service users. Not a single session was missed and, most important of all, our service users have been happy at the new premises. With the Trinity renovation project set to run for longer than expected, we were very pleased that St</p>
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	<p>German's extended our agreement to stay at the hall into 2024/25 and we are most grateful for their ongoing support.</p> <p>Over the year, around 60 to 70 people came to our <u>drop-in</u> sessions every Monday and Thursday afternoon, including regular service users and people new to Cardiff. With a new space to work in, we improved our recreational activities supporting contact and friendship in our user community. We created a more relaxed area for chatting amongst friends. We increased the tables available for games, enabling a lively dominoes group to grow and more backgammon and chess players. Our service users continued to enjoy table tennis and we expanded our art activities. At the drop-in, the coffee bar provided tea, coffee, squash and biscuits and we increased the amount of fresh fruit as a healthy option which has been very popular with our service users. Hot meals were freshly prepared and cooked by chefs from the community of asylum seekers and refugees, with between 30 and 40 meals served at each session. We were also able to provide free haircuts with the help of several volunteer barbers from the community.</p> <p>Our <u>Help & Information</u> 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 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 86 individuals over the year, often with regular appointments over several months.</p> <p>Our team of <u>Food Store</u> volunteers received generous donations of food and household supplies from local organisations and individuals and organised weekly distributions of food, toiletries and essential items for those with little or no other means of support. On average, the food store provided 25 parcels every month in 2023/24. 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 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</p>
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	<p>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 again this year, the clothing team provided assistance to around 70 individuals and families with children every month.</p> <p><u>English classes</u> were provided twice a week for beginners and intermediate levels, with several experienced teachers in our team of 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 20 learners regularly attended the classes, with many different nationalities and first languages. Many learners stayed on after class for the drop-in, enabling them to practice speaking and understanding English with volunteers. 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 two <u>outings</u> for our service users during the year. 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, photography activities, music and dancing for our community, as well as a walk through the countryside to Offa's Dyke. We also visited St Fagans National Museum for the day where our group were able to see and learn about Welsh culture and to enjoy the museum grounds and gardens.</p> <p>Behind the scenes, we held a training day for our volunteers. In response to requests from our volunteers, we ran a session explaining the asylum process and the challenges that our service users often face. We looked in detail at our safeguarding policies and procedures and talked through common scenarios in small groups. We invited our volunteers to talk about what we do well and what we could do better, with the results feeding into our management group.</p>
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Section E: Financial review

Brief statement of the charity's policy on reserves	For 2023/24, Space4U aimed to hold as a reserve monies amounting to 25% of budgeted annual expenditure. This level of reserves reflects ongoing uncertainty with regard to the period of higher rent charges associated with our temporary premises.
Details of any funds materially in deficit	None
Further financial details	<p>Information on the sources of income and spending are shown in the statement of receipts and payments attached to this annual report.</p> <p>Space4U Cardiff is funded by grants and by donations from individuals and local organisations for which we are most grateful.</p> <p>In October 2023, Space4U received the first tranche of £7,000 from a two-year grant awarded by the Hilden Charitable Fund. As unrestricted funding this first tranche is generally supporting all our services and activities over 12 months.</p> <p>In March 2024, Space4U received a grant of £6,000 from Community Foundation Wales – Nation of Sanctuary Croeso Fund. This grant is funding our hot meal and coffee bar service over 12 months.</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	13 September 2024.

Receipts and Payments**Year End 31 May 2024**

	Unrestricted	Restricted	TOTAL 2023/24	2022/23
Receipts				
Donations	£12,190	£3,665	£15,855	£14,159
Grants	£7,000	£6,000	£13,000	£6,000
Income	£0	£0	£0	£0
Reimbursements from other organisations	£1,360	£0	£1,360	£1,310
Gift Aid	£724	£0	£724	£1,905
Interest	£0	£0	£0	£0
TOTAL	£21,274	£9,665	£30,939	£23,374
Payments				
Support for needy - Meals & coffee bar	£4,755	£754	£5,510	£3,070
Support for needy - Food store	£0	£369	£369	£373
Support for needy - Clothing store	£493	£0	£493	£323
Support for needy - Destitution fund	£1,801	£0	£1,801	£1,061
Recreational activities	£540	£100	£640	£85
English classes	£66	£0	£66	£257
Trips and outings	£34	£0	£34	£773
Volunteer expenses	£0	£0	£0	£31
Premises care	£302	£0	£302	£153
Rent	£5,205	£16,675	£21,880	£9,130
IT access	£58	£0	£58	£80
Stationery	£55	£0	£55	£40
Training	£251	£0	£251	£24
Insurance	£320	£0	£320	£376
Accounts examination	£50	£0	£50	£50
Miscellaneous	£81	£0	£81	£151
TOTAL	£14,013	£17,899	£31,911	£15,978
Balance Brought Forward	£9,149	£13,771	£22,920	
Transfer between funds	£0	£0	£0	
Movement in Year	£7,261	-£8,234	-£972	
Balance at year-end	£16,411	£5,538	£21,948	
Cash at Bank at 31 May 2024			£20,726	
Cash held in PayPal account at 31 May 2024			£1,001	
Petty Cash at 31 May 2024			£222	
Total Funds Available at 31 May 2024			£21,948	

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 2024

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.

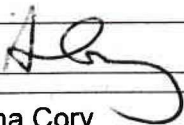
**Independent
examiner's statement**

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: 5 August 2024

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.