



Trustees Annual Report

01/06/2024 to 31/05/2025

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 (to 15/01/25)	01/06/24 to 15/01/25	Appointed by Trustees
Majid Golzari			Appointed by Trustees
Jenny McDowell	Chair (from 16/01/25)		Appointed by Trustees
Vina Patel		28/06/24 to 31/05/25	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

Summary of objects

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, bedding and other essential items for individuals and families with children • 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. 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 2024/25, 54 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>We welcomed on average between 70 and 80 people at our <u>drop-in</u> sessions on Monday and Thursday afternoons, including regular service users and people new to Cardiff. Recreational activities included art and craft, table tennis, dominoes and backgammon – all of which supported contact and friendship amongst our user community. The coffee bar supported the sociability of the drop-in, providing hot and cold drinks, fresh fruit and biscuits. This year we provided a range of caffeine-free alternatives which proved popular with our service users. Hot meals were freshly prepared and served by a team of 11 chefs and kitchen assistants from the community of asylum seekers and refugees. Around 40 to 50 meals were provided at each</p>
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	<p>session at a cost of less than £1 per person. Free haircuts were also provided by 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 homelessness and poor accommodation; understanding solicitors' letters and official correspondence to do with the asylum process; access to healthcare and understanding related correspondence; access to college and schools; understanding and filling in various forms, 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. Over the year, our team saw 135 new people along with many long-term service users, 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 26 parcels every month in 2024/25. 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>Clothes Store</u> volunteers received and sorted a large volume of clothes, shoes, bedding and other household items and baby equipment generously donated by local organisations and 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 for free to asylum seekers in Cardiff. With many new arrivals in Cardiff again this year, the clothing team provided assistance to around 90 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</p>
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	<p>many different nationalities and first languages. Many learners stayed on after class for the drop-in, enabling them to practise 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 we received a warm welcome and our friends in the Knighton & District Refugee Support Group provided food and activities for our community. We also visited Porthcawl for the day in the summer where our group took part in beach activities and experienced a traditional Welsh seaside.</p> <p>Behind the scenes, we began to plan for a return to our long-term home at Trinity Centre, following extensive renovations to the building to provide a much improved community hub. We reflected on our uses of space, the best location for our services and activities and the associated funding needs. We decided that our afternoon drop-in sessions on Mondays and Thursdays would return to Trinity Centre in 2025/26 and that our Monday morning clothing service would remain at St German's Church Hall. Both premises are in the Adamsdown area of Cardiff where many asylum seekers and refugees live and are well known to the community.</p>
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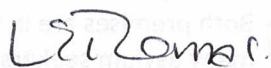
Section E: Financial review	
Brief statement of the charity's policy on reserves	For 2024/25, Space4U aimed to hold as a reserve monies amounting to 25% of budgeted annual expenditure. This level of reserves reflected ongoing uncertainty with regard to the level of rent charges.
Details of any funds 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 July 2024, Space4U received funding of £3,500 from Trinity Centre from a grant from the Heritage Lottery Fund. This funding supported the additional rent costs that we have faced during our stay in temporary premises.</p> <p>In October 2024, Space4U received the second tranche of £7,000 from a two-year grant awarded by the Hilden Charitable Fund. As unrestricted funding this second tranche generally supported our services and activities over 12 months.</p> <p>In March 2025, Space4U received the first tranche of £2,000 from a three year grant from Community Foundation Wales – Fund for Wales. This grant will be used to support the costs of rent for our Monday morning clothing service at St German's Church Hall from 2025/26.</p>
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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	17 September 2025

Receipts and Payments
Year End 31 May 2025

	Unrestricted	Restricted	TOTAL 2024/25	2023/24
Receipts				
Donations	£6,863	£140	£7,003	£15,855
Grants	£7,000	£5,500	£12,500	£13,000
Income	£0	£0	£0	£0
Reimbursements from other organisations	£2,000	£0	£2,000	£1,360
Gift Aid	£991	£0	£991	£724
Interest	£0	£0	£0	£0
TOTAL	£16,854	£5,640	£22,494	£30,939
Payments				
Support for needy - Meals & coffee bar	£1,397	£5,246	£6,642	£5,510
Support for needy - Food store	£0	£158	£158	£369
Support for needy - Clothing store	£311	£0	£311	£493
Support for needy - Destitution fund	£1,184	£0	£1,184	£1,801
Recreational activities	£57	£0	£57	£640
English classes	£123	£0	£123	£66
Trips and outings	£606	£0	£606	£34
Volunteer expenses	£171	£0	£171	£0
Premises care	£67	£0	£67	£302
Rent	£16,050	£3,500	£19,550	£21,880
IT access	£81	£0	£81	£58
Stationery	£44	£0	£44	£55
Training	£0	£0	£0	£251
Insurance	£320	£0	£320	£320
Accounts examination	£50	£0	£50	£50
Miscellaneous	£15	£0	£15	£81
TOTAL	£20,475	£8,904	£29,379	£31,911
Balance Brought Forward	£16,411	£5,538	£21,948	
Transfer between funds	£0	£0	£0	
Movement in Year	-£3,621	-£3,264	-£6,885	
Balance at year-end	£12,790	£2,274	£15,063	
Cash at Bank at 31 May 2025	£13,734			
Cash in PayPal account at 31 May 2025	£1,236			
Petty Cash at 31 May 2025	£93			
Total Funds Available at 31 May 2025	£15,063			

Payments exceeded receipts in 2024/25 due to planned spending from the balance held in excess of the level required by our reserves policy. Our policy in 2024/25 set a reserve of 25% of annual budgeted expenditure.

Signed

Date

L. Thomas

8 July 2025

Lynne Thomas
Treasurer

Agreed by the Space4U Trustees on

8 July 2025

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 2025

**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.

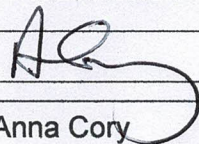
**Independent
examiner's statement**

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:

28 July 2025

Name:

Anna Cory

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

Address:	The Willows
	St Brides super Ely
	CF5 6EY

Section B	Disclosure
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Only complete if the examiner needs to highlight material problems.

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