

NEWPORT & GWENT SAMARITANS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022

The Trustees present their report together with the financial statements of the charity for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 and comply with the Charity's trust deed and applicable law.

Legal and administrative information

Charity registration number 1174186

Address

1 Bailey Street
Newport, South Wales
NP20 4DJ

Trustees

| | |
|------------------|-----------|
| Sharon Beckett | Director |
| Peter Edmunds | |
| Susan Hard | |
| Jeff Mitchell | |
| Cynthia Plant | |
| David Rodrick | |
| Chris Stewart | |
| Sarah Symondson | Treasurer |
| Annette Ware | |
| Richard Williams | |

Independent Examiner

David L Evans ACA
Twr Melyn
Monmouth Road
Raglan
Monmouthshire

Bankers

HSBC
1 Bridge Street
Newport
South Wales
NP20 4UT

NEWPORT & GWENT SAMARITANS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022 - continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was registered on 26th February 1968 under charity registration number 255044. On 9th August 2017 the Charity was reregistered as a Charitable Incorporated Organisation (CIO) with the new number of 1174186. A new constitution was created and lodged with the Charity Commission. At the time of this change, the Charity became an affiliated branch of the main Samaritans Charity (reg. 219432) which is the co-ordinating body for the separate Samaritan charities in the UK and Ireland.

Recruitment and appointment of new trustees

All persons wishing to become Trustees are given a trustee role description, a trustee person description and a trustee code of conduct. They are required to undergo the Trustees Training module provided by Samaritans head office. Every trustee must be appointed by a resolution passed at a properly convened meeting of the existing charity trustees. New trustees are also required to undertake induction training during which (s)he will be given (and receive help in understanding) copies of:

- the governing document
- the annual report and accounts
- the current budget
- internal policy statements

Organisational Structure

The Director (D1) is responsible for the day to day service provision by the branch, all contact with our service users and the deployment and welfare of all volunteers. The director is also a Trustee. Various roles within the branch are delegated to deputy directors, who need not necessarily also be trustees. These roles include the training of new volunteers, the ongoing training of existing volunteers, leaders, caller care, volunteer care and recruitment.

Responsibility for all practical aspects of managing premises, finance and fundraising is also undertaken by the Director (under what is known as 'branch single leadership') and is delegated to other trustees or members of the branch as appropriate. The Trustees met at regular intervals during the year, usually at six week intervals as part of the 'Branch Leadership Team' regular meetings.

Risk Management

The trustees operate a rolling programme of identifying and addressing major risks to the charity at their regular meetings.

OBJECTIVES AND ACTIVITIES

Purpose and aims

Samaritans aim to provide confidential, non-judgemental, emotional support for people who are experiencing feelings of distress and despair, including those which may lead to suicide.

It is our mission that fewer people die by suicide.

Samaritans, as a nationwide organisation, aims to provide this support every hour of every day of the year to those who need it. Newport branch operates six days a week and covers as many hours as possible depending on volunteer numbers.

NEWPORT & GWENT SAMARITANS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022 - continued

Activities undertaken for the public benefit

In all their decisions the trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

ACHIEVEMENTS AND PERFORMANCE

In February 2022 we sold our premises located at Stow Hill in Newport. In order to be able to continue to provide our core listening service without interruption, we moved to temporary rented premises in Bailey Street in Newport and continued the search for suitable permanent premises to purchase. The Trustees wish to thank those volunteers who expended a great deal of time and energy into making this happen.

Much of this year has been low-key. This was partly because the Covid-19 pandemic was still restricting activities at the beginning of the year and partly because there was a period of uncertainty and hiatus while our premises at Stow Hill were on the market and suitable rented premises were being located.

In the last twelve months, the Newport branch of the Samaritans was able to support those in emotional distress in the following ways:

- telephone conversations
- email contacts
- on-line chat

Face to face conversations with those who come into the branch premises had to be suspended due to Covid-19 restrictions and precautions and have not yet been reinstated.

Volunteer numbers in the branch at any one time varied from between 75 and 90. Everybody who provides our service is a volunteer and there are no paid employees. All volunteers, including trustees, are reimbursed for any expenses they incur on behalf of the branch. The trustees extend our thanks to everyone in the branch who has so generously given their time.

Our partnership with the National Offender Management Service where volunteers give training and support to prisoners who act as 'Listeners' to other prisoners in two of our local prisons, had to be suspended for some months due to Covid-19 restrictions but is now fully restored.

In order to provide our service, we rely on the generosity of individuals and organisations, and on our volunteers, to raise the funds which the branch needs to operate.

The fund raising deputy director and team are very hardworking. There will be need for renewed fund raising in the coming year. The trustees would like to thank the team and everybody who helped in both large and small ways to raise the funds which are necessary to fund our ongoing service.

A list of those individuals and organisations who have donated in the past year can be found in Note 1 to the financial statements; donations in memoriam in note 2 and the fund raising events and grants received in note 3. The Trustees wish to thank all who have given both time and money so generously to enable us to maintain our service.

Future developments

We have been fortunate to purchase premises in the heart of Newport which will become our permanent location for the foreseeable future. The building has all the attributes that we need in order to provide our services and to provide the best experience and opportunities for our volunteers. The premises require serious renovations and we hope and expect that the work can be completed by the middle of 2023. Until that time we will continue to operate from our rented premises in Bailey Street.

NEWPORT & GWENT SAMARITANS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022 - continued

FINANCIAL REVIEW

The surplus for the twelve months to 31st March 2022 was £666, (31st March 2021: surplus £2,761).

The charity's principal sources of funding during the last financial period were as follows:

55% given by individuals, organisations and in memory (2021: 52%)

29% from grants and fundraising activities (2021: 35%)

16% from the National Offender Management Service partnership (2021: 13%)

We received one restricted grant in the year for which we are grateful. It will be spent in 2022/23.

Reserves Policy

The trustees believe that sufficient reserves should be maintained in order that if any of our major sources of income are lost, we will have enough resources to maintain our core service until replacement sources of funding can be established. It may take twelve to eighteen months to establish another reliable regular income stream. The Trustees have agreed to adopt a reserves policy, in this respect, of eighteen months of normal expenditure.

The trustees also consider that sufficient reserves should be maintained in order to meet unforeseen urgent and necessary repairs and maintenance to the building for which Newport & Gwent Samaritans is responsible.

Approved by the Trustees and signed on their behalf by :

.....

Sharon Beckett

Director

26th September 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWPORT & GWENT SAMARITANS

I report on the accounts for the year to 31st March 2022 set out on pages 6 to 9.

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 the period (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act) and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 in seeking explanations from you as trustees concerning 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

.....
David Evans ACA
Twr Melyn, Monmouth Road
Raglan, Monmouthshire.

2022

Newport & Gwent Samaritans

Year to 31st March 2022

| | Note | 31/03/2022 | 31/03/2021 |
|---|------|----------------|---------------|
| Income | | £ | £ |
| Grants & general donations | 1 | 10,232 | 8,106 |
| GWR grant - restricted fund | | 2,150 | - |
| Donations in Memory | 2 | 177 | 245 |
| Fundraising & grants | 3 | 3,448 | 5,536 |
| NOMS prison claim/Samaritans Central Office | | 3,091 | 2,016 |
| | | 19,098 | 15,903 |
| Expenditure | | | |
| Fund raising costs | 4 | 625 | 252 |
| Outreach | | 152 | - |
| Telephone caller line | | 1,833 | 537 |
| Office telephone costs | | 812 | 1,248 |
| Rent & rent deposit | | 1,689 | - |
| Insurance | | 714 | 664 |
| Water rates | | 116 | 238 |
| Business rates & levy | | 992 | 992 |
| Gas & electricity | | 1,598 | 1,270 |
| Repairs & housekeeping | 5 | 2,466 | 3,483 |
| Travelling expenses | 6 | 966 | 827 |
| Conference & training expenses | | - | 124 |
| Printing, stationery & office costs | | 811 | 373 |
| Internet services & IT costs | | 528 | 486 |
| Data protection registration | | 70 | 70 |
| Licences | | 20 | 362 |
| Professional fees | 7 | 800 | - |
| Bank charges | | 38 | - |
| Central office levy | | 2,610 | 2,066 |
| Miscellaneous expenses | 8 | 1,592 | 150 |
| | | 18,432 | 13,142 |
| Surplus/ (deficit) for year | | 666 | 2,761 |
| Balance as at 1st April 2021 b/f | | 50,951 | 48,190 |
| Balance as at 31st March 2022 | | 51,617 | 50,951 |
| Bank accounts as at 31st March 2022 | | | |
| HSBC current account CIO | | 51,517 | 50,851 |
| HSBC current account oldCo | | 100 | 100 |
| | | 51,617 | 50,951 |
| General Funds | | 49,467 | 50,951 |
| Restricted Fund | | 2,150 | - |
| | | 51,617 | 50,951 |
| Other assets | | | |
| Monies held by solicitor in respect of sale of 43 Stow Hill, Newport NP20 1JH | | 168,940 | |

Newport & Gwent Samaritans

Year to 31st March 2022

| Notes | 31/03/2022 £ |
|--|-----------------|
| 1. Grants & general donations | |
| Annette 150 | 56 |
| Lisa 279 | 38 |
| Llanwern CC | 100 |
| Anon | 20 |
| Sheila Smith | 10 |
| Alun Williams | 10 |
| Margaret Ford | 10 |
| Graig CC | 100 |
| M Rees | 5 |
| Pears Foundation | 3,869 |
| Alun Griffiths Ltd | 50 |
| Jo 216 | 3 |
| Croesyceiliog & Llanyravon CC | 150 |
| Julie Morgan | 100 |
| St Joseph's RC School | 41 |
| Cath 138 | 20 |
| Bernie 63 | 60 |
| E Beckett | 30 |
| Mount Zion Baptist Church | 100 |
| Mrs J Taylor | 10 |
| Glascoed Village | 12 |
| Bella 130 | 5 |
| Monmouthshire Freemasons | 1,000 |
| Magor Knit & Natter | 50 |
| Mrs E J Williams | 3,000 |
| Duckpool Road Baptist Church | 250 |
| St John Baptist Church, Newport | 100 |
| Sarah 93 | 100 |
| Peter 105 | 96 |
| Anon | 184 |
| PayPal | 440 |
| Sharon D1 | 113 |
| Llanwern CC | 100 |
| | <hr/> |
| | 10,232 |
| 2. Donations In Memory | |
| Liz Graham-Wright | 50 |
| Joyce 111 | 75 |
| Mrs MP Mitchell | 52 |
| | <hr/> |
| | 177 |

Newport & Gwent Samaritans

Year to 31st March 2022

| Notes | 31/03/2022 £ | 31/03/2021 £ |
|--|-----------------|-----------------|
| 3. Fundraising | | |
| Books | 29 | 8 |
| Cards/Christmas cards/Xmas decorations | 73 | 156 |
| Honesty sale | 42 | - |
| Christmas party raffle & auction | 151 | - |
| Asda Green Tokens | 200 | - |
| Langstone Crematorium | 1,500 | 3,105 |
| Talks | 60 | - |
| Local Giving grant | 500 | - |
| Samarathon/Virgin Money Giving | 193 | 1,212 |
| 100 Club | 193 | 371 |
| Easy Fundraising | 17 | 18 |
| Amazon | 82 | 45 |
| Paypal | - | 430 |
| Raffle | - | 191 |
| Amber Energy | 100 | - |
| Quiz night | 308 | - |
| | 3,448 | 5,536 |
| 4. Fund raising costs | | |
| Christmas cards | 54 | 132 |
| 100 Club Prizes | 68 | 120 |
| Christmas party | 280 | - |
| Quiz night | 223 | - |
| | 625 | 252 |
| 5. Repairs & housekeeping | | |
| Thermometer | - | 90 |
| Housekeeping, small repairs, refreshments | 502 | 271 |
| Gas safety certificate | 78 | 100 |
| phone handsets/new phone/headsets | - | 32 |
| locksmith - kitchen door | - | 119 |
| replacement outdoor signs | 137 | - |
| Chairs | 587 | - |
| Energy performance certificate | 55 | - |
| Vacuum cleaner | 179 | - |
| Waste disposal | 397 | - |
| Pigeon holes, notice boards, treasurer's box | 232 | - |
| Table for Bailey St | 83 | - |
| downpipes etc | - | 2,800 |
| fire alarm repairs | - | 71 |
| window repair | 216 | - |
| | 2,466 | 3,483 |

Year to 31st March 2022

| Notes | 31/03/2022 £ | 31/03/2021 £ |
|--|-----------------|-----------------|
| 6. Travel expenses | | |
| prison (reclaimed) | 674 | 716 |
| general | 287 | - |
| shifts | 5 | 111 |
| | 966 | 827 |
| 7. Professional fees | | |
| Lease preparation | 300 | - |
| Legal fees re sale Stow Hill | 200 | - |
| Surveyor report for Charity Commission | 300 | - |
| | 800 | - |
| 8. Miscellaneous | | |
| Volunteer care | 221 | 104 |
| Headsets | 1,183 | - |
| Listeners' 30th Anniversary | 149 | - |
| Presents AGM speaker/solicitor | 39 | - |
| presents for prison listeners | - | 46 |
| | 1,592 | 150 |