

## **NEWPORT & GWENT SAMARITANS**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2024**

The Trustees present their report together with the financial statements of the charity for the year ended 31st March 2024. 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 -3 Waters Lane  
Newport, South Wales  
NP20 1LA

#### **Trustees**

Sharon Beckett	Director
Peter Edmunds	
Susan Hard	
Jeff Mitchell	appointed September 2023
Cynthia Plant	
David Rodrick	resigned June 2024
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 2024 - 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 aims 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 vision 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 2024 - 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. New premises in Waters Lane in Newport were identified and then purchased in August 2022. The renovations had progressed to the extent that we were able to transfer the whole operation to the new premises in August 2023 and give up the rented premises. Renovations at Waters Lane continued and will continue into 2024/25. These have now been concentrated into making the first floor into usable space.

The Trustees are extremely grateful to those who have driven this project forward and given a huge amount of time and expertise to it.

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; webchats; outreach and supporting our police custody suites.

Face to face conversations with those who come into the branch premises had to be suspended due to Covid-19 restrictions and have not yet been reinstated, partly due to lack of facilities at the rented premises. There is a dedicated room in the new premises and this service will be resumed as soon as practicable.

Volunteer numbers in the branch at any one time varied from between 70 and 85. 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 continues very successfully.

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 money to us 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 renovate our premises and maintain our service. We are also very grateful to the Monmouthshire Masonic Trust who extended a loan of £20,000 to the Branch in order that we should not be prevented from completing the premises renovations in a timely manner. The loan is being repaid over 5 years.

## **NEWPORT & GWENT SAMARITANS**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2024 - continued**

#### **Future developments**

2024/25 will see us complete the renovations to Waters Lane and will see some further changes and developments to the ways in which we deliver our service.

#### **FINANCIAL REVIEW**

The deficit for the twelve months to 31st March 2024 was £795, (31st March 2023: deficit £43,893 due to the planned use of previous reserves to buy and renovate new premises).

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

8% given by individuals, organisations and in memory (2023: 39%)

79% from grants and fundraising activities (2023: 51%)

13% from the National Offender Management Service partnership (2023: 10%)

General Unrestricted funds amounted to £2,476, (2023: £361), and Restricted funds amounted to £4,453, (2023: £7,363). The balance of Restricted funds are for premises renovations.

#### **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. The Trustees have agreed to adopt a reserves policy, in this respect, of eighteen months of normal expenditure.

As soon as the building renovation is complete, every effort will be made to replace and maintain reserves at the appropriate level as soon as possible.

**Approved by the Trustees and signed on their behalf by :**

.....  
**Sharon Beckett**  
Director

24th September 2024

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

I report on the accounts for the year to 31st March 2024 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.

Dated: 24th September 2024

# Newport & Gwent Samaritans

Year to 31st March 2024

Statement of Financial Activities		31/03/2024			31/03/2023
	Note	Restricted	Unrestricted	Total	Total
<b>Income</b>					
Donations	1	-	5,521	5,521	20,919
Donations in Memory	2	-	40	40	138
Fundraising & grants	3	47,000	5,810	52,810	27,484
Samaritans prison support		-	8,858	8,858	5,515
Sale proceeds 43 Stow Hill		-	-	-	168,940
		<b>47,000</b>	<b>20,229</b>	<b>67,229</b>	<b>222,996</b>
<b>Expenditure</b>					
Fund raising costs	4	-	419	419	925
Outreach		-	1,377	1,377	648
Telephone costs		-	1,783	1,783	1,702
Rent & rent deposit		-	1,467	1,467	13,611
Insurance		-	1,840	1,840	958
Rates & water		-	1,320	1,320	708
Heat & Light		-	4,841	4,841	1,110
Repairs & housekeeping	5	400	510	910	489
Travelling expenses	6	223	2,733	2,956	11,693
Conference & training expenses		177	-	177	977
Internet services, IT & office costs		200	91	291	1,504
Data protection registration		-	70	70	70
Bank charges		-	164	164	118
Central office levy		-	1,337	1,337	683
Miscellaneous expenses	7	500	162	662	71
Purchase 1-3 Waters Lane	8	-	-	-	187,947
Refurbishment 1-3 Waters Lane	8	48,410	-	48,410	43,675
		<b>49,910</b>	<b>18,114</b>	<b>68,024</b>	<b>266,889</b>
<b>Surplus/ (deficit) for year</b>		<b>(2,910)</b>	<b>2,115</b>	<b>(795)</b>	<b>(43,893)</b>
Balance as at 1st April 2023 b/f		<b>7,363</b>	<b>361</b>	<b>7,724</b>	<b>51,617</b>
<b>Balance as at 31st March 2024</b>		<b>4,453</b>	<b>2,476</b>	<b>6,929</b>	<b>7,724</b>
<b>Represented by:</b>					
HSBC current account CIO				22,829	7,624
HSBC current account oldCo				100	100
Loan from Monmouthshire Masonic Trust Fund				(16,000)	-
				<b>6,929</b>	<b>7,724</b>
<b>Other assets - Unrestricted Funds</b>					
<b>1-3 Waters Lane, Newport. See note 8</b>				<b>280,032</b>	<b>231,622</b>

## Newport & Gwent Samaritans

Year to 31st March 2024

Notes	31/03/2024	31/03/2023
<b>1. Grants &amp; general donations</b>		
Lisa 279	532	358
Anon/CAF	-	49
Margaret Ford	-	20
Croesyceiliog & Llanyravon CC	-	150
Julie Morgan	50	50
Cath 138	40	20
Glascoed Village	35	20
Freemasons	4,000	3,000
Probus	80	-
Anon	205	10,120
Redwick CC	-	50
Annett Brimble	-	10
Samaritans Christmas Campaign	-	3
D R Podmore	-	60
Admiral	-	6,333
Gilwern WI	-	35
Evans & Clarke collection	-	6
RE Stone	-	50
A Matthews	-	50
Denise 331	210	100
K Tovey	-	50
Karen 46	-	25
Toby 329	-	60
Glascoed Baptist Chapel	-	100
Ponthir Baptist Church	-	200
Della 130	100	-
TR&JM Lewis	50	-
N Byrne Community Council	200	-
Bex 151	19	-
	<b>5,521</b>	<b>20,919</b>

	31/03/2024	31/03/2023
<b>2. Donations In Memory</b>		
Stuart Davies	40	
	<b>40</b>	<b>138</b>

# Newport & Gwent Samaritans

Year to 31st March 2024

## Notes

3. Fundraising and grants	Restricted	Unrestricted	Total	31/03/2023
Books		54	54	29
Cards/Christmas cards/merchandise		288	288	287
Plants		19	19	-
Christmas party, quiz & raffles		305	305	587
Moondance Foundation grant	20,000	-	20,000	-
Postcode Community grant	23,000	-	23,000	-
Talks	-	-	-	34
Local Giving grant	-	-	-	500
Samarathon	-	-	-	5
100 Club	-	270	270	408
Easy Fundraising	-	58	58	49
Amazon/Paypal	-	73	73	228
Walk	-	898	898	699
Anna 272 sale of paintings	-	-	-	451
POBL grant	1,000	-	1,000	-
Enthuse	-	1,264	1,264	141
Cardiff YMCA 1910	-	-	-	4,990
Lottery grant	-	-	-	9,200
Sarah Millican collection	-	-	-	1,009
Quiz night	-	-	-	25
Matthew Harvey event	-	841	841	680
Fashion Show	-	994	994	1,283
Ponthir Music Night/BBQ	-	500	500	2,584
GAVO	-	-	-	4,000
Donr Ltd	-	-	-	101
Small collections	-	161	161	194
GWR	1,500	-	1,500	-
Welsh Government	1,500	-	1,500	-
Boules event	-	85	85	-
	<b>47,000</b>	<b>5,810</b>	<b>52,810</b>	<b>27,484</b>

	31/03/2024	31/03/2023
4. Fund raising costs		
Cards & merchandise	-	264
100 Club Prizes	119	75
Christmas party	-	-
Quiz night	-	-
Ponthir Music Night	-	336
Fashion Show	300	250
	<b>419</b>	<b>925</b>



## Newport & Gwent Samaritans

Year to 31st March 2024

### Notes

#### 5. Repairs & housekeeping

	31/03/2024	31/03/2023
Housekeeping, small repairs, refreshments	910	489
	<u>910</u>	<u>489</u>

#### 6. Travel expenses

	31/03/2024	31/03/2023
prison	1,563	1,252
claimed and donated	-	9,941
shifts	1,393	500
	<u>2,956</u>	<u>11,693</u>

#### 7. Miscellaneous

Volunteer care	662	71
	<u>662</u>	<u>71</u>

#### 8. Freehold property

1-3 Waters Lane, Newport		
Purchase	187,947	187,947
Renovations 2022/23	43,675	43,675
Renovations 2023/24	48,410	-
Total cost as at 31st March 2024	<u>280,032</u>	<u>231,622</u>