

Wolverhampton City of Sanctuary

Trustees' Annual Report

Year ended 31st December 2020

Registered Charity Number 1176101

Registered Office Address: 16 Temple Street, Wolverhampton, WV2 4AN

Names of trustees who manage the charity

John Catley	Chair	Served until 18 June 2020
Alan Marriott	Vice Chair & Chair	Served for entire period and as Chair from 18 June 2020
Kate Penman	Secretary/Trustee	Served until 18 June 2020
Erik Pearse	Treasurer	Served for entire period
Gill Kelly	Vice Chair	Served from 18 June 2020
Kosmas Wittwer	Secretary	Served from 18 June 2020
Khady Noufe	Trustee	Served for entire period
George Reiss	Trustee	Served for entire period
Jojozana Mengue Owona	Trustee	Served for entire period
Geoff Gooding	Trustee	Served from July 2020
Florence Pelamie	Trustee	Served from July 2020
Margaret Marriott	Trustee	Served from July 2020

The Board of Trustees are responsible for appointing additional trustees.

Type of Governing Document

Constitution dated 5th December 2017

The Charity is constituted as a CIO. The most recent version is dated 28 October 2020

Summary of the objects of the charity

- a. The advancement of the education of the public in general about the issues relating to refugees and those seeking asylum.
- b. The advancement of the education and training of those seeking asylum and those granted leave to remain or refugee status and their dependants in need thereof so as to advance them in life and assist them to adapt within a new community.
- c. The promotion of equality and diversity for the public benefit by promoting activities to foster understanding between people from diverse backgrounds.

- d. The promotion of social inclusion for the public benefit among people who are refugees and asylum seekers who are socially excluded on the grounds of their social and economic position, by providing and/or co-ordinating services and facilities to advance them in life and assist them to adapt within a new community.
- e. The prevention and relief of poverty amongst asylum seekers and refugees.

Summary of main activities and performance for the public benefit

COVID-19: WHAT HAD TO STOP

Since the start of the first lockdown on 25 March 2020 we have had to completely change the approach to our work with the Covid 19 restrictions. Our main weekly drop-in activity at our new venue of SS Mary and John Church Hall, Snow Hill, Wolverhampton which had been welcoming growing numbers (75+), had to stop. No more physical socialising with light refreshments, fortnightly lunches cooked by attendees and volunteers, distribution of donations (clothing, household items, sanitary products and toys) and face-to-face signposting to other agencies, help with English and maths and basic legal advice from a visiting solicitor.

We were also unable to hold any group social events, such as our bring and share 'Meet and Mingle' events that give an opportunity for local people to meet asylum seekers and refugees with refreshments and entertainment. Nor could we organise our regular trips to Bishops Castle, Shropshire, Clissett Wood, Broseley, Wildside Activity Centre, Wolverhampton, or use Wolverhampton Quakers accommodation for holidays in Porthmadog, North Wales. Work with Wolverhampton schools, developing the Schools of Sanctuary initiative in Wolverhampton was put on hold.

WHAT WE DID INSTEAD

We instituted regular meetings and virtual online drop-ins via Zoom. The volunteers' meetings were well attended; the Zoom drop-ins were not so popular.

We set up a WhatsApp group for socialising, sharing information and advertising donations. We also instituted a buddy scheme, using both telephones and WhatsApp to keep in touch. Inevitably we could not keep in touch with everyone, but most of the regular drop-in attenders remained in touch. New people joined us because they were recommended by those who already had established links with Wolverhampton City of Sanctuary.

Throughout the periods of lockdown, hardworking volunteers were able to maintain a donations service, advertising goods via WhatsApp and arranging deliveries following Covid-safe guidelines.

We obtained a £5000 grant via NACCOM from Respond and Adapt (RAP Fund) and were able to provide phone top-ups to asylum seekers during Covid 19, as well as emergency

funding for one-off or short-term needs such as laptops. Phone top-ups were supplemented by money that would otherwise have been spent on drop-in room rental.

The Destitution (Kenny's) Fund Committee met several times during the year to support the needs of homeless and destitute asylum seekers, including providing direct financial support and signposting to professional advice. £4900 was spent this work and 15 individuals were supported during 2020.

We met twice online with Stuart Anderson, MP for Wolverhampton South-West in June and September. He mentioned our work in Parliament and he also visited our allotment, suitably socially-distanced.

Using online crowd-funding we supported and organised the funeral of one of our well-loved asylum seekers. He was forced to leave Wolverhampton for Chester and sadly died away from his 'family'. The funeral was recorded and a photo album was produced for the family.

Three articles about the hard work and creativity of asylum seekers appeared in the Wolverhampton Express & Star newspaper in 2020. These featured Covid mask making, the allotment and our first published cookbook. We made two successful funding bids during the year, the first grant from the RAP Fund, to purchase laptops and phone top-ups. The second grant, awarded by Barrow Cadbury on behalf of the National Lottery Community Fund, provided funding for 30 pairs of school shoes or uniform items for thirty school attenders, six additional laptops and wi-fi access for six homes. This work continued into 2021.

During the school summer holidays families received gift tokens and copies of the City of Sanctuary cookery book as compensation for the lack of our usual summer outings. We were able to distribute craft materials to children for use during the Easter holidays, spring and autumn half term holidays. At Christmas we set up a JustGiving page and were able to provide shopping tokens again to make up for the absence of the annual Christmas Party at St Chad Mark CE Church.

The Christmas gifts were accompanied by printed seasonal greetings cards designed by the children. Volunteers organised a competition at autumn half term and six designs were chosen.

A special mention must go to Mary Solomon of Humans of Wolverhampton Group for her incredible individual fundraising efforts during 2020. She ran the distance from Land's End to John O'Groats and raised more than £1700. We are also particularly grateful to the Ledbury Quakers for supporting the cooking and allotment project, and other local Quaker meetings whose support has enabled us to provide practical support to asylum seekers and their families. 2020 has been a year when we have been privileged to receive donations

from many groups and individuals, enabling us to provide support for sanctuary seekers during this difficult period of the pandemic.

FINANCIAL MATTERS

Two successful bids for approximately £10K and the JustGiving fundraising for Christmas gifts have meant that our income during 2020 rose substantially. The bulk of the expenditure for the second project did not take place until early 2021, so the charity appears to be in a much stronger financial position than on 31.12.2019. Approximately £1700 of the RAP grant and £2000 of the Barrow Cadbury grant remained in the account on 31.12.2020.

In May 2020 the charity agreed a reserves policy stating that "The Trustees' Policy is to maintain unrestricted reserves amounting to between 6-12 months' total expenditure in the previous financial year." This would ensure the continuation of our services for this period, allowing for fundraising to take place, or for an orderly winding up of the charity's affairs.

DECLARATIONS

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

Signed on behalf of the charity's trustees

Alan Marriott, Chair

A. Marriott Dated 8/10/21

Erik Pearce, Treasurer

[Signature] Dated 8/10/21

Wolverhampton City of Sanctuary

Accounts 2020

	<u>2020</u>	<u>2019</u>
<u>Income</u>	<u>£</u>	<u>£</u>
Donations ¹	12,440	10,506
Grants ²	10,240	100
Fund-raising ³	7,752	1,680
Gift Aid ⁴	494	1,366
Refunds	<u>0</u>	<u>5</u>
Total	30,926	13,657
 <u>Expenditure</u>		
Donations and services ⁵	17,797	9,099
Cost of events/Activities ⁶	956	1,424
Training costs ⁷	370	575
Volunteer costs	662	378
Rent/Drop-in costs ⁸	449	2,817
Sundries ⁹	<u>387</u>	<u>466</u>
Total	<u>20,621</u>	<u>14,759</u>
Result for the year	10,305	(1,102)
Funds from last year brought forward	16362	17,464
Funds carried forward¹⁰	26,667	16,362

Wolverhampton City of Sanctuary

Notes

1.	<u>Donations</u>	<u>£</u>	
	<i>Unrestricted</i>	Regular donations	2,350
		Occasional donations	<u>1,696</u>
		Total	4,046
	<i>Restricted</i>	Regular donations	4,950
		Occasional donations	<u>3,444</u>
		Total	8,394
	Total		12,440
2.	<u>Grants</u>	<u>£</u>	
	Respond and Adapt Programme – RAP	5,000	
	Barrow Cadbury Trust/Community Fund	2,400	
	Ledbury Refugee Support	1,500	
	Telford Healing Group	140	
	Bishops Castle Quakers	700	
	NACCOM	250	
	Mid-Counties Cooperative	<u>250</u>	
	Total		10,240
3.	<u>Fund-raising</u>	<u>£</u>	
	Justgiving	4,990	
	Sponsored run	1,751	
	Sales of calendars and cookery books	<u>1,011</u>	
	Total		7,752
4.	<u>Gift Aid</u>	<u>£</u>	
	May-December 2019	494	494

£1,366 was received in 2019 for December 2017-April 2019

Wolverhampton City of Sanctuary

Notes (contd.)

5.	<u>Donations and services</u>	£
	Cash donations for day-to day costs	2,545
	Phone top-ups	1,298
	Computers	3,302
	Shoes/schoolwear	282
	Gift vouchers	7,178
	Printing of Christmas card packs	290
	Travel costs	588
	Rent and Utilities	1,279
	Legal and Professional fees	1,017
	Contribution to cost of a burial	<u>750</u>
	Total	18,529
	Refund (Printing)	<u>732-</u>
		17,797
6.	<u>Cost of events/Activities</u>	£
	Meet and Mingle	261
	Gardening	275
	Face masks/Arts & Crafts items	52
	Cookery club	111
	Printing of 'Food without borders'	274
	Printing of 2021 calendars	<u>233</u>
	Total	1,206
	Refund (Gujerati Association)	<u>250-</u>
		956
7.	<u>Training</u>	
	Training costs	420
	Refund	<u>50</u>
		370

Wolverhampton City of Sanctuary

Notes (contd.)

8.	<u>Rent/drop-in costs</u>	<u>£</u>
	Rental for Jan-March 2020	250
	Rental for music project	53
	Zoom costs for governance meetings	99
	Zoom costs for drop-in meetings (part-refunded – see note 5)	<u>104</u>
	Total	506
	Refund (Zoom)	<u>57-</u>
		449
9.	<u>Sundries</u>	<u>£</u>
	Postage and stationery	62
	Donation to Elias Mattu Foundation	100
	Printing of albums	73
	Publicity	22
	Cost of mobile	75
	Voucher for auditor	25
	Subscription to NACCOM	<u>30</u>
	Total	387
10.	<u>Balance carried forward at 31 December 2020</u>	
	Bank current account	26,569
	Cash in hand	<u>98</u>
		26,667

Alan Marriott
Chair

Alan Marriott

Date

8/10/21

Erik Pearse
Treasurer

Erik Pearse

Date

8/10/21

Independent examiner's report to the trustees of Wolverhampton City of Sanctuary CIO

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement- matter of concern identified

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

In carrying out my examination I noted that the present system of book-keeping is not helpful for the financial activity of the charity; it is extremely cumbersome and muddles different types of transactions under single headings. It is therefore prone to error and is not capable of easily producing the regular financial monitoring information the trustees require. I am please to note that officers of the CIO are planning to start using a suitable fund accounting software package as soon as practicable.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed:



Name: David Fulljames

Address: 55 Richmond Road, Wolverhampton, WV3 9JH

Date: 13th August 2021