



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 01 July 2020 Period start date To 30 June 2021 Period end date**

**Charity name: Tyneside Welcomes**

**Charity registration number: 1183738**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Tyneside Welcomes exists for the public benefit of refugees and their host communities in Northeast England:-</p> <p>(1) To relieve poverty and to preserve and protect the physical and mental health of those granted refugee status and their dependants particularly by practical support, advice and assistance with the provision of housing;</p> <p>(2) To advance the education and training of those granted refugee status and their dependents in need thereof so as to advance them in life and assist them to adapt within a new community; and</p> <p>In furtherance of the above 2 purposes the organisation Tyneside Welcomes sponsors the integration of refugees and local communities through practical action and supportive partnerships with statutory and other agencies.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The main activities have been fundraising; working with Home Group to identify a suitable property and tenancy agreement (i.e. transitions tenancy); developing our policies and structures of governance (convening a Finance and Governance Group and reviewing meeting structures); successfully re-submitting our application to Home Office and putting together the detail of a pre and post arrival action plan to re-settle the family allocated to us. In planning for arrival of the family (arrival date 1 July) all volunteers with any involvement in supporting the family have undertaken Reset and other communications training. Areas of planning include: financial planning; training and planning related to benefits and budgeting; planning to meet health needs, liaison with North Tyneside</p>

		<p>Council (Admissions) to register the children in school, safeguarding training and support; informal ESOL support plans and identifying appropriate college provision for September; work with Northeast Wellbeing Service and other organisations to identify play activities for the summer period.</p> <p>Many of our members have themselves volunteered with other organisations such as Walking With, Tyne and Wear Citizens, and Citizens Advice to gain insight and skills that will be needed to support a resettled family. This has all enabled us to focus on embedding Tyneside Welcomes in the N East charitable and citizenship landscape</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit. New Trustees have been sent government guidance on becoming a trustee and had induction by zoom on Tyneside Welcomes constitution and charitable objectives.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/931951/Trustee_welcome_pack_final_version__002_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/931951/Trustee_welcome_pack_final_version__002_.pdf</a></p> <p>We have increased the number of Trustees by 2 since the last AGM and aim to recruit at least one Trustee with experience of being a refugee in the next 6 months.</p>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	To date Tyneside Welcomes has not been in receipt of any grant funding. We have set an objective to apply for a small grant within the next 6 months to cover operational running costs.
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	All Tyneside Welcomes activity is volunteered. No member or Trustee has received payment. Volunteers have given skills and

		<p>resources to which they have access - their houses and gardens, culinary and musical skills, financial administrative and other professional skills, friendship groups, time and effort. This has put us in the position that we have the combined skills, expertise and resources we need to imminently welcome and resettle a family. The administrative and management function has been developed by identifying a volunteer to take on a project management role and we have established a small welcome team consisting of 4 people to provide the immediate intensive support the family will require from 1 July. Arrangements are in place to support the family during the quarantine period and provide access to required covid testing. It is the Chair's honour to thank everyone for what they have achieved together. We are planning to collate, in more detail, the time spent by volunteers on administration and management and direct support of the family so there is a realistic evaluation of capacity needed as we move forward with planning for arrival of the second family. Individual members of the Co-ordinating Committee have taken Lead roles (or deputy roles) in specific areas of work and/or the management and membership of sub-groups, as shown in the Resettlement Plan and other documents.</p>
Other		<p>The impact of Covid-19, from March 2020, caused all resettlement flights to be paused. Tyneside Welcomes supported the pressure from the Community Sponsorship movement on the Home Office to resume these, with the UNHCR. The UK Resettlement Scheme (UKRS) subsequently reaffirmed the UK's ongoing commitment to refugee resettlement and we were allocated a family to resettle under this scheme (arrival date 1 July 2021)</p>

## Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>-despite restrictions of Covid 19 we have continued to raise funds and had successful on line events (songs and storytelling, Syrian cookery Tynemouth market stall and a 'covid secure' garden walkabout). We have also had a successful campaign to increase donations through standing orders. These fund raising initiatives have engaged the broader community.</p> <p>- we have increased membership and capacity by amalgamating with an embryonic group NE1 Welcome that formed during lockdown</p> <p>- we have also engaged with All Saints Church and Amnesty to promote the Community Sponsorship model and our own role as a potential 'lead sponsor' for these emerging groups. This enables more beneficiaries in the future and has a positive impact on local communities working together to resettle families.</p> <p>-we have further developed our working relationship with Home Group and jointly negotiated a Transitions tenancy with the Home Office that is beneficial for the re-settled family (access to emergency housing repairs and services) and potentially provides a model for other community sponsorship groups.</p> <p>-we are also working closely with the Roman Catholic Diocese to access larger properties and are actively engaged in negotiations on two properties located in North Tyneside and Newcastle.</p> <p>-we have taken an outreach approach to use of social media so interested parties are aware of what we are doing through our blog, facebook, instagram and twitter posts but there is not undue publicity on the family themselves and their refugee status.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Covid-19 pandemic delayed us in our objective to re-settle a family displaced by the Syrian conflict but this has now been achieved (family arriving 1 July 2021) and we have a strategy day planned on October 16 to plan timescale for next family.
Performance of		Our initial target was to raise £9k. We

fundraising activities against objectives set	Para 1.41	have achieved this and are on target to ring fence a further 9K to plan for arrival of the second family.
Investment performance against objectives	Para 1.41	n/a
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity has closed the year with a healthy balance. Our income has exceeded our outgoings. We are in a very good position to support the first family and well on our way to having sufficient funds to host a second family – available funds stand at £14,676.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have no formal reserve policy at present time, other than to be prudent and careful with the funds entrusted to us.
Amount of reserves held	Para 1.22	n/a
Reasons for holding zero reserves	Para 1.22	All funds raised are specifically for the support of the families being re-settled. Tyneside Welcomes is run on a volunteer basis and does not employ staff so there is no need to build in a reserve for any staff related issues such as redundancy.
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The main uncertainty is Government Policy related to the Community Sponsorship model and bringing refugee families into the UK in the context of Covid-19. Our reliance on volunteers brings with it the assumption (and associated risk) that there will be people willing to undertake the work on an ongoing basis.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Tyneside Welcomes' principal sources of funding are through fundraising events and donations. Despite the effects of COVID on fundraising we can record an income of over £6000. Two on-line events achieved just over £2,500, fundraising activities using Justgiving raised another £1,700 and a sale of craft goods added over £300 to our income. We continue to receive donations from a growing number of regular donors.</p> <p>Expenditure for the period was £3,773. Our greatest expense has been translation of documents into Arabic (£1,126.00). There has been a small amount of spending on household items in preparation for the arrival of the family. We have also provided</p>
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		training for volunteers.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We have decided, as true to our values, to use an ethical bank (Triodos). We also have a local North East Credit Union account as this was convenient and quick to set up and helps our engagement with our local community.
A description of the principal risks facing the charity	Para 1.46	We have compiled a Risk Register which is appended below
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appropriate relevant experience at right level, as decided by existing trustees. Two trustee references are taken up. We aim to increase diversity among the Trustees and attract at least one Trustee with experience of being a refugee and/or significant experience supporting refugees/asylum seekers. A recruitment and selection process is currently being implemented and overseen by the Finance and Governance Group. Tyne & Wear Citizens is entitled to nominate a Trustee, but has not yet done so (the Chair of Trustees is a current member of the Leadership Group of Tyne and Wear Citizens).

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees meetings include informal time to support those new to the role and to discuss the attendant responsibilities. The Chair and other Trustees meet individually with new Trustees to help induct them.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The formal members of the CIO are the Trustees. All Trustees are also members of the Co-ordinating Committee (CC) which has a crucial role in agreeing expectations and informing and supporting the Trustees. Members of the CC lead sub-groups to deal with specific areas (housing, banking, benefits, volunteering, translation, data protection, communication, and ESOL, for example). Trustees maintain a full overview of these activities and we are reviewing the role of Co-ordinating Committee and subgroups. As the organisation develops to support more than one family it could be more effective to have an



		<p>overarching Advisory/Co-ordinating Committee that meets quarterly and Locality Team meetings for teams supporting specific families in different geographical areas. This is currently under review.</p> <p>All safeguarding and financial decisions are taken by Trustees, not the Co-ordinating Committee, although the Trustees seek the views of the CC.</p> <p>We hold important external links with – RESET, Sponsorrefugees, North Tyneside Council, Walking With, Newcastle Central Mosque, and Tyne &amp; Wear Citizens.</p>
Relationship with any related parties	Para 1.51	<p>Tyneside Welcomes subscribes to the local chapter of Citizens UK, “Tyne &amp; Wear Citizens” in pursuit of its objectives in listening to and supporting the local communities of which resettled refugees will be a part. We are also members of RESET’s Community Sponsorship Council.</p>
Other		

## Reference and Administrative details

Charity name	Tyneside Welcomes
Other name the charity uses	@TyneWelcomes on Twitter
Registered charity number	1183738
Charity’s principal address	<p>11 Victoria Avenue</p> <p>Newcastle upon Tyne</p> <p>NE12 8AX</p>

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Richard Young	Chair	From 01 October 2019 To 30 Sept 2022	Panel of selected Trustees overseen by Finance and Governance Group
2	Alasdair Wilson	Treasurer	From 05 June 2019 To 4 June 2021 - extended until 31 October 2021	Panel of selected Trustees overseen by Finance and Governance Group
4	Sally Mitchison	Safeguarding Lead	From 30 October 2019 To 29 October 2022	Panel of selected Trustees overseen by Finance and Governance Group
5	Jill Bradbury		From 30 October 2019 To 29 October 2022	Panel of selected Trustees overseen by Finance and Governance Group
6	Lindsay Brigham	Secretary	From 30 October 2019 To 29 October 2022	Panel of selected Trustees overseen by Finance and Governance Group
7	Jane Mary Young		From 27 November 2019 To 26 November 2022	Panel of selected Trustees overseen by Finance and Governance Group
8	Judith McSwaine		From 26 October 2020 To 25 October 2023	Panel of selected Trustees overseen by Finance and Governance Group
9	Melissa Schueler		From 14 April 2021 To 13 April 2024	Panel of selected Trustees overseen by Finance and Governance Group
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Corporate trustees - names of the directors at the date the report was approved

Director name		
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Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Richard Getliff Young	
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Position (eg  
Secretary, Chair, etc)

Chair	
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Date

29 <sup>th</sup> August 2021
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# Tyneside Welcomes

## Risk Register

Issue 2 reviewed by 20/1/21 First issue Aug 2020

Impact on the charity or its aims (r): 1 – very low to 5 severe  
Likelihood of occurrence (p): 1 – very unlikely to 5 very likely  
Aim of mitigation is to reduce likelihood ( $r_m$ ) and/or impact ( $p_m$ ) hence lower product of r and p

Risk	Potential impact (r)	Likelihood (p)	Impact factor $r \times p$	Mitigation	Revised Impact $r_m$	Revised Likelihood $p_m$	Revised impact factor $r_m \times p_m$
Humanitarian							
Adverse or retrograde change in Government policies	4	3	12	1) Be aware of potential changes. 2) Be ready to campaign against adverse change	3	2	6
Pandemic restrictions not being lifted for	5	4	20	1) Work to maintain enthusiasm of the group and support members directly affected by	3	4	12

extended period leading , firstly, to further delay to a family arriving, secondly to difficulties for effective help being delivered to families by our volunteers				<p>Covid-192) Lobby local MPs directly and support RESET, Sponsor Refugees and other bodies to resume flights.</p> <p>3) Ensure Covid risk assessments carried out for all relevant tasks and interactions</p> <p>4) Team leaders to enable training of volunteers to be safe during their duties.</p>			
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Reputational							
A volunteer or trustee is suspected or proven to have carried out a crime or misdemeanour	5	2	10	<p>1) Ensure robust recruiting process including DBS checks and references2) Safe procedures for interacting with beneficiaries3) Suitable financial procedures.4) Whether volunteer or trustee, ensure safeguarding procedures are both robust and followed5) Ensure suitable insurance policy is kept up to date</p>	3	1	3
A beneficiary is	4	2	8	1) Provide mentoring and support	3	1	3

suspected or proven to have carried out a crime or misdemeanour				<p>either directly or by working with partners to minimise need or opportunity for such an incident</p> <p>2) Use contacts with RESET, Sponsor Refugees etc to support TW in managing the incident and communicate effectively with the public.</p> <p>3) May need to provide police statement4) Depending on nature of suspected crime or misdemeanour may need to follow safeguarding procedures</p>			
The premises of our family are shown to be sub- standard or unsafe	4	1	4	<p>1) Work with landlord before the family is settled.2) Inspect the property3)Take Police advice re suitability of local area.</p> <p>4) TW would need to act in a timely and appropriate way proportionate to nature of risk/vulnerability of beneficiaries.5) In case of issue arising after the family move in make best efforts to remedy the problem or find an alternative</p>	2	1	2



				property			
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Financial							
Loss of funds from theft or fraud	5	3	15	1) Ensure security of banking 2) Suitable procedures for handling cash and outgoing payments 3) Check all people handling the finances are right and proper persons 4) Annual check of finances, governance and accounting by a suitably qualified and experienced external monitor (Iain Kitt). 5) Ensure suitable insurance policy is kept up to date	4	1	4
Reduction in income enough to severely deplete reserves	4	2	8	Experience shows we can raise significant funds in a short period	3	1	3
Economic crash	3	1	3	Bank deposits are protected by the Government scheme (85£k)(Note that TW does not hold stocks and shares)	1	1	1

Unexpected high expenditure for family	4	1	4	1) Have fund-raising ideas in the pipeline, keep aware of possible grants to cover costs.2) Review budget regularly	3	1	3
Organisational							
Overwork by volunteers leading to burnout	4	2	8	1) Encourage volunteers to communicate with team leaders2) Hold regular Support meetings to mentor vols.3) Manage expectations of the family	3	1	3
Dropout of key personnel	4	3	12	1) Maintain openings for new volunteers.2) Share tasks and have written procedures for key tasks.3) Support any dropping out due to Covid infection/isolation	3	2	6

Activities not covered by approved procedures	3	2	6	1) Ensure regular review of activities and their procedures and TW policies2) Regular Support meetings to mentor vols	2	1	2
Not enough volunteers either for	4	3	12	1) Maintain publicity activity2) Keep up networks3) Be aware of training	3	1	3

the workload or specific tasks				opportunities4) In recruiting from the public we need clarity about roles/tasks required of volunteers			
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Tyneside Welcomes Charity No 1183738 Reg'd address: 11 Victoria Avenue, Forest Hall, Newcastle upon Tyne NE12 8AX

**Tyneside Welcomes**  
Statement of accounts for the year ending 30 June 2021

	Income	Expenditure
<b>Opening Balance</b>	neCredit Union 5723.86	
<b>Opening Balance</b>	Triodos 6575.23	
Fundraising & Donations NECU	264.17	Bank Charges 78.39
Fundraising & Donations Triodos	NEI Citizen UK 1,815.59	CU 0
	Easyfundraising etc 45.84	Triodos 9.00
	Paypal 2881.00	Paypal 65.78
	Sumup 214.00	Sumup 3.61
	BACS/Cheques etc 925.00	Hire Charges (CU) 25.00
HMRC Giftaid	0.00	LotteryLicence 0.00
Interest Triodos	4.87	Insurance 307.33
Interest CU	0.00	Interpreting/translation 1126.09
		Family 638.05
		Training 480.00
		Fees 700.00
		Sumup device 34.80
		Website 383.47
	Total Income 6150.47	Total Expenditure 3773.13
	Add opening balances 18449.56	
Balance forward	14676.43	
Reconciliation		Prepared by Judith McSwaine
<i>Balances in bank:</i>		Checked by Iain Kitt
NE Credit Union	263.03	Date
Triodos	14413.40	
Available funds	14676.43	

Notes:

## Income

Citizens UK: were handling funds raised by NE1; NE1 subsequently joined Tyneside Welcomes. Funds held for them were transferred to our Triodos account. Two payments were received- though together they don't match the spreadsheet NE1 were using to record their fundraising.

On-line/electronic income: Paypal and Sumup deduct a fee from each transaction. I have used the amount donated before deductions and make a corresponding entry under expenditure to get a true record of our income and charges.