



Trustees' Annual Report for the period

From 01 July 2021 Period start date To 30 June 2022 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	Tyneside Welcomes exists for the public benefit of refugees and their host communities in Northeast England:- (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; (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 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.
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	The way we achieve 1 and 2 is through the community sponsorship scheme (the community version of the UK Resettlement Scheme -UKRS-utilised by Local Authorities) with the Home Office. We fundraise for the required 9K per family, identify housing, develop a resettlement plan covering ESOL, education, cultural orientation and integration, support with banking, benefits and budgeting, volunteering and employment and accessing health and other relevant services. We submit applications to the Home Office and when approved we sign up to a contract to provide support services to the family.

		<p>The main activities have been developing organisational capacity so we can deliver multiple community sponsorship contracts. We have developed a one organisation model whereby, through a core group of lead sponsors, we provide lead sponsorship for emerging community sponsorship groups that establish 'branches' of Tyneside Welcomes. To date we have the original Forest Hall branch plus Amnesty North East Welcomes (currently working in Gateshead), Gosforth and North Shields Welcomes branches. RESET have showcased our work in their recent publicity.</p> <p>https://resetuk.org/stories/as-the-lead-sponsor-we-are-like-the-trunk-of-a-tree-and-each-group-we-support-is-like-one-of-the-tree-s-branches</p> <p>Working on a broader geographical basis means we have had to build relationships with three Local Authorities: North Tyneside, Gateshead and Newcastle. We have been successful in getting approval to operate community sponsorship in all three Local Authority areas.</p> <p>The specific activities we have been involved with have been.</p> <ul style="list-style-type: none"> - Continuing support for the first family re-settled in Forest Hall (arrived 1 July 2021). They have settled well in the area but after the birth of their fourth child the property they are currently in has become too small. We have supported them in getting on Tyne and Wear Homes register, getting Indefinite Leave to Remain status, and have also identified a potential property in the private rented sector. They are currently making a decision about this property. - Supporting new branches to build membership and submit applications to the Home Office -three new applications have been submitted this year. The ANEW application has been fully approved and the other two are at different stages of approval. - Pre -approval meetings with the Home Office have been attended by ANEW and North Shields branches and Forest Hall have conducted their final post-arrival meeting with RESET to review the first year of community sponsorship. The latter has
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		<p>demonstrated our effectiveness in supporting the family re-settled in Forest Hall.</p> <ul style="list-style-type: none"> - Fundraising efforts have continued and we have been successful in significantly increasing our reserves. This has been through individual donations, standing orders and the fund-raising efforts of our branches - Identifying properties. We have successfully identified two landlords who are willing to rent their properties at the housing benefit allowance cap (properties in Gateshead and Forest Hall). In both cases this entails taking on some property management responsibilities and in one case we have had extra expense to cover some void costs and minor repairs.
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>https://www.gov.uk/government/publications/charity-trustee-welcome-pack</p> <p>We have increased the number of Trustees by 1 since the last AGM and still aim to recruit at least one Trustee with experience of being a refugee in the next year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Tyneside Welcomes does not make grants.
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by	Para	All Tyneside Welcomes activity is volunteered. No member or Trustee has received

volunteers	1.38	<p>payment. Volunteers have given skills and 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 to resettle multiple families. The Forest Hall Welcome Team and others have provided intensive support to a family that is now reducing as the family move towards independence.</p> <p>We have now had over a year's experience in supporting a family. Experienced volunteers are also mentoring and supporting volunteers who are building branches. The lead sponsorship support we provide to our new branches is voluntary and without any charge. We have also been able to provide pump prime funding to enable new branches to rapidly submit applications to the Home Office.</p>
Other		<p>We have been successful in our application for a grant from the Shapiro Fund, administered through Pickwell Foundation (4.5K). This is aimed at speeding up the community sponsorship process so new groups do not have to fund raise the full 9K before they can re-settle a family. The funding has supported our target of reaching 4 successful applications during the next financial year.</p> <p>We also plan to apply to Community Foundation for a small grant to cover operational running costs and are in dialogue with Tyne and Wear Citizens about a shared bid for external funding.</p> <p>The Pickwell Foundation administered grant was specifically aimed at supporting a family from Afghanistan but because of delays in the new Afghanistan Citizens Resettlement Scheme (ACRS) scheme becoming operational it was agreed that we could support a family from Iraq.</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	<ul style="list-style-type: none"> - we have significantly increased membership and capacity and are now acting as lead sponsor for four branches rather than one. RESET nominated Tyneside Welcomes as a Principal Sponsor in November 2021. This has entailed organisational work on systems and processes. We have streamlined the volunteer application process so applications and references can be submitted online and have also revised how financial information is presented. - this has enabled us to develop relationships, governance and processes so that up to 4 more families will benefit from the opportunity to resettle in the UK and has a positive impact on local communities working together to resettle families. -we are 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. -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 whilst avoiding undue publicity on the family themselves and their refugee status.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We set a target of developing three new branches and have achieved this with three applications submitted to the Home Office-we have also met all our milestones on delivering the Home Office contract for the first family.
Performance of fundraising activities against objectives set	Para 1.41	We have significantly exceeded our expectations and can now support another 4 families in the next financial year rather than just one more.
Investment performance against objectives	Para 1.41	n/a

Other		
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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 significantly exceeded our outgoings (running costs and expenditure on the first family). We are in a very good position to support any ongoing costs for the first family and well on our way to having sufficient funds to re-settle four more families – available funds stand at £35,560.89
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have no formal reserves policy at present time, other than to be prudent and careful with the funds entrusted to us. However, the external examiner of our accounts has recommended we develop a reserves policy because of the amount of funding we have accrued over the last year. We aim to do this in the next 6 months.
Amount of reserves held	Para 1.22	n/a
Reasons for holding zero reserves	Para 1.22	All funds raised are for the direct support of the families being re-settled, engagement and integration of families into local communities and minimal running costs. 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. However, as our commitments rise and there are uncertainties that have an impact on families, such as rising energy costs, it might be prudent to develop a policy so there is a contingency for uncertain external events.
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. 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. We have significantly increased the number of volunteers but have challenging aims and are taking on additional responsibilities such as property management.

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	Tyneside Welcomes' principal sources of funding are through fundraising events and donations (both one off and standing orders). We have received 4.5 K grant funding recently but this will appear in the budget for 2022-2023.
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. We are also encouraging representation across new branches of Tyneside Welcomes. A recruitment and selection process has been implemented and is overseen by the Finance and Governance Group.

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. Trustees maintain a full overview of these activities and we are reviewing the role of Co-ordinating Committee and subgroups. We are considering reducing Co-ordinating Committee meetings to quarterly. As new branches have emerged they are convening their own regular meetings to organise their operational work. All safeguarding and financial decisions are taken by Trustees, not the Co-ordinating Committee,

		<p>although the Trustees seek the views of the CC.</p> <p>Branches with active sponsorship in place hold monthly informal support events for volunteers, where issues and questions can be sensitively explored.</p> <p>Tyneside Welcomes supports the integration of refugees and local communities through practical action and supportive partnerships with statutory and other agencies.</p> <p>We have external links with: RESET, SponsorRefugees, North Tyneside Council, Newcastle City Council, Gateshead Council, Home Group, North East Landlords, Newcastle and Northumbria Universities, and the Roman Catholic Diocese of Hexham and Newcastle. Our volunteers also volunteer or work with Walking With, Asylum Matters and West End Refugee Service. Tyneside Welcomes is currently a member of Tyne and Wear Citizens, with the chair of Trustees also on the Citizens leadership team so this gives us access to a broader network of organisations.</p>
Relationship with any related parties	Para 1.51	We are members of the Community Sponsorship Council and since our approval in the last year as a Principal Sponsor are also a member of the Principal Sponsor Alliance.
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	11 Victoria Avenue Newcastle upon Tyne NE12 8AX

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 - Term of office extended to 3 October 2024	Panel of selected Trustees overseen by Finance and Governance Group
2	Alasdair Wilson		4 October 2021 - 3 October 2024	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 - term of office extended until 3 October 2024	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	Treasurer	From 4 October 2021 - 3 October 2024	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
10	Hellen Giblin Jowett		From 19 April 2022 to 18 April 2025	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		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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

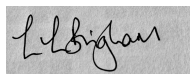
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Lindsay Brigham

Position (eg
Secretary, Chair, etc)

Secretary to Trustees

Date

21st August 2022

Risk Register

Issue 2 reviewed by 20/1/22 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
Covid 19 Pandemic: changes in travel and other restrictions due to adverse changes in virus behaviour, firstly, to delay further families arriving,	5	4	20	1) Work to maintain enthusiasm of the group and support members directly affected by Covid-19 3) Ensure Covid risk assessments carried out for all relevant tasks and interactions 4) Team leaders to enable training of	3	3	9

secondly to difficulties for effective help being delivered to families by our volunteers				volunteers to be safe during their duties.			
Reputational							
A volunteer or trustee is suspected or proven to have carried out a crime or misdemeanour	5	2	10	1) Ensure robust recruiting process including DBS checks and references 2) Safe procedures for interacting with beneficiaries 3) Suitable financial procedures. 4) Whether volunteer or trustee, ensure safeguarding procedures are both robust and followed 5) Ensure suitable insurance policy is kept up to date	3	1	3
A beneficiary is suspected or proven to have carried out a crime or misdemeanour	4	2	8	1) Provide mentoring and support either directly or by working with partners to minimise need or opportunity for such an incident 2) Use contacts with RESET, Sponsor Refugees etc to support TW in managing the incident and communicate effectively with the public. 3) May need to provide police statement 4) Depending on nature of suspected crime or misdemeanour may need to follow safeguarding procedures	3	1	3
The premises of our family are shown to be sub-standard or unsafe	4	1	4	1) Work with landlord before the family is settled. 2) Inspect the property 3) Take Police advice re suitability of local area. 4) TW would need to act in a timely and	2	1	2

				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 property			
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
Changes in benefit rules or their interpretation leading to large reduction in family's income	5	2	10	1) as above 2) continue to develop relationships with relevant bodies to mitigate effects 3) focus effort on helping adults gain employment/training	3	2	6
Organisational							
Overwork by volunteers	4	2	8	1) Encourage volunteers to communicate	3	1	3

leading to burnout				with team leaders 2) Hold regular Support meetings to mentor vols. 3) Manage expectations of the family			
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 policies 2) Regular Support meetings to mentor vols	2	1	2
Not enough volunteers either for the workload or specific tasks	4	3	12	1) Maintain publicity activity 2) Keep up networks 3) Be aware of training opportunities 4) In recruiting from the public we need clarity about roles/tasks required of volunteers	3	1	3

Tyneside Welcomes

Statement of accounts for the year ending 30 June 2022

	£		£
Opening Balance	14,676.43		
Income		Expenditure	
Interest	5.93	Interpreting	-917.42
	15,898.4	Translation	-309.00
Donations	2	Website	0.00
Fundraising	9,881.78	Family expenses	-7,026.31
Home Office			
funding	3,505.59	Vol Expenses	0.00
Covid tests	850.00	ESOL - materials	-16.50
void costs	955.59	Void costs	-955.59
	1,700.	Donations	
esol	00	Ukraine&FHP	-450.00
	3,505.59		
Giftaid	5,002.43	Tees & totes	-908.40
		Gateshead	
		property	-899.38
		Fundraising	
		expenses	-1,207.43
		Banner	-171.00
		DBS	-64.80
		Hire Welcome Party	-75.00
		bank charges	-72.30
		Insurance	-336.56
	<u>34,294.15</u>	Total expenditure	<u>-13,409.69</u>
Total Income	5		
Add opening	14,676.43		
balances	3		
	48,970.58		
	35,560.89		
Balance forward	9		

Reconciliation	
Balances in Bank	
NE Credit Union	4,970.64
	30,590.2
Triodos	5
	35,560.8
Available funds	9

Prepared by Judith McSwaine
Checked by Iain Kitt
Date

Notes

- 1 Includes i) costs of COVID tests;
ii) expenses applied against ESOL Home Office Funding totalling £673.
- 2 All volunteer expenses included in Family Expenses or other appropriate headings, for example: fundraising expenses. Volunteers have not claimed personal travel costs except when accompanying the family. There are no costs for zoom meetings or in person meetings.
- 3 Only Triodos charges included. Paypal (£36.46) & Sumup (£17.30) deducted before funds deposited.
- 4 repayment of overcharge on Insurance (£30)
- 5 Giftaid 2020-21 = £745.36;
2021-22 = £4,257.07.

Independent examiner's report to the trustees of Tyneside Welcomes on the charity's accounts for the period 01/07/21 – 30/06/22

I report to the trustees on my examination of the accounts of the Tyneside Welcomes (TW) for the year ended 30 June 2022.

Responsibilities and basis of report

As the trustees of the charity, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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 that:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or that
2. the accounts do not accord with those records, and that
3. the charity's funds are not used in pursuit of the charity's charitable objectives.

The following points are made not because I have found evidence of anything wrong in the accounts but to point to ways in which accounting procedures could be improved.

I note that I was unable to find documentary evidence for some transactions, notably confirmation of funding received from the Home Office. I understand this is because this is held by one of the other trustees. I recommend that all records relating to any financial transactions should be held by the Treasurer.

I am pleased to see that several of the recommendations that I made in my last report have been implemented. However, I notice that a significant amount of funds continue to be paid out to individuals for expenses that they have incurred. I have no reason to suppose that any of these are not legitimate, they are supported by receipts, but it does

represent a potential weakness in the charity's financial processes and I recommend that advice be sought from VODA to ensure that the charity is following best practice.

Recording of what might be termed 'informal donations', i.e. monies received at fundraising events or through individual donations other than by direct debit, PayPal etc. remains an issue. It is not clear to me that the procedures recommended by the Fundraising Regulator have been fully implemented. <https://www.fundraisingregulator.org.uk/code/all-fundraising/processing-donations> The procedures for dealing with these donations should be reviewed to ensure they follow best practice.

The organisation has built up considerable reserves and I recommend that, if one does not already exist, a reserves policy should be agreed, as recommended by the Charity Commission (<https://www.gov.uk/government/publications/charities-and-reserves-cc19/charities-and-reserves#annex-1-a-simple-approach-to-developing-a-reserves-policy>) .

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:

A handwritten signature in black ink that reads "Iain Kitt". The signature is written in a cursive style with a large 'I' and a stylized 'K'.

Name: Iain Kitt

Address: 36 Midhurst Road, Newcastle upon Tyne, NE12 9NU

Date: 21/08/2022