



## Trustees' Annual Report for the period

From 01 July 2023 Period start date To 30 June 2024 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 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> <p>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. We currently have the original Forest Hall branch plus the Gosforth Welcomes branch.</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"> <li>- Transition to independence for the first family in Forest Hall (arrived 1 July 2021). We have identified a more suitable property for them via a private landlord in Forest Hall and they moved in February 2023. Tyneside Welcomes have taken on the property management role for the house for the duration of the 2 years lease. We supported them in getting on Tyne and Wear Homes register and with application for Indefinite Leave to Remain/citizenship status for their children.</li> <li>- Post-arrival meetings with RESET were positive for all families</li> <li>- The Gosforth branch are successfully settling a family of 4 in the Ouseburn area and are providing daily support and advice and organising social activities.</li> <li>- Fundraising efforts have reduced because of time dedicated to supporting families but donations are still healthy i.e. individual donations and standing orders.</li> <li>- Identifying properties. We identified landlords willing to rent their properties at the housing benefit allowance cap. In all cases this entailed taking on some property management responsibilities.</li> </ul>
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://www.gov.uk/government/publications/charity-trustee-welcome-pack">https://www.gov.uk/government/publications/charity-trustee-welcome-pack</a></p> <p>We have recruited a Trustee with experience of being a refugee.</p>

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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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 volunteers	Para 1.38	<p>We have now had over 3 years' experience in supporting the original Forest Hall family and welcomed a further family in the previous financial year. Experienced volunteers are mentoring newer volunteers and providing cross branch support.</p> <p>All Tyneside Welcomes activity is volunteer-led. No member or Trustee has received payment. Volunteers have given skills and resources to which they have access – financial, governance administrative, safeguarding, support, fundraising and other professional skills, time and effort. This has put us in the position that we have the combined skills, expertise and resources to resettle multiple families.</p> <p>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 and receive families. As described previously, there have been challenges with two family breakdowns. This put a huge amount of pressure on volunteers.</p>
Other		Following our successful bid to the Community Foundation for a small grant (£3,700) to cover training costs and one year membership of Tyne and Wear Citizens, we undertook a range of volunteer training.

## Achievements and Performance

	SORP reference	
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"> <li>- We have continued to support the latest household that we sponsored, including support for complex and enduring medical issues, so that they are resettling successfully.</li> <li>- We have developed relationships with Local Authorities and other stake-holders and provided financial management and governance within Tyneside Welcomes so that the family welcomed last year is supported to resettle in the UK.</li> </ul>

		<p>- Positive examples of resettlement have knock on effects; changing attitudes and promoting inclusivity in local communities.</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 and Facebook and Instagram posts whilst avoiding 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	We have found it extremely difficult to source further suitable accommodation, which has restricted our ability to welcome further households
Performance of fundraising activities against objectives set	Para 1.41	We have managed our existing commitments and have sufficient funds, including an enhanced reserve, to consolidate our work and to plan another application to the Home Office.
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	<p><b>The end of year balance for 2023/2024 was:</b></p> <p><b>Triodos: £10,095</b>  <b>Cooperative Bank: £6,743</b></p> <p><b>Total: £16,839</b></p> <p><b>(Please see financial report added separately)</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have a reserves policy, following recommendations from our external assessor. We maintain a reserve of £7K unrestricted funding as a contingency for unexpected events e.g. covering for emergency repairs, additional costs incurred by family breakdown. We do not employ staff and have very small running costs so this should be sufficient but we will keep it under review.
Amount of reserves held	Para 1.22	£7K
Reasons for holding zero reserves	Para 1.22	n/a
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 taken on additional responsibilities such as property management, for the Forest Hall and Gosforth families. These are not our core strengths.

### 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 donations (both one off and standing orders) and fundraising events. We received a Community Foundation grant of £3.700 last year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
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. We now have one Trustee with experience of being a refugee and significant experience supporting refugees and 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	<p>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.</p> <p>Individual branches meet regularly and report to Coordinating Committee and Trustee meetings.</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>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/Home</p>

		Office, SponsorRefugees, North Tyneside Council, Newcastle City Council, Gateshead Council, Home Group, North East Landlords, Newcastle and Northumbria Universities, and the Diocese of Hexham and Newcastle. Our volunteers also volunteer or work with Walking With, Asylum Matters, Amnesty International, 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.
Relationship with any related parties	Para 1.51	Since our approval as a Principal Sponsor we are a member of the Lead Sponsors Network.
Other		

## Reference and Administrative details

Charity name	Tyneside Welcomes
Other name the charity uses	
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	Allie Wilson		4 October 2021 – 3 October 2024	Panel of selected Trustees overseen by Finance and Governance Group
3	Sally Mitchison	Safeguarding Lead	From 30 October 2019 To 29 October 2022 (extended to 29 October 2025)	Panel of selected Trustees overseen by Finance and Governance Group
4	Lindsay Brigham	Secretary	From 30 October 2019 To 29 October 2022 (extended to 29 October 2025)	Panel of selected Trustees overseen by Finance and Governance Group
5	Jane Mary Young		From 27 November 2019 To 26 November 2022 (extended to 26 November 2025)	Panel of selected Trustees overseen by Finance and Governance Group
6	Judith McSwaine	Treasurer	From 4 October 2021 – 3 October 2024	Panel of selected Trustees overseen by Finance and Governance Group
7	Melissa Schueler		From 14 April 2021 To 13 April 2024	Panel of selected Trustees overseen by Finance and Governance Group
8	Hellen Giblin Jowett		From 19 April 2022 to 04 January 2025	Panel of selected Trustees overseen by Finance and Governance Group
9	Azad Hasan		From 09 November 2023	Panel of selected Trustees overseen by Finance and Governance Group
10	Simon Wilson		From 13 June 2024	Panel of selected Trustees overseen by Finance and Governance Group
11				
16				
17				

## 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

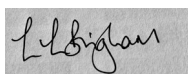
Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### 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

10 September 2024

## Tyneside Welcomes

### Risk Register

Issue 2d to be reviewed by 05/02/24 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
Reputational							
Covid 19 (or other) Pandemic: changes in travel and other restrictions due to adverse	5	3	15	1) Work to maintain enthusiasm of the group and support members directly affected. 3) Ensure risk assessments carried out for	3	2	6

changes in virus behaviour, firstly, to delay further families arriving, secondly to difficulties for effective help being delivered to families by our volunteers				all relevant tasks and interactions 4) Team leaders to enable training of volunteers to be safe during their duties.			
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 5) Cooperate with local domestic abuse services – lead sponsor initially 6) Prior to family arrival attempt to obtain a risk assessment from Home Office/UNHCR	3	1	3
*In particular domestic abuse	5	3	15		3	2	?
The premises of our family	4	1	4	1) Work with landlord before the family is	2	1	2

are shown to be sub-standard or unsafe				settled. 2) Inspect the property 3) Take Police advice re suitability of local area. 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 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: See Finance Policy. 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 and cash flow regularly	3	1	3
Changes in benefit rules or their interpretation	5	2	10	1) as above 2) continue to develop relationships with	3	2	6

leading to large reduction in family's income				relevant bodies to mitigate effects 3) focus effort on helping adults gain employment/training			
Organisational							
Overwork by volunteers leading to burnout	4	2	8	1) Encourage volunteers to communicate with team leaders 2) 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 or other serious illness.	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

## Balance sheet year ending 30 June 2024

Income	2021-2022	2022-2023	2023-2024	Expenditure	2021-2022	2022-2023	2023-2024
<b>Opening balance</b>			<b>23,140.34</b>				
		£	£			£	£
Interest	5.93	70.76	<b>59.99</b>	Bank charge	72.3	89.6	<b>75.20</b>
Donations	15,868	3,536.90	<b>571.13</b>	DBS	64.8	200	<b>0.00</b>
Donations Regular		3,205.00	<b>3,115.00</b>	Insurance	336.56	306.56	<b>306.56</b>
insurance refund	30	0	<b>0.00</b>	Website	0	291.56	<b>0.00</b>
Family Expenses repaid	0	1,532.90	<b>4,568.48</b>	Family Expenses	7,026.31	18,055.60	<b>10,728.76</b>
Interpreting	0	59.43	<b>0.00</b>	Interpreting	917.42	4,483.81	<b>1,833.84</b>
				Translation	309.00	1,009.20	<b>71.94</b>
Fundraising	9881.78	5,595.65	<b>809.52</b>	Fundraising Expenses	1207.43	151.35	<b>117.83</b>
Tees & Totes	0	84.15	<b>0.00</b>	Tees & Totes	908.4	0	<b>0.00</b>
Home Office Void Costs	955.59	2,724.15	<b>2,951.48</b>	Void cost	955.59	6,669.38	<b>0.00</b>
Home Office ESOL	1700	6,800.00	<b>1,700.00</b>	ESOL	16.5	699.28	<b>373.73</b>
Giftaid	5002.43	2,287.64	<b>0.00</b> see note	Printing (inc banner)	171	224.05	<b>0.00</b>
Grants	0	8,200.00	<b>1,000.00</b>	Ink & Paper	0	53.08	<b>0.00</b>
Property expenses	0	1,056.00	<b>1,992.45</b>	Property Expenses	899.38	9,300.52	<b>5,743.95</b>
Miscellaneous	850			Rent subsidy	0.00	2,200.00	<b>0.00</b>
overpaid rent	0	183.33	<b>0.00</b>	Room hire	75	305.15	<b>0.00</b>
UC delay susbsidy repaid	0	783.34	<b>0.00</b>	UC subsidy		1,116.67	<b>0.00</b>
Volunteer Exp repaid	0	23.62	<b>50.00</b>	Volunteer expenses		2,237.52	<b>275.80</b>
				Training		1,170.02	<b>3,237.25</b>
				Miscellaneous	450		<b>355.00</b>
<b>Total</b>	<b>34294.15</b>	<b>36,142.87</b>	<b>16,818.05</b>		<b>13,409.69</b>	<b>48,563.35</b>	<b>23,119.86</b>
		£					
Income		16,818.05					
Add opening balance		23,140.34					
		39,958.39					
Less expenditure		-23,119.86					
Balance forward		16,838.53					

Reconciliation	
Balance in bank	
Co-operative	6,743.18
Triodos	10,095.35
Balance forward	16,838.53

1) Ringfenced funds	Spend to date	Remaining
Community Foundation 3700.0	3237.25	462.75
Newcastle Children's Mi 1000.0	500.00	500.00

2) Reserved funds	7000.00
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3) Available funds	8,875.78
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Note: Giftaid will appear in next year's accounts

Prepared by	Judith McSwaine	Date
	<i>JM McSwaine</i>	25/7/2024
Checked by	Ed McKay	Date
	<i>Ed McKay</i>	25/7/2024