



FLINTSHIRE CITY of SANCTUARY:

Working with Synergy

<https://flintshire.cityofsanctuary.org/>

Charitable Incorporated Organisation

Charity No. 1186789

**Annual Report for the Period 6th December 2019 to
31st December 2020**

Chairman's Report December 2019 to 2020

Introduction

By the end of 2019, *Flintshire City of Sanctuary* was growing, learning, and working with communities in Mold, Holywell and Flint to support the education, employment, and integration of the ten Syrian families resettled by Flintshire County Council (FCC) in the previous three years. We were also building a network of partners including *British Red Cross (BRC)*, *Theatre Clwyd*, *Ethnic Youth Support Team (EYST)*, *Wrexham Town of Sanctuary*, *The North Wales Community Cohesion team*, *Groundworks*, *Together Creating Communities (TCC)* and *Mold Business Network*. In December 2019 we were formally constituted as a Charitable Incorporated Organisation (CIO) and registered with the Charity Commission. In July 2020 our chairman, Alice Swain, relocated to Scotland and Liz Litherland has taken on the role until the AGM in July 2021. Ann Crossland and Una Burke both resigned in 2021 for personal reasons, but we have welcomed two new trustees - Mark Trengove and Teresa Carberry.

In 2020, the COVID-19 Pandemic and subsequent lockdowns impacted on what we could achieve and how we engaged with the Syrian refugee families and the wider public in Flintshire, as face-to-face teaching and public events stopped. We adapted to use digital technology for teaching and communicating with our members and partners, and with the wider public. We were supported in these activities by emergency funds accessed via *Flintshire Local Voluntary Council (FLVC)*.

Activities and achievements

A. Educational services delivered by our *Language for Living (L4L)* programme

Pre-lockdown

- English language classes to enable those we work with to access employment and education, reach their full potential and integrate fully. Winter 2019/20: weekly beginners and intermediate classes were delivered for all adult learners in St Peter's Church Hall in Holywell.
- January – February: a cursive writing course. Cursive writing is difficult for Arabic writers but also essential for form filling, writing school letters, etc. in English.

Post-lockdown

We had to both learn ourselves and quickly rethink our working methods, while maintaining support for those whose grasp of English left them struggling to understand the world of the lockdown. The social and physical isolation of lockdown also meant that the Syrian refugee families had little need and opportunity to speak English, and fluency of adults and children dropped.

- We created a 'News Wall' on a dedicated WhatsApp group to share updates on COVID regulations; these were translated into Arabic.
- We set up a specific *L4L* Zoom facility to maintain contact and provide teaching on a family-by-family basis through the year.
- We filled the technology gap in the refugee families for whom on-line teaching was limited by a lack of suitable devices, with two or more children sharing devices with parents. While waiting for FCC and BRC to source tablets for each family, FCOS obtained second-hand devices, paid to have them repaired/upgraded, and loaned them to families based on need.
- Over the summer, as restrictions eased, we delivered some lessons in families' gardens.
- To assist the Year 6 Syrian children transitioning to high schools, we set up on-line clubs in collaboration with EYST and Theatre Clwyd.
- At the start of the new school year in September, a new teacher with experience of using literacy and oracy to support language learning joined our *Language for Living (L4L)* operations to address the poor English language skills of Syrian children in high schools.
- We started weekly Book Clubs for three age/ability groups, with some mothers attending. We also responded to requests for help with Maths, Science, Geography and English.

New initiatives in Autumn 2020

- 'Syrian Voices' – a club for high school pupils to encourage citizenship, leadership and community action. We have been supported in this by TCC and EYST.
- A Women's Sewing Club to provide a new skill, opportunity to practice English and interaction with women from outside the Syrian community. Thanks to funding provided, basic sewing skills were demonstrated on Zoom and YouTube and attendees learned to make a range of various household and clothing items.

B. Wider FCOS activities FCOS to educate the general public, provide recreation and leisure activities, promote equality and diversity, and prevent and relieve poverty

Pre-lockdown

To educate the general public

- January - We were invited to address Mold's *Cytun (Churches Together)* group on two occasions to speak about the realities of the refugee crisis, describe the work of FCoS and how we can all provide a welcome.
- February – We held an open evening with a guest speaker on Community Sponsorship.

- 8th March ‘*Women Hold Up Half of Heaven*’ International Women’s Day event organised and led by FCoS, supported by Theatr Clwyd. Attended by 90 women from across communities in North Wales.

Sample feedback:

“Having a specifically women-only event made it easier to break down barriers and talk freely to each other”.

“Sunday was wonderful, I have never felt so important before. It was good that LW talked about her problems as a woman to do business, but she has climbed. I am very hopeful now; we can also do things.” (Resettled Syrian women refugees).

Post-lockdown

- ‘*Mold Great Get Together*’ 19th June 2020: two FCoS Trustees participated in this public Zoom event organised by Mold Town Council to speak about their personal experiences working with refugees in Greece, and about *City of Sanctuary*.

To prevent & relieve poverty – with support from *Theatr Clwyd*, *Society of St. Vincent de Paul (SVP)*, *Tesco*, *SHARE* and individual donors

- Gift bags of basic food items, treats and arts & craft materials were delivered to each family for Easter and Christmas.
- For Eid we delivered gifts of food, clothing, and games.
- Flint branch members regularly visit and deliver parcels to the local Syrian family.

To provide recreation facilities and promote equality and diversity

- In December 2019, 40+ members of the resettled Syrian families attended an interactive pantomime production at Theatr Clwyd.
- Families invited and attended a communal Christmas meal at *River Dee Centre* in Flint.
- We held a trip to Erddig House and gardens (*National Trust*) for twelve high-school-age children that provided an opportunity to mix with other visitors and experience a different aspect of Welsh life and history. The trip was arranged together with *EYST* but COVID stopped plans to visit other NT properties during the year.
- Summer scheme: due to poor weather, we were only able to deliver one family outdoor event in early August at Flint Castle with arts and crafts, ball games, a Syrian food picnic and lots of chatting.
- Autumn: the Community Garden in Holywell. The aim was to meet other local residents, gain learning, exercise and grow fruit and vegetables.

Elizabeth Litherland

Acting Chair of FCoS Trustees

Trustees' Annual Report for the period

From: 6th December 2019 To 31st December 2020

Charity name: Flintshire City of Sanctuary, Working with Synergy

Charity registration number: 1186789

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>(I) To advance the education of the public in general, especially in Flintshire, about the issues relating to refugees and those seeking asylum.</p> <p>(II) To provide or assist in the provision of facilities and activities for recreation or other leisure time occupations in the interests of social welfare with the object of improving the conditions of life of those persons who have need of such facilities.</p> <p>(III) The promotion of equality and diversity for the public benefit by promoting activities to foster understanding and engagement between people from diverse backgrounds.</p> <p>(IV) The prevention and relief of poverty amongst those granted refugee status and those seeking asylum in Flintshire.</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	See Acting Chair's Report above.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees of FCoS have had regard to the guidance issued by the Charity Commission of England and Wales on public benefit in their administration of the charity.

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	See Acting Chair's Report above.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>This is the first year of operations of the charity, and so no comparables are possible. Due to the COVID-19 Pandemic crisis, the operations of the charity were forced to radically change from March 2020. Face-to-face adult TEFL activities and meetings ceased, to be replaced, after a lull, by a wider suite of online support, as detailed in the Chair's Report above.</p> <p>In terms of income, the charity was actually able to apply for a wider range of grants than before, made available due to the exceptional times.</p> <p>With the switch to online services, some costs decreased, compared with the pre-COVID lockdown period from December to March 2020 – for example, motoring allowances paid to the TEFL teachers and room rentals. New costs, however, were incurred – for example in supplying equipment and consumables for the Sewing Project.</p> <p>At the year-end cash-in-bank increased by £5,109 from the opening balance on 6th December 2019. Unrestricted and restricted funds at the year-end were sufficient to continue operations into 2021, and that continues to be the case, as at June 2021, due to the securement of further grant funding.</p> <p>As this is the first period of operations as a registered charity, the Trustees took the decision to have these first accounts scrutinised by a competent independent person, even though the level of income was below the threshold requiring independent scrutiny. The scrutineer found no issues of a nature to bring into doubt the material accuracy of the accounts.</p> <p><i>Mark Trengove</i> FCoS Financial Secretary</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity does not hold reserves.
Amount of reserves held	Para 1.22	See above

Reasons for holding zero reserves	Para 1.22	The income of the charity is too small to justify the holding of reserves. When further income is needed, it is obtained by funding applications made to government and/or charitable bodies.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	In the period, 94% of FCoS's funding came from grants from government and charitable organisations. 6% came from small donations from businesses and individuals.
A description of the principal risks facing the charity	Para 1.46	The principal risks are as follows: <ul style="list-style-type: none"> • Inability to source continuing funding of its operations due to budgetary restrictions in government and charitable organisations. • Curtailment of its activities due to the ongoing COVID-19 Pandemic crisis. • An incident creating major reputational damage to the good name of the charity.

FINANCIAL ACCOUNTS

Flintshire City of Sanctuary: Working with Synergy		1186789		CC16a
Receipts and payments accounts				
For the period from		To		
	06/12/2019		31/12/2020	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £ Not applicable
A1 Receipts					
Restricted grants (Note 1)	-	12,590	-	12,590	-
General grants and donations	2,510	-	-	2,510	-
Sub total (Gross income for AR)	2,510	12,590	-	15,100	-
A2 Asset and investment sales, (see table).					
None	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,510	12,590	-	15,100	-

A3 Payments

Tuition fees (Note 2)	-	3,739	-	3,739	-
Sewing project (Note 3)	-	2,027	-	2,027	-
Events costs	998	-	-	998	-
Motoring allowances	-	890	-	890	-
IT expenses	144	600	-	744	-
Charitable grants and donations	526	-	-	526	-
Room rentals	-	420	-	420	-
Teaching books and stationary	-	415	-	415	-
Insurance	99	-	-	99	-
Other expenses	20	8	-	28	-
Sub total	1,787	8,099	-	9,886	-

A4 Asset and investment purchases

Teaching apparatus	-	105	-	105	
<i>Sub total</i>	-	105	-	105	
<i>Total payments</i>	1,787	8,204	-	9,991	-
<i>Net of receipts/(payments)</i>	723	4,386	-	5,109	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,912	-	-	2,912	-
<i>Cash funds this year end</i>	3,635	4,386	-	8,021	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current account	3,635	4,386	-
	<i>Total cash funds</i>	3,635	4,386	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	None	-	-	-
B3 Investment assets	None			
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Teaching apparatus	Restricted	105	80
			-	-
B5 Liabilities	Creditors	Restricted	536	Dec-20
	Creditors	Unrestricted	104	Dec-20
	Creditor	Unrestricted	270	Apr-20
		Fund to which liability relates	Amount due (optional)	When due (optional)

Signed by one or two trustees
on behalf of all the trustees

Signature	Print Name	Date of approval
	D.E. LITHERLAND	01/06/2021
	P.D. VINE	01/06/2021

Notes to the Statutory Accounts

Note 1: included in restricted grants is £2,134 transferred into the CIO from Language 4 Living, an unincorporated association, the activities of which were subsumed into the CIO in December 2019.

Note 2: a total of £1,841 was paid to the following trustees in their independent capacity as self-employed TEFL teachers delivering the charity's services: A. Jones, E. Litherland and P. Vine.

Note 3: tuition fees in relation to the Sewing Project are included under 'Tuition fees'.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Structure Governing Instrument
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (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	Trustees may be recruited to the Board by the Trustees, and no other person. In selecting individuals for appointment, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity.

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	A training programme for new and continuing trustees is being implemented.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	See Acting Chair's Report
Relationship with any related parties	Para 1.51	See Note 2 in the financial accounts above. The payment rates for trustees are the same as those for TEFL teachers who are not trustees of the charity.

Reference and Administrative details

Charity name	Flintshire City of Sanctuary: working with Synergy
Other name the charity uses	None
Registered charity number	1186789
Charity's principal address	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	A.M. Swain	Chair	06/12/2019 – 07/07/2020	
2	D.E. Litherland	Acting Chair	07/07/2020 -	None
3	P.D. Vine	Treasurer	All the period	None
4	M. Greaney	Secretary	All the period	None
5	K. Jewell		All the period	None
6	A. Jones		All the period	None
7	W.A.U. Burke		06/12/2019 – 29/11/2020	None
8	A. Crossland		06/12/2019 – 28/09/2020	None

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

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)	Dorothy Elizabeth Litherland	Patricia Dorothy Vine
Position (eg Secretary, Chair, etc)	Acting Chair	Treasurer
Date	1 st June 2021	