

Annual Report and Financial Statements of Lichfield District City of Sanctuary

For the year ended 5th April 2024

Charity Commission registration number: 1194691

2024 Report and Accounts for Lichfield District City of Sanctuary

Trustees Annual Report

Trustees' Annual Report for the year ended 5th April 2024

Charity Commission registration number: 1194691

22nd June 2024

1 Objectives

Lichfield District City of Sanctuary is a charitable incorporated organisation (CIO) affiliated to the national City of Sanctuary UK and registered with the Charity Commission. Our mission is:

To relieve the needs of refugees and asylum seekers resident in Lichfield by providing a network, services and support; To promote equality and diversity in the public space, providing activities to foster understanding between people from diverse backgrounds and to deepen relationships between the host community, refugees and asylum seekers, and other marginalised people.

"There must be an annual general meeting (AGM) of the members of the CIO AGMs must be held at intervals of no more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause 13."

The trustees of the charity are aware of the Charity Commission's guidance on public benefit and have had due regard in their administration of the charity.

The Charitable Incorporated Organisation was registered on the 6th July 2021 with the Registered Charity Number 1194691. The charity has now been operational for three years. This report will include:

Our work and achievements for the past year;

An explanation of the structure and decision-making of the organisation;

Our relationships with other bodies;

Streams of Sanctuary;

The Trust Board and its members;

Organisation membership;

Our finances;

Our vision for the future.

Reporting serious incidents: Serious incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity's beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work, loss of the charity's money or assets, damage to the charity's property or harm to the charity's work or reputation. The trustees are not aware of any serious incidents in the last year.

2 Our history

Each year since the charity was established has been a year of growth. In the fifth year since forming Lichfield District City of Sanctuary, we have worked hard to achieve our two core objectives.

We were successful in our bid last year to the New Communities Resettlement Grant Scheme. Together with a grant from Lichfield City Council, we were able to continue our support of the Ukrainian community in providing English Language lessons at basic and intermediate level through our partnership with the English Class Private Language School based at Wade Street Church. We also provided a class in Community Engagement, Citizenship and Employment. This proved so popular and effective that the class rapidly made itself redundant by enabling up to fourteen students to secure employment or volunteering positions. We now have thirteen refugees from Syria settling in Lichfield, ten from Afghanistan and one hundred and forty-nine from Ukraine. The small numbers from the middle east have acclimatised well to life here and those adults able to work are doing so. Supporting the Ukrainian community is a different but equally rewarding challenge. Having a critical mass from one country allows them to form their own associations and organisations, despite the cultural differences evident in such a large country – the second largest in Europe. 'Ukrainians in Lichfield District' is an as yet unincorporated group we support with activities and classes – in particular, art therapy classes for young children. We hope to expand and develop this work in the coming year. There are also a Ukrainian choir and a basketball group. We have worked productively with Lichfield District Council on this – and finding a voice for the community in Lichfield.

For all refugees, including arrivals from Hong Kong and Albania, we have provided practical support in job-finding, business start-up and volunteer placement; Clothing, toys, household utensils through our new storage facility (thanks to Sue at Lichfield); bicycles (thanks to Lichfield Re:Cycle) and transport to hospital and other medical appointments; and support with housing issues. We also enable the refugees to come together to share activities and trips across the nations. A ver

successful and enjoyable trip to Sudbury Hall, enabled by the National Trust, saw around fifty refugees and members of the hall, viewing the children's museum, picnicking on the lawn in glorious sunshine – and playing a confusingly enjoyable game of rounders. There were only winners and no losers among the British, Ukrainian, Syrian, Afghan and others participating.

The Midlands group of Friends of Iona provide an annual barbecue/picnic and, again, about fifty refugees from Lichfield Birmingham enjoyed the hospitality of Beaudesert Activities Centre in May. Thanks to all the members who regularly help out on these joyful occasions.

In December, around forty members and supporters marched from the Samuel Johnson Birthplace Museum to Crick in Stowe Street to meet under the plaque of Francis Barber, born a slave in Jamaica, who became a council official in Lichfield towards the end of the eighteenth century. The Mayor of Lichfield, Ann Hughes, an LDCOS member, launched the march against modern-day slavery, our chair, Warren Bardsley spoke outside the Methodist Church and Francis' daughter Cedric Barber, talked about the need for reparation for the harm done by largely European slavery to those nations that are still the poorest in the world. Shortly after, a wonderful occasion hosted by two of our members saw eight families of young children meet Father Christmas for Brunch at The Tudor at Lichfield and receive gifts of food and toys to see through the Christmas period.

To meet our second objective, we interact regularly and positively with a number of local organisations to help develop a culture of welcome in Lichfield. We work closely with our partner organisations and others, including: Curborough Community Association, Lichfield Foodbank, Lichfield Garrick Theatre, Lichfield Singers, Momo Drama Academy, the Lichfield Trust, Middleton Hall, Oxfam, Kendall & Wall transport, Burntwood Spark, Staffordshire MIND, the West Midlands Lichfield Family Group, Fusion Credit Union, OneLichfield, Lichfield Cathedral School (soon to be the first School of Sanctuary in the area), TravelWood of Burntwood, Lichfield Cathedral, Central England Co-op, Richer Sounds, Wickes (thanks for the generous contributions), SureStore and HCB Solicitors. Holy Cross Church, Lichfield Masjid, Lichfield Methodist Church, Lichfield Quaker Meeting, St Chad's Church and Wade Street Church have made history by being awarded Faith Place Sanctuary status together. Burntwood Town Council, Lichfield City Council and Lichfield District Council work with Lichfield Staffordshire County Council, The Community Foundation for Staffordshire, Support Staffs and Staffordshire Council Voluntary Youth Services.

Apologies for these long lists, but it is important to show how many organisations have accepted our key principles and worked with us to help make the district of Lichfield, Burntwood and many villages a welcoming environment. And apologies to any we have inadvertently missed out! All of our members will now be receiving our newly-designed Membership regularly – thanks to Rosemary Bishop for adding this to her growing list of responsibilities.

Over our years of existence, we have also watched the local and national media for any signs of, usually inadvertent disrespect for diversity in the community. Birmingham Mail took down an article which reported on local protests by residents, councillors and the police against a small Travelling family between Lichfield and Tamworth, but failed to talk to the travellers themselves; Lichfield District Council produced a tourism leaflet which recognised the rich variety of people living in the area after a set of materials seeming to reflect the opposite; and Staffordshire Police reacted immediately when one of its officers gave a statement to Lichfield Live blaming an attempted robbery by people of "European" appearance – a statement as meaningless as it was offensive.

3 Managing the charity

The Board of Trustees.

The charity has a constitution as its governing document, a Trust Deed dated 15th March 2021. The charity was created that day and registered with the Charity Commission on 7th June 2021 as a Charitable Incorporated Organisation (CIO). As such, the charity has [legal personality](#) (the ability to enter contracts, sue and be sued, and to hold property in its own name rather than in the name of its trustees), and its members have [limited liability](#) (their liability in the event the charity becomes insolvent is limited or nil).

Remuneration paid to Trustees

None of the trustees has been paid any remuneration or received any other benefits from employment with the charity.

Expenses paid to Trustees

The Board carries constitutional and legal responsibility for the conduct of the charity. No Trustee expenses have been incurred during the year. It has met on four occasions since the last AGM. Attendance has been as follows:

Trustee	24.6.23 (AGM)	24.7.23	2.10.23	19.2.24	23.4.24
Warren Bardsley (Acting vice chair)	✓	✓	✓	✓	✓
Rosemary Bishop	✓	x	x	x	✓

Kate Bragger	x	✓	✓	x	✓
Diane Harrison	✓	✓	✓	✓	✓
Neil Kemp	✓	✓	✓	✓	x
Alp Tageen Turani	✓	✓	✓	✓	✓
Steve Wilkinson	x	✓	✓	x	✓

The trustees have been a more stable support to the leadership of the charity this past year and have given helpful to its actions and its plans. Each year, the two longest-serving members are required to stand down. These are Wai Bardsley and Rosemary Bishop. However, they are both willing to continue their role on the board, if nominated. IV will be informed of those trustees who will continue in their role after the AGM and of those wishing to be nominal trustees (this is, of course, open to any member). The trustees of the charity are appointed by the members at the Trustees may be co-opted by the members or by the other trustees in the course of the year.

Membership

“Membership of the Charitable Incorporated Organisation is open to anyone who is interested in furthering its purpose, who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of its members.” At the time of writing we number over seventy individual members and eight partnerships with other L organisations. We value members who join us because they support our core principles:

All asylum seekers, refugees and migrants should be treated with dignity and respect.

A fair and effective process to decide whether people need protection should be in place.

No one should be locked up indefinitely.

No one should be left sick or destitute in our society.

We should welcome the stranger and help them to integrate.

When you join us you are under no obligation to volunteer for tasks. But you will hear about our doings through our emails and newsletters, including a calendar of future events, and we hope you might join our meetings and attend events we sponsor. We see ourselves mainly as an enabling organisation – making it possible for members to come to our principles through action. If, however, you would like to volunteer to help us to manage the numerous activities we endorse, we would be delighted. If you want to help out with the occasional event or project – see below!

Volunteering

As we said last year, none of our projects or plans, nor the administration of our charity, could take place without the commitment of volunteers. This might include welcoming visitors, laying out chairs and tables, helping to provide refreshments at events, planning events and visiting local groups to talk about our work. It can also include the management of the charity – helping with social media, taking on administrative tasks, becoming a member of our trust board or Action Group. We know that volunteering has been in sharp decline in England since the pandemic. It is now at a historic low.

The main threat now to our continued work as a charity is the shortage of volunteers willing to take small but vital tasks on. Our leadership and management. Circumstances in our early days led to an over-reliance on four or five key volunteers. We now plan to approach members (and non-members) to ask for specific roles to be taken on. Dividing and distributing leadership tasks will be critical to our survival. The meeting will include a plea from our chair to come forward, as many of our members already have, to take on discrete tasks. Two trustees, for example, have now taken on the job of organising donations of clothing, household goods and toys at our storage unit. A list of roles is attached to this report. Please get in touch with one of the trustees or Action group members if you think you might be able to contribute. Every little helps!

Action Group

The Action Group is a team of some fourteen or so members who are involved in organising and delivering – with help if needed – the day-to-day operations of the charity. The chair is Pam Tomlinson, who would be happy to talk to you if you are interested in joining the group. You could drop in on a meeting to see whether or not you feel you would like to contribute in this way. There are other members – Rehana Firth, Sam Kirman, Shabnam

Policies

As we reported last year, we have a complete portfolio of policies which can be accessed via the website. These cover: Data Protection. Equality. Health and Safety. Safeguarding. Media Channels and Volunteering. We also have Public Liability

Protection, Equality, Health and Safety, Safeguarding, Media Channels and Volunteering. We also have Public Liability Insurance. This is the essential set of policies for any charity that works with vulnerable people, conducting events, projects and sending volunteers out into the community on its behalf.

4 Financial Statements

The Financial Statements for the year 2023-24 and the Receipts and Payments Accounts are attached. The accounts have been signed by the chair. They meet the demands of the Charity Commission for charities of our size. Thanks to Rose, we are scrupulous in our financial controls and are able to announce a reasonable carry-forward from 2023-24. We are indeed, more secure in our finances than in the capacity of our human resources to continue and develop our critical

5 The future

We were disappointed not to be awarded a grant by Lichfield District Council which would have offered, we believe, an exciting model of community development in Lichfield, meeting all four of the elements in their district plan to 2050: enabling confident, prosperous, active and green communities. However, we hope to be more successful in an application to the Community Foundation for the remainder of this calendar year. This will enable further support to refugee communities in enabling them to construct their own futures.

Warren Bardsley (Chair)

Nigel Gann (Secretary)

inctuary

rt; and
rom
ther

f not more
able) and

ard to it

1194691.

s
ntact with
charity's

ict City of

erous
nglish
ichool
his
o gain
ghanistan
ife here
ng task.
cultural
et
We look
ave

business
ire Store
oport in
y

ers touring
joyable
nian,

rfield and
rly turn

uck House
in
hed the
scendant,
s which
ilies with
them

velop a

e National
lona
y in the
air
rch,
ices of
us, as do
il for

; and
greater
Newsletter

it,
by
o actually
iety of

an "East

ited on
.IO) and as
wn name –
y becomes

arity

een

oversight
rren
members
ted as
AGM.

poses, and
the duty of
ichfield

ir regular
d the
nunicate
is we

he

nagement
r our
ational

*tal roles in
teers. We
ting
s a small
ing
ise speak*

help when
about the
nks to Pam

ver: Data
lity

...y
and

s have
semary,
e are,
cal work.

e, an
i0 –
lication to
mmunities

Lichfield District City of Sanctuary

Financial Statements for the Year Ended 5th April 2024

Receipts and Payments Account

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2024 £	Total Funds 2023 £
RECEIPTS							
Donations and Legacies	3a	14,575	-	21,538	-	36,113	12,240
Activities for Generating Funds	3b	-	-	-	-	-	-
Income from Investments	3c	0	-	8	-	8	0
Charity Activities	3d	-	-	-	-	-	-
Other	3e	-	-	-	-	-	-
Total Receipts		14,575	-	21,546	-	36,121	12,240
PAYMENTS							
Raising Funds	4a	-	-	-	-	-	-
Charity Activities	4b	1,478	-	19,854	-	21,332	3,195
Other	4c	13,118	-	373	-	13,491	5,388
Total Payments		14,596	-	20,227	-	34,823	8,583
Excess of Receipts over Payments		(21)	-	1,319	-	1,298	3,657
Transfer between Funds		-	-	-	-	-	-
Net Movement for the year		(21)	-	1,319	-	1,298	3,657
Cash at Bank and In Hand at 06th April 2023	5	2,903	-	1,617	-	4,520	924
Cash at Bank and In Hand at 05th April 2024	5	2,882	-	2,936	-	5,818	4,581

Lichfield District City of Sanctuary
Financial Statements for the Year Ended 5th April 2024

Statement of Assets and Liabilities

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2024 £	Total Funds 2023 £
Cash Funds	5	2,882	-	2,936	-	5,818	4,581
Other Monetary Assets <i>(due to LDCOS)</i>		-	-	-	-	-	-
Liabilities <i>(owed by the LDCOS)</i>		-	-	-	-	-	-

The notes on the following pages form part of these accounts

1 Notes to the Accounts

The financial statements of Lichfield District City of Sanctuary PCC have been prepared using the Receipts and Payments basis.

There may be minor discrepancies in the totals as the pence are not being shown.

2 Description of Funds

Unrestricted funds are income funds of the charity that are available for spending on the general purposes of the charity, including amounts designated by the trustees for fixed assets for its own use or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

Restricted funds comprise of two elements :-

- a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest
- b) donations or grants received for a specific object or invited by the charity for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The charity does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Lichfield District City of Sanctuary

Financial Statements for the Year Ended 5th April 2024

RECEIPTS

	3	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2024 £	Total Funds 2023 £
Donations and Legacies							
<i>Voluntary Receipts</i>	3a						
Regular giving (gift aided)		1,601	-	-	-	1,601	1,165
Regular giving (non gift aided)		215	-	-	-	215	580
All other giving and voluntary receipts including special appeals		1,721		4,690	-	6,411	8,222
Gift Aid Recovered		636	-	38	-	674	-
Other(internal tfs)		10,402	-	160	-	10,562	1,573
Grants (recurring and one-off)			-	16,650	-	16,650	700
		14,575	-	21,538	-	36,113	12,240
<i>Activities for Generating Funds</i>	3b						
Other Fundraising Activities		-	-	-	-	-	-
		-	-	-	-	-	-
<i>Receipts from Investments</i>	3c						
Bank Interest		0	-	8	-	8	0
		0	-	8	-	8	0
<i>Charity Activities</i>	3d						
Other trading activities (magazine, bookstall etc)		-	-	-	-	-	-
		-	-	-	-	-	-
<i>Other Receipts</i>	4e						
Other		-	-	-	-	-	-
		-	-	-	-	-	-
Total Receipts		14,575	-	21,546	-	36,121	12,240

Lichfield District City of Sanctuary

Financial Statements for the Year Ended 5th April 2024

PAYMENTS

	4	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2024 £	Total Funds 2023 £
Raising Funds	4a						
Costs of Generating Funds							
Costs of Fund Raising		-	-	-	-	-	-
		-	-	-	-	-	-
Charitable Activities	4b						
Refugee Support							
Refugee Support - training			-	13,650	-	13,650	2,500
Refugee Support - chattels		400	-	2,250	-	2,650	
Refugee Support - utilities		-	-	-	-	-	-
Refugee Support - food/travel		286	-	3,954	-	4,240	365
Charity Running Expenses						-	
Bank charges			-	-	-	-	
Administration		-	-	-	-	-	-
Insurance		356	-	-	-	356	204
Cost of Trading (Magazine, bookstall etc)		436	-	-	-	436	126
		1,478	-	19,854	-	21,332	3,195
						-	
Other Payments	4c	12,070-		170-		12,240	4,172-
Room Hire/storage/refreshments		1,048	-	203	-	1,251	1,216
						-	
		13,118	-	373	-	13,491	5,388
						-	
Total Payments		14,596	-	20,227	-	34,823	8,583

Lichfield District City of Sanctuary
Financial Statements for the Year Ended 5th April 2024

5 Cash at Bank and in hand

	Unrestricted £	Designated £	Restricted £	Endowment £	2023 Total £	Total 2022 £
Fusion/Lloyds Current Account		-	-	-	-	4,520
Petty Cash		-	-	-	-	61
Total	-	-	-	-	-	4,581

6 Loans

LDCoS does not have any loans.

7 Summary of Fund Movements

	Balance at 06th April £	Receipts £	Payments £	Transfers £	Balance at 05th April £
Unrestricted Fund	4,520	14,575	(14,596)	-	4,499
Designated Funds	-	-	-	-	-
Restricted Funds	-	21,546	(20,227)	-	1,319
Endowment Funds	-	-	-	-	-
Total Funds	4,520	36,121	(34,823)	-	5,818

**Independent Examiner's Report on the Accounts – Report to the trustees of
Lichfield District City of Sanctuary (registered charity number 1194691) on the
accounts for the 12 month period ended 31 December 2024**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2024.

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

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

- Accounting records were not kept in accordance with section 130 of the Act, or;
- The accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.



Colin Booker, ACMA, BA (hons)
HMRC Senior Criminal Investigation Officer (Retired)
45, Stowe Street,
Lichfield
WS13 6AQ
19/05/2024

