

DONCASTER CONVERSATION CLUB (A registered Charitable Incorporated Organisation number
1159775)

Charity number: 1159775

DONCASTER CONVERSATION CLUB

(A registered Charitable Incorporated Organisation)

Financial Statements

For the year ended 31 March 2020

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DONCASTER CONVERSATION CLUB (A registered Charitable Incorporated Organisation number 1159775)

LEGAL AND ADMINISTRATIVE INFORMATION

Governing Document

Doncaster Conversation Club is a charitable incorporated organisation (“CIO”) registered as a charity on 8 January 2015. The charity was established under a Foundation Model CIO constitution by which it is governed.

Trustees

The trustees of the CIO are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the year were as follows:

Chair	Alan Robinson
Other trustees	Nic Burne Jan Foster Ann Hindley Akeela Mohammed Basil Nadeem Simon Phailly

Principal Office

Quaker Meeting House
Shotton Walk
Doncaster
South Yorkshire DN1 3RH

Bankers

Co-Operative Bank Limited

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2020

Structure, Governance and Management

The trustees submit their annual report and financial statements for the year ended 31 March 2020.

Trustees

The trustees who served during the year and up to the date of this report are set out on page 2.

Trustees' Induction and Training

Trustees are provided with key documents. The trustees are encouraged to attend and participate in appropriate training activities that will help them in their role.

The Trustees have the constitutional power to appoint new trustees and keep the composition of the Board under review.

Organisation Structure and Decision Making

The trustees manage the charity. The full Board of Trustees meets a minimum of five times a year, including general meetings. The full board is mainly concerned with policy matters and the strategic direction of the organisation while more detailed trustee management issues can be dealt with through sub committees.

It is normally the case that sub committees can have delegated responsibility for:

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2020 (continued)

- Finance, dealing with financial decisions and monitoring of income and expenditure
- HR related matters
- Audit, including local and regional government and external audits;
- Governance matters such as the continued relevance of the constitution and of other policy documents.

Individual members of the board also have input to the work of the charity by way of their individual skills and knowledge, which frequently leads them to take on projects to improve and extend the work of the charity. If important matters arise in between meetings the Chair and the board members communicate via email and telephone in order to reach a decision..

During the year the day to day management of the charity is in the hands of Nic Burne and Jan Foster.

Related parties

The charity rents the use of premises from the Balby (Doncaster) Local Meeting of the Religious Society of Friends (Quakers) ("the Meeting"). The Meeting forms part of the Sheffield and Balby Area Meeting of the Religious Society of Friends ("the Area Meeting") (Registered Charity number 1134536). The following trustees of Doncaster Conversation Club were also trustees of the Area Meeting:

Nic Burne
Alan Robinson

Neither of the above received any payment for their trusteeship with either charity.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2020 (continued)

Risk Management

The trustees have examined the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate those risks. Areas reviewed included: governance and management, operational, financial, IT, data protection, environmental and compliance. During the year under review and the subsequent period, the Trustees have carried out a complete revision of the policies of the charity, including risk assessments.

Objectives and Activities

The objects of the charity are a) to advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, particularly by the provision of advice and information, so as to advance them in life and assist them to adapt within a new community; and (b) to preserve and protect the physical and mental health of those granted refugee status, those seeking asylum and their dependents.

How our activities deliver public benefit

Our main activities and a description of our client group are both described below. All our charitable activities focus on work with refugees and asylum seekers and are undertaken to further our charitable purposes for the public benefit.

Activities

The main task of the Charity is to respond to the needs of asylum seekers within Doncaster, and it is therefore necessary for us to be able to respond to circumstances as they change. That became very apparent during the year following that to which this report relates, with the onset of COVID-19 and its immediate effect on our activities, which we will report upon next year. Meanwhile, Doncaster continues to receive asylum seekers, to whose needs we seek to respond.

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The average weekly attendance at the Charity's Drop-in at the Quaker Meeting House is in the region of 150. The Charity's volunteers do not simply provide them with conversation, but also provide practical help and support, including the provision of donated material goods for those who need them, the weekly supply of food by way of unwanted supermarket food which reaches us through the club's close links with the Fare Share organisation, English classes, practical help with the claiming of benefits and with navigating the NHS, help at a variety of levels by advisers, support with asylum applications, the preparation of medical reports for Freedom from Torture, and social events. The aim is to try to solve any query that comes along, and to signpost those which cannot be answered to an appropriate place.

At the beginning of 2019 the government announced new 10 year contracts for the care of asylum seekers in the UK. The AIRE contract (Advice, Issue Reporting, Eligibility) contract was awarded to Migrant Help, and the AASC (Asylum Accommodation and Support Services) contract for the Yorkshire and Humber region was awarded to Mears. There was a 2 year consultation period prior to the announcement, in which DCC and other voluntary and community sector groups were able to take an active part. The changes led to a turbulent year within those areas, as numerous teething problems were addressed, and moving transition dates were coped with. Despite this, the charity continues to maintain good relationships with all organisations within the Yorkshire and Humber region.

The Charity continues to support the provision of English language classes. In April, funding was obtained to enable the charity to participate in the *Pathways to Employment* initiative which has enabled the development of a weekly IELTS (International English Language Testing System) course. The aim of the project is to assist refugees in regaining their qualifications and so be able to resume their chosen career in their host country;

In May the AMIF (Asylum, Migration and Integration Fund) team began work with the charity, offering further support to those using the charity's services. Their role is to assist new refugees to gain access to housing, education, and employment.

The charity continues to work closely with Doncaster Museum, and in June they began an initiative known as "Cooking through the Ages", a project which enabled those people who use the services of the charity to take part in a series of ESOL classes themed

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2020 (continued)

around cookery and history. This not only provided learning on the topic of different civilisations, but also included practical cookery sessions. Further ESOL history sessions took place at the Museum in February.

The Lifewise Centre is South Yorkshire's only interactive safety centre and is home to the Joint Community Safety Department of South Yorkshire Police and South Yorkshire Fire and Rescue. The charity has established good links with them, and makes an annual visit to enable users of the charity to learn about adapting to life in the UK. This took place in July 2019, and was booked again for August 2020, although this did not take place owing to the COVID situation.

The CAST Theatre in Doncaster has worked closely with the charity for several years, and as a result of their efforts they were awarded the title of Theatre of Sanctuary on 28th November 2019. The charity is part of CAST Social Seats Scheme, the aim of which is to involve "hard to reach" communities in theatre, with the added bonus of encouraging theatre attendance in future. The charity and those using its services have taken part in a number of workshops during the year, culminating in an invitation to take part in the National Theatre production of Bertolt Brecht's *The Caucasian Chalk Circle*. Workshops and rehearsals have begun with a view to live performances at the theatre over the August bank holiday weekend, although of course subsequent events affected this.

The charity held a Christmas party for everyone, and the Baby Dinosaurs organisation ensured that there were gifts for all the children. The Public Acts group of asylum seekers (those involved with the theatrical production) performed short scenes, and there was singing to a live pianist.

One of the aims for the Thursday afternoon drop-in is to provide basic food and drink, and with this in view the charity's team of kitchen volunteers completed the basic Food Hygiene course in January 2020.

The onset of coronavirus meant that the provision of a drop-in became impracticable, and the drop-in closed its doors on 19th March. This was reported to the Charity Commission as a serious incident. The trustees and volunteers contained to sustain whatever service was possible remotely. The trustees instituted weekly telephone meetings which have continued.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2020 (continued)

During the year, volunteers have attended numerous training sessions, meetings, webinars and workshops to keep themselves up-to-date with current legislation and practice. The Charity's volunteers cannot give full immigration advice, but volunteers are encouraged to seek accreditation with the Office of the Immigration Services Commissioner to enable them to give level one advice, although it can be difficult to keep advice to that level in view of the almost endless demand for help and support which the Charity receives, which is in itself a result of the general policy of successive Governments towards those coming to the UK.

Between us, we are on various committees and participate in numerous meetings and seminars, to raise and solve issues which our family of asylum seekers suffer on a day to day basis.

Asylum seekers have no choice where they are sent whilst their claims are being dealt with. Whilst they are in Doncaster, it is the aim of the charity to make them feel safe, wanted and part of the wider community. Through their membership of various committees, and their attendance at various meetings, the charity's volunteers continue to raise awareness about the issues and problems encountered by asylum seekers.

Contribution of volunteers

DCC is run entirely by volunteers and the report above makes clear our reliance on them. We rely on grants and donations to keep going. We are extremely grateful to Doncaster Quakers for their continued support and for the use of their Meeting House for our Thursday drop-in.

Achievements & Performance

The charity continues to work for the benefit of refugees and asylum seekers in the area. Large numbers of individuals and families have been helped by our activities. As a side effect, many volunteers have acquired skills which they are able to use for the benefit of the community in all kinds of activities. The charity is pleased to record that they have been awarded the Duke of York's

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Community Initiative Award, and four representatives from the charity were presented with the award by the Duke at the beginning of the year.

Funding

The charity continues to rely on grants and donations, and is grateful to those who have contributed.

Public Benefit Statement

Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives, and in planning its future activities, which is an annual process. Many examples of such public benefit have been described earlier in this report.

Trustees' responsibilities in relation to the financial statements

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the group for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make sound judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

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- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in operation.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of control, financial and otherwise. They are also responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the group and charity, and which enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charities SORP where applicable. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. We have taken all reasonable steps to ensure that there have been no financial irregularities during the year which would adversely affect the maintenance of our responsibilities.

Approved by the board on 10th December 2020 and signed on its behalf by

(signed) Alan Robinson

Alan Robinson (Chair)

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Receipts and payments accounts

For the period from	Period start date 01/04/2019	To	Period end date 31/03/2020
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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 £
A1 Receipts					
AMIF	-	7,785	-	7,785	-
Pathways to Employment	-	2,502	-	2,502	-
Brelms Trust	-	4,620	-	4,620	4,620
Southall Trust	-	4,900	-	4,900	2,795
Arabic Class	-	-	-	-	1,191
Joan Brebner legacy	-	460	-	460	-
Donations	1,959		-	1,959	1,896
Sub total (Gross income for AR)	1,959	20,267	-	22,226	10,502
Total receipts	1,959	20,267	-	22,226	10,502

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A3 Payments

DCC running expenses	3,293	-	-	3,293	3,131
Brelms rent and computer support	-	5,375	-	5,375	3,865
Southall trust	-	4,586	-	4,586	8,846
Pathways to Employment	-	1,219	-	1,219	-
Arabic Class	-	930	-	930	150
AMIF	-	7,785	-	7,785	-
Sub total	3,293	19,895	-	23,188	15,992

A4 Asset and investment purchases, (see table)

	-	-	-	-	
Sub total	-	-	-	-	-

Total payments

3,293	19,895	-	23,188	15,992
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Net of receipts/(payments)

1,334	372	-	-	-
962				5,490

A5 Transfers between funds

-	-	-	-	-
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A6 Cash funds last year end

5,708	2,581	-	8,289	-
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Cash funds this year end

4,374	2,953	-	7,327	-
				5,490

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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	DCC General Fund	4,374	-	-
	Restricted funds	-	2,953	-
		-	-	-
	Total cash funds	4,374	2,953	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details none	-	-	-
B3 Investment assets	none		-	-
B4 Assets retained for the charity's own use	Five laptop computers		-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Insurance	300	-	

Accounts approved by the Board on 10 December 2020 and signed on their behalf by

(signed) Alan Robinson

Alan Robinson (Chair)