



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		31	03	2023

Section A Reference and administration details

Charity name

The Gap-Wales

Other names charity is known by

Registered charity number (if any)

1172283

Charity's principal address

42 Stow Hill
Newport

Postcode NP20 1JG

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	Andrew Cleverly	Chair		
2	Bob Jones	Vice chair		
3	Helen Gordon			
4	Paul Laughlin	Finance		
5	Shain Dibaj			
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19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	People involved in establishing the work before becoming a charity, supplemented by interested parties with business and charity governance experience

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the needs of those granted refugee status and those seeking asylum and their dependants living in Newport, South Wales and the surrounding area.

To advance the education of the public in general on the subject of human trafficking

To benefit the residents of Baneswell, Newport and the neighbourhood by providing facilities in the interests of social welfare for recreation & leisure time

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity commenced operation on 1st September 2017, taking over 2 existing projects. The trustees have met quarterly and in their governance of the charity have had regard to the guidance issued by the Charity Commission on public benefits.

The main activities of the charity have been concerned with relieving the needs of those granted refugee status and those seeking asylum (RAS) and their dependants. These activities can be summarised as follows.

- a) Providing advocacy and support for refugee and asylum seekers to access mainstream services
- b) Developing and utilising the skills of refugees and asylum seekers through volunteering
- c) Promoting social inclusion and emotional well-being through social activities
- d) Reducing social exclusion by developing English language skills

The work of education around the issues of human trafficking remains a small aspect of the charity's work and is currently on hold.

In addition, the Gap Wales has launched Beacon Bereavement, a counselling service for people experiencing bereavement. This project is in its infancy but has an experienced volunteer team leading it.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The need for support with accommodation, employment and accessing medical services again increased significantly during this period. The charity employed 2 full time and 3 part time (FTE 3.2) for this period, and provided advocacy support and activities for 5 days a week. A programme of weekly activities to reduce the social isolation of asylum seekers and refugees continued to run.:

- a) Bike repair activity –165 bikes given away and 297 repairs carried out by volunteers. The more bikes that are given away, the number of repairs rise
- b) Gardening allotment activity - weekly
- c) Women's sewing activity - weekly
- d) ESOL classes in partnership with Adult Learning Wales - daily
- e) Football session in partnership with Newport Live – weekly
- f) Daily drop in games activities
- g) Community lunch - weekly

Advice, advocacy and support for an average of 10.9 RAS each day, accessing accommodation, education and employment, liaising with health services, arranging appointments, accessing ESOL provision, budgeting and understanding the asylum system.

During this 12 month period, we found accommodation for 27 newly granted refugees during this period, and helped 12 others find and maintain employment. 2 refugees were supported to successfully access University

The charity worked closely with a number of local partner agencies, including the Newport offices of the Welsh Refugee Council, Clearsprings Asylum accommodation provider, NHS Health Inclusion Service, Taff Lighthouse accommodation project, Newport Live, Barnardo's, Newport City Council Social Services and others.

The charity collaborated with Newport Social Services to provide ongoing support to Unaccompanied Asylum Seeking Children (UASC) dispersed under the National Transfer Scheme.

In addition, in partnership with a local Housing Association, the charity continue to manage a 3 bed flat as short term temporary supported accommodation for newly granted single refugees. Refugees stay here for up to 6 months whilst receiving housing support to prepare them for their move on into their permanent accommodation. This has continued to stay fully occupied by several different tenants during this 12 month period. The Gap Wales is partnering with Pobl to open a second accommodation in the Summer of 23.

The charity also opened The Newport Cycle Hub in the City Centre in Nov 22. This provides 40 bookable indoor secure bike storage spaces managed by Spokesafe. The basement is being developed as a place to store and carry out basic repairs on donated bikes for the refugee bike project.

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Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees want to keep £100,000 as reserves, which is one year's staffing costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funds has been through grant aid, with 3 year grants from Tudor Trust, National Lottery and Gwent Police Crime Commissioner, Lloyd's TSB charitable trust, providing mostly staffing costs. Other smaller grants for resources were accessed to deliver the charity's outcomes. We also receive regular small monthly donations from individuals, and one off gifts from local community groups. We continue to develop a fundraising and income strategy to improve our long term sustainability.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's ~~trustees~~ 

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Andrew Paul Cleverly	
Chair	

29/1/24

THE GAP WALES

Accounts for the year ended 31st March 2023

THE GAP WALES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

Accounting Convention

The financial statements have been prepared under the historical cost convention. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) and the Charities Act 1993.

Incoming Resources

Income is received by way of grants, donations and gifts and is included in incoming resources.

Resources Expended

Resources expended are included in the Profit and Loss on an accruals basis, inclusive of any Value Added Tax which cannot be recovered.

Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates

Fund Accounting

- Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the charitable objectives.

- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

- Restricted funds are funds which have been given for particular purposes. The restriction being placed by the donor. The restricted funds are individually identified on the face of the profit and loss account.

Reserve

The Trustees have determined that £100,000 is reserved in order to fund one year of salaries and essential running costs to secure staffing services to participants.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE GAP WALES

YEAR ENDED 31ST MARCH 2023

The report relates to financial statements set out on page 1 & 2

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention to indicate that:

- (1) Accounts have not been kept in accordance with section 386 of the Companies Act 2006
- (2) The accounts do not accord with such records.
- (3) Where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- (4) Any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Susan Lewis FCCA
6 Park Road
Newbridge
Newport. NP11 4RF

Date: 20th September 2023

Profit and Loss

The Gap Wales

For the year ended 31 March 2023

	<u>31 March 2023</u>	<u>31 March 2022</u>
INCOME		
Donations	12,195	14,660
Earned Income	6,680	7,235
Fundraising	2,093	3,222
Gift Aid	699	876
Housing Project Income	27,409	27,642
Monthly Supporters	3,222	3,072
Other Revenue	800	500
Grant Funding - Restricted		
- All Churches Trust Ltd	0	2,400
- GAVO	0	1,450
- Housing Justice Cymru	7,742	4,905
- Lloyds Bank Foundation	27,250	0
- Magic Little Grants	500	0
- Police Crime Commissioner	16,931	16,438
- Linc	500	0
- Tudor Trust	25,000	25,000
- National Lottery	33,590	32,732
- Newport City Council	60,104	16,097
	224,715	156,229
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TOTAL INCOME	224,715	156,229
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EXPENSES		
Advertising & Marketing	0	291
Audit & Accountancy fees	375	325
Bike project	41,105	2,714
Cleaning	6,755	4,280
Covid Response	2,978	915
Donations to Participants	2,462	1,124
Employers National Insurance	1,960	2,008
General Expenses	936	758
Housing Expenses	1,017	488
Housing Project Rent	5,447	6,872
Insurance	1,232	1,047
Interest Paid	0	7
IT Software and Consumables	693	1,286
Legal Expenses	0	300
Light, Power, Heating	1,232	1,011
Pensions Costs	1,745	1,619
Postage, Freight & Courier	24	203
Printing & Stationery	437	370
Project Activity Expenses	6,104	4,200
Rates	1,050	1,020
Refreshments	1,453	281
Rent of Premises	9,700	7,200
Repairs & Maintenance	2,819	0
Salaries	86,969	82,898
Staff and Volunteer Welfare	577	234
Staff Training	0	324
Subscriptions	1,272	965
Telephone & Internet	985	743
Travel - National	168	409
Volunteer Expenses	0	1,000
Water	522	637
Youth Participation Costs	1,339	0
Total Administrative Costs	181,356	125,529
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Operating Profit	43,359	30,700
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Other Income		
Other Income / Expenses for Participants	21	743
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Profit for the Year	43,380	29,957

Balance Sheet

The Gap Wales

As at 31 March 2023

	<u>31 March 2023</u>	<u>31 March 2022</u>
<u>Fixed Assets</u>		
Tangible Assets		
Computer Equipment	2,872	3,558
Furniture & Fittings	869	849
Office Equipment	1,248	3,998
Tools	146	146
Total Tangible Assets	5,135	8,552
	5,135	8,552
<u>Current Assets</u>		
Cash at bank and in hand		
Petty Cash	347	568
The Gap - Wales (Sanctuary)	143,616	96,632
Other receivables	814	0
Total Cash at bank and in hand	144,777	97,200
	144,777	97,200
<u>Creditors: amounts falling due within one year</u>		
HMRC - PAYE, NIC & Pension	4,204	4,981
Wages Payable - Payroll	1,643	85
	5,847	5,066
Net Current Assets (Liabilities)	138,930	92,134
Net Assets	144,065	100,686
<u>Capital and Reserves</u>		
Current Year Earnings	43,380	29,957
Retained Earnings	100,685	70,729
Total Capital and Reserves	144,065	100,686

THE GAP WALES

Accounts for the year ended 31st March 2023

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