



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month April	Year 2016		Day 30	Month March	Year 2017

### Section A Reference and administration details

Charity name	Doncaster Conversation Club		
Other names charity is known by			
Registered charity number (if any)	1159775		
Charity's principal address	Friends Meeting House		
	Oxford Place		
	Doncaster		
	Postcode	DN1 3RH	

#### 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	Abraham Mdlongwa	Chairman		
2	Janice Foster	Treasurer		
3	Nic Burne	Secretary		
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8				
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10				
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12				
13				
14				
15				
16				
17				
18				
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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 with appropriate interest, involvement and enthusiasm may be asked to join as a trustee by the other trustees. In reality all join in the decision making but the trustees take the responsibility.

### 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

The objects of the CIO are:

- (a) to support asylum seekers through the asylum process.
- (b) to advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, particularly by the provision of help and information, so as to advance them in life and assist them to adapt within a new community;
- (c) To preserve and protect the physical and mental health of those granted refugee status, those seeking asylum and their dependents.



**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)**

**Doncaster Conversation Club Trustees Report 2016-17**

DCC continues to thrive. Numbers are constant and there looks to be no significant change to this in the foreseeable future. This is mainly governed by the number of properties in Doncaster available for asylum seekers which is fixed. Also, but less significant, our attendance figures are effected by the rate of asylum seekers getting leave to remain and needing help over the move on period.

We are blessed with a core of dedicated volunteers, both retired people and youngsters helping out in university holidays or gap years. We do not have a formal training program but new volunteers are given specific tasks. They are monitored and encouraged to ask for help. In this way people quickly get involved and can feel they are usefully contributing to the asylum seeking community.

We are also supported by an enthusiastic kitchen team which regularly produces hot food, teas, coffees and cakes which is often a treat for our clients. Others help with reading and conversation.

On a Thursday we have informal ESOL lessons, hand massage, help with accessing health services, help with benefits and, in the office, help with many and varied different problems from littering fines, housing problems, finding solicitors, travel costs, driving license applications and explaining formal letters from the bureaucracy that governs life in the UK. These are provided by volunteers.

We have three volunteers who have passed the OISC Level 1 Asylum and Protection qualification and can process travel documents.

We are also lucky to have professional input from Migrant Help who can advise on asylum issues for which OISC qualifications are required. The Red Cross attend when they can to support the destitute and to manage the Family Tracing.

Many volunteers find their help is required other than on a Thursday and much work is done during the week, especially with health issues.

There is a full and interesting program of activities organised by an enthusiastic volunteer that involves visits to historic buildings, swimming, canoeing on the canal, museum and city visits, trips to the seaside and walks in the country. The activities are limited both by transport costs and entry costs but we have been lucky to obtain grant funding for many of them. It is interesting to note that many other communities and church groups want to help asylum seekers but they live in more affluent places to which asylum seekers are not dispersed. They are very happy to host and fund events if we provide the asylum seekers which is much appreciated all round and a genuine win-win situation.

We have a monthly newsletter produced to a professional standard that reports on our activities and general asylum issues. Its circulation is growing and has even reached Brussels!

It has been noticed that some of our clients have been led astray

by the unsavoury side of our community. This is usually through innocence and a lack of knowledge of English society. To address this the DCC is organising afternoons to be led by different service providers to help our clients keep their feet on the ground and understand who can help them if they find themselves out of their depth.

We have or are planning afternoons around...

- Prostitution with the Amber Project.
- Trafficking and Modern Slavery with an officer from the police.
- Anti-Social Behaviour plus general policing, personal safety, property security, receiving/selling stolen/second hand goods.
- Recycling and the council waste collection system with the DMBC.
- Fire prevention with the Fire Brigade.

DCC has been part of CAST's (Doncaster's theatre) social seats trial. (Free seats for people normally unable to access the theatre). This has been a great success. DCC has visited several productions, each time being provided with soup and biscuits prior to the performance. The trial has been successful and CAST have secured further funding for this programme to continue. This has provided an insight into English culture that would otherwise be inaccessible to asylum seekers.

We also work closely with Doncaster Museum, who have arranged several events over the past few months. The Museum and the Minster joined forces over the summer to provide a stimulating and much welcomed programme of learning English based on artefacts from the museum.

Once again we visited the Lifewise centre taking around 40 asylum seekers for another Adapting to Life in the UK event. This raises awareness of issues we tend to take for granted, especially that the Police are here to help, not to be feared.

We continue to seek funding to enable us to continue our numerous activities which are vital for the wellbeing of our client group.

Recently the Syrian families who came to Doncaster under the SVPR scheme have started attending DCC where they are enjoying meeting new people and settling into their new home town.

We continue to try to make links and build bridges with Doncaster Council but feel there is a lack of enthusiasm in their response.

#### **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.



## Section D Achievements and performance

Summary of the main achievements of the charity during the year

Covered in Trustees' report above.

## Section E Financial review

Brief statement of the charity's policy on reserves

Reserved funds will be kept for their designated purpose.

Should there be an excess in the DCC general fund we will increase our contribution to our hosts, the Doncaster Quakers, who let us have the building for a whole day free of charge on the understanding we will pay what we can when we can.

Details of any funds materially in deficit

None.

### 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.

## 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)	Abraham Mdlongwa	Janice Foster
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	21. 12. 17	28. 12. 17



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Doncaster Conversation Club

No (if any)  
1159775

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## Receipts and payments accounts

For the period from	Period start date 01/04/2016	To	Period end date 31/03/2017
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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 £
<b>A1 Receipts</b>					
Interest, Donations	4,597	-	-	4,597	3,888
Wharfdale, Southall Grants	-	4,000	-	4,000	7,730
	-	-	-	-	-
Pass through funds	1,200	-	-	1,200	1,107
	-	-	-	-	-
Cheques not yet paid in	-	-	-	-	156
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,797</b>	<b>4,000</b>	<b>-</b>	<b>9,797</b>	<b>12,881</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,797</b>	<b>4,000</b>	<b>-</b>	<b>9,797</b>	<b>12,881</b>
<b>A3 Payments</b>					
Misc, Petty Cash, Food bank	5,219	-	-	5,219	868
Wharfdale, Allen Lane, Foyle, Appeal	-	5,085	-	5,085	6,265
	-	-	-	-	-
Pass through funds	1,200	-	-	1,200	1,107
	-	-	-	-	-
Uncashed cheque from 2014-15	-	-	-	-	130
Uncashed cheque from 2015-16	156	-	-	156	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>6,575</b>	<b>5,085</b>	<b>-</b>	<b>11,660</b>	<b>8,370</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,575</b>	<b>5,085</b>	<b>-</b>	<b>11,660</b>	<b>8,370</b>
<b>Net of receipts/(payments)</b>	<b>- 778</b>	<b>- 1,085</b>	<b>-</b>	<b>- 1,863</b>	<b>4,511</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,608</b>	<b>6,896</b>	<b>-</b>	<b>13,504</b>	<b>8,993</b>
<b>Cash funds this year end</b>	<b>5,830</b>	<b>5,811</b>	<b>-</b>	<b>11,641</b>	<b>13,504</b>



## 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	5,830	-	-
	Restricted funds	-	5,811	-
		-	-	-
	<b>Total cash funds</b>	<b>5,830</b>	<b>5,811</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Four laptop computers		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-


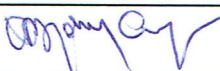
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Insurance	300	-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

JANICE LYNNE FOSTER  
ABRAHAM M. LONGWA

7.12.17  
21.12.17