



## Trustees' Annual Report

for the period

28<sup>th</sup> July 2017 to 27<sup>th</sup> July 2018

## Malvern Welcomes

Registered Charity Number 117400

42, Cowleigh Bank Malvern, Worcestershire WR14 1QR

### **A. Trustees**

David Kitcat              Chair

Dan Herbert

John Raine

Ruth Forecast

Richard Stockford

Susan Wolfendale

Rosemary Thorp

### **B. Structure, governance and management**

Malvern Welcomes is a Charitable Incorporated Organisation with a constitution, adopted 27<sup>th</sup> July 2017.

Trustees are appointed or reappointed at the Annual General meeting held in October.

We have members, who pay an annual subscription, have voting rights and receive our newsletter. In addition, we have supporters who receive the newsletter and who may attend open meetings and the AGM, but with no voting rights.

There is a Safeguarding Policy in place, which has been written incorporating advice offered by the Home Office and the Worcestershire Safeguarding panel. All volunteers who have contact with refugee family members will have an up to date DBS; will have completed safeguarding training; will have supplied two references; will have provided identity verification; and will have been interviewed by two people, at least one of whom is a trustee.



Malvern Welcomes Trustees meet on a regular basis as needed, before the monthly Malvern Welcomes meeting. The latter are attended by trustees and other key members of the charity i.e. Co-ordinators for health, housing, safeguarding, education, English language provision (ESOL), family support and volunteer co-ordination.

All trustees give their time on a voluntary basis and receive no remuneration or other benefits.

Malvern Welcomes plays an active part in the Worcestershire network of Welcome groups, Worcestershire Welcomes. This body liaises with Worcestershire County Council regarding the programme of refugee resettlement in the county through the Home Office Vulnerable Person's Resettlement scheme (VPR scheme). In addition, there are jointly planned social events for refugees in the County and an open exchange of experience and ideas.

Malvern Welcomes, through a sub-section, Malvern Open Homes, is linked with national charity Refugees at Home and from time to time we are contacted with a request to provide temporary accommodation for either refugees or asylum seekers. We have a group of local hosts who have offered the use of spare rooms for this purpose. No rent or expenses are asked for.

### **C. Objectives and activities.**

*The relief of financial hardship amongst those granted refugee status and their dependants living (temporarily or permanently) in Malvern and the surrounding area within Worcestershire – by providing housing, advice and practical support (including loans or grants*

*The advancement of the education and training of those granted refugee status and their dependants; assistance in adapting within a new community.*

*The relief of unemployment of those granted refugee status and those seeking asylum within Worcestershire, by the provision of vocational skills training, advice and support.*

*The promotion of social inclusion for the public benefit among those who are refugees and asylum seekers who are socially excluded on grounds of their social and economic position, by providing education and training in English language and in vocational skills and housing services to meet identified needs.*

*The advancement of education of the public in general about issues relating to refugees and asylum seekers.*



In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

- Full Community Sponsorship.

The main focus of our activities from the autumn of 2017 has been an application to the Home Office to receive a refugee family under the Full Community Sponsorship Scheme (FCS), whereby Malvern Welcomes would be responsible for the funding, housing and resettlement of a refugee family in Malvern. Refugees had already come to Worcestershire under the Vulnerable Persons Resettlement Scheme, but not to Malvern.

The application required us to present a detailed resettlement plan to the Home Office showing that we had thought through, in quite considerable detail, what is required to welcome a family to our town and that we had a team of people who could put this plan into action and a robust system of governance. Following a meeting with members of the Home Office Community Sponsorship Support Team in March of this year, we received approval for our application.

In May we were given details of a family and, following consultation with Worcestershire County Council and lead members of Malvern Welcomes, it was decided to accept them. The family arrived in Malvern at the end of June.

Since then the Malvern Welcomes Team has supported the family as they adapt to their new life in Britain. This has involved arranging medical appointments, assisting with benefit applications, helping the family in the choice of school, familiarising them with the local area and very importantly the provision of English language teaching (ESOL). To do this we have formed two teams – those involved with ESOL, with the guidance of an experienced ESOL co-ordinator and those involved with day to day support and the arrangement of services, the Support Team.

Integral with FCS we have run two day- long training courses in Safeguarding. Attendance at one of these, or completion of an on-line training is required of those who will be involved with refugee families. Both the ESOL and Support Teams have regular meetings.

We had a monitoring visit from the Home Office after the first month. There will be a further visit after six months.

Malvern Welcomes has submitted a second application to accept a family. This has been approved 'in principle', dependent on suitable housing being found and the raising of



sufficient funds- for each family we are required, by the Home Office, to raise a min. of £9000

- Community Involvement.

Malvern Welcomes has received amazing support from the Malvern community, both through people who have volunteered to be personally involved with the charity's activities, those who have shown a continued interest and those individuals and organisations who have contributed financially to the charity. We have an enthusiastic team of volunteers, who are willing to be involved with the family, attend meetings and contribute to the proper running of the charity.

As our Financial Return shows local churches have given generous financial support and free use of their rooms. One has made us their 'Charity of the Year'.

A representative of Malvern Welcomes attends the local Volunteers' Forum, held every six months.

- Open meetings

Malvern Welcomes has run two open meetings (November 9<sup>th</sup> 2017 and April 14<sup>th</sup> 2018) to promote the charity and involve/inform the local community concerning our activities. These were held in a community centre and both were well attended.

- Education outreach and talks.

We have two members of Malvern Welcomes who regularly give talks, both in schools and to local groups. They have visited nine secondary schools in the area to deliver assemblies and class workshops, involving sixth forms and years 10, 9 and 8.

They have also visited a local WI group.

We are frequently contacted by other groups throughout the UK who want advice/information concerning the FCS scheme, which we are always happy to give.

- Worcestershire Welcomes.

As active members of the umbrella organisation for Welcome Groups in the county representatives attend the bi-monthly meeting in Worcester. One of our members is currently vice-chair.

Malvern Welcomes has hosted a social event for refugee families who have come to the county through the VPR scheme. We also support events organised by other Welcome groups in the county.



- Malvern Open Homes

Malvern Welcomes, through a sub-section, Malvern Open Homes, is linked with the national charity Refugees at Home and from time to time we are contacted with a request to provide temporary accommodation for destitute refugees or asylum seekers. We have a group of local hosts who have offered the use of spare rooms for this purpose. No rent or expenses are asked for.

#### **D. Achievements and performance**

- Achieving charitable status in July 2017
- Acceptance by the home office as an FCS scheme in March 2018
- Welcoming our first resettled family in June 2018
- A successful first monitoring visit by the Home Office in July 2018.

#### **Future Plans**

- We have been approved, in principle to accept a second family, which we hope to do later this year.
- We plan to welcome a third family in mid-2019
- We will continue to seek suitable accommodation for refugee families.
- It is hoped that families will come to Malvern via the Worcestershire C.C. VRR scheme. Whilst we will not have prime responsibility for their resettlement, we wish to offer befriending and other support.
- We will continue to support Worcestershire Welcomes and play an active part in its activity.
- We will continue to raise funds for families coming to Malvern in the future.

### **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 (e.g.secretary, chair)**

**Date**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name: Malvern Welcomes

No (if any): 1174004

## Receipts and payments accounts

CC16a

For the period  
from

Period start date

09/02/17

To


Period end date

31/07/18

### 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>					
Donations and Memberships	17,673	-	-	17,673	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	17,673	-	-	17,673	-
<b>A2 Asset and investment sales, (see table).</b>					
None	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	17,673	-	-	17,673	-
<b>A3 Payments</b>					
Administration	390	-	-	390	-
Outreach and Education	1,090	-	-	1,090	-
Family Support	2,408	-	-	2,408	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	3,887	-	-	3,887	-
<b>A4 Asset and investment purchases, (see table)</b>					
None	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	3,887	-	-	3,887	-
<b>Net of receipts/(payments)</b>	13,785	-	-	13,785	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	13,785	-	-	13,785	-

## 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 £
<b>B1 Cash funds</b>	Cash held in current account	13,785	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	13,785	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
	Gift Aid to be Claimed (estimate)	1,400	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Dan Herbert	26/09/18
			Rosemary Thorpe	26/09/18