



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	04	2018	To	31	03	2019

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			
3	Helen Gordon			
4	Paul Laughlin			
5	Juanita Armstead			
6				
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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

<p>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.</p> <p>To advance the education of the public in general on the subject of human trafficking</p> <p>To benefit the residents of Baneswell, Newport and the neighbourhood by providing facilities in the interests of social welfare for recreation & leisure time</p>
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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.

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 Gap Wales has seen an average of 32 people a day accessing it's support and activities. The charity employed 2.4 (FTE) for this period, and provided advocacy support and activities for 5 day and 2 evenings a week. Activities include the following (with average weekly attendances)

- a) Bike repair activity – attended by 10 men a week
- b) Gardening allotment plot – attended by 8 men weekly
- c) Community café – attended by up to 40 weekly
- d) Youth group age 14 -19 – attended by up to 20 weekly
- e) Men's games night – attended by up to 15 men weekly
- f) Women's group – attended by 15 women weekly
- g) ESOL classes for men – attended by 15 men weekly
- h) ESOL classes for women with a creche – attended by 25 women weekly.

In addition, there were a range of trips and visits to local places of interest, with a maximum of 70 people attending.

We provided advice and advocacy support for an average of 7 RAS each day, accessing accommodation, liaising with health services, arranging appointments, accessing ESOL provision, budgeting and understanding the asylum system.

The charity worked closely with a number of local partner agencies, including the Newport offices of the Welsh Refugee Council and Red Cross, Clearsprings Asylum accommodation provider, NHS Asylum Nurse, Lighthouse accommodation project, Newport Live, Barnardo's, Newport City Council and others.

Some educational sessions were delivered on the subject of Human trafficking to local interested groups.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to keep 10% of it's forecasted spend available as reserves.

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 and BBC Children In Need 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 are developing 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)	Paul Laughlin	
Position (eg Secretary, Chair, etc)	Trustee	
Date	26th January 2020	

THE GAP WALES

Accounts for the year ended 31st March 2019

Profit and Loss

The Gap Wales

For the year ended 31 March 2019

	2019	2018
Turnover		
Donations	5,631.00	9,200.20
Earned Income	115.00	0.00
Fundraising	611.57	109.50
Grant Funding - Unrestricted		
- Seedbed	13,500.00	8,000.00
Grant Funding - Restricted		
- Tudor Trust	30,000.00	30,000.00
- Children in Need	27,540.30	21,963.70
- Postcode Lottery	0.00	8,638.00
- Millenium Stadium Trust	2,500.00	0.00
Grant Funding - Other	0.00	4,200.00
Monthly Supporters	3,007.00	912.00
Other Revenue	8,659.69	11,366.74
Total Turnover	91,564.56	94,390.14
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Gross Profit	91,564.56	94,390.14
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Administrative Costs		
Advertising & Marketing	582.19	0.00
Audit & Accountancy fees	275.00	0.00
Bike project	1,256.95	0.00
Cleaning	126.54	0.00
Community Engagement	65.83	6.00
Creche Costs	2,922.20	704.00
Donations to Participants	1,659.63	833.08
Employers National Insurance	2,314.35	0.00
Event Costs	173.15	914.87
General Expenses	890.40	711.63
Insurance	492.35	515.20
IT Software and Consumables	661.69	301.27
Loan Account	722.77	0.00
Pensions Costs	864.65	31.60
Postage, Freight & Courier	72.52	19.69
Printing & Stationery	284.04	18.44
Project Activity Expenses	10,306.37	85.68
Refreshments	1,779.20	339.91
Rent	10,742.50	3,900.00
Repairs & Maintenance	2,422.44	19.10
Salaries	63,610.82	23,667.35
Staff Training	806.40	213.84
Subscriptions	845.30	0.00
Telephone & Internet	62.59	17.54
Travel - National	1,486.78	196.88
Volunteer Expenses	52.60	15.20
Youth Participation Costs	763.47	347.69
Total Administrative Costs	106,242.73	32,858.97
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Operating Profit	(14,678.17)	61,531.17
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Other Income		
Other Income for Participants	1,112.47	520.29
Total Other Income	1,112.47	520.29
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Profit on Ordinary Activities	(13,565.70)	62,051.46

Balance Sheet

The Gap Wales

As at 31 March 2019

Account	31 Mar 2019	31-Mar-18
Fixed Assets		
Tangible Assets		
Computer Equipment	2,008.71	1,923.74
Furniture & Fittings	76.00	0.00
Office Equipment	418.13	127.14
Tools	146.46	76.46
Total Tangible Assets	2,649.30	2,127.34
Total Fixed Assets	2,649.30	2,127.34
Current Assets		
Cash at bank and in hand		
Petty Cash	100.12	7.44
The Gap - Wales (Sanctuary)	45,286.05	65,740.52
Total Cash at bank and in hand	45,386.17	65,747.96
Total Current Assets	45,386.17	65,747.96
Creditors: amounts falling due within one year		
HMRC - Paye & Nic & Pension	(455.27)	(5,823.84)
Total Creditors: amounts falling due within	(455.27)	(5,823.84)
Net Current Assets (Liabilities)	45,841.44	59,924.12
Total Assets less Current Liabilities	48,490.74	62,051.46
Net Assets	48,490.74	62,051.46
Capital and Reserves		
Current Year Earnings	(13,565.70)	62,051.46
Retained Earnings	62,056.44	-
Total Capital and Reserves	48,490.74	62,051.46

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

THE GAP CENTRE

On accounts for the year
ended

31st March 2019

Charity Number

Set out on pages

1-2

**Respective
responsibilities of
trustees and examiner**

The charity's 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 statement**

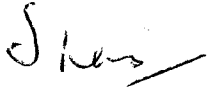
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:		Date:	26th October
			2019

Name:	Mrs Susan Lewis FCCA
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Relevant professional qualification(s) or body (if any):	Association of Certified and Chartered Accounts
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	Newbridge
	Newport
	NP11 4RF