Trustees Annual Report
01/06/2025 to 31/05/2026

Section A: Reference and administration details	
Charity name	Space4U Cardiff
Other names charity is known by	None
Registered charity number	1158327
Charity's principal address	Trinity Centre Four Elms Road Cardiff CF24 1LE

Names of the charity trustees who manage the charity			
Trustee name	**Office**	**Dates acted if not for whole year**	**Body entitled to appoint trustees**
Jenny McDowell	Chair		Appointed by Trustees
Majid Golzari			Appointed by Trustees
Sam Parker		16/01/26 to 31/05/26	Appointed by Trustees
Vina Patel			Appointed by Trustees
Lynne Thomas			Appointed by Trustees
Susan White		04/03/26 to 31/05/26	Appointed by Trustees

Names of the trustees for the charity, if any, for example, any custodian trustees: None
Names and addresses of advisers: None
Name of chief executive or names of senior staff members: None – Space4U is run by volunteers

Section B: Structure, governance and management	
Description of the charity's trusts	
Type of governing document	Constitution dated 10 July 2014
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection method	Trustees are appointed by the current trustees
Additional governance issues	Day-to-day provision The day-to-day management of the organisation is carried out by a small group of Lead Volunteers, which includes two of the trustees. The day-to-day provision of services is carried out by a wider team of volunteers. Relationships with related parties In agreement with Space4U Cardiff, one of our sessions is run by volunteers from Student Action for Refugees (STAR) which is a society affiliated to STAR National, a registered charity (no. 1079042) and company limited by guarantee.

Section C: Objectives and activities	
Summary of the objects of the charity set out in its governing document	Summary of objects 1. The relief of problems caused by financial hardship amongst those seeking asylum and those granted refugee status and their dependants living (temporarily or permanently) in Cardiff and the surrounding area. 2. To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status and their dependants. 3. To advance the education and training of those seeking asylum and those granted refugee status and their dependants in need thereof so as to advance them in life and to assist them to adapt within a new community. 4. To advance the education of the public in general about the issues relating to refugees and those seeking asylum. 5. The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, primarily those seeking asylum and those granted refugee status.

Summary of the main activities undertaken for the public benefit in relation to these objects	Summary of main activities 1. Space4U Cardiff provides a drop-in service for people who are seeking asylum or who are refugees offering: • Recreational activities and occasional outings • Refreshments and hot meals • Provision of food, clothes, bedding and other essential items for individuals and families with children • English classes for those unable to access government funded classes in English yet, and for those wishing to supplement their learning. • Information and signposting, especially on matters relating to asylum claims. • Help with letters and forms. 2. The Trustees ensure that Space4U Cardiff is open on a frequent and regular basis. 3. The Trustees ensure that an appropriate number of responsible persons facilitate sessions. The Space4U Cardiff Trustees have had regard to the guidance issued by the Charity Commission on public benefit.
Additional details of objectives and activities	Space4U is a volunteer-run organisation. Over the course of 2025/26, 55 volunteers facilitated the drop-in sessions and provided services to those in need.

Section D: Achievements and performance

Summary of the main achievements of the charity during the year	This has been a busy year as we moved and reorganised our activities and services for asylum seekers and refugees. Our popular drop-in sessions on Monday and Thursday afternoons moved back to our long-term home at Trinity Centre in Cardiff following a major redevelopment of the building. The new layout at the building allowed us to try new ways of working: in one part of the building we have relaxing activities, such as art, backgammon and space to chat; in another area we have more lively activities such as pool and table tennis, together with our popular dominoes group. A new kitchen and serving area has given our hot meal and coffee bar volunteers an opportunity to work

	together more closely to provide a warm welcome for all who come. Our English classes have access to new audio-visual equipment to support learning. Our food and toiletries store has a much improved storage and space to work with clients and there are also small consulting rooms that our Help & Information volunteers can use to see clients in private. We are fortunate to have a great team of volunteers at the drop-in who worked hard to make the move happen and to ensure that our service users knew where to find us. Over the year, we welcomed around 80 people at each of the afternoon drop-in sessions, including regular service users and people new to Cardiff. In total, we have seen several hundred individuals this year: some people come to our activities every week, others less often and there is a turnover of people through the year with new arrivals in Cardiff and others moved on to new locations. Recreational activities at the drop-in supported contact and friendship amongst our user community. The coffee bar sustained the sociable atmosphere, providing hot and cold drinks, fresh fruit and biscuits. Hot meals were freshly prepared by chefs from the community with around 50 good quality meals served at each session. Free haircuts were provided by several volunteer barbers from the community. Our Help & Information service provided assistance to those in need at the drop-in sessions. Our experienced volunteers provided help with issues such as homelessness and poor accommodation; understanding solicitors' letters and official correspondence to do with the asylum process; access to healthcare and understanding related correspondence; access to college and schools; understanding and filling in various forms, referrals for food and clothing support; and help with managing anxiety and isolation. We also liaise with other local organisations in finding help for those in need. Over the year, our team saw 64 new people along with many long-term service users, often with regular appointments over several months. Our team of Food Store volunteers received generous donations of food and household supplies from local organisations and individuals and organised weekly distributions of food, toiletries and essential items for those with little or no other means of support. On average, the food store provided 25 parcels every month in 2025/26. This included both regular support for those facing long-term destitution and one-off support for those temporarily in crisis. Through managing referrals and regular contact, our food store volunteers have often provided wider

	support to those in need, reducing isolation and signposting towards sources of help. English classes were provided twice a week for beginners and intermediate levels, with several experienced teachers in our team of volunteers. Our classes are open to all with no prior registration needed and are often a starting point for learners before they are able to access college courses. Attendance at classes varied over the year but we have around 20 to 30 regular learners, with many different nationalities and first languages. Many learners stayed on after class for the drop-in, enabling them to practise speaking and understanding English with volunteers. We also supported a friendly and popular English conversation class on one evening a week, provided by the Student Action for Refugees group at Cardiff University. Our Clothes Store service for asylum seekers on Monday morning remains based at St German's Church Hall in Cardiff. The ample storage and convenient access at St German's has been a major part of running this service at a large scale and, following a review of space and associated costs, we decided that the best option for our clothes store beneficiaries would be to continue to operate here when our other activities and services moved to Trinity Centre. At St German's, our volunteers received and sorted a large volume of clothes, shoes, suitcases and backpacks, bedding and other household items generously donated by local organisations and members of the public. With many new arrivals in Cardiff again this year, the clothing team provided assistance to around 23 individuals and families with children every week, helping them to find the essential items they need. As well as our regular services and activities, we were pleased to lead an outing to Knighton once again, where we received a warm welcome and our friends in the Knighton & District Refugee Support Group provided a day of special food and activities for our community.

Section E: Financial review	
Brief statement of the charity's policy on reserves	For 2025/26, Space4U aimed to hold a reserve amounting to 25% of budgeted annual expenditure. Our reserves policy sets an amount that we hold for the specific circumstance that Space4U ceases to operate and we need to cover outstanding expenses such as rent, legitimate volunteer expenses and any other unpaid obligations. It allows for an orderly winding down of the charity in the circumstances where this became necessary.

Details of any funds materially in deficit	None
Further financial details	Information on the sources of income and spending are shown in the statement of receipts and payments attached to this annual report. Space4U Cardiff is funded by grants and by donations from individuals and local organisations for which we are most grateful. Grants received in 2025/26 include: A grant of £20,000 from the National Lottery Community Fund. This major grant is supporting the costs of renting space at Trinity Centre over two years (June 2025). A Skills Grant of £3,000 from Migrant Help to support the transition of our English classes to our new home at Trinity Centre and running costs over six months (September 2025). A grant of £5,000 from the Southall Trust, funding the costs of providing our popular hot meal and coffee bar service over 12 months (March 2026). Funding of £5,000 from Trinity Centre from a grant from the National Lottery Heritage Fund, which will support our future work (May 2026).

Section G: Declaration	
The trustees declare that they have approved the trustee's report above.	
Signed on behalf of the charity's trustees	
Signature	L E Thomas.
Full name	Lynne Thomas
Position	Trustee
Date	30/09/2026

Space4U Cardiff: Receipts and Payments
Year End 31 May 2026

	Unrestricted	Restricted	TOTAL 2025/26	2024/25
Receipts				
Donations	£9,204	460	£9,664	£7,003
Grants	£5,000	£28,000	£33,000	£12,500
Income	£0	£0	£0	£0
Reimbursements from other organisations	£850	£0	£850	£2,000
Gift Aid	£1,112	£0	£1,112	£991
Interest	£0	£0	£0	£0
TOTAL	**£16,166**	**£28,460**	**£44,626**	**£22,494**
Payments				
Support for needy - Meals & coffee bar	£5,175	£986	£6,161	£6,642
Support for needy - Food store	£0	£154	£154	£158
Support for needy - Clothing store	£209	£0	£209	£311
Support for needy - Emergency fund	£402	£0	£402	£1,184
Recreational activities	£61	£0	£61	£57
English classes	£0	£998	£998	£123
Trips and outings	£0	£0	£0	£606
Volunteer expenses	£228	£0	£228	£171
Premises care	£20	£0	£20	£67
Rent	£6,707	£11,493	£18,200	£19,550
IT access	£58	£0	£58	£81
Stationery	£0	£0	£0	£44
Training	£14	£0	£14	£0
Insurance	£320	£0	£320	£320
Accounts examination	£50	£0	£50	£50
Miscellaneous	£7	£0	£7	£15
TOTAL	**£13,253**	**£13,630**	**£26,883**	**£29,379**
Balance Brought Forward	**£12,790**	**£2,274**	**£15,063**	
Transfer between funds	£0	£0	£0	
Movement in Year	£2,913	£14,830	£17,743	
Balance at year-end	**£15,703**	**£17,103**	**£32,806**	
Cash at Bank at 31 May 2026	**£31,069**			
Cash held in PayPal account at 31 May 2026	**£1,549**			
Petty Cash at 31 May 2026	**£188**			
Total Funds Available at 31 May 2026	**£32,806**			

Receipts exceeded payments by a substantial amount due to the receipt of two large grants where a large part of the associated spending will take place in 2026/27. This includes a two year grant of £20,000 from the National Lottery Community Fund for the costs of rent and a one year grant of £5,000 from Southall Trust for the costs of meals and the coffee bar.

Signed **Date**

L E Thomas. 22/07/2026

Lynne Thomas
Treasurer

Agreed by the Space4U Trustees on 22 July 2026

Independent examiner's report on the accounts

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Space4U Cardiff		
On accounts for the year ended	31 May 2026	**Charity no (if any)**	1158327

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.

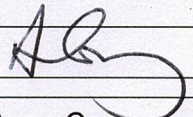
Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	17 August 2026
Name:	Anna Cory		
Relevant professional qualification(s) or body (if any):			

Address:	The Willows
	St Brides super Ely
	CF5 6EY

Section B Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.