



Creating Space Limited

Trustees Annual Report

October 31

2022

The Trustees of Creating Space Ltd present their report for the period:
1st November 2021 to the 31st of October 2022.

COMPANY REGISTRATION NO: NI604519

NI Charity
Commission
Number:
100876

Annual Report for the Year Ending 31st October 2022

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EXTRAORDINARY IMPACTS AND INFLUENCERS

The Trustees of Creating Space Ltd present that throughout the first 6 months of this reporting period the Organisation continued to face major challenges due to the ongoing Covid 19 and Corona Virus Pandemic and its aftermath , which have impacted upon and adversely effected the Organisation's ability to function fully, deliver service provision to previous levels and wholly meet its Charitable Objectives

As with all organisations and individuals worldwide, the global pandemic which persisted intermittently to greater or lesser degree throughout the period November 2021 – April 2022, continued to adversely impact upon, severely limit and indeed prohibit service delivery and a return of everyday life and normality as we previously knew it.

Restrictions, uncertainty and fear continued to prohibited direct service delivery and engagement and protracted realistic future planning during this time.

The Trustees, still mostly unable to meet in person continued to communicate remotely using new electronic pathways and agreed that the work and operations of the Organisation must unfortunately mostly remain on hold until Government guidelines and restrictions were further reduced or removed.

Whilst this decision was taken in line with the wider societal constraints and controls which remained in place, the Trustees had also still to take into account the following concerns which made the work of the Organisation additionally unsafe and untenable at this time:

- Many of the Organisation's volunteers, Trustees and staff fell within the older or vulnerable and "at risk" categories
- Much of the work of the Organisation was in relation to engagement with young people who were defined as those most likely to transmit the virus
- The core delivery mechanism past and projected was in relation to group work which was prohibited or in schools - which even after re-opening were reluctant or adverse to hosting external providers or provision.
- The Organisation remained in a position where Action Planning and Review was a crucial element which must be discussed and agreed before any service delivery could fully resume. The option for this to take place effectively could not be effectively implemented at this time.

The Trustees agreed that although the Government Furlough Scheme had unfortunately come to an end the staff member (being agreeable) be retained, albeit at reduced hours, and this would be revisited bi-monthly in line with available finances to meet their remuneration and all HMRC payments. The Trustees promoted that this would continue to preserve a point of contact and support to ensure the Organisation continued to meet its legal, administrative and financial obligations and to hopefully retain the essential services and support of the staff member for the future: placing Creating Space Ltd in the best position possible for whenever normal services could fully resume.

CONSOLIDATIONS (Nov 2021 – April 2022)

Although the situation in relation to the Covid 19 pandemic restrictions decreased intermittently, the Trustees agreed to return to remote communication systems following the lead and example being promoted and utilised by other community/voluntary providers, statutory agencies and public bodies.

The staff member would also continue to work from home, again following established protocols by other service and support providers.

The primary focus during this period was to remain the ratification and further development of the structures, obligations and charitable intent and purpose of the Organisation going forward, to continue to deliver support and services where possible and implement a full Action Planning and Organisation Review when possible.

Actions implemented and achieved during this period included:

- Successful contact with John Moore's Foundation to negotiate change to designated funding outputs and objectives and extension of end of funding period to assist with offsetting staff costs.
- Assisting with delivery of care and food packages for those who were deemed vulnerable or "at risk" and still having to self-isolate in two communities across the Waterside area of Derry/Londonderry (one urban and one rural)
- Preparation and presentation of the Charity Commission Report for the period to Oct 2021 (August 2022)
- Negotiation and adaption of Insurance & Premium Payment in line with reduced service delivery
- Identification of possible funding streams for future sustainability, service delivery and or action plan development
- Preparation and presentation of the Organisation's accounts for examination/audit (Oct 2022)
- Successful completion and return of all John Moore's Foundation financial monitoring and reporting in line with project monitoring and evaluation requirements.

CHALLENGE and CHANGE (May 2022 – Oct 2022)

The Trustees of Creating Space Ltd would promote that Challenge and Change have unfortunately remained constants for the Organisation during both this and the previous reporting period: and ones which at present through ALL of this reporting period they are still endeavouring to manage, negotiate and adapt to.

With the easing and removal of many restrictions relating to the Covid 19 pandemic and its aftermath the final 6 months of this reporting period seen the Organisation take its first steps to recovery and return where possible to direct service delivery and provision for those it aims to provide for and support.

1. The Organisations temporary operational base being unfortunately no longer available, a further short-term lease for an Outreach Office was secured through the support of an alternative Community/Youth Organisation. Due to much of our water-based safety equipment having been destroyed in the previous arson attack and our qualified water sport volunteer/instructor base been depleted, the Trustees took the difficult decision to dispose of two open canoes to offset costs for the Outreach Office overheads which they felt was more relevant to operational sustainability at this time. These can be replaced should financial and human resources become available in the future and if this stand of service delivery is to be continued.
2. Although the company vehicle and much of the equipment and materials essential to the Organisation's service delivery has been unable to be replaced, service delivery has been able to be resumed albeit at a reduced level and diversity.
3. Funding opportunities remain fewer and more competitive especially in relation to core costs and volunteer support. Financial income has been severely reduced, and with fewer opportunities for fundraising and remuneration for service delivery to offset operational overheads, therefore financial reserves have been depleted once again. With funding and finances becoming harder to negotiate and secure across the entire community/voluntary sectors organisations on whom we previously relied for such support and service provision, they did not have the resources to provide any (or little) remuneration for our services – which we continue to provide and deliver wherever possible at no cost. However, the Organisation has met all its financial obligations, has incurred no debt and has identified potential funding streams for future application and support.
4. The Organisations Volunteer Base has remained essentially depleted – however the Trustees with the support of the staff member have reinstated and advanced the Organisation's Volunteer Recruitment and Development Program and a small group of volunteers have indeed returned and undertaken roles, responsibilities and service delivery during this reporting period.

CHALLENGE and CHANGE continued. (May 2022 – Oct 2022)

5. Service user provision and engagement has fortunately been able to be more fully reinstated during May – October 2022 of this reporting period - albeit again still at a much-reduced level and diversity.
6. The Organisation's essential Action Planning and Review Process to provide for its strategic development and direction and future sustainability has not as yet been fully implemented – however the key human resources remain in place and are committed to revitalising and regenerating the Organisation for the future. Potential financial and funding streams have been identified to support the Action Planning and Review process.
7. The Organisation's intent to move forward towards and more educational and training delivery themed ethos has been initiated and although at an early stage has proven successful and more easily negotiated especially in relation to:
 - Reduced volunteer base and volunteer interests/abilities.
 - Reduced levels of equipment
 - Financial management and service delivery/overhead costs
 - Training provision
 - Service user/beneficiary requests
 - Funding/financial support criteria and thematic strands
 - Year-round service provision
 - Strategic planning – both for Creating Space Ltd and for the Organisations we are here to support who directly support and deliver for our service users.

It is hoped that this can be further enhanced and developed moving forward as schools/colleges open up to external providers and services more fully, affording the Organisation the opportunity to reinstitute our School & Community Education. Training and Life Skills initiatives.

8. The Organisation has once again negotiated adverse challenge and change and is once again ready to welcome positive transformation.

Youth Outreach (YO!) Project and Program Delivery

The Organisation's Youth Outreach Project and more recently Education and Training initiatives remain the core delivery mechanism for the majority of our work and service delivery, and the conduit through which we achieve our charitable objectives. Unfortunately, once again the events detailed during this reporting period, although increased from the previous year, remain dramatically reduced and curtailed from the Organisations pre-Covid 19 pandemic levels. The second half of this reporting period did however afford us the opportunity to begin to directly deliver our services and support to young people and the wider community.

Addressing Need and Disadvantage:

Activities and Interventions (May 2021 – Oct 2021)

Delivery of the following initiatives, for children and young people living within identified areas of need or disadvantage across the Derry City and Strabane District Council area: and/or for those who have been referred to us as in need of support, intervention and inclusion by community partners or external agencies.

- 📌 Delivery of Orienteering/ Midnight Treasure Hunt Activity for 17 young people 15-23 years with REACH Across as part of their annual Summer Camp Initiative annual Summer Camp Initiative
- 📌 Delivery of 2 x Multi Games & Teambuilding Activities for 28 young people 12-18 years with REACH Across as part of their Summer camp Initiative
- 📌 Delivery of Summer Scheme and Sports Day for 20 young people 10-16 years in the Strathfoyle area as part of the Give & Take summer program
- 📌 Assistance with 2 x Community Planting events across the Strathfoyle, Maydown & Eglinton areas.
- 📌 Delivery of Orienteering/ Midnight Treasure Hunt Activity for 15 young people 12-25 years with Enagh Youth Forum
- 📌 Delivery of Team building Multi Games Activities and Community Sports Day for 33 young people 5-16 years in the Currynierin area as part of their Annual Summer Scheme Program
- 📌 Support delivery of Community Fun Day including kayaking, Paddle boarding and giant slip n slide for 150+ individuals (young people and families) from across the Faughan & waterside DEA's in association with Adventure Sports North West
- 📌 Delivery of Traditional Sports Day Competition for 60+ young people 5-16 years in the Caw Nelson Drive area.
- 📌 Delivery of Distracted Driving practical skills activity in partnership with Enagh Youth Forum and the Cruise Centre, Campsie.

Education and Training

Most service delivery in relation to Education and Training is undertaken within a group or school-based setting. Unfortunately, with schools still unwilling/unable to afford the opportunity for and ability to accommodate such: and indoor group gatherings still being discouraged, or only able to be delivered under strict social distancing guidelines, has meant the Organisation's ability to meet its charitable intent under this objective have been curtailed. However where possible and practical opportunities to meet our education and training objectives have been sourced and secured with the following outputs being delivered within this reporting period:

- 📅 Delivery of 2 x Distracted driving Educational Workshop for 12 x young males 15-17 years
- 📅 Delivery of Challenging Negative Behaviour pattern to reduce ASB in the Maydown/Strathfoyle area in partnership with Community safety Wardens, PSNI and local Community Safety Forum
- 📅 Delivery of 4 x week GLAM (Girls Learning through Alternative Mediums) program for 16 young girls 12-15 years in partnership with Enagh Youth Forum
- 📅 Delivery of Funding & Fundraising Information and Training Workshop for 3 x staff and 8 x volunteers in Faughan DEA.
- 📅 Delivery of Support and Supervision Skills Training for 3 x staff and 6 x management committee members of Enagh Youth Forum
- 📅 Delivery of 2 x day Action Planning Event for 17 Directors, Staff & Volunteers within Caw Nelson Drive Action Group and provision of 3 x Year Action Plan.

Community Development and Citizenship

Pre Covid 19 this had previously formed a core focus and an extremely successful delivery medium for the Organisation's work and development. However, during most of this reporting period this also has been extremely difficult to negotiate with wider social interaction and engagement being actively discouraged meaning we have unfortunately been unable to fully meet our charitable objective to the level we might have hoped for. However, as the Covid 19 restrictions relaxed and were removed, the Organisation adapted its means and modems of operations under this charitable intent through delivery of the following support and service provision:

- 📅 Assisting with the delivery of 40+ Care & Food Packages to older residents and those at risk in the Caw Nelson Drive area on a weekly basis
- 📅 Assisting with the collection and delivery of 25-35 Care & Food Packages for those in need in the Strathfoyle and Greater Enagh area.

Promoting Good Relations

As this output necessitates wider engagement and interaction across “boundaries” we have been unable to meet our charitable objective under this heading. However, it has continued to be promoted and achieved through providing, promoting and delivering opportunities for all irrespective of age, gender, ability or religious/political background. This has been underpinned through the wide representation of diverse young people from we have delivered for during the 6 x month period of renewed operations.

Volunteering and Volunteer Development

Volunteer Development remains one of the Organisations core objectives and the main conduit through which it achieves its charitable intent and purpose and successfully delivers for its service users and beneficiaries.

The Organisation has previously successfully maintained and supported a committed volunteer base which unfortunately it has for the most part been unable to actively maintain, engage with and provide opportunities for during this reporting period due to the reasons previously detailed. However, as normality gradually returned and fears decreased the Organisation’s volunteer base (although much reduced) is once again in operation; providing the lynchpin and conduit for our newly adapted and reemerging service delivery and support and assisting us to better meet our charitable intent and purpose once more for the future.

The Trustees wish to place on record their sincere gratitude and appreciation to all its volunteers, past and present, who have contributed so generously of their time and to the work of the Organisation especially in another challenging year

They also wish it to be noted that the unavailability of the DFC Volunteer Small Grants Program continues to produce a detrimental effect on small voluntary/community organisations. Should this not be addressed Volunteer Recruitment, Retention and Development and organisational sustainability will be at risk.

Partnership Work and Practice

The Organisation recognises and continues to embrace the partnership model as the most practical and successful means to enable it to distribute maximum provision and impact for its service users and beneficiaries and to assist it in delivering on its charitable intent and purposes.

During this reporting period work in partnership has been restricted across the community, voluntary, statutory and public sectors

Partnership Work and Practice continued

The first 6 months of this reporting period afforded the Organisation the continued opportunity to become directly and proactively involved in practical partnership service delivery at a “grass roots level” through assisting with the delivery of Care and Food Packages

The period May – October 2022 seen the Organisation once again re-establish links and partnership work with community/voluntary and statutory providers across the Derry City & Strabane District Council area: and we very much look forward to reengaging and rebuilding our relationships and developing our partnership work and practice on a much wider and all-embracing scale in the year ahead.

Sustainability

The Trustees present the belief that with focus, opportunity, the commitment of staff and volunteers and the enhancement of partnerships. the work of the Organisation can be redeveloped and will continue going forward.

Unfortunately, due to the continued intervention of Covid 19, intended planning and engagement in relation to sustainability had to be mostly deferred especially during November 2021-May 2022 of this reporting period. The Trustees have however continued to undertake actions to place the Organisation in the best financial situation possible going forward and make best possible use of finances and assets that were in place and at their disposal.

Throughout the reporting period the Trustees continually met and engaged virtually and in person with the current staff and volunteer base to report on, reset and re-establish the needs, issues, concern and priority actions for the Organisation in the interim period and going forward.

INTERIM ACTIONS

1. Contact to be made with all previous volunteers to access the interest, ability and potential availability to continue to support the Organisation
2. Development and implementation of a Volunteer Recruitment Plan
3. Identification of previous/potential partners and service users to resume and develop service delivery opportunities and ascertain what their needs/requirements now are.
4. Systemise current Outreach Office and negotiate possible extension of current short- term lease. Explore continuation of working from home or “hot desking” for staff.

Sustainability continued:

5. Identify what services and support we can realistically deliver with the reduced human, physical and transport resources currently available to us

The Trustees presented additional points of action which they again hope to implement over the next 6–12-month period to lay a firm foundation for the work and service delivery of the Organisation going forward in the short and medium term.

SHORT TERM ACTIONS

1. Identify and make funding applications to retain the support of the Project Co-Ordinator post.
2. Identify and make funding applications to retain an Outreach Office facility and overhead costs and/or re-evaluate the need for such i.e. can staff remain working from home or seek a "hot desk" option.
3. Identify and make applications to cover essential Organisational running costs e.g., Insurance, Accountancy
4. Seek support and/or financial assistance to replace essential equipment/materials to enable or enhance our service provision
5. Extend our current volunteer base
6. Seek funding to support Volunteer Training & Development, "out of pocket" expenses and associated equipment

MEDIUM TERM ACTIONS

1. Funding and/or support to be identified and secured for the institution of a residential Action Planning and Strategic Development Event
2. Funding to be sourced and secured for a Strategic Action Plan to be developed incorporating Community Development Principles and Practice.
3. New S.M.A.R.T objectives for service delivery and support to be developed in line with the Organisation's Charitable Intent and Purpose and with a primary focus on Youth Education, Training and Life Skills focus.
4. Longer term funding sourced for retention and possible extension of staff support to provide better job security and remuneration.
5. Longer term funding sourced for retention of Outreach Office and operational overheads to afford more opportunities for growth, sustainability and strategic development within and for the Organisation. Explore funding opportunities for "hot desk" option and costs.

Sustainability continued:

MEDIUM TERM ACTIONS continued:

6. Funding and support sourced to deliver new and extended services and support. New and increased opportunities and provision delivered for service users on a year-round basis

Although no new applications for funding have been submitted during this reporting period the Trustees have identified previous potential opportunities for service delivery and sustainability going forward. These include:

1. Application to the JMF for a further period of financial support. Core Costs, Program costs. Action Planning.
2. Application will be submitted to the Halifax Foundation NI to offset staff and core costs.
3. Application to NLF Awards for All Program for Readiness Assessment & Action Planning Delivery for Youth & Community providers. Creating Space Ltd had received funding however the 3x year interval for resubmission of another application has now expired.
4. Application to DFC Smalls Grants Program through NWVC/LCDI for Volunteer Training/Reimbursement if Volunteer Development Program is re-instated.
5. Application to DCSDC Police & Community Safety Partnership to reinstate and seek support for the development and extended delivery of our Distracted Driving and Road Safety Invention Projects with children & young people.

The Trustees have the full realisation and understanding that securing funding will be the "key" to future sustainability and indeed survival for the Organisation, especially in the short to medium term and will continue through the staff member and our partnership engagement. to identify and seek new opportunities and funding streams and support which meet our Charitable Aims and Objectives.

Financial Review

Performance

Financial performance in the year to October 31st 2022 has not been broadly consistent with the Trustee's forecasts, hopes and expectations due to the adverse and unexpected events which have occurred during this reporting period

Income

Income receipts for the period 1st November 2021 – 31st October 2022 totalled £7,579 a decrease of £2,376 on the previous year.

Monies generated through delivery of its funded programs increased substantially realising the amount of £2,885 for the year

Expenditure




Expenditure had also a reduction totalling £5,243– a decrease of £1,275 for the year

Gifts and Support In Kind

This has been essential and overwhelming resource during this reporting period and has been crux of the Organisations survival and sustainability especially in relation to unforeseen costs and expenditure which have arisen

Volunteers, Members and Trustees also give generously of their time to meet any and all the unforeseen needs of the Organisation during exceedingly difficult times

Community, voluntary and statutory partners were an essential asset and means of reducing financial costs on the Organisation. In this reporting period this has seen the Organisation benefit financially through the provision of:

-  Free printing and photocopying
-  Free storage.
-  Transport Support.

The Trustees wish to place on record their recognition of and gratitude for all these individual and collective contributions.

Detailed accounts can be found on page **12 (1)** of this report.

Reference and Administrative Details

Charity Name: Creating Space Ltd

Charity Number: Registered Charity in Northern Ireland, No NIC100876

Principal Address:

41A Clooney Terrace
Waterside
Derry-Londonderry
BT47 6AP

Outreach Office Address:

LEVEL TWO
6-7 Parkmore Drive
Strathfoyle
Derry/Londonderry, BT47 6XA

Charity Trustees as of the year 31st October 2022:

Mrs Philomena Bradley - Chairperson

Mr William Condren - Treasurer

Advisors:

Principal Bankers:

First Trust Bank
Meadowbank House
143-145 Strand Rd
Derry-Londonderry
BT48 7TN

Company Accountants:

Mc Corkell & Company
41A Clooney Terrace
Waterside
Derry-Londonderry
BT47 6AP

Insurance Broker and Underwriter

Marsh Ltd
Bedford House
Bedford Street
Belfast BT2 7DX
Tel: 028 9055 6100
www.marsh.com

Ecclesiastical Insurance
Beaufort House, Brunswick Road,
Gloucester, GL1 1JZ, UK.
Registered Branch in Dublin, Ireland.
2nd Floor, Block F2,
EastPoint, Dublin 3, D03 T6P8.

Policy number
12CHA0320332

Activities, Objectives and Purpose

Summary of Main Activities

- 📚 Youth Outreach, Intervention and Diversionary Programs.
- 📚 Education, Training & Life Skills Development
- 📚 Volunteer Training, Development, Mentoring & Placements. Millennium Volunteer Awards Program
- 📚 Peer Leadership & Skills Development for Young People
- 📚 Youth Empowerment & Capacity Building
- 📚 Practical Training Skills for Employment
- 📚 Outdoor Adventure and Teambuilding
- 📚 Summer Schemes & Festivals
- 📚 Social Education & Citizenship. Community/Good Relations Initiatives
- 📚 Inter-generational engagement and activities with hard to reach groups

Public Benefit Statement

The Trustees of Creating Space Limited confirm that they ENDEAVOUED WHERE EVER POSSIBLE AND THROUGH WHAT EVER LIMITED MEANS AND OPPORTUNITIES AVAILABLE TO THEM DURING THIS REPORTING PERIOD to comply with their duty under the Charities Act (NI) 2008 and the Charities Act (NI) 2013 to have regard to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the Organisation in the year to October 31st 2022.

The beneficiaries of our charitable purposes are Children & Young people 5 - 25 years residing within the top 20% designated areas of multiple deprivation in NI or those deprived through lack of opportunity; unemployment; lack of education and/or social exclusion throughout the United Kingdom & Europe. Wider beneficiaries are determined as society as a whole.

In evaluating public benefit, the Trustees note that our projects, programs and activities are open to all irrespective of age • having or not having a disability • gender • marital status • religion • political opinion • ethnicity • sexual orientation • having or not having dependents. We strive to ensure any restrictions placed on our Outdoor Adventure activities are both necessary and reasonable to protect both the safety of the individual wider public safety.

Charitable Purpose

1. **The prevention or relief of poverty** -through targeted intervention, service delivery and provision, which help to improve the quality of life for those most in need

Direct benefits which flow from this purpose include improved opportunity for the inclusion and increased participation of those determined most unlikely or unable to avail of such service provision and delivery due to socio-economic deprivation, marginalisation, isolation or disaffection.

2. **The advancement of education** – through the delivery of community and out of school education initiatives and provision of life skills training.

Direct benefits which flow from this purpose include the development of individual capabilities, competences, skills & understanding; individual attainment of recognised accreditation or qualification, additional or supplemental to, mainstream educational provision.

3. **The advancement of citizenship or community development** – through the cultivation and utilisation of human and physical resources and expansion of economic activities.

Direct benefits which flow from this purpose include: Developing & inspiring civic values, encouraging voluntary & community activity, Promoting social inclusion, community cohesion & volunteering, Providing outreach, “drop-in” and training facilities, Promoting social investment, and developing social enterprise for future sustainability.

4. **The advancement of human rights, conflict transformation or reconciliation or the promotion of religious or racial harmony or equality and diversity.**

Direct benefits which flow from this purpose include promoting good relations and lessening conflict between people of different politico-religious backgrounds and racial and ethnic groups across the world by promoting knowledge and understanding between them.

Benefits from our charitable purposes are demonstrated through facilities provision, voluntary action, service user feedback, statistical databases reports, feedback from community & statutory partners, published information on our website and social media page and future sustainability

None of our charitable purposes give rise to any harm

The only private benefits flowing from our charitable purposes is payment of wages to staff: both this and any other private benefit, flowing from any one of our four purposes, that is gained by a Trustee or their family is incidental and necessary to ensure the benefit is provided to all our beneficiaries.

Signed: Philomena Bradley Chairperson

Signed: William Condren Treasurer

Dated: 30th July 2023

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Signed: Philomena Bradley *Philomena Bradley* Chairperson

Signed: William Condren *W Condren* Treasurer

Dated: 30th July 2023