

# OPEN HOUSE (CHRISTIAN OUTREACH) TRUST

England & Wales · Charity number 1156654

## Details

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**Other names** OPEN HOUSE (CHRISTIAN OUTREACH CENTRE)

**Status** Registered

**Legal form** CIO

**Registered** 2014-04-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Open House Coffee Shop  
773 Chesterfield Road  
Sheffield  
S8 0SP

**Phone** 01142204674

**Email** [hello@openhousesheffield.co.uk](mailto:hello@openhousesheffield.co.uk)

**Website** [www.openhousesheffield.co.uk](http://www.openhousesheffield.co.uk)

## Activities

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**Objects:** 1) TO ADVANCE THE CHRISTIAN FAITH IN ACCORDANCE WITH THE STATEMENT OF FAITH APPEARING IN CLAUSE 31 IN WOODSEATS AND IN SUCH OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT, INCLUDING BY (BUT NOT LIMITED TO):A. THE PROVISION OF A PLACE OF CHRISTIAN WITNESS BY PROVIDING A MEETING PLACE FOR CHRISTIANS TO MEET CHRISTIANS AND NON-CHRISTIANS;B. THE PROVISION OF FACILITIES FOR TEACHING, WORSHIP AND PRAYER.

**Activities:** Open house is a coffee shop. The emphasis is on providing a meeting-place rather than commercial success. Above the shop is a meeting room available at minimal charge to Christian groups or for use for quiet prayer.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

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- Sheffield City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£28,805	£57,930	-	-
2023-12-31	£15,307	£15,199	-	-
2022-12-31	£5,322	£11,510	-	-
2021-12-31	£18,973	£2,165	-	-
2020-12-31	£3,682	£1,005	-	-

## Trustees

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Name	Role	Appointed
JANET PATRICIA BASSINDALE		2013-12-22
Joanna Rose Edwards		2021-08-10
PAUL BASSINDALE		2013-12-22
Rebecca Kate Popplewell		2021-08-10

**OPEN HOUSE (CHRISTIAN OUTREACH) TRUST**

England & Wales - Charity number 1156654

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# Accounts

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## Annual Report 2024

Open House (Christian Outreach) Trust  
For the Year End 31 December 2024

Prepared on  
July 1, 2025

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## Reference & Administrative Details

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### Charity Name

Open House (Christian Outreach) Trust

### Charity Number

A registered charity in England & Wales no. 1156654

### Registered Office

773 Chesterfield Road, Woodseats, Sheffield, S8 0SP

### Trustees

David Stout (Chair)

Paul Bassindale (Secretary)

Rebecca (Bess) Popplewell (Treasurer)

Janet Bassindale

Jo Edwards

## Structure, Governance & Management

Open House (Christian Outreach) Trust was registered as a CIO with the Charity Commission in England and Wales, on 11th April 2014, and became active on 5<sup>th</sup> September 2014, following transferal of assets from Open House (Christian Outreach) Trust (Charity No 700997), an unincorporated registered Charity, constituted under a Trust Deed dated 15th December 1988.

During the year, the Trustees met 10 times to ensure compliance with the agreed objectives and constitution. The renovation of the building on Chesterfield Road continued to have significant effect on the operations and activities of the organisation.

### Recruitment and Induction of Trustees

The current trustee board are open to further recruitment of additional members to enhance, broaden and increase the skill set to support the running of the charity and advance the vision.

The Trustees have a Trustee Application Pack that could be given to potential new board members. This pack outlines the charity's mission, values, and Statement of Faith. Trustees are appointed on their Christian beliefs, character, and commitment to the vision of Open House. The new application process requires a completed pack and an informal interview with two members of the current board.

On recruitment of new trustees, the whole trustee board completes an updated Skills Audit to ensure that areas of need are covered or highlighted. This audit also helps identify growth and development within the existing board.

# Aims, Objectives & Values

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The object of Open House (Christian Outreach) Trust is:

- To advance the Christian faith in accordance with the Statement of Faith, appearing in Clause 31, in Woodseats and in such other parts of the United Kingdom or the world as the trustees may from time-to-time think fit, including by (but not limited to):
  - o the provision of a place of Christian witness by providing a place for Christians to meet Christians and non-Christians;
  - o the provision of facilities for teaching, worship, and prayer.

The aims of Open House are:

- To sow community, service and love in Woodseats in the name of Jesus
- To cultivate an inclusive and open place where people are accepted whatever their story
- To feed and sustain wonderings about God with food, drink, relationship, creativity and prayer
- To provide a place of refuge and relationship, especially for those with need or vulnerability
- To work alongside local churches, community groups and schools to encourage open conversation and exploration of faith
- To serve high quality and responsibly sourced food and drinks and exemplify sustainable and ethical business practices

The vision for the coffee shop is anchored by these core values:

**Jesus Focussed:** In a world of independence, competition, and distractions, we try and keep Jesus' teachings and actions at the heart of what we do. He calls us to love one another and often did this through conversations over food. Here at Open House, those are things we want to do best.

**Everybody Welcome:** No matter what background, race, gender, age, ability or political leaning, everybody has a place at the table. At Open House we believe the more diversity, the better. There is beauty in difference: together. We will strive to reach out to those in our community who may find it difficult to come in.

**Always Searching:** We want questions to be asked, opinions to be challenged and for the search for truth to be an exciting and guided experience. We will always welcome conversation, offer prayer, support, and point to other help as necessary. We do not presume to have all the answers. We hope local churches, community groups and people will find each other under our roof. And if you're searching for good coffee, we can help with that too...

**Generous Giving:** Open House only exists through generous giving. We believe in finding unmet need; doing more than the minimum; in putting the last, first. On a daily basis our staff, volunteers and supporters give to keep Open House open for business by their time, skills, resources, encouragement and prayers. We look for creative ways to give generously to our guests and to other organisations and projects.

**People not Profit:** Delicious food and a homely welcome cannot be produced at the expense of people or their environment; we look after our staff, our suppliers, our volunteers, and our guests. Generous, sustainable, and appreciative relationships go very well with good coffee. We're in no rush for your table – we want you to feel at home.

# Achievements & Performance

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## Prayer Team

The Prayer Team met most Friday mornings between 09:30-10:00 on Zoom (online meeting platform). Between 4 and 8 people regularly joined online to pray for the local community and for the Open House building project. This space has been vital in supporting the work and team at Open House, creating more accountability, enthusiasm, and community around the project.

## Communications Team

At the beginning of 2024 there were regular communications with the Open House supporters via Facebook, and Instagram, especially as the building work continued. Towards the end of the year, our socials focussed on promoting our Tuesday morning coffee time. These platforms have been important in sharing news and keeping people in touch with what's going on at Open House.

## Dream Team

Autumn 2024 saw the start of Tuesday Brewday. With the support from a local couple who provided space to set up, and CLO Coffee in Leeds, the team were able to start brewing coffee to give out for free on a Tuesday morning. The idea of this activity is to be a presence on the high street, to deliver our charitable objectives, talk to locals about the project, and to start an unofficial community audit. It has been a fun and fascinating project since it started on Tuesday 5th November 2024; local churches and individuals have come along to help serve and meet the community.

## Fundraising & Finance Team

Open House continued to receive regular donations from individuals, plus a number of one-off donations.

Thanks to the fundraising efforts of Andrew Rainsford, Open House was able to secure £10,000 from the Garfield Weston Foundation, £2,000 from The Edgar E Lawley Foundation and £15,000 from the Benefact Trust. Unfortunately, due to the general election and the change in government, the £48,000 pledged from the government's Community Ownership Fund in 2023 is no longer available to Open House. The Gavins Foundation paid £8,736.08 towards the work carried out by Creative Building Projects at the beginning of the year.

Due to a backdated business rates bill received in 2023, our trustee board has spent a lot of 2024 contending with the Sheffield City Council. After a Court Summons in which the team had a meeting face-to-face with the council, a Liability Order was issued and an initial repayment of £12,000 was paid to clear some of the debt. This bill is still being refuted. The trustees are committed to having these bills reversed and claiming back the money that has been paid.

In 2024, there was an overpayment of £10 to the insurance company. This was not refunded in the same financial year.

## Operations & Ethics Team

### ***Governance***

Research into the policies and procedures required for the safe opening and operation of the coffee shop has been undertaken, while the creation of relevant and legislative documentation is on-going. The trustee board meet regularly to ensure good communication and transparency in all matters.

### ***Building***

Building work continued at the beginning of 2024, but slowed to a halt when funds were sent to Sheffield City Council, and whilst the trustees waited for the costings for Phase 2 of the project. A meeting was had with Creative Building Projects in December 2024 to outline what had been done, what still needed to be done to complete Phase 1 and to agree where everything was up to financially.

# Financial Activities 2024

January - December 2024

	<b>Total</b>
<b>INCOME</b>	
Grant	27,000.00
Non Tax Efficient Giving	0.00
One-off Donation	20.00
Regular Giving	545.00
<b>Total Non Tax Efficient Giving</b>	<b>565.00</b>
Tax Efficient Giving	40.00
Regular Giving	1,200.00
<b>Total Tax Efficient Giving</b>	<b>1,240.00</b>
<b>Total Income</b>	<b>28,805.00</b>
<b>TOTAL</b>	<b>28,805.00</b>
<b>EXPENDITURES</b>	
Building Renovation	0.00
Architect	6,676.00
Building Control & Regulations	960.00
Building Work	24,333.19
Surveys & Calculations	3,961.50
<b>Total Building Renovation</b>	<b>35,930.69</b>
Insurances	951.99
Office/General Administrative Expenses	201.60
Rates, Ground Rent & Utilities	20,467.80
Website & Hosting	378.00
<b>Total Expenditures</b>	<b>57,930.08</b>
<b>NET OPERATING INCOME</b>	<b>-29,125.08</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -29,125.08</b>

# Balance Sheet 2024

As of December 31, 2024

	<b>Total</b>
<b>FIXED ASSET</b>	
<b>Total Fixed Asset</b>	
<b>CASH AT BANK AND IN HAND</b>	
Co-operative Bank - Community Plus	948.86
NatWest Current Account	1,989.36
Petty Cash	62.88
<b>Total Cash at bank and in hand</b>	<b>3,001.10</b>
<b>NET CURRENT ASSETS</b>	<b>3,001.10</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>3,001.10</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>3,001.10</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£3,001.10</b>
<b>CHARITY FUNDS</b>	
Opening Balance Equity	12,195.52
Retained Earnings	19,930.66
Surplus/(Deficit)	-29,125.08
<b>Total Charity funds</b>	<b>£3,001.10</b>

# In-Kind Values 2024

January 1-December 31, 2024

TRANSACTION DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
In-Kind Clearing							
15/01/2024	Sales Receipt	1004	The Gavins Foundation		In-Kind Donations	8,736.08	8,736.08
01/10/2024	Sales Receipt	1005	T Popplewell		In-Kind Donations	107.94	8,844.02
24/10/2024	Sales Receipt	1007	T Popplewell		In-Kind Donations	87.54	8,931.56
<b>Total for In-Kind Clearing</b>						<b>£8,931.56</b>	
<b>TOTAL</b>						<b>£8,931.56</b>	

# End Notes

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## Accounting Policies

The financial reports have been prepared using Receipts and Payments basis. They include all transactions, assets and liabilities for which the trustees are responsible in law.

All incoming resources are recognised when they are received (in cash, by cheque or through a bank transfer). With minor exceptions, all receipts are accounted for gross. Those exceptions are:

- Insurance claims are netted off the relevant expenditure;

- Refunds of money overpaid by the trustees are also netted off relevant expenditure;

All expenditure is generally recognised when it is incurred and with the exceptions described above is accounted for gross.

## Staff Costs

There were no employees of Open House Trust in 2024.

## Related Parties & Transactions

Only reimbursed expenses are paid to the trustees.

Paul and Janet Bassindale are a married couple who both sit on the trustee board. To avoid a conflict of interest, they share one vote required for decision making.

## Reserves Policy

As the charity outgoings are currently very low, we maintain unrestricted reserves of at least £1,000. This policy will be reviewed as circumstances change.

## Public Benefit

The Trustees confirm that they have complied with Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on Charities and Public Benefit.

## Risk Review

During the year, Trustees reviewed significant risks relating to the charity, with a particular focus on building-related, and contractor-related liabilities.

No safeguarding or serious incidents occurred during the financial year.

Approved by the trustees on 10th March 2025, and signed by the Chair of Trustees, David Stout.



Independent examiner's report on the  
accounts

**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	Open House		
<b>On accounts for the year ended</b>	December 2024	<b>Charity no (if any)</b>	1156654
<b>Set out on pages</b>	7 - 9		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below ) 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 no concerns and 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:**

**Name:**

**Relevant professional qualification(s) or body (if any):**



**Address:** 46 Allenby Drive  
 Greenhill  
 Sheffield S8 7RS

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

There is an overpayment of £10.00 made to Atlanta Insurance in February 2024.

There are three invoices from Yorkshire Water that I was unable to verify as enquires to the company, to request copies, were not responded to by Yorkshire Water in time for this year's audit.

5<sup>th</sup> October 2024

M. Hayes

Signed

M. Hayes

Name

Relevant professional qualification(s) or body (if any)

**OPEN HOUSE (CHRISTIAN OUTREACH) TRUST**

England & Wales - Charity number 1156654

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# Accounts

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# OPEN HOUSE

## Trustee Annual Report & Accounts

Year Ending 31<sup>st</sup> December 2023

Open House (Christian Outreach) Trust  
773 Chesterfield Road, Woodseats, Sheffield, S8 0SP  
[www.openhousesheffield.co.uk](http://www.openhousesheffield.co.uk)  
[hello@openhousesheffield.co.uk](mailto:hello@openhousesheffield.co.uk)

A registered charity in England & Wales no. 1156654



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- Achievements & Performance | 5
  - Finance Review | 7



## Reference & Administrative Details

<b>Charity Name</b>	Open House (Christian Outreach) Trust
<b>Charity Number</b>	A registered charity in England & Wales no. 1156654
<b>Registered Office</b>	773 Chesterfield Road, Woodseats, Sheffield, S8 0SP
<b>Trustees</b>	David Stout (Chair) Paul Bassindale (Secretary) Rebecca (Bess) Popplewell (Treasurer) Janet Bassindale Jo Edwards

## Structure, Governance & Management

Open House (Christian Outreach) Trust was registered as a CIO with the Charity Commission in England and Wales, on 11th April 2014, and became active on 5<sup>th</sup> September 2014, following transferal of assets from Open House (Christian Outreach) Trust (Charity No 700997), an unincorporated registered Charity, constituted under a Trust Deed dated 15th December 1988.

During the year, the Trustees met eight times to ensure compliance with the agreed objectives and constitution. The deterioration of the Chesterfield Road building continued to have significant effect on the operations and activities of the organisation.

### Recruitment and Induction of Trustees

The current trustee board are open to further recruitment of additional members to enhance, broaden and increase the skill set to support the running of the charity and advance the vision.

The Trustees have a Trustee Application Pack that could be given to potential new board members. This pack outlines the charity's mission, values, and Statement of Faith. Trustees are appointed on their Christian beliefs, character, and commitment to the vision of Open House. The new application process requires a completed pack and an informal interview with two members of the current board.

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## Achievements & Performance

### Prayer Team

The Prayer Team continued to meet each Friday morning between 09:30-10:00 on Zoom (online meeting platform). Between 4 and 8 people regularly joined online to pray for the local community and for the Open House building project. This space has been vital in supporting the work and team at Open House, creating more accountability, enthusiasm, and community around the project.

### Communications Team

During 2023 there have been regular communications with the Open House supporters via Facebook, and Instagram, especially as the building work began in August. These platforms have been important in sharing news and keeping people in touch with what's going on at Open House.

### Dream Team

Connections continued to be made with local churches and community groups to discuss ways of partnering with them when the coffee shop is open.

### Fundraising Team

Open House continued to receive regular donations from individuals equating to £118/month on average. There were also a number of one-off donations and a Gift Aid Claim of £1,500.

Thanks to the fundraising efforts of Andrew Rainsford, Open House was able to secure £10,000 from the National Lottery's Awards For All and was pledged £48,000 from the government's Community Ownership Fund. The Gavins Foundation paid for the first invoice from our contractor, totalling £16,263.92. There were other grants in process at the end of the year.

### Operations & Ethics Team

#### ***Governance***

Research into the policies and procedures required for the safe opening and operation of the coffee shop has been undertaken, while the creation of relevant and legislative documentation is on-going.

#### ***Building***

Building work began in August 2023 with the main steel lintels being replaced.





By the end of the year, the first floor had been ripped out, the majority of the lintels replaced, the windows removed, and the damp plaster and internal walls demolished.



# Finance Review

## Financial Activities 2023

	TOTAL
Income	
Grant	10,500.00
Non Tax Efficient Giving	0.00
One-off Donation	1,882.31
Regular Giving	125.00
<b>Total Non Tax Efficient Giving</b>	<b>2,007.31</b>
Tax Efficient Giving	0.00
Regular Giving	1,300.00
<b>Total Tax Efficient Giving</b>	<b>1,300.00</b>
Tax Recovered (HMRC)	1,499.35
<b>Total Income</b>	<b>£15,306.66</b>
TOTAL	<b>£15,306.66</b>
Expenditures	
Advertising/Promotional	360.00
Building Renovation	0.00
Architect	4,453.82
Building Control & Regulations	672.00
Surveys & Calculations	2,100.00
<b>Total Building Renovation</b>	<b>7,225.82</b>
Cost of Raising Funds	3,590.00
Insurances	893.19
Office/General Administrative Expenses	199.20
Rates, Ground Rent & Utilities	2,544.31
Website & Hosting	386.20
<b>Total Expenditures</b>	<b>£15,198.72</b>
NET OPERATING INCOME	<b>£107.94</b>
NET INCOME/(EXPENDITURE)	<b>£107.94</b>



## Balance Sheet as of 31 December 2023

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Co-operative Bank - Community Plus	13,572.29
NatWest Current Account	18,551.01
NatWest Savings Account	0.00
Petty Cash	2.88
<b>Total Cash at bank and in hand</b>	<b>£32,126.18</b>
<b>NET CURRENT ASSETS</b>	<b>£32,126.18</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£32,126.18</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£32,126.18</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£32,126.18</b>
Charity funds	
Opening Balance Equity	12,195.52
Retained Earnings	19,822.72
Surplus/(Deficit)	107.94
<b>Total Charity funds</b>	<b>£32,126.18</b>

The main financial asset of Open House (not noted on the balance sheet) is the property at 773 Chesterfield Road, Sheffield which is owned outright by the charity without mortgages or encumbrances, and which is currently valued at £65,000. However, when fully renovated it is anticipated that the market value would increase.

### Reserves Policy

As the charity outgoings are currently very low, we maintain unrestricted reserves of at least £1,000. This policy will be reviewed as circumstances change.

### Public Benefit

The Trustees confirm that they have complied with Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on Charities and Public Benefit.

### Risk Review

During the year, Trustees reviewed significant risks relating to the charity, with a particular focus on building-related, and contractor-related liabilities.

No safeguarding or serious incidents occurred during the financial year.

Approved by the trustees on 14<sup>th</sup> October 2024 and signed by the Chair of Trustees, David Stout.



**OPEN HOUSE (CHRISTIAN OUTREACH) TRUST**

England & Wales - Charity number 1156654

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# Accounts

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# OPEN HOUSE

## Trustee Annual Report & Accounts

Year Ending 31<sup>st</sup> December 2022

Open House (Christian Outreach) Trust  
773 Chesterfield Road, Woodseats, Sheffield, S8 0SP  
[www.openhousesheffield.co.uk](http://www.openhousesheffield.co.uk)  
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  - the provision of facilities for teaching, worship, and prayer.

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- To sow community, service and love in Woodseats in the name of Jesus
- To cultivate an inclusive and open place where people are accepted whatever their story
- To feed and sustain wonderings about God with food, drink, relationship, creativity and prayer
- To provide a place of refuge and relationship, especially for those with need or vulnerability
- To work alongside local churches, community groups and schools to encourage open conversation and exploration of faith
- To serve high quality and responsibly sourced food and drinks and exemplify sustainable and ethical business practices

The vision for the coffee shop is anchored by these core values:

**Jesus Focussed:** In a world of independence, competition, and distractions, we try and keep Jesus' teachings and actions at the heart of what we do. He calls us to love one another and often did this through conversations over food. Here at Open House, those are things we want to do best.

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## Achievements & Performance

### Prayer Team

The Prayer Team continued to meet each Friday morning between 09:30-10:00 on Zoom (online meeting platform). Between 4 and 12 people regularly joined online to pray for the local community and for the Open House building project. This space has been vital in supporting the work and team at Open House, creating more accountability, enthusiasm, and community around the project.

### Communications Team

During 2022 there have been regular communications with the Open House supporters via email, Facebook, and Instagram. These platforms have been important in sharing news and keeping people in touch with what's going on at Open House.

In February, two of the Open House trustees spoke to Arise Magazine (city-wide Christian Community magazine) about the developments at Open House.

### Dream Team

As the building on Chesterfield Road has continued to deteriorate, 2022 was a quiet year for window displays.

The Dream Team are now revisiting the idea of building the Open House community before the shop on Chesterfield Road is ready. They are pursuing the idea of a pop-up coffee morning where a simplified menu of drinks and cake can be served for the local community.

Connections continued to be made with local churches and community groups to discuss ways of partnering with them when the coffee shop is open.

### Fundraising Team

Open House continued to receive regular donations from individuals equating to £152.50/month on average. There were also three one-off donations made in 2022, totalling £1,241.76.

After a discussion with The Gavins Foundation in June 2021, Open House was awarded a grant of £25,000. This money was not transferred before the end of the financial year. Other grants have been identified for application, but these were not completed before the end of December.

### Operations & Ethics Team

#### ***Governance***

In January 2022, Janice and Tony Hill stepped down as trustees of Open House.



Research into the policies and procedures required for the safe opening and operation of the coffee shop has been undertaken, while the creation of relevant and legislative documentation is on-going.

### *Building*

Despite the building work not starting in 2022, the work behind the scenes has not stopped. This year the trustees appointed Nathan Oliver from Ikonografik Design Ltd as the project's architect (<https://www.ikonografik.co.uk/>), Creative Building Projects Ltd as the building contractors (<https://www.creativebuildingprojects.co.uk/>), Keith Groom from Nashmead Ltd as the structural engineer (<https://nashmead.co.uk/>), and Assent for Building Control (<https://www.assentbc.co.uk/>). Contracts and surveys were all completed in 2022.

By the end of the year, the damp and the lintels were still the main concerns for immediate building work.

## Finance Review

### Financial Activities 2022

	TOTAL
Income	
Grant	2,250.00
Non Tax Efficient Giving	0.00
One-off Donation	1,241.76
Regular Giving	200.00
<b>Total Non Tax Efficient Giving</b>	<b>1,441.76</b>
Tax Efficient Giving	0.00
Regular Giving	1,630.00
<b>Total Tax Efficient Giving</b>	<b>1,630.00</b>
<b>Total Income</b>	<b>£5,321.76</b>
<b>TOTAL</b>	<b>£5,321.76</b>
Expenditures	
Building Renovation	0.00
Architect	3,346.00
Surveys & Calculations	1,650.00
<b>Total Building Renovation</b>	<b>4,996.00</b>
Insurances	780.76
Office/General Administrative Expenses	172.80
Rates, Ground Rent & Utilities	5,200.61
Website & Hosting	360.00
<b>Total Expenditures</b>	<b>£11,510.17</b>
<b>NET OPERATING INCOME</b>	<b>£ -6,188.41</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -6,188.41</b>



## Balance Sheet as of 31 December 2021

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Co-operative Bank - Community Plus	24,187.50
NatWest Current Account	7,827.86
NatWest Savings Account	0.00
Petty Cash	2.88
<b>Total Cash at bank and in hand</b>	<b>£32,018.24</b>
<b>NET CURRENT ASSETS</b>	<b>£32,018.24</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£32,018.24</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£32,018.24</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£32,018.24</b>
Charity funds	
Opening Balance Equity	12,195.52
Retained Earnings	26,011.13
Surplus/(Deficit)	-6,188.41
<b>Total Charity funds</b>	<b>£32,018.24</b>

The main financial asset of Open House (not noted on the balance sheet) is the property at 773 Chesterfield Road, Sheffield which is owned outright by the charity without mortgages or encumbrances, and which is currently valued at £65,000. However, when fully renovated it is anticipated that the market value would increase.

At the end of 2022 the total monies held in the current and savings account amounted to £32,018.24. Regular giving amounted to £1,830 for the year, equivalent to £152.50 per month.

### Reserves Policy

As the charity outgoings are currently very low, we maintain unrestricted reserves of at least £1,000. This policy will be reviewed as circumstances change.

### Public Benefit

The Trustees confirm that they have complied with Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on Charities and Public Benefit.

### Risk Review

During the year, Trustees reviewed significant risks relating to the charity, with a focus on ensuring new processes and communication materials complied with new GDPR legislation.

No safeguarding or serious incidents occurred during the financial year.

Approved by the trustees on 10<sup>th</sup> October 2022 and signed by the Chair of Trustees, David Stout.



**OPEN HOUSE (CHRISTIAN OUTREACH) TRUST**

England & Wales - Charity number 1156654

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# Accounts

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# OPEN HOUSE

## Trustee Annual Report & Accounts Year Ending 31<sup>st</sup> December 2021

Open House (Christian Outreach) Trust  
773 Chesterfield Road, Woodseats, Sheffield, S8 0SP  
[www.openhousesheffield.co.uk](http://www.openhousesheffield.co.uk)  
[hello@openhousesheffield.co.uk](mailto:hello@openhousesheffield.co.uk)

A registered charity in England & Wales no. 1156654



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- Structure, Governance & Management | 3
  - Objectives & Activities | 4
- Achievements & Performance | 5
  - Finance Review | 7



## Reference & Administrative Details

<b>Charity Name</b>	Open House (Christian Outreach) Trust
<b>Charity Number</b>	A registered charity in England & Wales no. 1156654
<b>Registered Office</b>	773 Chesterfield Road, Woodseats, Sheffield, S8 0SP
<b>Trustees (at time of report approval)</b>	David Stout (Chair) Paul Bassindale (Secretary) Rebecca (Bess) Popplewell (Treasurer) Janet Bassindale Jo Edwards Anthony Hill Janice Hill

## Structure, Governance & Management

Open House (Christian Outreach) Trust was registered as a CIO with the Charity Commission in England and Wales, on 11th April 2014, and became active on 5th September 2014, following transferal of assets from Open House (Christian Outreach) Trust (Charity No 700997), an unincorporated registered Charity, constituted under a Trust Deed dated 15th December 1988.

During the year, the Trustees met six times (once with the volunteer Management Team), to ensure compliance with the agreed objectives and constitution. The Coronavirus Pandemic continued to have significant effect on the operations and activities of the organisation, as well as the plans and aspirations that had been made for the period.

### Recruitment and Induction of Trustees

The current trustee board are open to further recruitment of additional members to enhance, broaden and increase the skill set to support the running of the charity and advance the vision.

The Trustees have a Trustee Application Pack that could be given to potential new board members. This pack outlines Open House's mission, values, and Statement of Faith. Trustees are appointed on their Christian beliefs, character, and commitment to the vision of Open House. The new application process requires a completed pack and an informal interview with two members of the current board.

On recruitment of new trustees, the whole trustee board completes an updated Skills Audit to ensure that areas of need are covered or highlighted. This audit also helps identify growth and development within the existing board.



## Aims, Objectives & Values

The object of Open House (Christian Outreach) Trust is:

- To advance the Christian faith in accordance with the Statement of Faith, appearing in Clause 31, in Woodseats and in such other parts of the United Kingdom or the world as the trustees may from time-to-time think fit, including by (but not limited to):
  - the provision of a place of Christian witness by providing a place for Christians to meet Christians and non-Christians;
  - the provision of facilities for teaching, worship, and prayer.

The aims of Open House are:

- To sow community, service and love in Woodseats in the name of Jesus
- To cultivate an inclusive and open place where people are accepted whatever their story
- To feed and sustain wonderings about God with food, drink, relationship, creativity and prayer
- To provide a place of refuge and relationship, especially for those with need or vulnerability
- To work alongside local churches, community groups and schools to encourage open conversation and exploration of faith
- To serve high quality and responsibly sourced food and drinks and exemplify sustainable and ethical business practices

The vision for the coffee shop is anchored by these core values:

**Jesus Focussed:** In a world of independence, competition, and distractions, we try and keep Jesus' teachings and actions at the heart of what we do. He calls us to love one another and often did this through conversations over food. Here at Open House, those are things we want to do best.

**Everybody Welcome:** No matter what background, race, gender, age, ability or political leaning, everybody has a place at the table. At Open House we believe the more diversity, the better. There is beauty in difference: together. We will strive to reach out to those in our community who may find it difficult to come in.

**Always Searching:** We want questions to be asked, opinions to be challenged and for the search for truth to be an exciting and guided experience. We will always welcome conversation, offer prayer, support, and point to other help as necessary. We do not presume to have all the answers. We hope local churches, community groups and people will find each other under our roof. And if you're searching for good coffee, we can help with that too...



**Generous Giving:** Open House only exists through generous giving. We believe in finding unmet need; doing more than the minimum; in putting the last, first. On a daily basis our staff, volunteers and supporters give to keep Open House open for business by their time, skills, resources, encouragement and prayers. We look for creative ways to give generously to our guests and to other organisations and projects.

**People not Profit:** Delicious food and a homely welcome cannot be produced at the expense of people or their environment; we look after our staff, our suppliers, our volunteers, and our guests. Generous, sustainable, and appreciative relationships go very well with good coffee. We're in no rush for your table – we want you to feel at home.

## Achievements & Performance

### Prayer Team

The Prayer Team continues to meet each Friday morning between 09:30-10:00 on Zoom (online meeting platform). Between 4 and 12 people regularly join online to pray for the local community and for the Open House building project. This space has been vital in supporting the work and team at Open House, creating more accountability, enthusiasm, and community around the project.

### Communications Team

During 2021 there have been regular communications with the Open House supporters via email, Facebook, and Instagram. These platforms have been important in sharing news and keeping people in touch with what's going on at Open House.

In February, two of the Open House trustees spoke to Arise Magazine (city-wide Christian Community magazine) about the developments at Open House. You can read it here:

[https://issuu.com/.../arise\\_sheffield\\_magazine\\_issue\\_2/41](https://issuu.com/.../arise_sheffield_magazine_issue_2/41)

### Dream Team

Throughout 2021 our Dream Team designed and installed some wonderful window displays. However, when the side window collapsed in the heavy wind, a decision was made to pause the window displays as the building was now more unsafe for people to access.

The Dream Team are now revisiting the idea of building the Open House community before the shop on Chesterfield Road is ready. They are pursuing the idea of a pop-up coffee morning where a simplified menu of drinks and cake can be served for the local community.

Connections continued to be made with local churches and community groups to discuss ways of partnering with them when the coffee shop is open.



## **Fundraising Team**

Open House continued to receive regular donations from individuals equating to approximately £200/month. There were also three significant one-off donations made in 2021, totalling £14,000.

After a discussion with The Gavins Foundation in June 2021, Open House was awarded a grant of £25,000. This money was not transferred before the end of the financial year. Other grants have been identified for application, but these were not completed before the end of December.

## **Operations & Ethics Team**

### *Governance*

In 2021 the trustees changed the banking provider for Open House to align with good governance and ethical practice.

Over the summer, it was agreed that the structure of Open House needed to change. After applying and being interviewed, Dave Stout and Bess Popplewell stepped down from the Management Team and joined the Trustee Board along with Jo Edwards. From this point, the Management Team was dismantled, and Tom Popplewell and Beth Stout still volunteer their time and expertise in other ways to Open House.

Research into the policies and procedures required for the safe opening and operation of the coffee shop has been undertaken, while the creation of relevant and legislative documentation is on-going.

### *Building*

Despite the building work not starting in 2021, the work behind the scenes has not stopped. Contracts and surveys were all organised in 2021 and have prepared the way for a productive 2022.

By the end of the year, the damp and the lintels were still the main concerns for immediate building work.



# Finance Review

## Financial Activities 2021

	TOTAL
Income	
Non Tax Efficient Giving	0.00
One-off Donation	11,780.00
Regular Giving	650.00
<b>Total Non Tax Efficient Giving</b>	<b>12,430.00</b>
Tax Efficient Giving	0.00
One-off Donation	3,000.00
Regular Giving	1,790.00
<b>Total Tax Efficient Giving</b>	<b>4,790.00</b>
Tax Recovered (HMRC)	1,735.38
Uncategorised Income	17.02
<b>Total Income</b>	<b>£18,972.40</b>
<b>TOTAL</b>	<b>£18,972.40</b>
Expenditures	
Architect	750.00
Building Renovation	0.00
Security	330.00
<b>Total Building Renovation</b>	<b>330.00</b>
Insurances	288.20
Office/General Administrative Expenses	172.80
Rates, Ground Rent & Utilities	336.01
Website & Hosting	288.00
<b>Total Expenditures</b>	<b>£2,165.01</b>
<b>NET OPERATING INCOME</b>	<b>£16,807.39</b>
Other Income	
Bank Interest	0.97
<b>Total Other Income</b>	<b>£0.97</b>
<b>NET OTHER INCOME</b>	<b>£0.97</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£16,808.36</b>



## Balance Sheet as of 31 December 2021

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Co-operative Bank - Community Plus	30.00
NatWest Current Account	38,173.77
NatWest Savings Account	0.00
Petty Cash	2.88
<b>Total Cash at bank and in hand</b>	<b>£38,206.65</b>
<b>NET CURRENT ASSETS</b>	<b>£38,206.65</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£38,206.65</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£38,206.65</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£38,206.65</b>
Charity funds	
Opening Balance Equity	12,195.52
Retained Earnings	9,202.77
Surplus/(Deficit)	16,808.36
<b>Total Charity funds</b>	<b>£38,206.65</b>

The main financial asset of Open House (not noted on the balance sheet) is the property at 773 Chesterfield Road, Sheffield which is owned outright by the charity without mortgages or encumbrances, and which is currently valued at £65,000. However, when fully renovated it is anticipated that the market value would increase.

At the end of 2021 the total monies held in the current and savings account amounted to £38,206.65. Regular giving amounted to £2,440 for the year, equivalent to £203.33 per month.

### Reserves Policy

As the charity outgoings are currently very low, we maintain unrestricted reserves of at least £1,000. This policy will be reviewed as circumstances change.

### Public Benefit

The Trustees confirm that they have complied with Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on Charities and Public Benefit.

### Risk Review

During the year, Trustees reviewed significant risks relating to the charity, with a focus on ensuring new processes and communication materials complied with new GDPR legislation.

No safeguarding or serious incidents occurred during the financial year.



**OPEN HOUSE (CHRISTIAN OUTREACH) TRUST**

England & Wales - Charity number 1156654

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# Accounts

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# OPEN HOUSE

## Trustee Annual Report & Accounts Year Ending 31<sup>st</sup> December 2020

Open House (Christian Outreach) Trust  
773 Chesterfield Road, Woodseats, Sheffield, S8 0SP  
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During the year, the Trustees formally met once with the volunteer Management Team, to ensure compliance with the agreed objectives and constitution. The Coronavirus Pandemic beginning March 2020 had a significant effect on the operations and activities of the organisation, as well as the plans and aspirations that had been made for the period.

### Recruitment and Induction of Trustees

The current trustee board are open to further recruitment of additional members to enhance, broaden and increase the skill set to support the running of the charity and advance the vision.

During the year, the Trustees and Management Team worked together to create a Trustee Application Pack that could be given to potential new board members. This pack outlines Open House's mission, values, and Statement of Faith. Trustees are appointed on their Christian beliefs, character, and commitment to the vision of Open House. The new application process requires a completed pack and an informal interview with two members of the current board.



On recruitment of new trustees, the whole trustee board completes an updated Skills Audit to ensure that areas of need are covered or highlighted. This audit also helps identify growth and development within the existing board.

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## Achievements & Performance

### A note from the Chair of Trustees

2020 was a challenging year for the trust, but a year that saw some exciting seeds starting to shoot through the surface.

Whilst the global pandemic had an impact on our developments, we were still able to talk to contractors and get some quotes meaning we were able to do further preparatory work and set the ball rolling for more substantial developments in 2021. Furthermore, we managed to engage new volunteers in a variety of ways that has been a good way of drawing people closer to the work of the trust and build a sense of momentum.

David Stout

### Prayer Team

At the beginning of 2020 the Prayer Team consisted of two members. During the autumn and during the middle of the Coronavirus pandemic, it was decided to start a weekly virtual prayer meeting. Each Friday morning between 4 and 12 people regularly join online to pray for the local community and for the Open House building project. This space has been vital in supporting the work and team at Open House, creating more accountability, enthusiasm, and community around the project.

### Communications Team

During 2020 there have been regular communications with the Open House supporters via email, Facebook, and Instagram. These platforms have been important in sharing news, sharing litanies (at Christmas and Easter) and keeping people in touch with what's going on at Open House.



### **Dream Team**

In March, discussions were being had as to how the community could be served by Open House before the building was ready. Plans had been put in place to create a pop-up coffee morning in the local Scout Hut on Helmtan Road on a weekly basis. Everything was going to plan until the first national lockdown was announced in response to the Coronavirus Pandemic. This idea was put on hold indefinitely.

Connections were made with local churches and community groups to discuss ways of partnering with them when the coffee shop is open.

### **Fundraising Team**

Open House continued to receive regular donations from individuals equating to just over £195/month. There were also two one-off donations made in 2020 totalling £1,322.20. No bids for grant funding were completed in 2020.

### **Operations & Ethics Team**

In addition to the quote for building works received at the end of 2019, during 2020 the trustees received a quote from Creative Building Projects which came to approximately £75,000 to get the building into shape. After meeting with this contractor, it was agreed that the values of Open House and the contractor aligned, and that Creative Building Projects would be the preferred contractor for the building works. Conversations about the way forward began at the end of 2020.

By the end of the year, the damp and the lintels were the main concerns for immediate building work.

Research into the policies and procedures required for the safe opening and operation of the coffee shop has been undertaken, while the creation of relevant and legislative documentation is on-going.



# Finance Review

## Financial Activities 2020

	TOTAL
Income	
Non Tax Efficient Giving	1,322.20
Regular Giving	480.00
<b>Total Non Tax Efficient Giving</b>	<b>1,802.20</b>
Tax Efficient Giving	0.00
Regular Giving	1,870.00
<b>Total Tax Efficient Giving</b>	<b>1,870.00</b>
<b>Total Income</b>	<b>£3,672.20</b>
TOTAL	<b>£3,672.20</b>
Expenditures	
Insurances	288.20
Office/General Administrative Expenses	172.80
Rates, Ground Rent & Utilities	256.86
Website & Hosting	288.00
<b>Total Expenditures</b>	<b>£1,005.86</b>
NET OPERATING INCOME	<b>£2,666.34</b>
Other Income	
Bank Interest	9.80
<b>Total Other Income</b>	<b>£9.80</b>
NET OTHER INCOME	<b>£9.80</b>
NET INCOME/(EXPENDITURE)	<b>£2,676.14</b>

## Balance Sheet as of 31 December 2020

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
NatWest Current Account	10,246.63
NatWest Savings Account	11,148.78
Petty Cash	2.88
<b>Total Cash at bank and in hand</b>	<b>£21,398.29</b>
NET CURRENT ASSETS	<b>£21,398.29</b>
NET CURRENT ASSETS (LIABILITIES)	<b>£21,398.29</b>
TOTAL ASSETS LESS CURRENT LIABILITIES	<b>£21,398.29</b>
TOTAL NET ASSETS (LIABILITIES)	<b>£21,398.29</b>
Charity funds	
Opening Balance Equity	12,195.52
Retained Earnings	6,526.63
Surplus/(Deficit)	2,676.14
<b>Total Charity funds</b>	<b>£21,398.29</b>



The main financial asset of Open House (not noted on the balance sheet) is the property at 773 Chesterfield Road, Sheffield which is owned outright by the charity without mortgages or encumbrances, and which is currently valued at £65,000. However, when fully renovated it is anticipated that the market value would increase.

At the end of 2020 the total monies held in the current and savings account amounted to £21,398.29. Regular giving amounted to £2,350 for the year, equivalent to £195.83 per month.

### **Reserves Policy**

As the charity outgoings are currently very low, we maintain unrestricted reserves of at least £1,000. This policy will be reviewed as circumstances change.

### **Public Benefit**

The Trustees confirm that they have complied with Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on Charities and Public Benefit.

### **Risk Review**

During the year, Trustees reviewed significant risks relating to the charity, with a focus on ensuring new processes and communication materials complied with new GDPR legislation.

No safeguarding or serious incidents occurred during the financial year.

Approved by the trustees on 28<sup>th</sup> October 2021 and signed by the Chair of Trustees, David Stout.

