



# OPEN HOUSE

## Trustee Annual Report & Accounts

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

Open House (Christian Outreach) Trust  
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A registered charity in England & Wales no. 1156654



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## 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)<br>Paul Bassindale (Secretary)<br>Rebecca (Bess) Popplewell (Treasurer)<br>Janet Bassindale<br>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 transfer 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.

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 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> |
| <b>TOTAL</b>                           | <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> |
| <b>NET OPERATING INCOME</b>            | <b>£107.94</b>    |
| <b>NET INCOME/(EXPENDITURE)</b>        | <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.

