



# Shared Space

*Pursuing transformation in the most  
challenging year in a generation*

## Annual Report and Impact Statement

Year ending 31 December 2020

[www.charityshop.co](http://www.charityshop.co)

Charitable incorporated organisation registered in England No 1161862

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# Annual Report and Impact Statement for the year ending 31 December 2020

## Charitable status

Shared Space is a charitable incorporated organisation registered in England, No. 1161862.  
Registered address: 43 Christchurch Road, Southend-on-Sea, Essex, SS2 4JW.

<b>Trustees</b>	<b>Office</b>	<b>Appointed/Reappointed</b>
Peter Dominey	Chair of trustees	2015
Siobhan Foley	Trustee/Secretary	2015
Ivan King	Trustee	2019

The charity is established by means of a constitution with trustees appointed by the members. In line with Charity Commission guidance, during the pandemic we have not held an AGM. We look forward to welcoming 2 new trustees to our board early in 2021.

## Summary of Objects and Activities

The charitable objects of Shared Space are:

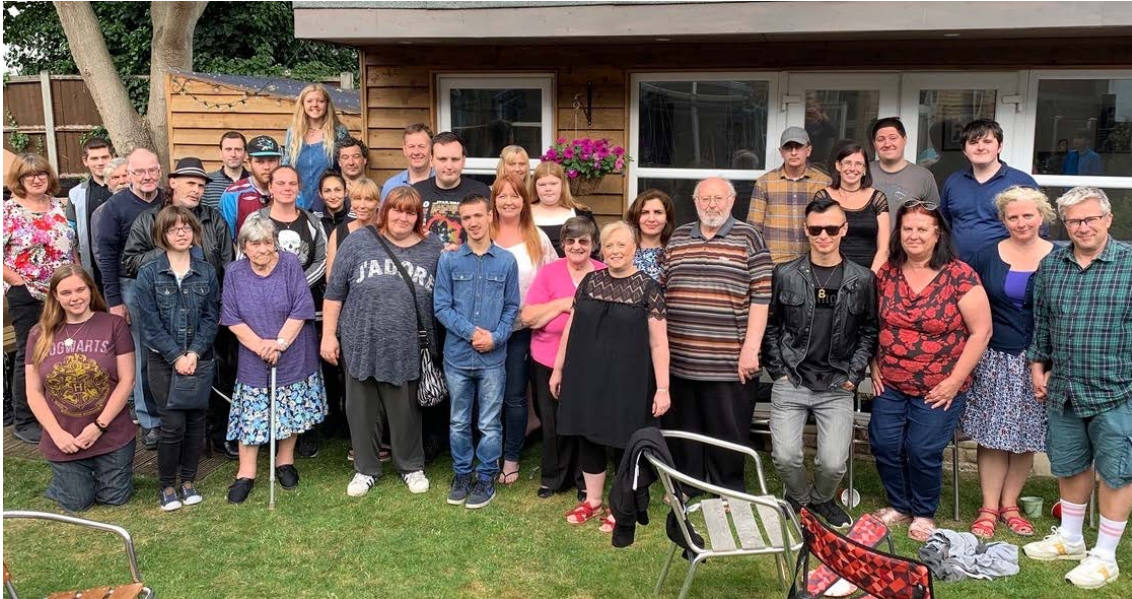
1. To relieve poverty among unemployed persons, in particular by training or assisting them to obtain training in such skills as will fit them for employment;
2. The relief of the poor and needy or to, or for, such other charitable purpose as the trustees shall in duly constituted meeting from time to time direct;
3. To advance the Christian religion.

This report sets out the charity's activities in pursuit of our objects.

## Public Benefit Statement

The charity's trustees continue to have regard both for the charitable objects set out in its governing document and to ensuring that the activities of the charity, as described below, meet the public benefit test. In so doing, they take account of the Charity Commission's public benefit guidance.

The Trustees of Shared Space are confident that the activities of the charity demonstrate strong evidence of public benefit.



*Volunteers and staff at a 2019 gathering from before the times of COVID-19 when we could gather*

## Shared Space is an example of Christian business as mission

Using a charity shop model, we provide life-changing volunteering and training opportunities for many volunteers. We also raise funds to support local charities and initiatives through our grant programmes.

Normally our volunteers are busy in the shops learning retail and stock processing skills in a supportive environment which values teamwork and builds resilience and confidence. In a typical four-hour shift, the volunteers contribute to the good of Southend as members of the team: learning, supporting each other and raising money to give away. These shifts also provide our volunteers with opportunity to talk through the big issues of life that they face and to be offered support. Many of our volunteers are from more marginalised groups.

Our shops are communities: an example of cohesion through the building of social capital; a significant contributor to volunteer capacity in the area and a place where individuals develop and are empowered.

We continue to deeply value our volunteers, encouraging long term team members to develop and explore new roles and challenges, as well as welcoming newcomers. In both Westcliff and Southchurch, our teams comprise people from a diverse range of backgrounds and they volunteer for a range of reasons. A high percentage of them have learning difficulties, physical disabilities, mental health conditions or are economically disadvantaged. They love volunteering: it helps build their confidence and self-esteem and may also assist them into paid work.

**During 2020 our work took place within our two physical sites:**

- Shared Space Westcliff, at 453 London Road, Westcliff-on-Sea, SS0 9LG
- Shared Space Southchurch, at 593 Southchurch Road, Southend-on-Sea, SS1 2PN

## COVID-19 meant that 2020 was not a normal year...

Shared Space entered the year focused on developing support and new opportunities for our volunteers and we were ready to acquire and open a further Shared Space centre.

Then COVID-19 arrived, expansion plans were put on hold and agile adaptation was required as we played a central role in supporting Southend in this time of crisis.

In line with good practice and Charity Commission advice we deferred our Annual General Meeting and trustee elections until it is safe and wise to do so. We have mostly held trustee meetings online.

## Significant actions in 2020

**We are delighted to report the following significant achievements for 2020, despite a very difficult environment:**

- Taking volunteers, shops and staff through **3 separate periods of shop closure** due to the COVID-19 crisis.
- **Keeping the Shared Space teams COVID-19 secure** through detailed risk assessments leading to adapting the physical stores through building work, reconfiguring systems and providing comprehensive training.
- **Supporting and developing the volunteers** during repeated store closures and difficult periods by:
  - **re-tasking staff** who were not furloughed to volunteer support roles.
  - **provision of emergency food, data and devices to assist volunteers to get online.**
  - variety of **weekly online sessions** to support well-being and maintain a sense of community. (See picture for example invite).
  - **Weekly and sometimes daily reflections and prayer** in partnership with Church from Scratch.

### Volunteer Comments

**'Shared Space: Great! Brilliant! Everything!'**

**'I love the lunch group and everybody who comes.'**

**'Shared Space is a community – really friendly.'**





- **Distribution of lockdown care packs.**
- **Online** British Sign Language, cooking & card making, in partnership with Church from Scratch.
- **Online parties and social events.**
- **One-to-one support from the staff team** through phone calls, doorstep visits and, when allowed, outdoor activities and accompanied walks.
- **Appointing a Shared Space chaplain** for one day a week, provided by Church from Scratch to provide pastoral and spiritual support to volunteers and stores.
- **Establishing Southend Emergency Fund** under the auspices of Shared Space to raise many thousands of pounds to support people in Southend affected by COVID-19 and its mitigation (see separate section for information.)
- **Reducing financial loss** during store closures, through furloughing staff posts and accessing government and local authority financial support.
- Protecting Shared Space's balance sheet, **ready for expansion of Shared Space** when the time is right.
- Completing the **refurbishment of Shared Space Westcliff**
- Closing Shared Space eBay until further notice, to **streamline operations.**
- Developing a range of **video-based training** materials for volunteers, shift leaders and staff with the first 4 videos completed.
- **Developing the store managers** by holding regular meetings to share and develop good practice, as well as giving them opportunities beyond the confines of the physical shop, such as helping to organise outside events and improve relations with local community stakeholders.
- **Awarding £2150 of Boost Fund Grants** to many worthy local causes, including regular recipients and new ones. The applications have been assessed by panels of volunteers. (Picture: young carers theatre trip which we loved funding)
- **Launching 'Making Space' groups** at both physical stores, giving the volunteers opportunities to **explore spirituality from a Christian perspective**, share lunch and spend time talking about key life issues - these groups are in partnership with Church from Scratch and Belle Vue Baptist Church.



## Launching Southend Emergency Fund

In March 2020 Shared Space was approached by a local businessperson for advice on establishing an emergency fund to support those affected by the pandemic in Southend.

The concept aligned closely with Shared Space's charitable objectives and we moved quickly to offer Shared Space as the legal vehicle, as well as technical expertise to scale and deliver the concept, enlisting help from a wide range of local organisations.

And so Southend Emergency Fund (SEF) was created, as a project of Shared Space in partnership with others.

The fund supported those in Southend affected by COVID-19 and its mitigation, by raising and providing money to individuals and families in need, through the conduit of existing local organisations and charities.

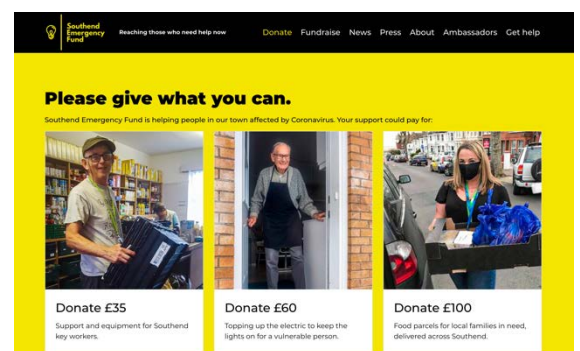
The first meeting of SEF was on 27 March 2020 and the first grant was awarded on the 16 April, by when a website had been built, a team recruited, and protocols established.

This was a community-led initiative from the outset able to work across sometimes more rigid voluntary/commercial/statutory boundaries in an agile way.



## At the end of 2020 Southend Emergency Fund was going strong and had:

- Provided 57 emergency grants.
- Raised £192,092 to support local organisations and charities.
- Recruited 39 local organisations as fund ambassadors.
- Built a delivery partnership with Southend-on-Sea Borough Council.
- Forged a funding partnership with The National Lottery Community Fund.



## Strategic partnerships

A key strand of our strategy for growth and development is the creation of strategic partnerships with other agencies that share our values, in whole or in part.

Following our charity registration in May 2015, we have affirmed a strong partnership with Church from Scratch, the local Baptist church that launched Shared Space as a project and then constituted it as the separate charity it is today.

We have developed a partnership with Belle Vue Baptist Church around the work of Shared Space Southchurch and we have partnered with many other local organisations, especially through our Southend Emergency Fund project.

There is a limit to what a local charity can achieve on its own. However, as we engage the energy, resources and knowledge of other charitable and statutory bodies and share our own, we have far greater leverage in bringing about the transformation of the area and in the lives of those who volunteer.



## Plans for 2021 include...

### In the year ahead, we plan to:

- Continue to be motivated by **Christian concern**, while being open to people of all faiths and none.
- Seek the **transformation** of volunteers through training to skill people for life and employment.
- Invest in the locality through our **Boost Fund Grant Programme** and **Southend Emergency Fund** grant programmes.
- Establish **Southend Emergency Fund** as a work that no longer relies on our resources or governance whilst continuing to champion it, so freeing Shared Space resources and time for other developmental work.
- Build upon our **partnership** with **Church from Scratch, Belle Vue Baptist Church** and other churches, community groups and statutory agencies for the good of the area.
- **Celebrate and affirm** our volunteers and staff through regular events.
- Hold an **AGM** for members to reflect on and celebrate Shared Space progress.
- Continue to strengthen the **board of trustees**, through training and recruitment.
- Seek to open at least **one new training and retail centre**.
- Consider how best to **trade online**, developing an offering that provides volunteer opportunities and generates income.
- Continue to develop **relationships within the locality** to support and aid the local community.
- Continue a **fair-trade** approach for supplies.
- Share news of our work and insights through effective use of **print and web** to continue engaging with the local communities.
- Be **receptive to opportunities** and needs as they present and respond with agility.



## Summary for the year

The trustees are pleased to present a report which evidences Shared Space as a deeply caring, and agile organisation, dedicated to the well-being of Southend and the volunteers through effective work flowing from a desire to follow Jesus. And shows Shared Space ready for 2021 with the challenges and opportunities that will lie ahead.

## Accounting basis

Throughout the year our accounts were prepared on a receipts and payments basis.

## Reserves Policy

Reserves will be maintained to ensure core activity can continue during any period of unforeseen difficulty. A proportion of reserves will be maintained in a readily realisable form. The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted.
- Planned activity levels – including the intended opening of further retail centre(s) which need to be financially pump-primed before costs can be recouped through a return on investment.
- The charity's commitments.

On this basis and having reviewed the policy in the course of the year, the Trustees believe that for 2021 a reserve equivalent to two months' running costs should be maintained.



.....(Chair of Trustees)

Peter Dominey on behalf of the trustees

26 April 2021

## Independent Examiner Report



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A**

**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	SHARED SPACE		
<b>On accounts for the year ended</b>	31 <sup>st</sup> December 2020	<b>Charity no (if any)</b>	1161862
<b>Set out on pages</b>	10-12		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

**Responsibilities and  
basis of report**

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

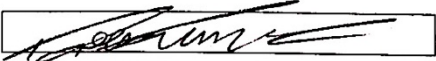
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**  **Date:** 26/11/21

**Name:** Reg Ramm

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

AAIA  
AICSA

**Address:**

17 Carlingford Drive  
Westcliff on Sea  
Essex SS0 0SD

## Independent Examiner Report continued

Section B	Disclosure
<p>Give here brief details of any items that the examiner wishes to disclose.</p>	
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## Statement of Financial Activity – Shared Space Up to 31 December 2020

	Notes	Unrestricted Funds 2020 £	Designated fund 2020 £	Restricted fund 2020 £	Total 2020 £	Total 2019 £
<b>Income</b>						
Donations	1	5,184	-	182,591	187,776	6,057
Other Trading Activities (Charitable Primary Purpose)	2	90,684	-	-	90,684	99,231
Charitable activities		-	-	-	-	0
Investments		57	-	-	57	104
<b>Total Income</b>		<b>95,926</b>	<b>-</b>	<b>182,591</b>	<b>278,517</b>	<b>105,392</b>
<b>Expenditure</b>						
Charitable Activities	3	90,483	3,649	85,594	179,725	104,845
Raising Funds	4	-	128	-	128	-
<b>Total Expenditure</b>		<b>90,483</b>	<b>3,776</b>	<b>85,594</b>	<b>179,853</b>	<b>104,845</b>
Transfer of funds		(16,462)	16,162	300	-	-
<b>Net Income / (Expenditure)</b>		<b>(11,019)</b>	<b>12,386</b>	<b>97,298</b>	<b>98,664</b>	<b>547</b>
<b>Total funds brought forward</b>		<b>16,389</b>	<b>60,188</b>	<b>1,910</b>	<b>78,488</b>	<b>77,941</b>
<b>Total funds carried forward</b>		<b>5,370</b>	<b>72,574</b>	<b>99,208</b>	<b>177,152</b>	<b>78,488</b>



## Statement of Assets and Liabilities – Shared Space Up to 31 December 2020

	Notes	2020 £	2019 £
<b>Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors	6	2,535	3,842
Cash at bank and in hand		174,292	76,237
<b>Total current assets</b>		<u>176,827</u>	<u>80,079</u>
<b>Liabilities</b>			
Creditors: amounts falling due within one year		(325)	1,591
<b>Total net assets</b>		<u>177,152</u>	<u>78,488</u>
<b>The Funds of the charity</b>			
Unrestricted funds		5,370	16,578
Designated fund		72,574	60,000
Restricted funds		99,208	1,910

### Reserves

Designated reserves include £50,000 provision for new Shared Space Training and Retail Centres, £10,000 provision in the case of loss of key personnel and a new fund called Covid19 £12,754 to provide support for those within the Share Space community impacted by Covid.

# Notes to the Accounts – Shared Space

## Up to 31 December 2020

	Unrestricted Fund	Designated Fund	Restricted Fund	Total Fund	Unrestricted Fund
	2020	2020	2020	2020	2019
	£	£	£	£	£
<b>1 Donations and Legacies</b>					
Donations	531	-	19,075	19,606	421
Grants	3,855	-	161,921	165,776	2,213
Retail Gift Aid	798	-	1,596	2,394	3,423
	5,184	-	182,591	187,776	6,057
<b>2 Other Trading Activities</b>					
Primary Purpose Trading	57,352	-	-	57,352	95,466
Recycling	2,693	-	-	2,693	3,765
Business Rate grants	22,668	-	-	22,668	-
Furlough	7,971	-	-	7,971	-
	90,684	-	-	90,684	99,231

Stocks of donated items for resale in the charity shops are not valued, as the trustees consider that it is impractical to apply value to these items and that the cost of attempting to do so would outweigh any benefits

	2020	2020	2020	2020	2019
<b>3 Charitable Activities</b>					
Staff costs	35,806	325	482	36,613	34,037
Joint Initiative with Church From Scratch	8,670	-	1,700	10,370	8,500
Operational running costs - training and retail centres	11,404	676	2,743	14,823	22,588
Premises running costs - training and retail centres	29,691	-	-	29,691	31,588
Setup and major refurbishment - training and retail centres	4,411	-	-	4,411	4,225
Grants awarded	500	2,648	80,669	83,817	3,907
Miscellaneous	-	-	-	-	-
	90,483	3,649	85,594	179,725	104,845

	2020	2020	2020	2020	2019
<b>4 Raising funds</b>					
Fundraising costs	-	128	-	128	-

### 5 Transfer of funds

To fund the finding, preparation and opening of the next Shared Space retail and training centre(s), the trustees created a designated fund called the "New Shared Space Training and Retail Centres Fund".

	2020	2019
<b>6 Debtors</b>		
Retail giftaid claim	323	1,832
Rag Sales	414	526
Furlough Claim	489	-
VAT refund	1,309	1,200
Refund of HMRC PAYE & Employer NI	-	283
	2,535	3,842

### 7 Net cashflow from operating activities

	2020	2019
Net income /(expenditure) for the reporting period as per SOFA	98,664	547
Adjustments for:		
(Gains) / losses on investments -Interest	57	(104)
Debtors - (increase) / decrease	1,307	(3,342)
Creditors - increase/ (decrease)	(1,916)	1,646
Net cash provided by operating activities	98,113	(1,253)

### 8 Trustee and staff remuneration

	2020	2019
Salaries	33,272	31,540
Employer National Insurance	-	-
Pension costs	532	-

Average weekly number of staff employed during the year:

	2020	2019
Full time	0	0
Part time	4	4

No employee received benefits of more than £60,000 during the year.  
No trustee remuneration was paid in fulfilling their duties.

### 10 Operating leases commitments

	2020	2019
	£	£
Total minimum leases payments falling due:		
In the year following the balance sheet date	7,000	14,000
In years two to five	-	7,000
From year five until the end of commitment	-	-