

Shared Space

life-changing volunteering opportunities



Summer volunteer celebration

Annual Report and Impact Statement

Year ending 31 December 2021

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 2021

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.

| Trustees | Office |
|-----------------|------------------------------|
| Carolyn Butlin | Trustee (appointed Feb 2021) |
| Ivan King | Trustee |
| Peter Dominey | Chair of trustees |
| Richard Renouf | Trustee (appointed Feb 2021) |
| Siobhan Foley | Trustee (resigned Feb 2021) |

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.

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 in this report, 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.

Shared Space is an example of Christian business as mission

Using a charity shop model, we provide life-changing volunteering and training opportunities for more than 100 volunteers over a year. Their work raises funds to support local charities and initiatives through our grant programmes.

Normally our volunteers are busy in the shops learning retail 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 which Shared Space disburses as grants. 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 many newcomers. In both Westcliff and Southchurch, our teams comprise of 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. The volunteering helps them to grow in confidence and self-esteem and may also assist them in securing paid work.

During 2021 our work took place mainly at 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 2021 was not a normal year

At the start of the year Shared Space along with other 'non-essential retail' was required to close due to COVID-19 restrictions, and the stores finally reopened in April. In these difficult months when we were closed, we focused on supporting our volunteers and put our plans to acquire and open a further Shared Space centre on hold.

During the restrictions we continued to play a central role in supporting Southend by operating 'Southend Emergency Fund', a large fund-raising and grants programme to alleviate need in Southend. In the year we selected Southend Association of Voluntary Services and passed Southend Emergency Fund over to operate under their auspices.

In line with good practice and Charity Commission advice we deferred our Annual General Meeting and trustee elections until safe and wise to do so.

Significant actions in 2021

We are delighted to report the following significant achievements for 2021, despite a very difficult environment:

- Taking volunteers, shops and staff through **extended store closures** due to the COVID-19 crisis. Retaining almost 100% of our volunteers
- **Keeping the Shared Space teams COVID-19 secure** by risk assessment and mitigations, with adaptations to the physical stores, reconfiguring systems and providing comprehensive training.
- **Supporting and developing the volunteers** during store closures and difficult periods by:
 - **re-tasking staff** who were not furloughed to volunteer support roles.
 - **provision of emergency food, and other support.**
 - a variety of **weekly online sessions** to support well-being and maintain a sense of community.
 - **Kick Start** course for volunteers to teach cooking and life-skills.
 - **Weekly and sometimes daily reflections and prayer** in partnership with Church from Scratch.
 - **Distribution of lockdown care packs.**

Volunteers said:

'You were such a caring community when I need help'

'I loved deciding where we gave that Boost Fund Grant.'

'Thanks for helping me to get a job'

- **Online** British Sign Language and cooking sessions in partnership with Church from Scratch.
 - **Online parties, social events and holidays** (with Church from Scratch).
 - **One-to-one support from the staff team** through phone calls, doorstep visits and, when allowed, outdoor activities and accompanied walks.
 - **Sustaining Southend Emergency Fund** to raise and distribute many thousands of pounds to support people in Southend affected by COVID-19 and its mitigation.
 - **Protecting against financial loss** during store closures, through furloughing staff posts and accessing government and local authority financial support. And so protecting the Shared Space's balance sheet, **ready for expansion of Shared Space** when the time is right.
- **A Shared Space chaplain** for one day a week in partnership with Church from Scratch providing pastoral and spiritual support to volunteers and stores.
 - Giving the volunteers opportunities to **explore spirituality from a Christian perspective**, share lunch and spend time talking about key life issues through weekly 'Making Space' groups in each store.
 - Starting the **refurbishment of Shared Space Southchurch** with new store fittings, flooring, redecoration and external signage, to be completed by early 2022.
 - Developing **video-based training** materials for volunteers, shift leaders and staff.
 - **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, to help organise events and improve relations with local community stakeholders.
 - **Awarding £1,351 of Boost Fund Grants** to many worthy local causes, including regular recipients and new ones. The applications were assessed by panels of volunteers.
 - Read more of our work as **Southend Emergency Fund** on the following page.



Southend Emergency Fund



In 2020 Shared Space established an emergency fund to support those affected by the Covid-19 pandemic. The concept aligned closely with Shared Space's charitable objectives, and we moved quickly, providing the expertise to scale and deliver the concept, enlisting help from a wide range of local organisations as a result:

**In 2021 we disbursed
63 grants totalling £114,082
as Southend Emergency Fund.**

This made a total of 121 grants worth £194,751 over 2020 and 2021.

During the year Shared Space went on to select Southend Association of Voluntary services to pass the fund to, confident that the fund was well established and so Shared Space could revert to its primary work as lockdown restrictions eased.

**The opening page of Southend Council
Annual Report for 2021, reads:**

"We worked closely to help the Southend Emergency Fund, established by Shared Space, to access and distribute funds to local groups to support essential community work throughout the pandemic."

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

We have partnered with many other local organisations, especially through our Southend Emergency Fund project.

But 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 2022

In the year ahead, we plan among other things to:

- Continue to be motivated by **Christian faith**, while being open to people of all faiths and none.
- Seek the **transformation** of our volunteers through training, courses, holidays and events to build their resilience, skills, confidence and well-being for life and potentially for employment.
- Invest in the locality through our **Boost Fund Grants Programme**.
- Build upon our **partnership with Church from Scratch** and other community organisations, churches and statutory agencies for the good of the area.
- **Streamline our systems** including the implementation of a new EPOS and Retail Gift Aid system.
- **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, which has weathered the COVID-19 pandemic, and is dedicated to the well-being of Southend and the volunteers through effective work which flows from a desire to follow Jesus. Shared Space is ready for 2022 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 2022 a reserve equivalent to two months' running costs should be maintained.



.....(Chair of Trustees)

Peter Dominey on behalf of the trustees

3 March 2022

Independent Examiner Report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

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

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

SHARED SPACE

**On accounts for the year
ended**

31st December 2021

**Charity no
(if any)**

1161862

Set out on pages

12-15

(remember to include this page number in your final report)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

**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:

11-01-22

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

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.

Statement of Financial Activity – Shared Space Up to 31 December 2021

| | Notes | Unrestricted Funds 2021 £ | Designated fund 2021 £ | Restricted fund 2021 £ | Total 2021 £ | Total 2020 £ |
|-------------------------------------------------------|-------|------------------------------------|------------------------------|------------------------------|--------------------|--------------------|
| Income | | | | | | |
| Donations | 1 | 5,353 | - | 28,486 | 33,839 | 187,776 |
| Other Trading Activities (Charitable Primary Purpose) | 2 | 100,157 | - | - | 100,157 | 90,684 |
| Charitable activities | | - | - | - | - | 0 |
| Investments | | 10 | - | - | 10 | 57 |
| Total Income | | 105,520 | - | 28,486 | 134,006 | 278,517 |
| Expenditure | | | | | | |
| Charitable Activities | 3 | 74,012 | 4,178 | 127,819 | 206,009 | 179,725 |
| Raising Funds | 4 | - | - | - | - | 128 |
| Total Expenditure | | 74,012 | 4,178 | 127,819 | 206,009 | 179,853 |
| Transfer of funds | | (2,326) | 2,201 | 125 | - | - |
| Net Income / (Expenditure) | | 29,182 | (1,977) | (99,208) | (72,003) | 98,664 |
| Total funds brought forward | | 5,370 | 72,574 | 99,208 | 177,152 | 78,488 |
| Total funds carried forward | | 34,552 | 70,597 | - | 105,149 | 177,152 |

Statement of Assets and Liabilities – Shared Space Up to 31 December 2021

Balance Sheet

| | Notes | 2021 £ | 2020 £ |
|------------------------------------------------|-------|----------------|----------------|
| Fixed Assets | | - | - |
| Current Assets | | | |
| Debtors | 6 | 2,065 | 2,535 |
| Cash at bank and in hand | | 102,656 | 174,292 |
| Total current assets | | <u>104,721</u> | <u>176,827</u> |
| Liabilities | | | |
| Creditors: amounts falling due within one year | | (428) | (325) |
| Total net assets | | <u>105,149</u> | <u>177,152</u> |
| The Funds of the charity | | | |
| Unrestricted funds | | 34,552 | 5,370 |
| Designated fund | | 70,597 | 72,574 |
| Restricted funds | | - | 99,208 |

Designated funds

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 £10,597 to provide support for those within the Share Space community impacted by Covid.

Notes to the Accounts – Shared Space

Up to 31 December 2021

Notes to the accounts

| | Unrestricted Fund | Designated Fund | Restricted Fund | Total Fund | Total Fund |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|--------------------|---------------|---------------|
| | 2021 £ | 2021 £ | 2021 £ | 2021 £ | 2020 £ |
| 1 Donations and Legacies | | | | | |
| Donations | 553 | - | 1,647 | 2,200 | 19,606 |
| Grants | 4,800 | - | 26,435 | 31,235 | 165,776 |
| Retail Gift Aid | - | - | 404 | 404 | 2,394 |
| | 5,353 | - | 28,486 | 33,839 | 187,776 |
| 2 Other Trading Activities | | | | | |
| Primary Purpose Trading | 69,511 | - | - | 69,511 | 57,352 |
| Recycling | 3,313 | - | - | 3,313 | 2,693 |
| Business Rate grants | 23,052 | - | - | 23,052 | 22,668 |
| Furlough | 4,131 | - | - | 4,131 | 7,971 |
| Other | 150 | - | - | 150 | 7,971 |
| | 100,157 | - | - | 100,157 | 90,684 |
| 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 | | | | | |
| 3 Charitable Activities | 2021 | 2021 | 2021 | 2021 | 2020 |
| Staff costs | 25,715 | - | 859 | 26,574 | 36,613 |
| Joint Initiative with Church From Scratch | 8,670 | - | 3,300 | 11,970 | 10,370 |
| Operational running costs - training and retail centres | 10,027 | 592 | 9,577 | 20,196 | 14,823 |
| Premises running costs - training and retail centres | 28,969 | - | - | 28,969 | 29,691 |
| Setup and major refurbishment - training and retail centres | 631 | 225 | - | 856 | 4,411 |
| Grants awarded | - | 3,361 | 114,083 | 117,444 | 83,817 |
| Miscellaneous | - | - | - | - | - |
| | 74,012 | 4,178 | 127,819 | 206,009 | 179,725 |
| 4 Raising funds | 2021 | 2021 | 2021 | 2021 | 2020 |
| Fundraising costs | - | - | - | - | 128 |

Notes to the Accounts – Shared Space

Up to 31 December 2021

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” in 2020.

6 Debtors

| | 2021 | 2020 |
|----------------------|--------------|--------------|
| Retail giftaid claim | - | 323 |
| Rag Sales | - | 414 |
| Furlough Claim | - | 489 |
| VAT refund | 2,065 | 1,309 |
| | <u>2,065</u> | <u>2,535</u> |

7 Net cashflow from operating activities

| | 2021 | 2020 |
|----------------------------------------------------------------|-----------------|---------------|
| Net income /(expenditure) for the reporting period as per SOFA | (72,003) | 98,664 |
| Adjustments for: | | |
| (Gains) / losses on investments -Interest | 10 | 57 |
| Debtors - (increase) / decrease | 470 | 1,307 |
| Creditors - increase/ (decrease) | (103) | (1,916) |
| Net cash provided by operating activities | <u>(71,626)</u> | <u>98,113</u> |

8 Trustee and staff remuneration

| | 2021 | 2020 |
|-----------------------------|--------|--------|
| Salaries | 23,828 | 33,272 |
| Employer National Insurance | - | - |
| Pension costs | - | 532 |

Average weekly number of staff employed during the year:

| | | |
|-----------|---|---|
| Full time | 0 | 0 |
| Part time | 3 | 4 |

No employee received benefits of more than £60,000 during the year.

No trustee remuneration was paid in fulfilling their duties.

9 Operating leases commitments

| | 2021 | 2020 |
|----------------------------------------------|--------|-------|
| Total minimum leases payments falling due: | £ | £ |
| In the year following the balance sheet date | 14,000 | 7,000 |
| In years two to five | 49,000 | - |
| From year five until the end of commitment | - | - |