

Shared Space

life-changing volunteering opportunities



*Our volunteers receiving a pottery plaque
given a by local art group we funded*

Annual Report and Impact Statement

Year ending 31 December 2022

www.charityshop.co

Charitable incorporated organisation registered in England No 1161862

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Volunteers at a training meeting

Annual Report and Impact Statement for the year ending 31 December 2022

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.

| <u>Trustees</u> | <u>Office</u> |
|-----------------|-------------------|
| Carolyn Butlin | Trustee |
| Ivan King | Trustee |
| Peter Dominey | Chair of trustees |
| Richard Renouf | Trustee |

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.



*2022 Team Christmas
Party in one of the stores*

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

By re-purposing a charity shop model, we provide life-changing volunteering and training opportunities for over 140 volunteers a year. Their good work raises funds to support local charities and initiatives through the Shared Space grants programmes with the awarding of grants directed by panels of volunteers.

Our volunteers are busy in the shops learning retail skills in a supportive environment, benefitting from meaningful participation, going on our courses and day and residential trips, which value teamwork and build resilience and confidence.

In a typical 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 they face and to receive pastoral support from our workers. The majority of our volunteers are from marginalised groups.



Valentines themed window by a team of volunteers

Our shop teams are communities: an example of cohesion through the building of social capital; a very 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 2022 our work took place mainly at our two volunteering centres:

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

Significant actions and impacts in 2022

We are delighted to report the following significant achievements for 2022, despite a challenging environment as we started to come out of Covid-19 to challenging economic circumstances for volunteers and our stores:

- **Taking volunteers, shops and staff** out of the intense phase of the COVID-19 pandemic, retaining almost 97% of our volunteers as we re-emerged.
- **Continuing to keep the Shared Space teams COVID-19 secure** by risk assessment and mitigations, with adaptations to the physical stores, reconfiguring systems and providing comprehensive training.
- **One-to-one pastoral support from the staff team** through phone calls, visits and activities for volunteers in times of difficulty.
- **Collecting and distributing emergency food** for volunteers and local foodbanks.
- **Working with a Shared Space chaplain** for one day a week in partnership with Church from Scratch, providing pastoral and spiritual support and guidance to volunteers and stores.
- **Running a work experience programme** and course for pupils from local secondary schools.
- Giving the volunteers opportunities to **explore Christian spirituality**, share lunch and spend time talking about key life issues through weekly 'Making Space' groups in each store.
- **A residential holiday** in Medway, Kent for several of the volunteers in partnership with Church from Scratch.



Worship event in one of our stores, led by an ex Shared Space volunteer, in partnership with Church from Scratch

- **Sign language training** for groups of volunteers to help communication with a deaf volunteer.
- **Parties and social events** in store and off site for the volunteers.
- **Starting a refugee project**, working mainly with Farsi speaking people, helping them to integrate in Southend, holding a weekly day of volunteering for them and Persian meal which they cook.
- **Celebrating the legacy of Southend Emergency Fund** which was started by Shared Space as a Covid-19 fundraiser and passed £500,000 in money raised. Shared Space selected SAVS to operate the fund, so it is not now under Shared Space governance or appearing in our accounts but we celebrate what we started.
- **Launching an online Shared Space sales operation** with volunteering opportunities including places for people in recovery and on probation.
- Completing the **refurbishment of Shared Space Southchurch** with new store fittings, flooring, redecoration and signage.
- Developing **video-based training** materials for volunteers, shift leaders and staff, including material with Persian subtitles for a cohort of volunteers.
- **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 Boost Fund Grants** to more than 20 worthy local causes, including regular recipients and new ones. The applications were assessed by panels of volunteers.
- **Increasing sales income to a record level** despite the difficult trading conditions.
- **Increasing the number of volunteers to a record number of over 140 during the year.**



Some of the refugees who have become part of our family of volunteers



Just some of the volunteers at one of our sites.

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 enjoyed 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.

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.



John, one of our longest standing and ex-homeless volunteers who sadly died during 2022. Thank John for everything.

Plans for 2023

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 volunteers through training, courses, residentials and events to build their resilience, skills, confidence, spirituality 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 computerised 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 Shared Space training and retail centre**.



Michael, another long-standing volunteer.

- 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 continues to evolve and adapt as an example of business as Christian mission, 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 2023 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.



Peter Dominey - Chair of Trustees
30 March 2023

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 2022

**Charity no
(if any)**

1161862

Set out on pages

1-13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**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:

09-05-2023

Name:

REG RAMM

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

AAIA
AICSA

Address:

17 CARLINGFORD DRIVE
WESTCLIFF ON SEA
ESSEX SS0 0SD

Section B

Disclosure

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

Independent Examiner Report continued

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

Statement of Financial Activity – Shared Space Up to 31 December 2022

| | Notes | Unrestricted Funds 2022 £ | Designated fund 2022 £ | Restricted fund 2022 £ | Total 2022 £ | Total 2021 £ |
|---|-------|------------------------------------|------------------------------|------------------------------|--------------------|--------------------|
| Income | | | | | | |
| Donations | 1 | 3,343 | - | - | 3,343 | 33,839 |
| Other Trading Activities (Charitable Primary Purpose) | 2 | 131,993 | - | - | 131,993 | 100,157 |
| Charitable activities | | - | - | - | - | 0 |
| Investments | | 388 | - | - | 388 | 10 |
| Total Income | | 135,723 | - | - | 135,723 | 134,006 |
| Expenditure | | | | | | |
| Charitable Activities | 3 | 110,742 | 8,897 | - | 119,639 | 206,009 |
| Total Expenditure | | 110,742 | 8,897 | - | 119,639 | 206,009 |
| Transfer of funds | | 1,700 | (1,700) | - | - | - |
| Net Income / (Expenditure) | | 26,682 | (10,597) | - | 16,084 | (72,003) |
| Total funds brought forward | | 34,552 | 70,597 | - | 105,149 | 177,152 |
| Total funds carried forward | | 61,234 | 60,000 | - | 121,233 | 105,149 |

Statement of Assets and Liabilities – Shared Space Up to 31 December 2022

| | Notes | 2022 £ | 2021 £ |
|--|-------|----------------|----------------|
| Fixed Assets | | - | - |
| Current Assets | | | |
| Debtors | 5 | 7,179 | 2,065 |
| Cash at bank and in hand | | 113,865 | 102,656 |
| Total current assets | | <u>121,044</u> | <u>104,721</u> |
| Liabilities | | | |
| Creditors: amounts falling due within one year | | (189) | (428) |
| Total net assets | | <u>121,233</u> | <u>105,149</u> |
| The Funds of the charity | | | |
| Unrestricted funds | | 61,233 | 34,552 |
| Designated fund | | 60,000 | 70,597 |
| Restricted funds | | - | - |

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.

Notes to the Accounts – Shared Space

Up to 31 December 2022

| | Unrestricted Fund | Designated Fund | Restricted Fund | Total Fund | Total Fund |
|-----------------------------------|----------------------|--------------------|--------------------|----------------|----------------|
| | 2022 £ | 2022 £ | 2022 £ | 2022 £ | 2021 £ |
| 1 Donations and Legacies | | | | | |
| Donations | 1,182 | - | - | 1,182 | 2,200 |
| Grants | - | - | - | - | 31,235 |
| Retail Gift Aid | 2,161 | - | - | 2,161 | 404 |
| | <u>3,343</u> | <u>-</u> | <u>-</u> | <u>3,343</u> | <u>33,839</u> |
| 2 Other Trading Activities | | | | | |
| Primary Purpose Trading | 126,360 | - | - | 126,360 | 69,511 |
| Recycling | 5,602 | - | - | 5,602 | 3,313 |
| Business Rate grants | - | - | - | - | 23,052 |
| Furlough | - | - | - | - | 4,131 |
| Other | 30 | - | - | 30 | 150 |
| | <u>131,993</u> | <u>-</u> | <u>-</u> | <u>131,993</u> | <u>100,157</u> |

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

| | 2022 | 2022 | 2022 | 2022 | 2021 |
|---|----------------|--------------|----------|----------------|----------------|
| 3 Charitable Activities | | | | | |
| Staff costs | 37,300 | - | - | 37,300 | 26,574 |
| Joint Initiative with Church From Scratch | 11,104 | - | - | 11,104 | 11,970 |
| Operational running costs - training and retail centres | 26,300 | 238 | - | 26,537 | 20,196 |
| Premises running costs - training and retail centres | 32,613 | - | - | 32,613 | 28,969 |
| Setup and major refurbishment - training and retail centres | 3,426 | - | - | 3,426 | 856 |
| Grants awarded | - | 8,660 | - | 8,660 | 117,444 |
| | <u>110,742</u> | <u>8,897</u> | <u>-</u> | <u>119,639</u> | <u>206,009</u> |

Notes to the Accounts – Shared Space

Up to 31 December 2022

4 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.

5 Debtors

| | 2022 | 2021 |
|------------|--------------|--------------|
| VAT refund | 7,179 | 2,065 |
| | <u>7,179</u> | <u>2,065</u> |

6 Net cashflow from operating activities

| | 2022 | 2021 |
|--|---------------|-----------------|
| Net income /(expenditure) for the reporting period as per SOFA | 16,084 | (72,003) |
| Adjustments for: | | |
| (Gains) / losses on investments -Interest | 388 | 10 |
| Debtors - (increase) / decrease | (5,114) | 470 |
| Creditors - increase/ (decrease) | 239 | (103) |
| Net cash provided by operating activities | <u>11,598</u> | <u>(71,626)</u> |

7 Trustee and staff remuneration

| | 2022 | 2021 |
|-----------------------------|--------|--------|
| Salaries | 32,950 | 23,828 |
| Employer National Insurance | - | - |
| Pension contributions | 1,189 | - |

Average weekly number of staff employed during the year:

| | | |
|-----------|---|---|
| Full time | 1 | 0 |
| Part time | 2 | 3 |

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

No trustee remuneration was paid in fulfilling their duties.

8 Operating leases commitments

| | 2022 | 2021 |
|--|--------|--------|
| Total minimum leases payments falling due: | £ | £ |
| In the year following the balance sheet date | - | 14,000 |
| In years two to five | 35,000 | 49,000 |
| From year five until the end of commitment | - | - |