



# Trustees' Annual Report for the period

| Period start date |       |      | Period end date |       |      |
|-------------------|-------|------|-----------------|-------|------|
| Day               | Month | Year | Day             | Month | Year |
| 01                | 10    | 2021 | 30              | 09    | 2022 |
| From              |       |      | To              |       |      |

## Section A

### Reference and administration details

|                                    |                                                  |
|------------------------------------|--------------------------------------------------|
| Charity name                       | Cambridge Churches Homeless Project              |
| Other names charity is known by    | CCHP                                             |
| Registered charity number (if any) | 1174768                                          |
| Charity's principal address        | PO Box 1454<br>Cambridge<br><br>Postcode CB1 0LG |

### Names of the charity trustees who manage the charity

|    | Trustee name          | Office (if any)      | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------------|----------------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Heather Simmons       | Chair                |                                   |                                                               |
| 2  | Keith Cowley          | Treasurer            |                                   |                                                               |
| 3  | Petra Tucker          | Safeguarding Officer |                                   |                                                               |
| 4  | Vera Schuster-Beesley |                      | To April 2022                     |                                                               |
| 5  | Judith Barwise        |                      |                                   |                                                               |
| 6  | Robert Mackley        |                      |                                   |                                                               |
| 7  | George Hawker         | Operations Lead      | From April 2022                   |                                                               |
| 8  |                       |                      |                                   |                                                               |
| 9  |                       |                      |                                   |                                                               |
| 10 |                       |                      |                                   |                                                               |
| 11 |                       |                      |                                   |                                                               |
| 12 |                       |                      |                                   |                                                               |
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| 18 |                       |                      |                                   |                                                               |
| 19 |                       |                      |                                   |                                                               |
| 20 |                       |                      |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|------|-----------------------------------|

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

#### Description of the charity's trusts

|                                                                     |                                                                                                      |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | CIO Foundation Constitution                                                                          |
| How the charity is constituted<br>(eg. trust, association, company) | CIO Foundation                                                                                       |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Nominated and seconded by a current Trustee in a Trustee meeting and voted for by the Trustee board. |

#### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The governance is divided into the operational running of the Winter Night Shelter, run by the Operations Group, and the administrative running of the Charity which is led by the Trustees.

The Finance Committee is a sub-committee of Trustees who hold the Treasurer to account.

**Summary of the objects of the charity set out in its governing document**

TO ADVANCE THE CHRISTIAN FAITH FOR THE BENEFIT OF THE PUBLIC BY THE PROPAGATION OF CHRISTIANITY ACCORDING TO THE BIBLE. TO RELIEVE THE NEEDS OF PEOPLE IN CAMBRIDGE AND THE SURROUNDING AREAS WHO ARE ROUGH SLEEPING, HOMELESS OR VULNERABLY HOUSED, AND IN PARTICULAR (BUT WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING) BY PROVIDING, OR ARRANGING FOR EMERGENCY, TEMPORARY AND LONGER-TERM ACCOMMODATION WITHIN A CHRISTIAN ETHOS.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The primary purpose of CCHP has been to run a Winter Night Shelter from December until the end of March, working in collaboration with the local statutory authorities, other charities and individuals to bring in homeless guests and offer services to aid them in gaining employment and longer-term housing. We offer a warm welcome, a hot meal, a bed for the night and a hot drink in the morning. This is all made possible through a database of over 400 different volunteers provided by more than ten Churches and one Synagogue. Due to government restrictions during and after the Covid-19 pandemic it has not been possible to maintain the initial concept of a shelter hosted in a different church or synagogue each night; this had led to change in 2021-22 to provision of meals and hosting services within a city-wide winter shelter run by the local authority in collaborations with various homeless charities and it is anticipated that this model will continue going forward.

In addition, CCHP facilitates and funds short-term Bed & Breakfast or hotel accommodation for vulnerable homeless people while the statutory services arrange long-term accommodation and for those with no recourse to public funds.

For the winter of 2022-23 CCHP will be employing a project co-ordinator to enhance delivery of these services.

In addition, during 2021-22 the charity employed a part time Chaplain to the Homeless/Bishop of Ely's Office for the Homeless. During 2022-23 this role will transfer to the Diocese of Ely but, in the absence of Diocesan funding, will continue to be wholly funded by the charity.

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

CCHP has historically also provided small grants to individuals if needed to buy such things as equipment essential for employment or for electronic devices (e.g., a mobile phone to keep in touch with statutory authorities, the benefit offices or an individual's project worker). These grants are only given with a reference from one of our partner agencies. None were made in 2021-22 but this remains a potential activity in future.

CCHP activities are heavily dependent upon volunteers, although for winter 2022-23 a part-time project co-ordinator will be employed to co-ordinate and manage the volunteer input.

**Summary of the main achievements of the charity during the year**

There are many reasons why someone becomes homeless. CCHP offers anyone with a little time and compassion a way to offer practical support to the local homeless community. Many of our homeless guests face difficulties that include addiction, poor mental and physical health, debt problems and exposure to abuse including domestic violence. For some, English is not their first language, and some, who have no access to public funds, have limited housing options available to them.

The CCHP model is simple – to provide a warm welcome, a hot cooked meal and a clean, warm bed in a safe and welcoming environment. Together our guests and volunteers create a relaxed and friendly atmosphere each evening. CCHP provides a listening ear where volunteers and guests alike can each be a blessing to the other. Guests and volunteers talk over a meal, sharing as much or as little as they want, without expectation or agenda. These conversations – often banter, sometimes touching or profound – can be a catalyst for change.

CCHP is clear about the role it plays within the homeless sector and does not offer counselling or therapy. Rather we signpost guests to appropriate services, such as those offered by Winter Comfort, CGL Drug & Alcohol Service or to their GP. All volunteers undertake safeguarding training and CCHP works within Ely Diocese Safeguarding guidelines.

CCHP gained the Housing Justice quality mark accreditation in 2020 and works with other agencies from the homeless sector to support those known to be rough sleeping on the streets of Cambridge.

With the consent of our guests, CCHP provides vital information for other services and contributes to the 'Inform' database used by the city's homeless sector and provides anonymous data for the national winter night shelter network and the MHCLG.

Unfortunately, since the start of the Covid pandemic, the charity has been unable to operate its usual church-based night shelters to comply with government guidelines, under which all winter shelter provision was provided by local authorities. However, in 2021-22 CCHP provided essential support in the form of meals, volunteer hosts and funding for the central winter shelter run by It Takes a City and Cambridge City Council at Crossways. This will continue in 2022-23.

Furthermore, there remained homeless people with no recourse to public funds (NRPFs) who were ineligible for local authority support and those who were for various reasons, often of personal safety, unable to use the local authority provision. For these people, the charity was able to continue to provide support in the form of emergency accommodation in hotels or bed and breakfast accommodation and, for three individuals, continuing accommodation after the winter shelter closed in shared houses. In addition, it was able to provide short-term emergency accommodation for those awaiting local authority provision.

From July 2021 CCHP has also employed the Bishop of Ely's Officer for the Homeless. This is an honorary part-time position with no direct funding from the Diocese but is considered an essential role in providing pastoral support as Chaplain to the homeless community in Cambridge. By undertaking to employ the incumbent CCHP is providing physical and administrative resources to enable her to undertake her vital role.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

It is the policy of CCHP to hold reserves equivalent to

- 50% of unrestricted expenditure in the previous financial year, plus
- Three months funding for the Bishop's Officer for the Homeless, plus
- One month's cost of any other employee(s).
- 

These reserves are held to smooth out fluctuations in cash flow and to provide for emergencies.

Funding for the Bishop's Office for the Homeless is held separately in a ring-fenced restricted fund.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

CCHP fundraises in the community, and at many churches and other places of worship in Cambridge and the surrounding area.

We also received a number of small grants from various commercial and charitable organisations.

Expenditure in 2021-22 was predominantly on the provision of services for the winter shelter, funding of accommodation for NRPFs and temporary emergency accommodation for those awaiting statutory provision or unable to use the statutory provision for reasons of safety.

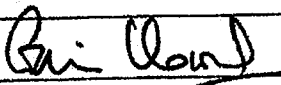
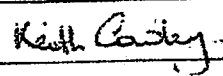
**Section F****Other optional information**

During the year the trustees were reimbursed expenses amounting to £4,667 (2021 £3,042).

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                        |                                                                                     |                                                                                      |
|----------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Signature(s)                           |  |  |
| Full name(s)                           | Gavin Howard                                                                        | Keith Cowley                                                                         |
| Position (e.g., Secretary, Chair, etc) | Chair                                                                               | Treasurer                                                                            |
| Date                                   | 8/3/23                                                                              |                                                                                      |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cambridge Churches Homeless Project

1174768

## Receipts and payments accounts

CC16a

For the period  
from

01/10/2021

To

30/09/2022

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                           |                                         |                                        |                                 |                               |
| Grants                                                | 12,500                                    | 1,750                                   | -                                      | 14,250                          | 7,825                         |
| Fundraising events                                    | 1,268                                     | -                                       | -                                      | 1,268                           | -                             |
| Donations                                             | 46,222                                    | 220                                     | -                                      | 46,442                          | 39,704                        |
| Interest                                              | 198                                       | 3                                       | -                                      | 201                             | 7                             |
| Funding for Bishop's Officer for the Homeless         | -                                         | 6,870                                   | -                                      | 6,870                           | 6,787                         |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>60,188</b>                             | <b>8,843</b>                            | <b>-</b>                               | <b>69,031</b>                   | <b>54,323</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |                                           |                                         |                                        |                                 |                               |
| None                                                  | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>60,188</b>                             | <b>8,843</b>                            | <b>-</b>                               | <b>69,031</b>                   | <b>54,323</b>                 |
| <b>A3 Payments</b>                                    |                                           |                                         |                                        |                                 |                               |
| Management & Administration                           | 3,225                                     | 219                                     | -                                      | 3,444                           | 3,616                         |
| Employment (Bishop's Officer for the Homeless)        | 288                                       | 7,490                                   | -                                      | 7,778                           | 2,107                         |
| Housing support/accommodation for the homeless        | 20,249                                    | 28                                      | -                                      | 20,277                          | 21,259                        |
| Funeral expenses                                      | -                                         | -                                       | -                                      | -                               | 43                            |
| Winter shelter                                        | 12,032                                    | 92                                      | -                                      | 12,124                          | 1,854                         |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>35,794</b>                             | <b>7,829</b>                            | <b>-</b>                               | <b>43,623</b>                   | <b>28,879</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                           |                                         |                                        |                                 |                               |
| None                                                  | -                                         | -                                       | -                                      | -                               | -                             |
|                                                       | -                                         | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>35,794</b>                             | <b>7,829</b>                            | <b>-</b>                               | <b>43,623</b>                   | <b>28,879</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>24,394</b>                             | <b>1,014</b>                            | <b>-</b>                               | <b>25,408</b>                   | <b>25,444</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>92,893</b>                             | <b>9,264</b>                            | <b>-</b>                               | <b>102,157</b>                  | <b>76,713</b>                 |
| <b>Cash funds this year end</b>                       | <b>117,287</b>                            | <b>10,278</b>                           | <b>-</b>                               | <b>127,565</b>                  | <b>102,157</b>                |



## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                                                | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|--------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b> | General Account                                        | 8,175                           | -                             | -                            |
|                      | Pastoral Account (Bishop's Officer for the Homeless)   | -                               | 6,764                         | -                            |
|                      | Savings account                                        | 109,112                         | 3,514                         | -                            |
|                      | <b>Total cash funds</b>                                | <b>117,287</b>                  | <b>10,278</b>                 | <b>-</b>                     |
|                      | (agree balances with receipts and payments account(s)) |                                 |                               |                              |


|                                 | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|---------------------------------|-------------------------------|------------------------------|
| <b>B2 Other monetary assets</b> | None    | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |
|                                 |         | -                               | -                             | -                            |

|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> | None    |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

|                                                     | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | None    |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |

|                       | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> | None    |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature                                                                           | Print Name   | Date of approval |
|-------------------------------------------------------------------------------------|--------------|------------------|
|  | Keith Cowley | 08/03/23         |



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

CAMBRIDGE CHURCHES HOMELESS PROJECT

On accounts for the year  
ended

30<sup>TH</sup> SEPTEMBER 2022

Charity no  
(if any)

1174768

Set out on pages

CC16A PAGES 1 AND 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30<sup>th</sup> September 2022.

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 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:

9<sup>th</sup> MARCH 2023

Name:

Ian W Shipley FCCA

Relevant professional  
qualification(s) or body

FCCA

Address:

Prentis & Co LLP

115c Milton Road

Cambridge, CB4 1XE

**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.**