



## Trustees' Annual Report for the period

Period start date		Period end date		
From	01	04	2022	To 31 03 2023

### Section A Reference and administration details

Charity name	Sussex Homeless Support
Other names charity is known by	none
Registered charity number (if any)	1175229
Charity's principal address	Unit 3, Saxon Works, Olive Road, HOVE Postcode BN3 5LE

#### 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	Tim Rogers	Chair		
2	Amber Roffey-John			
3	Steve Spencer			
4				
5				
6				
7				

#### 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)

James Deans

# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

## 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 charity was entirely staffed by unpaid volunteers without paying wages to anybody since inception. However, the need for staffing the office, fundraising applications and other administrative support has grown such that the charity contracted one member of the team from April 2022.

The trustees still believe the highest uncontrollable operational risk that the charity faces is that the incredible generosity of volunteers and supporters may become overwhelmed or exhausted by the sheer volume of need from those in emergency accommodation, rough sleepers and homeless people in the area the charity operates in. The essential and highly valued contribution of all volunteers and donors (past and present) has helped the charity to continue to reach directly and immediately the people who need it the most - at the lowest possible overhead.

The highly public visibility of activities such as the Street kitchen mean that there is great public trust, which is essential to maintain, in the more behind the scenes food parcels, emergency kit / clothing and rehousing assistance from emergency to more settled accommodation assistance that donations are also used for.

The Firstrand location on lease is considered secure for the next 12 months. However, the main office and kitchen at Providence Place was relocated to the current location during the year as the rolling lease there was terminated by the Landlord – this involved some unavoidable costs but also substantial effort.

For insurable risks to the operation and activities of the charity there are multiple insurance policies in place. The charity insures all the operational

vehicles funded via donations. The charity insures buildings as appropriate, funded via donations. The charity insures, under a Charities and Community Groups policy from Markel UK, against public liability, employer's liability, occupational personal accident, trustee liability and professional indemnity, this policy is funded directly by the Chair until at least 28<sup>th</sup> March 2024.

The charity receives support from and offers support to other organisations operating with the vulnerable homeless community of Sussex and beyond – in some cases this is practical swapping or sharing of excess donated items, via the Surplus Food Network (Brighton), the Neighbourly scheme and the wider "Community Works" initiative, whilst in other cases this has been practical assistance in helping other homeless supporting organisations simply feed their clients. Whenever we could not use or store all the supplies offered by individual or corporate donors we continue to contact or refer to other charities to try to get maximum benefit and minimum wastage of these offers.

The 'normal' weekly Saturday lunchtime street kitchen is further supported by the weekly attendance of the Street Vets (caring for pets of the homeless). In addition, Law Stop offer online support (Law Stop have since opened offices in Brighton to continue to offer face to face support too).

Work has continued to ensure the charity complies with best practice in soliciting and handling of public donations as recommended by the Fundraising Regulator – with whom formal registration was made in October 2018 and this has been renewed annually since then. No complaints have been received.

## Section C Objectives and activities

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

"THE OBJECT OF THE CIO IS: FOR THE PUBLIC BENEFIT, THE RELIEF AND ASSISTANCE OF PEOPLE IN NEED BECAUSE THEY ARE HOMELESS AND ROUGH SLEEPING BY THE PROVISION OF COLLECTING FOOD AND USEFUL HOUSEHOLD ITEMS THEN DELIVERING THEM TO HOMELESS PEOPLE, USING FOOD COLLECTED TO RUN STREET KITCHENS TO GIVE FOOD TO HOMELESS AND OTHER RELEVANT MEANS TO RELIEVE THEIR SUFFERING INCLUDING THE COLLECTION AND PROVISION OF HOUSEHOLD ITEMS, AFTER TESTING, TO HOMELESS PEOPLE GETTING INTO THEIR FIRST HOMES OR HOSTELS."

**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)**

Under the requirements of the Charities Act 2011 the trustees believe that Sussex Homeless Support faithfully follows guidance of operating for the Public Benefit for the homeless and rough sleeping community under the description of purpose categories of Section 3 (1) within (a) ‘the prevention or relief of poverty’ and (d) ‘the advancement of health and saving lives’. Further, in co-operation with Street Vets, SHS also facilitates activities for the Public Benefit to the homeless and rough sleeping community of Sussex under category (k) ‘the advancement of animal welfare’ within Section 3 (1).

Using donated food and food waste collected and kindly donated from various sources and a limited amount of purchased food we cook and deliver a street kitchen every Saturday lunchtime at the Old Steine in Brighton, bringing people together - anyone across the whole age spectrum from young care leavers left homeless, to elderly people left in hostels with no support or friends. Sometimes as many as 180 or more people might join us, a number below 150 is exceptional even in the most inclement of weather.

At the Street Kitchen we continue to offer hot food but also packaged meals we have prepared for clients to take away for re-heating such that we have continued to prepare over 1000 meals per week.

Donated clothing, toiletries, sleeping bags / tents etcetera are made available on demand / request based on need throughout the whole week and also at the Street Kitchen every Saturday lunchtime. We have been fortunate to be able to source a wide range of essential food and non-food products via In Kind Direct at 20% of cost price to meet both regular and exceptional needs as well as to fill gaps in other generous donations we have received.

For people in need entering/remaining/leaving emergency accommodation along with those finally able to become homed we offer support with household and clothing items throughout the year donated via volunteers, supporters and generous local businesses – many people have had to ‘lose’ their possessions during this time through lack of storage and so have no suitable seasonal clothing and not even a knife, fork, spoon, plate, bowl or cup (let alone a kettle or suitable bedding / basic furniture). This support has continued, typically 5-10 clients per week requiring such items as they move to/from Emergency accommodation.

The charity has not received any National Government or Local Government funding so has no explicit risks in losing such funding.

The Local Authority continues to very kindly approve SHS applications for 100% rates relief thus removing the risk of liability of over £3000 per year. Guidance suggests this 100% relief will be continued in the next financial year but cannot be guaranteed.

The charity holds no investments and assets comprise of a former burger van converted for use as a Street Kitchen, a refrigerated transit van purchased from donated funds from Family First, a second van donated by the Chair, a 4x4 car for towing Street Kitchen & local journeys with small items, donated goods still awaiting distribution and donated / loaned equipment such as office equipment, fridges & freezers, cooking & food/drink service equipment etcetera.

## 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.

The onerous day-to-day management of the charity is undertaken by James Deans (in a voluntary and an entirely unpaid capacity throughout the whole period to date). The charity was entirely staffed by unpaid volunteers without paying wages to anybody since inception. The need for staffing the office when James could not be there, fundraising applications and other administrative support has grown such that the charity contracted one paid team member from April 2022.

The day-to-day operations of the charity could not function without the considerable time and incredible effort put in by the unpaid volunteers throughout the year. All the people who help us deliver these services are willing volunteers and they get as much from the events as the people they help. The volunteers come from all backgrounds and they also include both past and present members of the homeless & rough sleeping community themselves.

The efforts of supporters and volunteers within both local companies and local branches of national companies in advocating for the charity within those companies for both corporate and customer support / donations has been and remains equally essential to the continued operations of Sussex Homeless Support. The charity relies on the generous continued donations, mainly of goods and services, from volunteers, supporters and local companies (or local branches of national companies). These donations are fundamental to the operation of the charity and it could not function without this continued incredible generosity. The goods and fundraising described, allied to some generous cash donations from individuals and businesses plus grants from charitable foundations made continued operations possible.

Celebrity backed events and celebrity / corporate appeals for support, alongside the many willing volunteers undertaking sponsored challenges and charitable auctions were continued with generously donated goods, services and memorabilia. Extremely generous individuals and companies made donations throughout the year.

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## Section D

## Achievements and performance

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

Substantial effort continues into giving face to face guidance and hands on support / personal advocacy to those who find homelessness has left them without access to medical services of GP's or Dentists and unable to access benefits to which they are entitled (but cannot claim in person any longer due to procedural changes that put those with literacy and/or computer literacy/access issues at a considerable disadvantage) and which they desperately need. While very difficult to quantify this activity, as it varies from as 'few' as 5 cases a week to as many as 5 cases a day, the value is clear to those receiving the support in both material and mental health terms – being at a personal low point and being confronted with obstacles to getting basic food, shelter or medical care that feel and (in some cases due to lack of skills, knowledge or expertise) are insurmountable leaves vulnerable people feeling incredibly desperate and despairing.

The charity maintains a public Facebook page where regular posts show weekly activities at the Street Kitchens, special events and regular appeals / pointers to Amazon lists etcetera for specific goods needed at any one time. The postings provide a 'window' so those in need, as well as donors and volunteers, can see the services being provided. This provides a very public view for donors, those in need themselves or just interested members of the press / general public to see how donations go direct to those in need with only the most minimal overhead. Everyone understands that we have to put fuel in the vans to operate the street kitchen and to regularly collect and distribute donated goods and for the charity to be insured for vehicles, premises, public liability etcetera – so although these costs could strictly be viewed as an overhead they are vital to operating the charity and dramatically reduce cash expenditure on items by collecting freely donated items. Similarly, utility bills do need to be paid as even the donated food for the street kitchen does require cooking.

The pods project remained on hold awaiting a suitable site despite substantial efforts and negotiations with the Council. In January 2024 a potential Council site was again located and so there is a possibility of moving the project forward in 2023-2024.

There are no serious incidents or other matters that in the view of trustees should have reported to the Charity Commission but have not been so reported.

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

The charity policy is that reserves are to be held in regard to designated donations in respect of continued expenditure against such designation. There are currently no designated funds remaining to be carried over to the next financial year.

The charity holds no formal reserves as at 31/03/2023 though the bank account / Paypal account did stand at a combined total of £28,576 as of that date with no exceptional known potential liabilities. The balance at 31/03/2023 is considered to be above the more normal £8000-£10,000 balance but because grant applications are not guaranteed to be successful this is considered a prudent level of balance given this and other issues described in the next paragraph.

The charity raises funds and seeks donations of goods to directly and immediately service the needs of clients. The charity policy on accumulating any financial reserves are that these are actively maintained only to meet known or predictable future financial obligations for supplementing donations of goods to operate street kitchen food and ancillary goods for clients while also allowing for rent, insurances, rates and utilities, vehicle maintenance and statutory fees. In effect the charity attempts to maintain funds to cover such foreseen expenses for up to one month in advance. All other required donated equipment and funds are raised as needed by clients by using public appeals to meet those immediate needs of clients.

The charity does apply for corporate, government, charitable trust and local authority donations and grants as available and appropriate in order to mitigate where possible the need to call for public donations. However, no local authority or government grants have actually been received. The Local Authority has, however, kindly allowed the applications for full 100% rates relief.

The charity normally steps up fundraising (including an annual auction of items generously donated by local companies and individual supporters) and also steps up donated equipment gathering activities in the run-up to predictable adverse weather conditions in order to be able to respond immediately to client needs while appealing in parallel / later for public support to replenish funds and equipment as they become close to exhausted.

**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

**Regarding the numbers in the accounts it should be understood that these relate purely to the collection and disbursement of monetary funds and their subsequent use to deliver charitable services by SHS.** There is no clear way to identify the far more substantial value of donated goods that are collected, processed / stored and distributed by SHS direct to those in need using, for example, what could be perceived as the overheads of having premises to store, cook, refurbish and otherwise work with donated items and what could be perceived as overheads of vehicles required to collect and distribute donated goods. However, even assuming all premises, all vehicle costs, insurances of all types and gas for the street kitchen are treated entirely as pure overheads **we believe we are ensuring a very high proportion of both cash and**



objectives including any ethical investment policy adopted.

goods donations make it to the end cause and are making a positive difference to the cause of supporting the homeless, rough sleepers and those in emergency accommodation.

## Section F Other optional information

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

The accounts were externally examined independently under section 145 of the Charities Act 2011.

The trustees (Steve Spencer, Amber Roffey-John and Tim Rogers (Chair)) believe that in light of the above activities, statements and policies they can confirm that they have complied with their duties with due regard to the guidance on Public Benefit for the charity Sussex Homeless Support.

The Chair and Trustees would again like to express sincere gratitude to everyone who has in any way helped or supported the work of the charity – **Thank you** once again to everyone for everything you have done to help provide incredible support throughout to those who are unfortunately in need of SHS services. We hope you all realise the difference you make to the lives of those seeking our help and we also hope as many of you as possible will continue to help and support us in future whenever and however you can. Many local and national charities reduced services offered for all or part of the pandemic and some of these services have remained closed or reduced post-pandemic adding extra load onto the services supported by SHS volunteers and donors. The homeless and rough sleeping community continue to show their courage, their trust and their gratitude every time they take the step of asking for help from SHS and other incredible local charities, of course we still look forward to the day they no longer need our help as their situations hopefully improve but, in the meantime, I thank them all for placing their trust in us. We would also like to thank the local Police, Fire, NHS, Vets, Ambulance and St John's Ambulance staff plus members of the Local Authority staff who frequently stepped in to help support both SHS activities and the homeless and rough sleeping community generally. We remain totally amazed, immensely grateful and humbled by the efforts of our volunteers and the kindness and generosity of every one of you who supports SHS".

## 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)

Tim Rogers

Position (eg Secretary, Chair, etc)

Chair

Date

23<sup>rd</sup> January 2024




## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01 04 2022		31 03 2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Cash Collections / Donations	-	-	-	-	-
Bank paid donations	61,393	-	-	61,393	66,310
Auction and other events income	24,222	-	-	24,222	10,393
Refunds received on expenses/payments	1,453	-	-	1,453	6,593
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>87,068</b>	<b>-</b>	<b>-</b>	<b>87,068</b>	<b>83,296</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>87,068</b>	<b>-</b>	<b>-</b>	<b>87,068</b>	<b>83,296</b>
<b>A3 Payments</b>					
Street Kitchen and Food Bank Extras *1	15,187	-	-	15,187	23,970
Vehicle insurances, taxes, repairs	14,223	-	-	14,223	11,807
Vehicle and Generators fuel	8,907	-	-	8,907	5,130
Utilities Gas, Electric, Water, Internet, phone	5,857	-	-	5,857	6,653
Rent and Rates	18,059	-	-	18,059	34,292
Wages	18,720	-	-	18,720	2,880
Banking / exchange rate fees	424	-	-	424	413
Projects e.g. Homeless Living Pod, Boat / Wellness	-	-	-	-	5,104
Events extra costs, Printing and Promotion	11,487	-	-	11,487	1,396
Refunded payments	1,453	-	-	1,453	6,593
<b>Sub total</b>	<b>94,318</b>	<b>-</b>	<b>-</b>	<b>94,318</b>	<b>98,237</b>
<b>Notes on payments</b>					
*1 This is the expenditure on extra items to supplement donations of goods in order to directly offer the service					
<b>A4 Asset and investment purchases, (see table)</b>					
Van Purchases	-	-	-	-	-
Other vehicle purchases	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>94,318</b>	<b>-</b>	<b>-</b>	<b>94,318</b>	<b>98,237</b>
<b>Net of receipts/(payments)</b>	<b>- 7,250</b>	<b>-</b>	<b>-</b>	<b>- 7,250</b>	<b>- 14,941</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>35,826</b>	<b>-</b>	<b>-</b>	<b>35,826</b>	<b>6,105</b>
<b>Cash funds this year end</b>	<b>28,576</b>	<b>-</b>	<b>-</b>	<b>28,576</b>	<b>8,836</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>	Bank	23,697	-	-
	Paypal	4,877	-	-
	Cash on hand	1	-	-
	<b>Total cash funds</b>	<b>28,576</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Refrigerated Van	Restricted	3,900	-
	Other vehicles and Bus Shelter	Unrestricted	1,250	-
	Kitchen fixtures and fittings	Unrestricted	-	-
	Office and warehouse equipment	Unrestricted	-	-
	Boat Project	Unrestricted	5,500	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Tim Rogers (Chair)	23/01/2024



## Independent Examiners Report to the Trustees of Sussex Homeless Support CIO

I report to the Trustee on my examination of the accounts of the period 1 April 2022 – 31 March 2023.

### Responsibilities and Basic Report

As the Charity Trustees of Sussex Homeless Support CIO you are responsible for the preparation of the accounts on accordance with the requirements of the Charities Act 2011 ( The Act' )

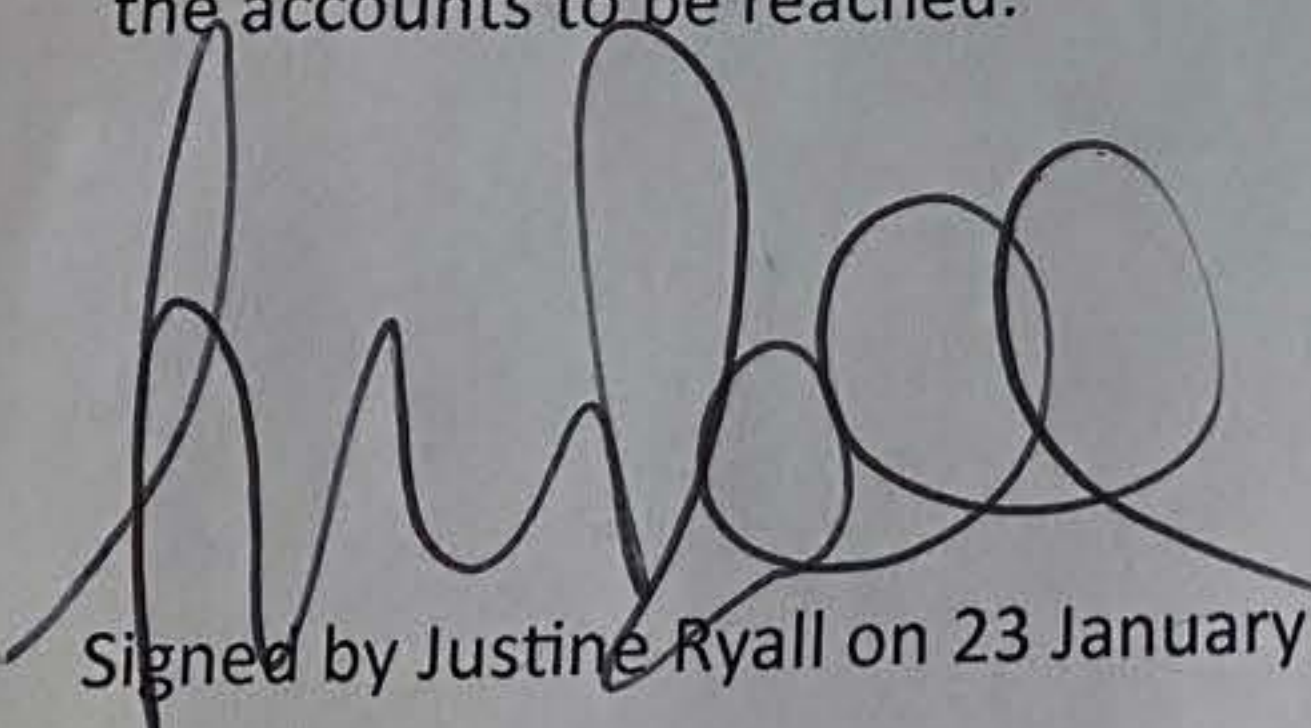
I report in respect of my examination of the Sussex Homeless Support CIO accounts carries out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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 giving me cause to believe that in any material respect.

1. Accounting records were not kept in respect of Sussex Homeless Support CIO as required by Section 130 of the Act, or
2. The accounts do not accord with those records.

I have no concerns and 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 by Justine Ryall on 23 January 2024  
4 Acacia Avenue Hove East Sussex BN3 7JT