



## Trustees' Annual Report for the period

From 1 January 2021 to 31 December 2021

Charity name: CTiW Haven Project ("Haven")

Charity registration number: 1177700

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The relief of financial hardship and to promote social inclusion for people sleeping rough or 'sofa-surfing' in and around Whitstable.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Haven is a walk-in offering food, clothing, tents, bedding, shower and laundry facilities at St John's Methodist Church, Wesley Hall, Argyle Road, Whitstable CT5 1JS.</b> <b>Due to Covid-19, a restricted over-the-counter service, supplemented by strategic deliveries to local homeless and vulnerable people, operated until the end of May 2021.</b> <b>Since June, Haven has opened fully on Monday, Wednesday and Friday afternoons. Friday opening was made possible by a generous grant from CDC/Winners Chapel International, Dartford, and by new volunteers joining the team.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Trustees have read and understood the guidance issued by the Charity Commission on public benefit. Trustees are appointed by Haven's sponsor, Churches Together in Whitstable (CTiW).</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	<p>Haven has a team of approximately 24 volunteers and operates a rota system so that no fewer than 4, plus a manager, attend each session.</p> <p>Thus, operating three afternoons each week, volunteers are now giving 1,800+ hours unpaid per annum and, having resumed the full service in June 2021, over 1,000 hours during the year under review.</p>
Other		<p>Haven employs, part-time, a manager and an assistant to oversee its operations, in particular, stock levels, supply chain, volunteers' training needs and compliance issues.</p>

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>There are on average 20 persons on the register, many of whom attend two sessions per week.</p> <p>Haven offers 'signposting' to other agencies who can assist with rehabilitation programmes, and housing and benefits claims. Canterbury City Council has been particularly supportive during the pandemic. Guests who have been housed usually require furniture, white goods, cooking utensils, TVs, etc., and Haven can usually satisfy these needs, often helped by donations from Friends of Haven.</p> <p>Guests who have been housed still value Haven as a support group and one travels regularly from Dover.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Besides new volunteers giving valuable time, Friends of Haven, both individuals and local businesses, continue to make generous financial donations and gifts in kind. Haven is registered with HMRC to recover Gift Aid.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>As reported above, Haven's Friday opening was delayed by the pandemic, but commenced in June 2021 thereby satisfying the terms of the CDC/Winners Chapel International grant.</p>

		<b>A Kent County Council Combined Members grant was received for the purchase of a heavy duty trolley, a laptop &amp; printer, and sleeping bags &amp; rucksacks and the grant was spent in full and accounted for to KCC.</b>
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>At 31 December 2021, Haven carried forward a credit balance of £15,939 in account with Lloyds Bank, Lewisham, London SE13 6JG. This comprised £13,739 unrestricted funds and £2,200 representing the unspent balance of the CDC/Winners Chapel International grant.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>It is Haven's policy to hold the equivalent of not less than 6 months' budgeted operating costs.</b>
Amount of reserves held	Para 1.22	<b>In excess of 8 months' budgeted operating costs.</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Regular giving and one off donations from CTiW churches and from local businesses and individuals who have become Friends of Haven. Grants. Gifts in kind. Ad hoc donations were down again as various events were cancelled due to the pandemic (e.g. Whitstable Carnival Committee who donated in 2019).</b>
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Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<b>There is no competitor offering similar facilities in Whitstable, but there is competition for funding. Fortunately, the valuable support from volunteers and Friends of Haven continues to impress grant makers whose generosity has cushioned Haven against the negative impact of Covid-19 and includes future pledges, all of which is greatly appreciated by Haven.</b>
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Nominations by sponsoring body, CTiW.</b>

#### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Internal training, policies and procedures are complemented by training offered by Canterbury City Council and others.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<b>Haven operates from St John's Methodist Church, Wesley Hall, Argyle Road, Whitstable CT5 1JS, which it hires by the hour. St John's Methodist Church is a CTiW member church and is represented on the board by trustees who do not vote on the terms of the hire (which are</b>

		inclusive of utilities costs and below the current tariff for other hirers). Besides equipping a laundry for Haven's use since 2017, the Wesley Hall was refurbished in 2019 to include a new shower and toilets and secure storage space, the latter, for Haven's exclusive use.
Other		

Reference and Administrative details

Charity name	CTiW Haven Project
Other name the charity uses	Haven
Registered charity number	1177700
Charity's principal address	c/o 59 Tankerton Road, Whitstable CT5 2AQ

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	Graham GODLEY	Treasurer		Churches Together in Whitstable
2	Emmanuel AGGREY-OGOE			----- ditto -----
3	Keely BATESON	Vice Chair		----- ditto -----
4	Martin BELGROVE	Chair		----- ditto -----
5	Simon TILLOTSON	Secretary		----- ditto -----
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Jacqueline CARTER (Employed part-time as Manager/Project Administrator)
Mark BENDING (Employed part-time as Assistant Project Administrator)

Exemptions from disclosure

Reason for non-disclosure of key personnel details


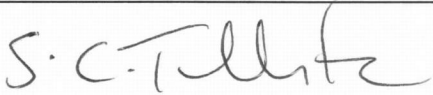


Other optional information

Declarations

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Martin Paul BELGROVE	Simon Christopher TILLOTSON
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date

10 February 2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

CTiW Haven Project

On accounts for the year  
ended

31<sup>st</sup> December 2021

Charity no  
(if any)

1177700

Set out on pages

2 only

(remember to include the page numbers of additional sheets)

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'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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

9th January 2022

Name:

BRIAN EDMUND PESTELL

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

M.A. (Accounting & Finance)



Address:	2 Little Paddocks
	Chestfield, Whitstable
	KENT CT5 3PR

Section B	Disclosure
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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.

None
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
CTiW Haven Project - RCN 1177700

No (if any)  
1177700

## Receipts and payments accounts



CC16a

For the period from	Period start date	To	Period end date
	01-Jan-21		31-Dec-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary income	15,493	-	-	15,493	12,674
Grants		1,600	-	1,600	8,200
KCC-CMG grant	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	15,493	1,600	-	17,093	20,874
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	15,493	1,600	-	17,093	20,874
<b>A3 Payments</b>					
Charitable activities	18,287	4,400	-	22,687	17,805
KCC-CMG grant refunded	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	18,287	4,400	-	22,687	18,805
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	18,287	4,400	-	22,687	18,805
<b>Net of receipts/(payments)</b>	- 2,794	- 2,800	-	- 5,594	2,069
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	16,533	5,000	-	21,533	19,464
<b>Cash funds this year end</b>	13,739	2,200	-	15,939	21,533

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 £
B1 Cash funds	Lloyds Bank, Blackheath.	13,739	2,200	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	13,739	2,200	-
	(agree balances with receipts and payments account(s))	OK	OK	
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	
		M BELGROVE	10/2/22	
		S TILLOTSON	10/2/22	