



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From: 1 January 2023 To: 31 December 2023**

**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>To relieve financial hardship and promote social inclusion for people sleeping rough, those recently housed, or otherwise vulnerable, for example, facing food and/or fuel poverty 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 hot food, outdoor gear (clothing, tents, sleeping bags &amp; rucksacks), shower and laundry facilities at St John's Methodist Church, Wesley Hall, Argyle Road, Whitstable CT5 1JS, every Monday, Wednesday and Friday afternoon.</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	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<b>During 2023, an average of thirty volunteers gave over 2,000 hours of their time supporting a rota system where no fewer than five, plus a manager, covered each session.</b>

Other		Haven employs, part-time, a manager and an assistant to oversee its operations, in particular, stock levels, sourcing goods at competitive prices, volunteers' training needs and compliance issues. Managers network in partnership with the Trustees so that Haven continues to signpost effectively.

## 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	<b>Sadly, the number of people in need and now on Haven's register has risen steeply since the pandemic, reversing the favourable trend that was observed in the early years following Haven's opening in 2016 (and incorporation in 2018). This appears to be the case nationwide, but, being located close to the Channel ports, the pressure on Canterbury City Council's housing stock is such that, despite their best efforts and regular representation at Haven, it takes much longer to accommodate deserving cases. 137 different people attended Haven at some time during 2023 and the free issue of outdoor gear to rough sleepers more than doubled as did our food costs. However, guests' respect for Haven and the local community is evidence that our services are effective and appreciated.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>New volunteers come forward regularly and it is good to have a 'waiting list'. Also Friends of Haven, both individuals and local businesses, are growing in number and make generous monetary donations and gifts in kind. Haven is registered with HMRC to recover Gift Aid.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Following receipt of the £10,000 grant from The National Lottery Community Fund (TNLCF) in December 2022, which we reported last year, in 2023 we were fortunate to receive grants from the following to all of whom we record our sincere thanks: Cantiacorum Foundation; Community Organisations Cost of Living Fund; Erica Leonard Trust; Tesco Community Fund; and The Whitehead Monckton Charitable Foundation.</b>

		<p>These grants and regular giving from Friends of Haven enabled us to cope with significant cost increases reflecting both inflation and higher demand in 2023. They also bring confidence as we budget for further price rises and continuing high footfall in 2024.</p> <p>Haven's second Spring Fayre &amp; Draw was another success both financially and in buy-in from the local community prompting more to give and to volunteer. Haven hosted thirty guests at its annual Christmas lunch which, together with gifts, was provided free of charge by local businesses, associations and individuals. Too many to name, but they are acknowledged on our website, <a href="http://www.haven-project.org">www.haven-project.org</a> and our thanks to them all.</p>
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	As at 31 December 2023, Haven carried forward a credit balance of £46,411 in account with Lloyds Bank, Lewisham, London, SE13 6JG. This comprised 100% unrestricted funds, the aforementioned £10,000 TNLCF grant having been spent in 2023.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is Haven's policy to hold the equivalent of not less than 6 months' budgeted operating costs.
Amount of reserves held	Para 1.22	Approximately 12 months' budgeted operating costs.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A



**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, associations and individuals who have become Friends of Haven; Grants; Gifts in kind; and Annual Spring Fayre &amp; Draw.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>Short term risks are mitigated by reserves, but Haven will have to rely on grant support going forward. It is to be hoped that grant makers, both local and national, will continue to value volunteers' inputs and matching funds from Friends of 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, e.g., Catching Lives and Porchlight.</b>



The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Canterbury City Council's outreach worker(s) attends Haven, usually every Wednesday, to assist guests with benefits, health and housing issues. Haven also enjoys a close working relationship with Canterbury Food Bank and participates in the local Warm Spaces initiative.</b>
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. 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 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 room and toilets and a secure store room, the latter for Haven's exclusive use.</b>
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		1 January – 31 August 2023	ditto
3	Keely BATESON	Vice Chair		ditto
4	Martin BELGROVE	Chair		ditto
5	Simon TILLOTSON		1 January – 19 October 2023	ditto
6	Rosemary PRITCHARD		19 October – 31 December 2023	ditto
7				

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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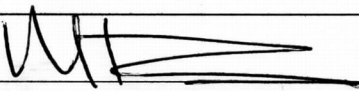
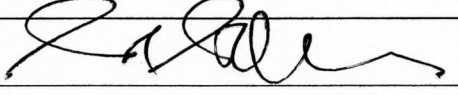
**Other optional information**

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**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	Graham Ronald GODLEY
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

22/2/24
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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

Charity Name  
CTiW Haven Project

On accounts for the year  
ended

31 December 2023

Charity no  
(if any)

1177700

Set out on pages

Two only.

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31/12/2023 DD / MM / YYYY.

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 (~~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:

8.1.24

Name:

Brian Edmund PESTELL

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

M.A. (Accounting & Finance)

Address:

Flat 5, 2 Graystone Road, Whitstable, CT5 2NB


**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.**

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
CTiW Haven Project

No (if any)  
1177700

## Receipts and payments accounts

CC16a

For the period from	Period start date 01-Jan-23	To	Period end date 31-Dec-23
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### 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	22,206	-	-	22,206	31,453
Grants	19,100	-	-	19,100	26,000
KCC-CMG grant	-	-	-	-	1,200
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>41,306</b>	<b>-</b>	<b>-</b>	<b>41,306</b>	<b>58,653</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>41,306</b>	<b>-</b>	<b>-</b>	<b>41,306</b>	<b>58,653</b>
<b>A3 Payments</b>					
Charitable activities	28,367	10,000	-	38,367	29,920
KCC-CMG grant	-	-	-	-	1,200
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>28,367</b>	<b>10,000</b>	<b>-</b>	<b>38,367</b>	<b>31,120</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>28,367</b>	<b>10,000</b>	<b>-</b>	<b>38,367</b>	<b>31,120</b>
<b>Net of receipts/(payments)</b>	<b>12,939</b>	<b>- 10,000</b>	<b>-</b>	<b>2,939</b>	<b>27,533</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>33,472</b>	<b>10,000</b>	<b>-</b>	<b>43,472</b>	<b>15,939</b>
<b>Cash funds this year end</b>	<b>46,411</b>	<b>-</b>	<b>-</b>	<b>46,411</b>	<b>43,472</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 £
B1 Cash funds		46,411	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>46,411</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

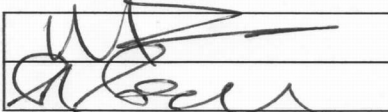
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Martin BELGROVE	22/2/24
	Graham GODLEY	22/2/24



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

Charity Name  
CTiW Haven Project

On accounts for the year  
ended

31 December 2023

Charity no  
(if any)

1177700

Set out on pages

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(remember to include the page numbers of additional sheets)

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under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
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8.1.24

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Brian Edmund PESTELL

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

M.A. (Accounting & Finance)

Address:

Flat 5, 2 Graystone Road, Whitstable, CT5 2NB


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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
CTiW Haven Project

No (if any)  
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## Receipts and payments accounts

CC16a

For the period from	Period start date 01-Jan-23	To	Period end date 31-Dec-23
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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	41,306	-	-	41,306	58,653
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	41,306	-	-	41,306	58,653
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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
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	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	28,367	10,000	-	38,367	31,120
<b>Net of receipts/(payments)</b>	12,939	- 10,000	-	2,939	27,533
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A6 Cash funds last year end	33,472	10,000	-	43,472	15,939
<b>Cash funds this year end</b>	46,411	-	-	46,411	43,472

## 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		46,411	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>46,411</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

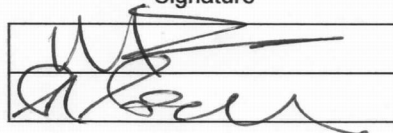
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Martin BELGROVE	22/2/24
	Graham GODLEY	22/2/24