



# The Sunday Centre Sheffield

## Annual Report for the year ending 31/12/2020

Status: Final  
Date Issued: 18-07-2021

## **Administrative Information**

For the year from 01 January 2020 to 31 December 2020

## **Management Committee**

Steve Clark	Chair
Peter Herbert	Treasurer
Michael Burston	Secretary, Communications, Volunteer Co-Ordinator
Howard Parry	Kitchen Lead
Kelly Lingard	Walk&Talk Lead
Abigail Sherwin	
Laura Howson	
Robert Freeman	
Victor Mujakachi	

## **Registered Office**

% Victoria Hall Methodist Church  
Norfolk Street  
Sheffield  
S1 2JB

## **Charity Number**

1179514

## **Independent Examiner**

An independent examiner isn't required as The Sunday Centre's income is less than £25,000 per annum

**Committee's annual report  
For the year ended 31 December 2020**

The management committee, who are the trustees of the charity, submit their annual report and the financial statements for the period 01/01/2020 to 31 December 2020 inclusive.

**Structure, governance and management**

The Sunday Centre was registered as a Charitable Incorporated Organisation (CIO) by the Charity Commission on 10 August 2018.

The Sunday Centre is run by a voluntary management committee who are elected each year at the Annual General Meeting. Management committee members have no beneficial interest in the organisation and are not remunerated.

**Objects and Activities**

The objects of The Sunday Centre (CIO) are:

- To provide a safe, friendly, welcoming place and a meal for homeless and other people in need to come and congregate on a Sunday afternoon
- To provide signposting to other agencies and projects who can help our service users
- To work with other agencies and projects to improve help for homeless and other people in need in Sheffield
- To provide a good quality volunteering experience to our volunteers

The charity meets the needs of Sheffield's men and women who are homeless, rootless, marginalised and anyone in need on Sundays throughout the year; closing only between Christmas Day and New Years Day. The Sunday Centre's user group is diverse and includes not only local homeless and other people in need but also refugees, asylum seekers, and new arrivals in the city.

The Sunday Centre endeavours to provide a safe place for people on the streets to come on a Sunday when all other projects in the city centre are closed. This has immediate benefits for service users and also makes a contribution towards reducing risk to our service users and, from some, reduces their risk of anti-social behaviour i.e. they are in a safe managed space

Due to CoVid restrictions we are unable to offer an indoor, sit-down meal service and have therefore switched during 2020 to a takeaway meal service. Though we, previously, would cater for up to 90 (and occasionally up to 100) guests each Sunday, we are now seeing approximately 60 guests each Sunday and handing out 80+ takeaway meals bags.

We are not a project that is set up to do one to one work but if we can advise or signpost, we do. We have good information about sources of professional help and support in the city (e.g. medical help, advice about housing, substance mis-use services) and can direct service users to those sources of help effectively

The management committee have taken due note of the Charity Commission guidance on public benefit.

## Achievements and performance

### Meals on Sunday

For this financial year, we opened the project on 5th January 2020. From that date until CoVid meant we had to close, we served anywhere between 80 and 90 guests each Sunday.

This changed due to the Coronavirus pandemic and the social distancing rules imposed by the government. These meant that we were unable to continue providing a sit-down meal service. And we had to therefore shut as an indoor, sit-down meal service early March 2020 and instead switched to provide a takeaway service. However when the Government imposed a National Lockdown at the end of March we had to close completely.

From the start of April through to the end of July the Sunday Centre partnered with other Sheffield homeless charities under the Help Us Help umbrella (e.g. Cathedral Archer Project, Ben's Centre, St. Wilfred's, HARC, Wednesday Soup Kitchen, etc.) to provide meals to the places where Sheffield's homeless had been housed - see Help Us Help CoVid Response below. This ensured that the homeless community could also isolate during the CoVid pandemic.

As the pandemic eased and there was less need to provide meals where people were, the Sunday Centre reopened on 9th August 2020 proving hot meals as a takeaway service.

Assuming an average of 85 guests per week for the 11 Sundays that we were open as an indoor, sit-down meal service from the start of the year to 15th March inclusive and then for the 21 weeks we opened as a takeaway service during the time period covered by this report we provided a total of 2,535 meals.

Our kitchen staff cook enough meals for an anticipated 80 guests each Sunday.

For the sit-down meal service, we open the doors for the guests at 1:30pm each Sunday and then serve tea, coffee and soup until 2pm when we serve our guests a hot two course meal. Once the meal is out of the way we then go back to serving tea, coffee, etc. until about 3:15/3:30pm.

We endeavour to provide a takeaway meal that is as nutritious and balanced as the sit-down meal we would otherwise have provided. Each takeaway bags includes: a hot meal, boxed drink, biscuits, choc treat, two pieces of fruit (i.e. a banana and orange), and bread and butter).

### Help Us Help CoVid Response

From the 6th April 2020, we were involved along with other of Sheffield's homeless projects in delivering a "Meals on Wheels" service from the Cathedral Archer Project. This moved to a seven day per week service, as traditional services were unable to open, and this was a way of us overcoming these challenges together as a partnership

From 6/4/20-2/8/20 volunteers from The Sunday Centre were actively involved in preparing meals that could be delivered to locations that had been used to safely house Sheffield's homeless community. This totalled around 7,369 meals for the time period involved – some of which were breakfasts and lunches for a 'walk up' service for people using the Archer Project, and others were 'Meals on Wheels' taken out to people staying in supported accommodation/hostels.

From 3/8/20-4/9/20 the service was temporarily transferred to St Gabriel's Church in Greystones, where up to 28th August 564 lunches were made and taken out to the hostels and supported accommodation

## **Walk & Talk**

During the first CoVid lockdown, volunteers from the Sunday Centre bumped into people we knew from using our project and others we know such as Big Issue sellers. It was clear from conversations with these people that, in addition to the important practical problems CoVid was causing, there was a significant issue of loneliness and isolation.

The Sunday Centre decided to use some of our volunteers to see if we could make a positive effort to, in a small way, tackle this.

Starting on 3rd June 2020, two volunteers would meet at about 11.00 each day in the city centre and walked a route taking in some of the places we knew people who use our project (and other city centre services) tend to gather.

When they saw someone who might want to talk they approached them, checked that they did and had a conversation.

The main purpose of these encounters was to, in that small way, challenge the isolation and loneliness people who use services felt. Although there was scope for volunteers to provide some assistance it was not the aim of Walk and Talk and we have held to a firm line of not giving out money or food.

## **Volunteers**

Throughout the period covered by this annual report we have hosted 127 volunteers of which 40 were students from either University of Sheffield or Sheffield Hallam University. It is fair to say that we couldn't provide the service that we do without the participation of the students.


## **Reserves Policy**

The Sunday Centre aims to maintain reserves at a level that covers running costs for 12 months. This equates to approximately £20,000 per year.



## Approval Of Annual Report

The trustees declare that they have approved The Sunday centre's annual report for the financial reporting period 01 January 2020 to 31 December 2020.

Dated:                      

Signed on behalf of the trustees:

Print Name: Stephen Clark

Position Held: Chair



Statement of Financial Activities

For the twelve months from 01 January 2020 to 31 December 2020

2020 Income & Expenditure

Balance (Start of Year)	£18,449.24			Notes
Liabilities (brought forward)				
			0.00	
Income				
Donations	17,367.69			
Collecting Tins	0.00			
Total Income	£17,367.69			
Expenditure				
SC 2019 Expenses Re-Imbursed 2020			1,536.05	Note 1
SC Re-Imbursement Paid 2020			7,624.83	
PH Re-imbursement			32.51	
MB Re-imbursement			441.92	
Misc Management				
Big Issue Donation			200.00	Note 2
LG Time & Expenses			278.03	
The Foundry (rent for hall)			3,324.87	
Total Expenditure			£13,438.21	
Liabilities (carried forward)				
SC Re-Imbursement Paid but not paid in				
The Foundry Invoices Paid but not paid in				
Total Liabilities (c/fwd)			£0.00	
HelpUsHelp Comms Spend				
Monies In	4,000.00			Note 3
Monies Out (To OML Media)			1,610.00	Note 4
Monies Carried F/wd to 2021)			£2,390.00	
Balance (as at 31/12/20) - calculated	£24,768.72			
Balance (as at 31/12/20) - bank a/c	£24,768.72			

- Note 1: SC expenditure incurred in 2019 but not claimed for until after start of year 2020: - SC Claim No 2019/06
- Note 2: Donation to Big Issue North Hardship Fund To provide 50% cost of 4 Contactless payment machines
- Note 3: Money received From Sheffield City Council for the exclusive use of Help Us Help to fund OML Media Communication work
- Note 4: Money paid to OML Media on behalf of Help Us Help to fund OML Media Communication work e.