



# The Sunday Centre Sheffield

## Annual Report for the year ending 31/12/2021

Status: Final  
Date Issued: 31-05-2022

## Administrative Information

For the year from 01 January 2021 to 31 December 2021

## Management Committee

### Trustees

Steve Clark	Chair
Peter Herbert	Treasurer
Michael Burston	Secretary, Communications, Volunteer Co-Ordinator
Kelly Lingard	Walk&Talk Lead
Abigail Sherwin	
Laura Howson	
Robert Freeman	
Victor Mujakachi	
Lucy Howson	Joined as a trustee 04/09/2021

### Plus

Ellie Poxton	Kitchen Lead
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## 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 2021**

The management committee, who are the trustees of the charity, submit their annual report and the financial statements for the period 01/01/2021 to 31 December 2021 inclusive.

During the reporting period Howard Parry stepped down as a trustee to be replaced by Lucy Howson on 4<sup>th</sup> September 2021

### **Structure, Governance and Management**

The Sunday Centre was registered as a Charitable Incorporated Organisation (CIO) by the Charity Commission on 10<sup>th</sup> 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 aspires to meet 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 the majority of 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

Though Covid restrictions were slowly lifted during 2021, The Sunday Centre trustees felt that the time was still not right to reopen as an indoor, sit-down meal service and, therefore, continued throughout 2021 to provide our guests with a takeaway meal service.

Though we, previously, would cater for up to 90 (and occasionally up to 100) guests each Sunday, we continued to see approximately 60 guests each Sunday and hand 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 3<sup>rd</sup> January 2021. We then opened as a takeaway service each Sunday until 19th December 2021 after which we closed for Christmas and handed over the reins to Homeless And Rootless for Christmas (HARC).

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.

Assuming an average of 55 guests per week for the 51 Sundays that we were opened as a takeaway service during the time period covered by this report we provided a total of 2,805 meals plus an additional 1275 second meals which guests either took home for friends and relations who couldn't make it to Victoria Hall or enjoyed the extra meal themselves.

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 bag therefore includes: a hot meal, boxed drink, biscuits, cake, choc treat, two pieces of fruit (i.e. a banana and orange), and bread and butter).

### Walk & Talk

As the CoVid restrictions were lifted and people returned from furlough to work, the number of people available to volunteer for the Walk & Talk initiative reduced. We also found that the people we met on the street were less in need of additional personal contact as the people they usually mixed with returned to the city centre.

The Sunday Centre therefore wound up the Walk & Talk initiative. However, during the autumn months we ran some training sessions for the University of Sheffield Helping Hands team. The students involved with this were undertaking a similar initiative to Walk & Talk.

## Volunteers

Running a takeaway service requires less volunteers than an indoor, sit-down meal service, however during the period covered by this annual report we have hosted 123 volunteers of which 24 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 2021 to 31 December 2021.

Dated: \_\_\_\_\_

Signed on behalf of the trustees:

Print Name:

Position Held:

**Statement of Financial Activities**

**For the twelve months from 01 January 2021 to 31 December 2021**

- Note 1: Sheffield City Council Refund for Q2 & Q3 to cover Sunday Centre additional costs due to CoVid
- Note 2: Money paid to OML Media on behalf of Help Us Help to fund OML Media Communication work from funds received from SCC in 2020
- Note 3: Money for the explicit use of Kathryn Bliss "Feed a family of 4" recipe booklet as she didn't have a suitable bank account.
- Note 4: Equals Money In dedicated to Kathryn Bliss plus and additional £20 from Sunday Centre

Sunday Centre Income & Expenditure 2021

<b>Balance (Start of Year)</b>	£24,768.72			Notes
<b>Liabilities (brought forward)</b>				
<b>Income</b>				
<b>Donations</b>	20,806.05			
<b>Collecting Tins</b>	0.00			
<b>COMF Fund (CoVid Spend Refund)</b>	1,385.88			Note 1
<b>Total Income</b>	£22,191.93			
<b>Expenditure</b>				
<b>SC Re-Imbursement Paid 2021</b>			14,970.52	
<b>PH Re-imbursement</b>			42.60	
<b>MB Re-imbursement</b>			797.08	
<b>Misc Management</b>				
<b>LG Time &amp; Expenses</b>			503.53	
<b>The Foundry (rent for hall)</b>			7,184.96	
<b>Total Expenditure</b>			£23,498.69	
<b>HelpUsHelp Comms Spend</b>				
<b>Monies In</b>	0.00			
<b>Monies Out (To OML Media)</b>			2,130.00	Note 2
<b>Feed A Family Of 4 For £2.00</b>				
<b>Monies In</b>			2,120.00	Note 3
<b>Monies Out (To Kathryn Bliss)</b>			2,140.00	Note 4
<b>Total Income</b>	24,311.93			
<b>Total Expenditure</b>	27,768.69			
<b>Balance (as at 31/12/21) - calculated</b>	£21,311.96			
<b>Balance (as at 31/12/21) - bank a/c</b>	£21,311.96			