

MEDWAY SHELTER AND SUPPORT

England & Wales · Charity number 1180990

Details

Other names	MEDWAY NIGHT SHELTER, MEDWAY WINTER NIGHT SHELTER
Status	Registered
Legal form	CIO
Registered	2018-12-04
Register	View on the Charity Commission register

Contact

Address	C/O The Salvation Army 50 Green Street Gillingham Kent ME7 1XA
Phone	01634231690
Email	medwayshelter@gmail.com
Website	www.medwayshelter.org

Activities

Objects: THE OBJECT OF THE CIO IS THE RELIEF OF POVERTY BY THE PROVISION OF EMERGENCY AND OTHER ACCOMMODATION, ADVICE, SUPPORT AND ASSISTANCE FOR PERSONS IN NEED, WHO ARE DEEMED TO BE HOMELESS, VULNERABLY HOUSED OR OTHERWISE SUFFERING THE EFFECTS OF POVERTY, THROUGH COLLABORATION BETWEEN CHURCHES AND OTHER CONCERNED INDIVIDUALS AND ORGANISATIONS.

Activities: Medway Night Shelter is run by Medway Churches and other concerned local groups to help homeless people with a connection to Medway. Originally set up to provide support during the coldest and most difficult time of the year, activities have expanded to include a year round project for homeless and vulnerably housed people, namely a drop in centre.

Classification

- **How:** Provides Services
- **What:** Disability, The Prevention Or Relief Of Poverty
- **Who:** Other Defined Groups

Geography

- Medway

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£913	£7,172	-	-
2023-12-31	£14,783	£22,583	-	-
2022-12-31	£13,228	£53,544	-	-
2021-12-31	£51,058	£28,206	-	-
2020-12-31	£46,759	£17,710	-	-

Trustees

Name	Role	Appointed
ANDREW MILLEST		2022-09-23
Lieutenant MARTYN BELLSHAW		2022-09-23
MARTIN CHARLES EARLE		2021-10-25
NATASHA BECKHELLING		2022-09-23
Rev Elizabeth Anne Cox		2022-09-23

Accounts

Medway Shelter & Support

Annual Report for the year ending December 2024

Charity Details

Medway Shelter & Support (formerly Medway Night Shelter)

Salvation Army
Green Street
Gillingham ME7 1XA

Charity Number: 1180990

Trustees

Martin Earle (elected 25th October 2021, Chair from 23rd September 2022)

Martin Fielder-White (Treasurer ex-officio, appointed 2018)

Natasha Beckhelling (elected 23rd September 2022)

Andy Millest (elected 23rd September 2022)

Martyn Bellshaw (elected 23rd September 2022)

Christopher Lindo (elected 20th May 2023)

Pamela Grunwell (elected 20th May 2023)

Name Change

With the changing nature of how we are able to help the local homeless & vulnerably housed, it was approved in September 2024 that the name of the charity be changed to Medway Shelter & Support.

Activities and objectives

The Medway Night Shelter/Medway Shelter & Support is a local charitable organisation, which was incorporated in 2018. It was originally set up in 2015 as a result of close collaboration between Medway Churches and concerned local groups in response to a perceived need to support and champion those sleeping rough, especially in the winter months.

The charity provides shelter and support and an evening meal from a number of locations within the Medway towns.

Winter Shelter

The 2024 Shelter Season opened on Monday 15th January as a provision of an evening meal and support across five locations within Medway and closed on 28th March 2024.

In a contrast to previous years we did not operate an overnight shelter facility but instead expanded the Monday night drop in to provide a hot meal, safe space and advocacy in multiple venues across Medway over the period.

Meals were provided at the following locations, some instigated by the charity, and others in conjunction and supporting those with existing arrangements.

Sunday evening meal at the New Testament Church of God, Vicarage Road, Strood.

Monday evening meal at the Salvation Army, Green Street, Gillingham.

Thursday evening meal at the Quakers Meeting House, Northgate, Rochester.

Friday evening meal at Rochester Baptist Church, Crow Lane, Rochester.

Saturday morning breakfast at St Barnabas, Stopford Road, Gillingham.

Over the three month period, we opened for 42 sessions and served around 350 meals to guests, thanks to the generosity of nearly 50 volunteers of whom 50% had been with the shelter previously,

In addition to the existing guests who attend the Monday night drop-in, we welcomed 15 new members – 5 of whom were homeless. The other sessions welcomed 27 new guests, 15 of whom were homeless. Advocacy proved challenging as many of the homeless guests attended only once or did not want to register with Medway Council making placing them difficult.

During this three month period, the charity employed (on a part time basis) a support worker who attended meals and assisted guests in housing applications. This had a mixed level of engagement and success with clients.

However, the overarching message we received on asking guests (both homeless and housed) why they were attending the sessions was that they wanted food and companionship.

Contact with a number of the guests have continued with the Monday night drop-in into 2025.

Thank you to all the volunteers and venues for welcoming the guests and providing them with a safe place to come, a warm reception and good food to sustain them.

Weekly Drop-in Throughout the year

The Drop-in which runs each Monday evening all year, ran throughout 2024 with on average around 20 guests per session, though for some sessions there have been 25+. The guests are generally those who are vulnerably housed, though some homeless people have also attended. The drop-in operated with approx. 16 volunteers.

A drop-in also ran at the Strood venue (New Testament Church of God) from October 2024 to March 2025, providing shelter, support and a weekly Sunday evening meal. An average of 10 to 15 guests attended, with 20 volunteers attending on a rota.

Governance Structure

Trustees

The charity trustees manage the affairs of the Medway Shelter & Support ensuring the activities are in line with the Objectives of the Charity outlined above. Decisions taken by trustees throughout the year has taken into account the commission's public benefit guidance.

It is the duty of each of the trustees to exercise their powers and to perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the charity.

Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:
 - If he or she is under the age of 16 years; or
 - If he or she would automatically cease to hold office under the provisions of re-election requirements outlined in clause 13.1.f of the charities constitution.
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIP must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Appointment of trustees

There should be not less than 6 nor more than 10 elected trustees and 2 ex officio trustees.

One elected trustee resigned at the AGM in 2024. At every AGM a third of the Trustees (or the number closest to a third) will retire.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. Following a change to the constitution at the 2022 AGM the constitution requires that "a charity trustee who has served for six consecutive terms may not be reappointed for a seventh consecutive term but may be reappointed after an

interval of at least one year". This change to the constitution was shared with the Charity Commissioners in 2022.

Trustees reserve the right to appoint additional trustees for the period to the next AGM provided this does not exceed the number of trustees stated above.

Further details on the appointment of trustees, their responsibilities and the structure of the Charity can be found in the Charitable Organisations Constitution, a copy of which can be made available to any member or trustee who requests it.

Members

Individuals can become a member of the Medway Night Shelter by:

- Requesting to join the membership and expressing an interest in the workings of the shelter and a care for those it seeks to help
- Volunteering at the Medway Night Shelter

At the end of each shelter season, existing volunteers will be asked if they wish to continue to be contacted by the shelter for volunteering opportunities in the next season. Any volunteers who wish to cease to volunteer will be given the opportunity to remain a member of the Shelter and have a right to attend and vote at the Annual General Meeting.

There are currently 36 registered members of the Medway Shelter & Support.

Name: Martin Earle

Designation: Chair of Trustees

Signed:



Dated:

5/9/25

MEDWAY NIGHT SHELTER
1/1/24 TO 31/12/24
CHARITY NUMBER 1180990

RECEIPT & PAYMENTS ACCOUNT PERIOD ENDING 31 DECEMBER 2024

RECEIPTS	2023	2024
	£	£
Church Donations	7147	460
Anonymous Donations	0	235
Firms Donations	394	0
Other Donations	1695	0
Grants Watts Charity	5400	0
Just Giving	147	218
Medway BC Grant	0	0
Homeless Link Grant	0	0
Total Receipts	14783	913
PAYMENTS		
Drop In Food	1060	1753
Shelter Food	2234	1710
Insurance	771	751
MNS Equipment	716	0
Cooking Equipment	0	0
Admin Expenses	790	534
CCPAS	656	1050
Phone	120	30
Employment Costs	15643	1063
Payroll Services	83	41
Training	294	24
Just Giving Cost	216	216
Homeless Shelter	0	
Total Payments	22583	7172
Income/Expenditure	-7800	-6259
Funds Carried Forward	30082	16023
Represented by -		
Bank Account	22282	16023
Total	<u>22282</u>	<u>16023</u>

MEDWAY NIGHT SHELTER
1/1/24 TO 31/12/24
CHARITY NUMBER 1180990

BALANCE SHEET

	As at 31/12/2023 £	As at 31/12/2024 £
Receipts as per schedule	14783	913
<u>Total Incoming Resources</u>		
Payments as per schedule	22583	7172
<u>Total Outgoing Expenses</u>		
BALANCE	-7800	-6259
Funds b/f from prior year	30082	22282
Funds c/f to new year	22282	16023
BANK STATEMENT	<u>22282</u>	<u>16023</u>

Medway Night Shelter - Independent Examiner's Report

This report on the financial statements of Medway Night Shelter for the year ended 31 December 2024, is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the trustees and examiner

As trustees you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and section 144 of the Act does not apply and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act or
- the accounts do not accord with the accounting records
- the accounts do 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 come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Keith Scudder
42 Frobisher Way
Gravesend
Kent
DA12 4RA

Date 9th April 2025

Accounts

Medway Night Shelter

Annual Report for the year ending December 2023

Charity Details

Medway Night Shelter

Salem Church of the Nazarene,
Nelson Road,
Gillingham,
ME7 4LH

Charity Number: 1180990

Trustees

Martin Earle (elected 25th October 2021, Chair from 23rd September 2022)

Amy Brown (Secretary ex-officio, appointed 2nd March 2021)

Martin Fielder-White (Treasurer ex-officio, appointed 2018)

Gayley Horne (from 12th March 2020, resigned 18th March 2024)

Tracy Read (from 12th March 2020, Chair 25th October 2021 to 23rd September 2022,
resigned 20th May 2023)

Natasha Beckhelling (elected 23rd September 2022)

Rev Liz Cox (elected 23rd September 2022)

Andy Millest (elected 23rd September 2022)

Martyn Bellshaw (elected 23rd September 2022)

Christopher Lindo (elected 20th May 2023)

Pamela Grunwell (elected 20th May 2023)

Activities and objectives

The Medway Night Shelter is a local charitable organisation, which was incorporated in 2018. It was originally set up in 2015 as a result of close collaboration between Medway Churches and concerned local groups in response to a perceived need to support and champion those sleeping rough, especially in the winter months. It was the first such facility in the Medway Towns. The shelter works with the local authority and other housing providers to help house those that are newly homeless and re-house those rough sleeping; and to help those vulnerably-housed to sustain their housing and to develop networks through engaging in activities within the local community.

Winter Night Shelter

The 2022-2023 Shelter Season opened on Monday 9th January as a static dormitory style shelter and closed on 31st March 2023, being open for a total of 81 nights. The venue was a church, which had been successfully used in previous years as one of the venues for our roving shelter. Now, owned by the Salvation Army, the venue was renovated and made available for the sole use of the Night Shelter. The Salvation Army was extremely generous and ensured the Salem Centre was fit for purpose, providing Internet access and also lockers for the guests. The security of the shelter was assured because of the lockable gates and the forecourt parking was useful not only for the volunteers but also for the guests, some of whom owned and ran cars, needed to sustain work. The venue was easily accessible for guests with mobility problems and not far from a main bus route.

Ten beds were offered for use, following a risk assessment in the light of the new guidance post-pandemic, in two large rooms. Men and women were offered their own spaces, and a small room with its own bathroom facilities was available in case of the need for isolation. A number of testing kits had been sourced. These were not needed and the shelter remained Covid-free again. Sincere thanks to all the volunteers who were very diligent about staying away if they felt unwell to any extent.

The shelter opened at 4pm each weekday afternoon to register new guests referred by Medway Council or Caring Hands. Once admitted guests were able to come to the shelter from 5.30pm, where volunteers were available to chat over a cup of tea and cake and engage in some leisure activities. Support with the use of IT in looking for accommodation was provided. A cook and a kitchen helper prepared a nutritious two-course meal each day, taking into account dietary needs and all the guests and volunteers sat around the table to eat together. At times the guests requested that Grace be said. Guests expressed how much they enjoyed the variety of meals and puddings, and also the company. Breakfast was made to order by breakfast volunteers each morning and guests were provided with sandwiches for the day. On particularly cold days the guests were permitted to return to the shelter for 4pm, and when it snowed the shelter was staffed throughout the day so that the guests did not have to leave. The shelter session typically began at 4pm with registration on week days and 5.30pm at weekends and continued overnight through till 9am the next morning.

Staffing of the shelter was mainly by a group of 48 volunteers and two staff members. Registration involved at least one staff member or volunteer experienced in registration; and the night duty was covered with a volunteer and at least one staff member or Trustee.

Total number of volunteers hours was 2761 hours, which at minimum wage of £9.50per hour in 2022/2023 is a cost of £26,229. Just under a fifth of the volunteers (9) were new to the shelter this season, fewer new recruits than the previous season. There was a

particular shortage of male overnight volunteers and the lead cook role was difficult to fill and needed covering by staff members. Volunteers provided cover for each other as they were able. One church volunteer took on the role of providing cake for afternoon tea and another signed up through social media to do the laundry.

Seventeen guests were admitted to the shelter. All but three were referred by Housing Options at Medway Council (the three by Caring Hands). In total Housing options referred around 45 guests to the shelter which were followed up with a phone call, and sometimes a text to give them an idea of where they needed to register. But fewer than a third of those who were referred presented at registration. Some had work and said that a dormitory style shelter would not support their work, others had places where they could sleep the night, a few agreed to attend but did not show up. This was disappointing. The shelter was therefore never fully occupied on any one night.

The shelter began very promisingly, with a number of the earliest guests registered moving into accommodation mainly supported housing. However the later guests had more complex needs and were more difficult to place. Four guests chose to return to the streets for a number of reasons. One moved back home, two moved on and into work, two into Private Rented Sector and five were assisted into supported or temporary housing. The shelter developed a close working relationship with a Supported Housing Provider KSH and were able to facilitate two guests to move to this type of accommodation. Sadly two guests were forced to return to the streets as the Local Authority said it had no statutory duty towards them (although there were nominal housing plans in place). Efforts by staff were thwarted due to their complex histories.

A quarter of the guests admitted were female, and were placed much more quickly than the male guests. Three quarters of the guests admitted to having poor mental health, some of whom were medicated to help them. Guests were all of British nationality.

The shelter assisted two guests with their first months top-up payment, around £68 each and also assisted a few guests with a start-up pack for their new homes.

The support from Housing Options was minimal this year. No visits were made to the shelter and apart from referrals, communication was limited to providing Housing Plans. It was not clear what was being done to actually assist the homeless people with finding suitable accommodation. Links with the RSI team and the Housing Strategy Team has been strained.

Overall the shelter did what it aims to do, but there is huge sense of disappointment and a sense of unease that in this day and age the shelter has closed with two of its guests, who wish to be housed, back on the street because the local authority has deemed it has no statutory duty towards them, failing even to provide temporary housing. The shelter staff did all that was possible for them to be placed. I note that there is a distinct lack of

the personal touch and empathy for these vulnerable people within the Local Authority since the COVID pandemic and offering and insisting on phone interviews/appointment systems and phone calls when many of these people do not possess a phone or struggle to make themselves heard, makes the whole system harder for them to navigate, even with support. The whole issue seems to me to have become more de-personalised and therefore easier to dismiss.

For the guests that did take up the spaces, there was a sense that the shelter offered them a space where they were not judged for past mistakes, where they were treated with care and respect and genuinely welcomed. Volunteers have commented on the transformations seen in some guests, in the way they relate to each other and hold themselves and the care they showed towards each other, the volunteers and the place which was their home if only for a few weeks.

There was never a sense from any of the volunteers that any of their efforts were wasted even if it benefitted just one guest.

Thank you to all shelter volunteers - for the value they put on every guest's life and nothing was too much for them. Thank you.

Weekly Drop-in Throughout the year

The Drop-in which runs each Monday evening all year, ran throughout 2023 with on average around 17 guests per session, though for some sessions there have been 23. The guests are generally those who are vulnerably housed, though some homeless people have also attended.

Volunteer support for this venture needs developing further.

Governance Structure

Trustees

The charity trustees manage the affairs of the Medway Night Shelter ensuring the activities are in line with the Objectives of the Charity outlined above. Decisions taken by trustees throughout the year has taken into account the commission's public benefit guidance.

It is the duty of each of the trustees to exercise their powers and to perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the charity.

Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:

- If he or she is under the age of 16 years; or
- If he or she would automatically cease to hold office under the provisions of re-election requirements outlined in clause 13.1.f of the charities constitution.

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIP must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Appointment of trustees

There should be not less than 6 nor more than 10 elected trustees and 2 ex officio trustees.

One elected trustee resigned at the AGM in 2023 and the Secretary of Trustees also resigned at the AGM. Two new Trustees were recruited and appointed at the AGM, bringing the number of trustees up to 8. At every AGM a third of the Trustees (or the number closest to a third) will retire.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. Following a change to the constitution at the 2022 AGM the constitution requires that “a charity trustee who has served for six consecutive terms may not be reappointed for a seventh consecutive term but may be reappointed after an interval of at least one year”. This change to the constitution was shared with the Charity Commissioners in 2022.

Trustees reserve the right to appoint additional trustees for the period to the next AGM provided this does not exceed the number of trustees stated above.

Further details on the appointment of trustees, their responsibilities and the structure of the Charity can be found in the Charitable Organisations Constitution, a copy of which can be made available to any member or trustee who requests it.

Members

Individuals can become a member of the Medway Night Shelter by:

- Requesting to join the membership and expressing an interest in the workings of the shelter and a care for those it seeks to help
- Volunteering at the Medway Night Shelter

At the end of each shelter season, existing volunteers will be asked if they wish to continue to be contacted by the shelter for volunteering opportunities in the next season. Any volunteers who wish to cease to volunteer will be given the opportunity to remain a member of the Shelter and have a right to attend and vote at the Annual General Meeting.

There are currently 36 registered members of the Medway Night Shelter.

Name: Martin Earle

Designation: Chair of Trustees

Signed:

A handwritten signature in black ink, appearing to read 'ME', with a stylized flourish at the end.

Dated: 9/6/2024

Medway Night Shelter - Independent Examiner's Report

This report on the financial statements of Medway Night Shelter for the year ended 31 December 2023, is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the trustees and examiner

As trustees you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and section 144 of the Act does not apply and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act or
- the accounts do not accord with the accounting records
- the accounts do 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 come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Keith Scudder
42 Frobisher Way
Gravesend
Kent
DA12 4RA

Date 15th April 2024

MEDWAY NIGHT SHELTER
1/1/23 TO 31/12/23
CHARITY NUMBER 1180990

RECEIPT & PAYMENTS ACCOUNT PERIOD ENDING 31 DECEMBER 2023

RECEIPTS	2022	2023
	£	£
Church Donations	1468	7147
Anonymous Donations	0	0
Firms Donations	0	394
Other Donations	835	1695
Grants Watts Charity	10000	5400
Just Giving	925	147
Medway BC Grant	0	0
Homeless Link Grant	0	0
Total Receipts	13228	14783
PAYMENTS		
Drop In Food	796	1060
Shelter Food	2042	2234
Insurance	705	771
MNS Equipment	0	716
Cooking Equipment	0	0
Admin Expenses	4129	790
CCPAS	932	656
Phone	120	120
Employment Costs	15752	15643
Payroll Services	143	83
Training	180	294
Just Giving Cost	216	216
Homeless Shelter	28529	0
Total Payments	53544	22583
Income/Expenditure	-40316	-7800
Funds Carried Forward	30082	22282
Represented by -		
Bank Account	30082	22282
Total	<u>30082</u>	<u>22282</u>

MEDWAY NIGHT SHELTER
1/1/23 TO 31/12/23
CHARITY NUMBER 1180990

BALANCE SHEET

	As at 31/12/2022 £	As at 31/12/2023 £
Receipts as per schedule	13228	14783
<u>Total Incoming Resources</u>		
Payments as per schedule	53544	22583
<u>Total Outgoing Expenses</u>		
BALANCE	-40316	-7800
Funds b/f from prior year	70398	30082
Funds c/f to new year	30082	22282
BANK STATEMENT	<u>30082</u>	<u>22282</u>

Accounts

Medway Night Shelter

Annual Report for the year ending December 2022

Charity Details

Medway Night Shelter

Salem Church of the Nazarene,
Nelson Road,
Gillingham,
ME7 4LH

Charity Number: 1180990

Trustees

Tracey Read (from 12th March 2020, Chair from 25th October 2021 to 23rd September 2022)

Martin Earle (elected 25th October 2021, Chair from 23rd September 2022)

Amy Brown (Secretary ex-officio, appointed 2nd March 2021)

Martin Fielder-White (Treasurer ex-officio, appointed 2018)

Christopher Lindo (elected 18th Sept 2019, resigned 23rd September 2022)

Pamela Grunwell (elected 18th Sept 2019, resigned 23rd September 2022)

Stephen Ramshaw (elected 18th Sept 2019, resigned 23rd September 2022)

Gayley Horne (from 12th March 2020)

Natasha Beckhelling (elected 23rd September 2022)

Rev Liz Cox (elected 23rd September 2022)

Andy Millest (elected 23rd September 2022)

Martyn Bellshaw (elected 23rd September 2022)

Activities and objectives

The Medway Night Shelter is a local charitable organisation, which was incorporated in 2018. It was originally set up in 2015 as a result of close collaboration between Medway Churches and concerned local groups in response to a perceived need to support and champion those sleeping rough, especially in the winter months. It was the first such facility in the Medway Towns. The shelter works with the local authority and other housing providers to help house those that are newly homeless and re-house those rough sleeping; and to help those vulnerably-housed to sustain their housing and to develop networks through engaging in activities within the local community.

Winter Night Shelter

The 2021-2022 Shelter Season continued in a similar vein to the 2020-2021 season with the Coronavirus Covid-19 pandemic remaining a factor within planning. Dormitory style shelters, whether roving or static were not advised. In discussion with the Local Authority and in partnership with Caring Hands, supported by a sizeable grant of £48620 from the Winter Transformation Grant, for a second year the Medway Night Shelter was able to offer a six-bed self-contained room night shelter with shared facilities from January until March. The grant funding covered the costs of staffing, including providing the shelter with the ability to pay for overnight security staff as the number of volunteers fell, making it hard to otherwise staff the shelter twenty-four hours a day.

Twenty-four hour staffing was offered due to the ongoing pandemic, allowing guests to isolate if they so wished at a time when the spread of COVID was particularly virulent. Guests were given access to showers, laundry and dishwasher facilities, and also access to cleaning materials to look after their own rooms. A cleaning company was engaged to undertake a deep clean and sustain the cleaning of communal areas daily. Volunteers ensured high traffic areas were cleaned hourly.

The shelter ran for ten weeks, opening on 17th January and finished on 31st March 2022. Low needs homeless guests were triaged and referred by LA Housing Options or Caring Hands. Twelve guests were admitted to the shelter, five by Housing at Medway Council and seven by Caring Hands. The shelter began very promisingly, with four guests moving on within two weeks of registering with us. All but one of the guests admitted were male.

The guests spanned a range of nationalities, seven classed as British and five of Eastern European heritage, three of whom had what is termed as 'settled status' and therefore were eligible for benefits and able to apply for housing. Two were supported to obtain their passport ID (which had been stolen) and to apply for settled status with the support of the RSI team. These guests had been advised to visit the job centre, but all three had a preference to seek work. One guest had regular work, another guest obtained stable work after arriving at the shelter. Other guests sourced itinerant work, for example, on building sites, car wash, as a delivery driver.

At the end of the shelter, six guests had gone into their own place. Two went into temporary accommodation, one into supported housing with a second referred for and with an offer for supported housing. One guest stayed a few days and chose to leave the shelter and another working guest decided to hold out for a small flat or house and declined rooms offered.

While the pandemic had not fully receded, the risk was lower and better understood meaning the ability to socialise was reintroduced, with guests and volunteers able to, if they so wished, eat dinner together each night and a number of jigsaw puzzles completed by volunteers and guests throughout the season. This was really valued by both guests

and volunteers, with one guest commentating that he had never felt part of a family as he did when at the shelter. Volunteers shared how much they enjoyed meeting other volunteers and making new connections, the puzzles were for many a unifying activity and a point of much fun and discussion.

Overall the shelter was more successful than in the 2020-2021 season as it saw double the number of guests admitted, with the shelter full for most of the nights. For the second year in a row, no guests or volunteers contracted Covid whilst at the shelter. All volunteers completed the training and subscribed to the ethos of the shelter allowing the guests to experience consistency of care.

Some thoughts going forward...

The single-occupancy venue used for the shelter over the last two years will not be available in future as Caring Hands seek to develop and make use of the space throughout the year. Whilst the Covid pandemic has not completely disappeared, the high level of vaccination in the country means that this has now become a disease that needs to be lived with rather than a new, unknown. It is therefore thought a dormitory style shelter is once again appropriate, and planning for the 2022-23 season will reflect this.

As the risk of lockdowns has reduced and it is unlikely that the government would provide the Winter Transformation Grant for a dormitory style shelter, the ability to staff the shelter 24 hours a day is another area which will need to be carefully considered as volunteers will once again be required for the overnight shifts. Focus may be needed on finding volunteers for these shifts, with the shelter once again closing during the day.

Weekly Drop-in Throughout the year

The Drop-in which runs each Monday evening all year, ran through the 2022 shelter season with on average around 14 guests per session, though for some sessions there have been 19. During the year, it moved from being based at Salem, to the Salvation Army Green Street to allow work to be conducted at Salem. The guests are generally those who are vulnerably housed, though some homeless people have also attended.

Volunteer support for this venture needs developing further.

Genesis Football Medway

This project is a collaborative partnership between Anchorians Club, Gillingham, St John's Church, Chatham and the Medway Sports Development Team and facilitated by Ambassadors Football. The project commenced in September 2021 and invites homeless people and those that are vulnerably housed or marginalised to join in five-a-side football on a 5G pitch, followed by a two course meal and table talk around a biblical text once

each week. Medway Night Shelter funds the meal for the guests attending and the coaches, cook and other leaders being provided by the partners. The project has successfully increased the numbers attending week by week, and there is mixture of genders.

Governance Structure

Trustees

The charity trustees manage the affairs of the Medway Night Shelter ensuring the activities are in line with the Objectives of the Charity outlined above. Decisions taken by trustees throughout the year has taken into account the commission's public benefit guidance.

It is the duty of each of the trustees to exercise their powers and to perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the charity.

Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:
 - If he or she is under the age of 16 years; or
 - If he or she would automatically cease to hold office under the provisions of re-election requirements outlined in clause 13.1.f of the charities constitution.
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIP must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Appointment of trustees

There should be not less than 6 nor more than 10 elected trustees and 2 ex officio trustees.

Three trustees, resigned at the AGM in 2022 and the Chair of Trustees also changed following the AGM. Four new Trustees were recruited and appointed at the AGM, bringing the number of trustees up to 7. At every AGM a third of the Trustees (or the number closest to a third) will retire.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. The constitution at the start of 2022 stated that, "a charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years". At the AGM, the meeting approved a change to the constitution to permit a trustee to be reappointed after one year." This change to the constitution was shared with the Charity Commissioners in 2022.

Trustees reserve the right to appoint additional trustees for the period to the next AGM provided this does not exceed the number of trustees stated above.

Further details on the appointment of trustees, their responsibilities and the structure of the Charity can be found in the Charitable Organisations Constitution, a copy of which can be made available to any member or trustee who requests it.

Members

Individuals can become a member of the Medway Night Shelter by:

- Requesting to join the membership and expressing an interest in the workings of the shelter and a care for those it seeks to help
- Volunteering at the Medway Night Shelter

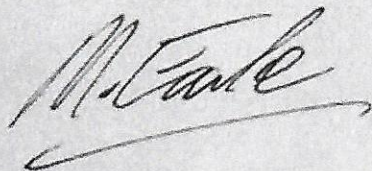
At the end of each shelter season, existing volunteers will be asked if they wish to continue to be contacted by the shelter for volunteering opportunities in the next season. Any volunteers who wish to cease to volunteer will be given the opportunity to remain a member of the Shelter and have a right to attend and vote at the Annual General Meeting.

There are currently 47 registered members of the Medway Night Shelter.

Name: Martin Earle

Designation: Chair of Trustees

Signed:



Dated:

10/5/23.

MEDWAY NIGHT SHELTER
1/1/22 TO 31/12/22
CHARITY NUMBER 1180990

RECEIPT & PAYMENTS ACCOUNT PERIOD ENDING 31 DECEMBER 2022

RECEIPTS	2021	2022
	£	£
Church Donations	597	1468
Anonymous Donations	0	0
Firms Donations	200	0
Other Donations	847	835
Grants Watts Charity	0	10000
Just Giving	794	925
Medway BC Grant	0	0
Homeless Link Grant	48620	0
Total Receipts	51058	13228
 PAYMENTS		
Drop In Food	1214	796
Shelter Food	1054	2042
Insurance	678	705
MNS Equipment	0	0
Cooking Equipment	0	0
Admin Expenses	1170	4129
CCPAS	597	932
Phone	90	120
Employment Costs	14613	15752
Payroll Services	102	143
Training	159	180
Just Giving Cost	216	216
Homeless Shelter	8313	28529
Total Payments	28206	53544
 Income/Expenditure	22852	-40316
 Funds Carried Forward	70398	30082
 Represented by -		
Bank Account	70398	30082
Total	<u>70398</u>	<u>30082</u>

MEDWAY NIGHT SHELTER
1/1/22 TO 31/12/22
CHARITY NUMBER 1180990

BALANCE SHEET

	As at 31/12/2021 £	As at 31/12/2022 £
Receipts as per schedule	51058	13228
<u>Total Incoming Resources</u>		
Payments as per schedule	28206	53544
<u>Total Outgoing Expenses</u>		
BALANCE	22852	-40316
Funds b/f from prior year	47546	70398
Funds c/f to new year	70398	30082
BANK STATEMENT	<u>70398</u>	<u>30082</u>

Medway Night Shelter - Independent Examiner's Report

This report on the financial statements of Medway Night Shelter for the year ended 31 December 2022, is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the trustees and examiner

As trustees you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and section 144 of the Act does not apply and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners report

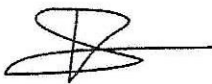
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act or
- the accounts do not accord with the accounting records
- the accounts do 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 come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Keith Scudder
42 Frobisher Way
Gravesend
Kent
DA12 4RA

Date 3rd March 2023

Accounts

Medway Night Shelter

Annual Report for the year ending December 2021

Charity Details

Medway Night Shelter

Salem Church of the Nazarene,
Nelson Road,
Gillingham,
ME7 4LH

Charity Number: 1180990

Trustees

Caroline Clarke (Chair from 19th December 2019; resigned 30th April 2021)

Theresa Harrison (Secretary ex-officio; resigned 6th February 2021)

Amy Brown (Secretary ex-officio, appointed 2nd March 2021)

Martin Fielder-White (Treasurer ex-officio, appointed 2018)

Christopher Lindo (elected 18th Sept 2019)

Pamela Grunwell (elected 18th Sept 2019)

Stephen Ramshaw (elected 18th Sept 2019)

Paul Yaxley (elected 18th Sept 2019; resigned 25th October 2021)

Fiona Allan (elected 18th Sept 2019; resigned 6th March 2021)

Angela Edwards (19th December 2019; resigned 30th April 2021)

Gayley Horne (from 12th March 2020)

Tracey Read (from 12th March 2020, Chair from 25th October 2021)

Martin Earle (elected 25th October 2021)

Activities and objectives

The Medway Night Shelter is a local charitable organisation, which was incorporated in 2018. It was originally set up in 2015 as a result of close collaboration between Medway Churches and concerned local groups in response to a perceived need to support and champion those sleeping rough, especially in the winter months. It was the first such facility in the Medway Towns. The shelter works with the local authority and other housing providers to help house those that are newly homeless and re-house those rough sleeping; and to help those vulnerably-housed to sustain their housing and to develop networks through engaging in activities within the local community.

Winter Night Shelter

The 2020-2021 Shelter Season from the outset was set to be significantly different compared with the previous years. This was clear from the moment that the previous shelter was wound down a week early due to the Coronavirus which swept the UK towards the end of March, all guests having been placed, and no volunteers having contracted COVID in these early days of Coronavirus.

Dormitory style shelters, whether roving or static were not permitted. In discussion with the Local Authority and in partnership with Caring Hands, supported by a sizeable grant of £22150 from the Winter Transformation Grant, the Medway Night Shelter was able to offer a six-bed self-contained room night shelter with shared facilities from January until March. The grant funding covered the costs of staffing, PPE and cleaning, white goods for shared use and also electronic devices which could be used by guests for leisure and also for engaging with support agencies for example housing options, letting agents and DWP. These were invaluable at a time when face to face meetings did not take place and home working and Zoom was the way forward.

Twenty-four hour staff was offered due to lockdown, allowing guests to isolate if they so wished at a time when the spread of COVID was particularly virulent. Guests were given access to showers, laundry and dishwasher facilities, and also access to cleaning materials to look after their own rooms. A cleaning company was engaged to undertake a deep clean and sustain the cleaning of communal areas daily. Volunteers ensured high traffic areas were cleaned hourly.

The shelter ran for ten weeks, opening on 21st January 2021 and finished on 31st March 2021. Low needs homeless guests were triaged and referred by LA Housing Options or Caring Hands. Seven guests ranging from the age of 18 to 55 years were housed for the duration or part thereof. 1 was female. All guests were white British. Four guests had low substance misuse needs. One guest admitted to having a learning disability and two guests identified themselves as having mental health issues. Five of the guests were first time homeless and one had been a Looked-after Child. One guest, at college, was able to sustain their studies via Zoom, due to wi-fi provision at the venue. Two guests obtained and sustained employment soon after joining the shelter. One further guest who was already working was supported to sustain his employment during the shelter season. One particularly vulnerable guest was supported to register with a doctor, engage with the mental health nurse and to obtain and begin taking his prescribed medication. They were assisted to take up an offer of supported accommodation.

Six guests had a positive move-on at the end of the shelter, either into self-contained flats, rooms in shared houses or supported housing. One guest had to be asked to leave the shelter. Guests said they felt well supported and found the volunteers kind and

helpful. They liked having wi-fi access and also the ability to shower, do laundry and be responsible for their rooms. They liked the freedom to come and go but did not always like having to be in the shelter by 7.30pm. Some guests wanted the freedom to be able to stay away some nights. They appreciated having the tablets and having access to a computer. One guest commented, 'Most people would have given up on me by now, but neither you nor the volunteers did. You believe in me.'

Volunteers enjoyed working in buddy teams, but were also versatile enough to offer cover when unexpected absences were notified. It was particularly helpful to have two volunteers with lived experience on the team – this was appreciated by the guests. Nearly 40 volunteers worked 3,280 hours over the 10 week period, together with one member of staff averaging 36 hours per week. The cost of the voluntary work at a minimum wage of £8.72 would have been £28,601.

Two out of six guests took up the offer of a vaccination via the shelter and two declined the offer. 17 out of 21 volunteers that were eligible for the vaccination took up the offer. A few others had received it through their work. None of the guests nor volunteers contracted COVID over the shelter season.

Census forms were given to guests to complete and return.

Some thoughts going forward...

Dormitory style shelters were clearly inappropriate for this season and a roving shelter might have been responsible for accelerating transmissions or require extensive and unreasonable amounts of cleaning. It was therefore good to have been able to offer some sort of a shelter in this challenging year of the Covid pandemic. The individual rooms in a shared house which worked as one household seemed to work well – social distancing and wearing of masks was largely respected. Guests had the dignity of having their privacy but also learned how to live alongside others in a shared house, a good learning experience. This type of shelter did support homeless guests who are also trying to hold down a job. A certain level of flexibility had to be and could be offered. Guests were pleased they did not have to leave with all their belongings on their backs each morning and appreciated the lie-in if they were not working.

Due to Covid, guests largely remained in their own rooms and rarely mixed with volunteers, except for a quick chat in passing or while having a smoke outside. A negative aspect of this type of shelter was the lack of socialisation and integration between guests and with volunteers. Games could not be played and chats into the evening rarely happened. The cooks being off-site caused difficulties as they felt unable to get a sense of what the guests liked and how they appreciated their meals, and therefore to cook to their tastes. The guests however had nothing but praise for the food that was lovingly prepared and served up to them.

Guests became very much at home in their rooms, that there was no urgency to look for their own place. Consequently only the six guests had been placed. It is good when even one is placed, however there was a little disappointment at not having had at least one turnaround of guests.

It seems that while the pandemic measures are still in place, this type of shelter will be the norm. However going forward if there is no lockdown and hospitality is open, perhaps guests could be required to leave their rooms in the morning and return late afternoon. This might mean not needing volunteers for the middle of the day and guests not becoming too comfortable in their own rooms so they look to move on quicker. It would also be preferable to have cooking facilities on site and an opportunity to dine and breakfast and chat together – the good nutritious food and the companionship element are integral to the work that we do with homeless people whose support networks will have slowly diminished the longer they remain homeless.

Some acknowledgements ...

Thank you to the and Kings Church for inviting us to partner with them and offering the use of the building and to the staff and volunteers of Caring Hands for feeding the guests at lunch times and acting as a referral agency and assisting wherever needed.

Thank you to Salem Church of the Nazarene for allowing us to use their cooking facilities.

Thank you to Elim Church for allowing us to store our shelter gear at your church.

Thank you to St Barnabas Church for the loan of their tables.

Thank you to Emmaus for helping with transporting of equipment.

Thank you MHCLG for the Winter Transformation Fund without which this project could not have happened this year.

Thank you to the Local Authority Housing Partnerships Team, Medway CCG and the Housing Options Team for helping us find a way forward in these difficult times.

Thank you to Watts Charity and all our church donors and individuals for ensuring that lack of funding was not a reason for this and future projects to be abandoned and for allowing us to be ambitious and hopeful about the provision for future need.

Thank you to the Best Choice Cleaning Company and the team of cleaners who became like part of the shelter family themselves.

Thank you to all shelter volunteers - those that helped this year and those that could not for whatever reason whether shielding or in the critically vulnerable category; to the Shelter Trustees and all of the people who prayed for this shelter season.

Weekly Drop-in Throughout the year

The Drop-in which runs each Monday evening all year, ran through the 2021 shelter season with on average around 12 guests per session, significantly lower than in other years. When lockdown was lifted and indoor gatherings were permitted, guests were able to eat within the premises with social distancing and other measures i.e. in family bubbles under hospitality rules. More of the guests attending are vulnerably housed, although one referral has been made for a guest presenting as sleeping rough.

Volunteer support for this venture needs developing further.

Genesis Football Medway

This project, originated with Caroline Clarke, former Chair and Stephen Ramshaw, hindered by COVID finally took shape with a collaborative partnership between Anchorians Club, Gillingham, St John's Church, Chatham and the Medway Sports Development Team and facilitated by Ambassadors Football. The project commenced in September 2021 and invites homeless people and those that are vulnerably housed or marginalised to join in five-a-side football on a 5G pitch, followed by a two course meal and table talk around a biblical text once each week. Medway Night Shelter funds the meal for the guests attending and the coaches, cook and other leaders being provided by the partners. The project has successfully increased the numbers attending week by week, and there is mixture of genders.

Governance Structure

Trustees

The charity trustees manage the affairs of the Medway Night Shelter ensuring the activities are in line with the Objectives of the Charity outlined above. Decisions taken by trustees throughout the year has taken into account the commission's public benefit guidance.

It is the duty of each of the trustees to exercise their powers and to perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the charity.

Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No one may be appointed as a charity trustee:

- If he or she is under the age of 16 years; or
- If he or she would automatically cease to hold office under the provisions of re-election requirements outlined in clause 13.1.f of the charities constitution.

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIP must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Appointment of trustees

There should be not less than 6 nor more than 10 elected trustees and 2 ex officio trustees.

Four trustees, including the Chair, resigned in 2021 and also the Secretary. One new Trustee and a Secretary in an ex-officio capacity were recruited and appointed. This leaves the Shelter Board a little precarious with only six Trustees. . At every AGM a third of the Trustees (or the number closest to a third) will retire. New Board members need to be recruited, as three further Trustees will have served the term of their appointments by the AGM in 2022

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

Trustees reserve the right to appoint additional trustees for the period to the next AGM provided this does not exceed the number of trustees stated above.

Further details on the appointment of trustees, their responsibilities and the structure of the Charity can be found in the Charitable Organisations Constitution, a copy of which can be made available to any member or trustee who requests it.

Members

Individuals can become a member of the Medway Night Shelter by:

- Requesting to join the membership and expressing an interest in the workings of the shelter and a care for those it seeks to help
- Volunteering at the Medway Night Shelter

At the end of each shelter season, existing volunteers will be asked if they wish to continue to be contacted by the shelter for volunteering opportunities in the next season. Any volunteers who wish to cease to volunteer will be given the opportunity to remain a member of the Shelter and have a right to attend and vote at the Annual General Meeting.

There are currently 34 registered members of the Medway Night Shelter.

Name: Tracy Read

Designation: Chair of Trustees

A handwritten signature in black ink, appearing to read 'Tracy Read', written over the printed name.

Signed:

Dated: 28th July 2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

MEDWAY NIGHT SHELTER

On accounts for the year
ended

31ST DECEMBER 2021

Charity no
(if any)

1180990

Set out on pages

1 and 2

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 trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

25/03/2022

Name:

KEITH SCUDDER

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

Address:

42 FROBISHER WAY

GRAVESEND

KENT, DA12 4RA

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

N/A

MEDWAY NIGHT SHELTER
1/1/21 TO 31/12/21
CHARITY NUMBER 1180990

RECEIPT & PAYMENTS ACCOUNT PERIOD ENDING 31 DECEMBER 2021

RECEIPTS	2020	2021
	£	£
Church Donations	7816	597
Anonymous Donations	40	0
Firms Donations	0	200
Other Donations	3671	847
Grants Watts Charity 2020	10000	0
Just Giving	1082	794
Medway BC Grant	2000	0
Homeless Link Grant	22150	48620
Total Receipts	46759	51058
PAYMENTS		
Drop In Food	1097	1214
Shelter Food	2018	1054
Insurance	668	678
MNS Equipment	39	0
Cooking Equipment	392	0
Admin Expenses	843	1170
CCPAS	429	597
Phone	110	90
Employment Costs	10845	14613
Payroll Services	116	102
Training	24	159
Just Giving Cost	216	216
Homeless Shelter	913	8313
Total Payments	17710	28206
Income/Expenditure	29049	22852
Funds Carried Forward	47546	70398
Represented by -		
Bank Account	47546	70398
Total	<u>47546</u>	<u>70398</u>

MEDWAY NIGHT SHELTER
1/1/21 TO 31/12/21
CHARITY NUMBER 1180990

BALANCE SHEET

	As at 31/12/2020 £	As at 31/12/2021 £
Receipts as per schedule	46759	51058
<u>Total Incoming Resources</u>		
Payments as per schedule	17710	28206
<u>Total Outgoing Expenses</u>		
BALANCE	29049	22852
Funds b/f from prior year	18497	47546
Funds c/f to new year	47546	70398
BANK STATEMENT	<u><u>47546</u></u>	<u><u>70398</u></u>

Accounts

Medway Night Shelter

Annual Report for the year ending December 2020

Charity Details

Medway Night Shelter

Salem Church of the Nazarene,
Nelson Road,
Gillingham,
ME7 4LH

Charity Number: 1180990

Trustees

Ann Richardson (Chair; re-elected 18th Sept 2019; resigned 20th January 2020 from the Board of Trustees)

Caroline Clarke (Trustee and then Chair from 19th December 2019; re-elected 18th Sept 2019)

Theresa Harrison (Secretary ex-officio)

Martin Fielder-White (Treasurer ex-officio)

Christopher Lindo (re-elected 18th Sept 2019)

Pamela Grunwell (re-elected 18th Sept 2019)

Stephen Ramshaw (re-elected 18th Sept 2019)

Paul Yaxley (re-elected 18th Sept 2019)

Fiona Allan (re-elected 18th Sept 2019)

Angela Edwards (from 19th December 2019)

Gayley Horne (from 12th March 2020)

Tracey Read (from 12th March 2020)

Activities and objectives

The Medway Night Shelter is a local charitable organisation, incorporated in 2018. It was originally set up in 2015 as a result of close collaboration between Medway Churches and concerned local groups in response to a perceived need to support and champion those sleeping rough, especially in the winter months. The shelter now also works with the local authority and other housing providers to help re-house those known to be the hidden homeless and to help those vulnerably-housed to sustain their housing and to engage activities within the local community.

Winter Night Shelter

Over the five years the shelter has settled into a familiar rhythm, with extensive training for staff and volunteers in the autumn and the shelter season running from January until March. The summer months are used to clean, audit and store the shelter equipment and finalise on the data and review paperwork and training requirements. 2019/2020 saw the Shelter firm up its Safeguarding and Privacy policies. Enhanced DBS checks were undertaken for all Trustees, volunteers in leadership roles and overnight sleepers. It is the intention of the Board that all future volunteers will be required to undertake a DBS check – basic or enhanced according to their role.

Our greatest success would be to see the winter night shelter made redundant. However there are still homeless people on the street, and we must measure our success according to the service we provide with some degree of realism. 2020 was a successful year. Twelve beds were offered per night at 10 different church venues across the Medway Towns.

31 guests stayed at the shelter for at least one night; 18 came off the streets and 3 more returned to their homes, ie around 67% of guests were housed.

During their time at the shelter, 3 guests found employment, and as far as it is possible to know they are still working and those that went into housing are still housed. Two guests had moved out of area into supported housing in Bradford.

Two guests unfortunately had to be declined a bed for the night, in line with shelter policy. On any day, at most the shelter accommodated 10 guests which implies that the size of the facility is appropriate.

Shelter staff worked closely with DWP who supported those guests not receiving benefits (about a third of the guests) and also with the Rough Sleepers outreach team to place the guests. Emmaus once again supported the shelter with transport as did Medway Norse. Referrals were received from Caring Hands and Medway Council equally. The number of referrals were down significantly. It appears this may be because the outreach team and the housing department have achieved greater success in placing guests quickly.

More than half of the guests said they were homeless due to relationship breakdown.

The shelter closed ten days earlier than scheduled just about the time that the country began to go into lockdown, with all guests being placed. Due to lockdown, items from the venues were only able to be collected in July to be stored at Elim Church, which is now where the Chinese Church is based.

130 volunteers worked 4060 hours which at living wage equates to just over £33,000. Sincere thanks to all the volunteers who are crucial to this work being done.

The future of the shelter, in light of COVID restrictions, seemed precarious. Dormitory-style accommodation was deemed unacceptable due to severe risk of transmission among guests and volunteers, and roving shelters prohibited due to the potential for spread across the reach of the Medway towns and beyond.

Preparations for the new shelter required a re-think. The shelter staff worked closely with the Local Authority and Housing Justice and Homeless Link, through whom Government funding was being made available to community groups for new COVID-safe provision in view of the need and the lack of housing options. With approval from the Local Authority, the Winter Transformation Grant was successfully applied for and the shelter made plans to work with Caring Hands to offer a six-bed single unit shelter in one location. Around 40 volunteers were trained over Zoom, a thorough risk assessment implemented in discussion with Public Health Medway and the Local Authority.

The shelter planned to offer the same high standards of hospitality, care and case-working. However it became clear that the inter-agency working would be less personal and managed through the Shelter Coordinator and Guest Support Worker. Simultaneously Trustees began exploring the opportunity to work with Hope into Action with a view to increasing the move-on options for the guests.

Weekly Drop-in Throughout the year

The Drop-in which runs each Monday evening all year, ran through the 2020 shelter season with on average around 20 guests per session. CAB visited fortnightly for a few weeks to support the guests. A take-away service was trialled for two weeks after lockdown was imposed but the take-up was pretty much non-existent. Food was being given to guests in their homes where they stayed by other charities. We delivered emergency food and household items for one or two ex-guests and also for a single mum with four children under six who was having a difficult time getting hold of food. Some of these items were sourced from food bank.

After the first lockdown, the Drop-in re-opened with a full COVID-safe risk assessment under the hospitality rules. Trustees continued to monitor the guidance as it emerged and the Drop-in reverted to a take-away service as soon as the second lock-down was imposed and continued in this way into the new year. Christmas dinner was served as a take-away meal. Two homeless guests presented and were referred for housing and were subsequently placed.

Governance Structure

Trustees

The charity trustees manage the affairs of the Medway Night Shelter ensuring the activities are in line with the Objectives of the Charity outlined above. Decisions taken by

trustees throughout the year has taken into account the commission's public benefit guidance.

It is the duty of each of the trustees to exercise their powers and to perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the charity.

Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No one may be appointed as a charity trustee:

- If he or she is under the age of 16 years; or
- If he or she would automatically cease to hold office under the provisions of re-election requirements outlined in clause 13.1.f of the charities constitution.

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIP must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Appointment of trustees

There should be not less than 6 nor more than 10 elected trustees and 2 ex officio trustees.

Seven trustees named within this report were elected at the first AGM, and three trustees were recruited subsequently.

At future meetings, a minimum of one-third of the charity trustees shall retire from office. Trustees also reserve the right to appoint additional trustees for the period to the next AGM provided this does not exceed the number of trustees stated above.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

Further details on the appointment of trustees, their responsibilities and the structure of the Charity can be found in the Charitable Organisations Constitution, a copy of which can be made available to any member or trustee who requests it.

Members

Individuals can become a member of the Medway Night Shelter by:

- Requesting to join the membership and expressing an interest in the workings of the shelter and a care for those it seeks to help
- Volunteering at the Medway Night Shelter

At the end of each shelter season, existing volunteers will be asked if they wish to continue to be contacted by the shelter for volunteering opportunities in the next season. Any volunteers who wish to cease to volunteer will be given the opportunity to remain a member of the Shelter and have a right to attend and vote at the Annual General Meeting.

There are currently 34 registered members of the Medway Night Shelter.

Name: Paul Yaxley

Designation: Chair of Trustees

Signed:



Dated: 16th June 2021



Section A

Independent Examiner's Report

Report to the trustees/ members of	MEDWAY NIGHT SHELTER		
On accounts for the year ended	31 ST DECEMBER 2020	Charity no (if any)	1180990
Set out on pages	1 and 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 /12 / 2020.

**Responsibilities and
basis of report** As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  **Date:** 16/02/2021

Name: KEITH SCUDDER

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

Address: 42 FROBISHER WAY
GRAVESEND
KENT, DA12 4RA

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

N/A

MEDWAY NIGHT SHELTER
1/1/20 TO 31/12/20
CHARITY NUMBER 1180990

RECEIPT & PAYMENTS ACCOUNT PERIOD ENDING 31 DECEMBER 2020

RECEIPTS	2019	2020
	£	£
Church Donations	8196	7816
Anonymous Donations	1787	40
Firms Donations	2450	0
Other Donations	11479	3671
Grants Watts Charity 2020	16000	10000
Just Giving	2041	1082
Medway BC Grant	0	2000
Homeless Link Grant	0	22150
Total Receipts	41953	46759
 PAYMENTS		
Drop In Food	1548	1097
Shelter Food	2544	2018
Insurance	575	668
MNS Equipment	1955	39
Cooking Equipment	1782	392
Admin Expenses	1062	843
CCPAS	755	429
Phone	465	110
Employment Costs	12287	10845
Payroll Services	89	116
Training	196	24
Just Giving Cost	198	216
Homeless Shelter	0	913
Total Payments	23456	17710
 Income/Expenditure	18497	29049
 Funds Carried Forward	18497	47546
 Represented by -		
Bank Account	18497	47546
Total	<u>18497</u>	<u>47546</u>



MEDWAY NIGHT SHELTER
1/1/20 TO 31/12/20
CHARITY NUMBER 1180990

BALANCE SHEET

	As at 31/12/2019 £	As at 31/12/2020 £
Receipts as per schedule	41953	46759
<u>Total Incoming Resources</u>		
Payments as per schedule	23456	17710
<u>Total Outgoing Expenses</u>		
BALANCE	18497	29049
Funds b/f from prior year	0	18497
Funds c/f to new year	18497	47546
BANK STATEMENT	18497	47546 