

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:

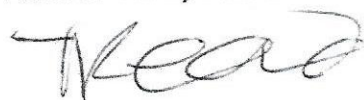
- Requesting to join the membership and expressing an interest in the workings of the shelter and a care for those it seeks to help
- Volunteering at the Medway Night Shelter

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>