

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