



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

BEXLEY WINTER SHELTER

On accounts for the year  
ended

31/05/2023

Charity no  
(if any)

1184243

Set out on pages

6 - 7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023

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:

25/03/2024

Name:

KATHLEEN KENNEDY

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

CIPFA

Address: 7 OAKLANDS CLOSE

BEXLEYHEATH

DA6 7AP

## 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.



## BEXLEY WINTER SHELTER ANNUAL REPORT FOR THE YEAR ENDING 31st MAY 2023

### **Charity Details**

Bexley Winter Shelter  
c/o New Community Church S E London  
24 Station Road  
Sidcup, Kent  
DA15 7DU

**Charity number:** 1184243

### **Trustees**

Charles Edward January (Chair)  
Alexa Moody – appointed 08/11/2022  
Rev Eucharist Ifeoma Asiegbo – appointed 01/11/2022  
Catherine Bird – appointed 31/10/2022  
Michael Fredrick Pethick – appointed 29/10/2022  
Melvyn Alfred French – appointed 24/10/2022  
Rev Melanie Jemmett  
Rev Edward Rhys Barlow  
Sean Anthony Knights (Treasurer)  
Ursula Jean Ayliffe  
Rev James Richard Charles – resigned 01/06/2023

### **Activities and objectives**

The Bexley Winter Shelter (BWS) is a project run by Bexley churches to help those experiencing homelessness with a connection to the London Borough of Bexley (and sometimes beyond). Set up to provide support during the coldest and most difficult time, the shelter normally runs from January to March each year. Although BWS, at times, works closely with its Rough Sleeping Co-ordinator we are not affiliated with nor funded by the London Borough of Bexley

In an almost repeat of previous seasons, our guests were accommodated in self-contained rooms at two establishments in Bexleyheath, Kent. This was funded by *Year 1* of the *Night Shelter Transformation Fund, Revenue Grant* from the *Department of Levelling Up, Housing and Communities (DLUHC)* as well as donations from individuals and other charities. We again continued our provision of an evening meal set in a communal eating context. At a different venue each night, we were able to provide a meal in an environment where the guest could socialise, be welcomed by our volunteers and meet with our Guest Case Worker.

BWS is not an open shelter; people cannot simply turn up and expect to be provided with accommodation and help. With the help of the new grant, we were still able to engage the services of a Guest Case Worker (GCW) who provided the assessment, support, move-on and after care support that our guests had experienced previously. However, our GCW left us in January 2023 and we were unable to recruit a replacement. This placed a strain upon our resources, especially some of our Trustees who stepped-up to fill the void that was left.

As usual, the view going into the season was to provide a holistic, loving approach to our guests to enable them to be empowered and experience God's presence and love. God's presence was strong and visible through His work this season. While there were many challenges this time, BWS saw growth and has laid strong foundations for continued development going forward.

### **Community Code**

All guests at the shelter are required to sign-up to our Community Code, which outlines a joint standard of behaviour. Alcohol, drugs and weapons are not permitted on any of the premises and guests may be refused entry if they arrive drunk and unable to sober up or if they are under the influence of drugs. Repeated violations of the Community Code and these conditions resulted in the removal of the invitation to three guests.

## **Achievements and Performance**

### **During the 2023 shelter season**

#### *How many people used the night shelter?*

The move to providing our guests with self-contained accommodation, together with capacity issues, restricted the number of guests we could help at any one time to ten.

- During the 2023 shelter season 20 guests (2022, 17) used the shelter.
- 12 (2022, 13) guests were male and 7 (2022, 4) female and 1 non-binary (2022, zero).
- We had an average of 9 (2022, 8) guests per week.
- 17 (2022, 15) held UK citizenship, 2 were from the European Economic Area (2022, zero) and 1 (2022, 2) was from the rest of the world.
- 10 (2022, 9) were under 35 and 10 (2022, 8) were over 35 years old.
- Half the guests stayed with us for more than 29 nights and 1 we are still supporting.
- All guests had a connection with the Borough.
- 7 appear to have become homeless as a result of family or friends no longer being able to provide accommodation. 7 came to us because of domestic violence and the rest due to various other reasons.
- 4 had known drug dependency and 3 known alcohol dependency.

This information was supplied voluntarily by our guests to our GCW (and those who stepped-up when the position became vacant). Unfortunately, BWS is unable to help everyone who comes to us. We can provide help to those who are experiencing homelessness and who have low-medium needs. We may be unable to help for various reasons: for example, poor mental health, drug dependence, or even, unfortunately, just having a pet!

#### *What services did the shelter offer the guests during their stay?*

The shelter was open from 3<sup>rd</sup> January 2023 to 30<sup>th</sup> April 2023, with some guests accommodated into May. Any stay beyond the end of March (our official closing date) was agreed on an individual basis, with the primary factors being engagement and how close the guest was to finding permanent accommodation. Each guest was accommodated during their stay with us in a self-contained room in a B&Bs in Bexleyheath.

New socks and underwear were provided as well as a range of new or second-hand clothes, along with toiletries. Access to the Citizens Advice was arranged as well as medical professionals. No cases of COVID-19 were reported amongst the guests.

### *How the shelter helped people move into more permanent accommodation*

Guests were signposted by our GCW (and others) and supported to complete applications for more permanent accommodation. Thames Reach, who were working with the local Council, the London Borough of Bexley, were invited and regularly attended the shelter or were in contact with us. As a result of these interactions:

- 9 (2022, 8) guests are now in positive and stable accommodation,
- 2 (2022, 1) guest is in a positive but unstable accommodation,
- 5 (2022, 1) is in unstable accommodation and,
- Unfortunately, for various reasons, we do not know where 4 (2022, 7) currently are.
- Our 'success' rate was 55% (2022, 59%).

### *What preparations took place for the new shelter season which began in January 2023?*

Although the Covid regulations were now eased, it was still considered unwise to return to the rotating dormitory style operation (where guests slept in a different church hall each evening). DLUHC, recognising the benefits of moving away from the rotating dormitory style operation to permanent single roomed accommodation, offered a three-year grant in a programme called *Night Shelter Transformation Fund*. BWS was successful in obtaining a Revenue Grant (but not any Capital money) which has enabled us to make some plans for three years. However, without Capital and/or a benefactor to supply premises at a peppercorn rent, BWS continues to work on the basis of B&B accommodation. We looked (and are still looking) into Hope into Action, pods, utilising an empty local property and hotel/B&B accommodation. As previously, all options slowly ground to a halt apart from the use of hotel/B&B accommodation. The DLUHC grant provided BWS with sufficient funding to provide hotel/B&B accommodation for up to ten guests at a time, to engage the services of a Guest Case Worker for another year, operate in a COVID-19 secure way, provide move-on help and assist in finding long-term accommodation for homeless men and women.

Unfortunately, our Guest Case Worker left in January 2023 and we were unable to recruit for the rest of the 2023 season -eventually appointing a replacement on 1<sup>st</sup> June 2023. Regular meetings were scheduled for the season between BWS and London Borough of Bexley (LBB) to discuss referrals, guests, and process. Thames Reach, Housing Justice (HJ) and DLUHC were also involved. These allowed us to address concerns and flag situations early. These meetings continued until the end of April 2023.

The week leading up to the 3<sup>rd</sup> January was used to secure self-contained rooms for guests at B&Bs in Bexleyheath, refining the referral process with Thames Reach and LBB, and producing and finalising the Referral Pack and New Guest Assessment Packs for BWS. Everything was finished and confirmed the evening of 2<sup>nd</sup> January for the 3<sup>rd</sup> January launch.

### *Community Involvement*

During the period of Covid regulations, community involvement was very limited. With the removal of such regulations BWS considered again the provision of an evening meal. The purpose being community and friendship. We aimed to provide evening meals each night of the week and approached our volunteer base and the local churches. In the end we had three venues, all in Bexleyheath: for Tuesday night, Trinity Baptist Church offered their premises and on Friday St John Vianney allowed our guests to eat Fish & Chips in their hall. For the rest of the week, we were blessed by The Salvation Army. This meant that we could provide meals on every evening of the week,

although that didn't mean our guests availed themselves of this. There is no compulsion to attend the meals. The guests are, of course, free agents and as such are allowed to choose to *do their own thing*, which many did, especially at the weekends. It became obvious that the *weekend* meals did not fit with their lifestyle so these were stopped at the beginning of February. This lack of engagement was a real disappointment to us all – perhaps due in part to the absence of a Guest Case Worker for most of the run -but it does vary and, at times, is something we have to accept and learn to live with.

The multi-church involvement in regards to many of (but not all) the volunteers, venues & Trustees witnessed to the truly ecumenical and community character of Bexley Winter Shelter.

The number of churches involved was around 30 (2022, 33) whilst the number of volunteers was 60 (2022, 81) with others supporting us in one way or other, e.g. fundraising, praying for BWS, the guests and associated bodies throughout the season. In addition, the Al Ihsaan Community again provided 'goody bags' of personal items for our guests, Bexley Grammar School provided reconditioned laptops and Bexley Foodbank provided items like baked beans and soup for our evening meals.

A Thank You event was held in June at The Salvation Army, Bexleyheath where some 28 (2022, 20) people enjoyed a short church service followed by afternoon tea. The attendees included BWS Trustees, volunteers, the GCW as well as representatives from the B&B.

## **Governance Structure**

### *Trustees*

The Charity Trustees manage the affairs of Bexley Winter Shelter, ensuring the activities are in line with the Objectives of the Charity outlined above. Decisions taken by the Trustees throughout the year have taken into account the Charity Commission's Public Benefit guidance.

It is the duty of each Trustee 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 Trustee must be a natural person.
- A Trustee must be at least 16 years old.
- They must be properly appointed following the procedures and any restrictions in our governing document, with due regards to re-election.
- They must not act as a Trustee if they are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
  - being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
  - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
  - being on the sex offenders' register

## *Appointment of Trustees*

There should be not less than three nor more than 12 elected Trustees.

The Trustees named within this Report were appointed without an election but with the support of all the then serving Trustees. A number of them were sourced from previous volunteers or individuals connected with the Shelter during previous shelter seasons. Further Trustees were sourced from individuals who expressed an interest in ensuring the work of the Shelter continued and were interviewed by the Chair of the Trustees prior to appointment. They were all supplied with the documents recommended by The Charities Commission.

Further details on the appointment of Trustees, their responsibilities and the structure of the Charity can be found in the Constitution of Bexley Winter Shelter.

Signed off by

A handwritten signature in dark ink, consisting of a series of loops and a long horizontal stroke at the bottom.

Charles Edward January, Chair of Trustees, 23/03/2024

# Bexley Winter Shelter

## Analysis of income and expenditure Selected period: 01 June 2022 to 31 May 2023

	General	Designated	Restricted	This year	Total Last year
<b>Income and endowments from:</b>					
<b>Donations and legacies</b>					
D01 - Personal Donations	£2,310.00	-	£40,000.00	£42,310.00	£500.00
D02 - Corporate Donations	£508.92	-	-	£508.92	£309.70
D04 - Church Donations	£100.00	-	-	£100.00	£883.83
D05 - Donations From Other Charities	£350.00	-	-	£350.00	£5,668.40
D07 - Anonymous Donations	£1,298.66	-	-	£1,298.66	£2,376.58
D08 - Personal Donations - Gift Aided	£540.00	-	-	£540.00	£550.00
D10 - Church Donations - Gift Aided	-	-	-	-	-
<b>Donations and legacies Totals</b>	<b>£5,107.58</b>	<b>-</b>	<b>£40,000.00</b>	<b>£45,107.58</b>	<b>£10,288.51</b>
<b>Income from charitable activities</b>					
<b>Income from charitable activities Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other trading activities</b>					
<b>Other trading activities Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investments</b>					
D09 - Bank Interest	£182.00	-	-	£182.00	£2.40
<b>Investments Totals</b>	<b>£182.00</b>	<b>-</b>	<b>-</b>	<b>£182.00</b>	<b>£2.40</b>
<b>Other income</b>					
D03 - Grants	-	-	£73,100.00	£73,100.00	£62,200.00
D06 - HMRC Gift Aid Reclaim	-	-	-	-	-
<b>Other income Totals</b>	<b>-</b>	<b>-</b>	<b>£73,100.00</b>	<b>£73,100.00</b>	<b>£62,200.00</b>
<b>Income and endowments Grand totals</b>	<b>£5,289.58</b>	<b>-</b>	<b>£113,100.00</b>	<b>£118,389.58</b>	<b>£72,490.91</b>

### Expenditure on:

#### Raising funds

#### Raising funds Totals

#### Expenditure on charitable activities

E01 - Food For Guests	-	-	£2,530.73	£2,530.73	£2,586.47
E02 - Bed & Breakfast Accommodation	-	-	£42,836.70	£42,836.70	£37,039.00
E03 - Guest Case Worker	£13.70	-	£7,717.72	£7,731.42	£12,055.81
E04 - Move On Assistance	-	-	£1,783.84	£1,783.84	£3,648.29
E07 - Catering Equipment	£279.00	-	£30.99	£309.99	£13.98
E09 - Bedding	-	-	-	-	-
E14 - Administration	£221.15	-	-	£221.15	£215.00
E16 - Guest Referrals	-	-	-	-	-



	General	Designated	Restricted	This year	Total Last year
E17 - Guest Travel	-	-	£129.00	£129.00	£105.50
E18 - Toiletries	-	-	-	-	-
E19 - Utilities Contribution	-	-	£2,729.97	£2,729.97	£2,422.28
<b>Expenditure on charitable activities Totals</b>	<b>£513.85</b>	<b>-</b>	<b>£57,758.95</b>	<b>£58,272.80</b>	<b>£58,086.33</b>
<b>Other expenditure</b>					
E05 - Insurance	-	-	£636.55	£636.55	£580.12
E06 - Training	-	-	£288.00	£288.00	-
E08 - Other Equipment	-	-	-	-	-
E10 - Fees & Subscriptions	£665.00	-	£145.00	£810.00	£867.00
E11 - Cleaning	-	-	-	-	-
E12 - Website, Email & Phone	£402.41	-	£2,236.70	£2,639.11	£360.12
E13 - Gratuity	£168.66	-	-	£168.66	£184.40
E15 - Stationery & Printing	£4.00	-	£229.01	£233.01	£96.99
<b>Other expenditure Totals</b>	<b>£1,240.07</b>	<b>-</b>	<b>£3,535.26</b>	<b>£4,775.33</b>	<b>£2,088.63</b>
<b>Expenditure Grand totals</b>	<b>£1,753.92</b>	<b>-</b>	<b>£61,294.21</b>	<b>£63,048.13</b>	<b>£60,174.96</b>