

Trustees Annual Report for period 1 April 2021 to 31 March 2022

Charity Name: **Open House Shaftesbury**

Registered charity number: **1184625**

Charity's principal address:	Father's House Christy's Lane Shaftesbury Dorset SP7 8PH
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Names of the charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
Andrew Baddeley	Chair	
Linda East		1 April 2021 to 31 May 2021
Alan Kirkham	Treasurer	
Sheela Upton		
Helen Jupp		1 May 2021 to 31 March 2022

Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution of a Charitable Incorporated Organisation adopted 29 th July 2019
How the charity is constituted	Charitable Incorporated Organisation [CIO].
Trustee selection methods	<p>(a) Apart from the first charity trustees, every appointed trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>(b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p> <p>(c) Nominated trustees. Fathers House Shaftesbury ("the appointing body") may appoint 1 charity trustee. Churches Together Shaftesbury ("the appointing body") may appoint 1 charity trustee.</p>

Christy's Lane, Shaftesbury, Dorset, SP7 8PH – 01747 852994

info@openhouseshaftesbury.co.uk

www.openhouseshaftesbury.co.uk

Registered Charity No: 1184625

Additional governance issues

Changes to Trustees - The following changes in Trustees took place during the year:

We were delighted that Helen Jupp was appointed a Trustee, effective from 1 May 2021, as Churches Together, Shaftesbury representative.

Linda East resigned as a Trustee effective from 31 May 2021. We were very sorry to lose Linda who has moved to Yorkshire. In addition to being a Trustee, she has also been a key person in the setting up of Open House, heading up the Welcome Team and acting as Duty Manager prior to the appointment of our Open House Manager.

Our Manager and Administrator are supported in, the day to day running of the charity by our Operational Team, comprising lead volunteers heading up various aspects of the charity's work with Operational Team meetings held monthly.

Objectives and activities

<p>Summary of the objects of the charity as set out in its governing document</p>	<p>The CIO is established for the following purposes for the public benefit in Shaftesbury, Gillingham and the surrounding villages. Such activities to be carried out within a Christian ethos:</p> <p>(1) To relieve persons who are in conditions of need, by reason of their youth, age, ill-health, disability, financial hardship or other disadvantage and in particular but not exclusively by the provision of advice, support and information.</p> <p>(2) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.</p>
<p>Summary of the main activities undertaken for the public benefit in relation to these objects.</p>	<p>Open House is a community drop-in service. Within a friendly "coffee shop" environment, a number of different services are offered, including but not limited to:</p> <ul style="list-style-type: none"> • Emergency Aid, including distribution of food bank packs & non-food aid • Benefit advice [Trained & accredited counsellors]. • Housing Advice [Trained & accredited counsellors]. , • Other support services, including letter writing, personal budgeting & help with preparing C.V. & job applications • Store House (Distribution of donated furniture & white goods to qualifying clients).

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- Open Fridge – opened 31 May 2021

All these services are provided on a Tuesday between 10-2pm by a team of volunteers. *[Open Fridge – Mon, Wed, Fri]*
We also work with other local agencies and arrange networking events. Many of our clients are single parents, some of whom have been in abusive relationships. We have assisted several women after they have left the Dorset Women's Refuge by providing food and emergency aid packs and helping to furnish and equip new homes provided by Social Services.

Additional details of objectives and activities

We are grateful for the many hours volunteers have spent assisting our clients. Without this valuable contribution of time, energy and expertise, we would not have been able to achieve so much.

We are also grateful to Father's House who provide the accommodation in which we hold our weekly drop-in sessions

Summary of the main achievements of the charity during the year.

The start of the year saw Open House continue to operate at a reduced scale as a result of Coronavirus restrictions with many of our regular volunteers shielding. Social distancing and restricting the number of clients also reduced activity although, unsurprisingly, requests for emergency aid, including food parcels, remained constant. As Covid restrictions were eased, so demand for our services increased. Sadly, with the impact on the cost of living filtering through from significantly higher rates of inflation, we expect demand to rise even more strongly. Indeed, a comparison of our records shows that overall activities in April 2022 were 75% higher than in April 2021!

A summary of our main activities over the 12 months to 31 March 2022 was as follows:

Food parcels and/ or emergency aid packs – **169** distributions

Benefits advice **95** consultations

Housing advice - **49** consultations

Support services - **71** consultations

Storehouse - **71** deliveries (closed during lock down period)

Activity packs for children during lockdown - **22**

In addition to our volunteers, we are also very fortunate to have the services of two remunerated support staff.

Our Project Manager, Nikki has already suggested some exciting new developments, one of which is to open a Community Fridge facility, named “**Open Fridge**”; this was officially launched by the Mayor of Shaftesbury on 19 May and has proved to be very popular and we are grateful for the many varied contributions of produce for this facility. From May 2021 to March 2022 Open Fridge distributed 9,794Kg of food and had 2,905 customer visits. Food is sourced from many local supermarkets and businesses, local allotments, farms and individual donations. Food is largely from the surplus that these facilities generate that would otherwise go to landfill.

Helen Beecham is our Administrator and has made a significant contribution to the efficient operation of Open House, as well as a key role in contributing to the original setting up of the legal frame work of the charity.

Our Storehouse delivery service was able to resume as Covid restrictions were eased but this was dependent on our delivery van which was showing its age and the decision was made to replace it rather than spend ever increasing bills to get it through another MOT. In a step of faith we set a budget of £7,500 to find a replacement. An ideal vehicle became available and this was purchased on 31 March. By then we had received a grant & donations that covered around a third of the cost and since year end we are pleased to report that additional grants received have now covered the cost of the vehicle.

We publicise our services through several local channels, including “This is Alfred” and the Blackmore Vale Magazine. We have an active Facebook and Instagram page and are in the process of revamping our website with plans for an online giving button.

Statement of the charity’s policy on reserves

Our policy is to hold sufficient funds to cover a minimum of 3 months operational costs in the event of any loss of income and to meet any unforeseen expenditure that may occur.

Supporting this is a policy to spread regular donations and grant applications over a wide base so as not to be dependent on a limited income source.

Details of any funds materially in deficit

The restricted fund to cover the replacement of the Storehouse van was in deficit by £4,500 at 31 March [Van purchased on 31 March] but this was cleared by 31 May, following receipt of additional grants.

Further financial review details

The charity provides a service to clients and does not award grants. Income received is therefore used to provide services over the ensuing 12 months and, as it is not in receipt of any significant legacies or endowments, it is not necessary or appropriate to invest any funds. A charity investment policy is therefore not applicable

In addition to our faithful regular donors, we have been fortunate in receiving several one off donations and grants throughout the year thus providing a relatively secure financial position at the end of the year. However, this level of income will need to be maintained throughout the coming year to ensure the continued development of the project.

We are so grateful to the following companies, organisations and trusts that awarded us grants during 2021/22:

- Hubbub Foundation – Open Fridge
- Shaftesbury Charitable Trust
- Groundworks [Tesco] – StoreHouse Van
- Meditech

Also, to Virginia Hayward for donation of food hampers distributed to clients at our clients' Christmas Party.

Other information

Although Coronavirus continued to have an impact during the early 2021/22, Open House continues to develop and expand its work with demand for its services already increasing, both following the fallout from Coronavirus and now the impact of the current cost of living crisis


Levels of poverty are increasing across the country and although Shaftesbury and the surrounding area is to many an idyllic place to live, the effects of rural poverty, including lack of public transport and need to travel greater distances for medical, benefits, etc. appointments is a matter often overlooked.

Finally, Open House is blessed with many volunteers and although some have retired we have had a number of highly qualified and passionate individuals joining our team. Open House intends to train new benefits and housing advisors to assist with an increase of clients.

Declaration

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees

Signature	
Full name	Alan Kirkham
Position	Trustee; Treasurer
Date	18 October 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Open House Shaftesbury

1184625

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2021


To

Period end date
31/03/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	10,303	-	-	10,303	13,299
Grants	1,700	6,500	-	8,200	25,692
Gift Aid recovered	1,605	-	-	1,605	-
Fundraising	186	-	-	186	-
Other income	224	-	-	224	533
	-	-	-	-	-
Balance of funds transferred from Father's House Shaftesbury	-	-	-	-	3,022
	-	-	-	-	-
Sub total (Gross income for AR)	14,018	6,500	-	20,518	42,546
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,018	6,500	-	20,518	42,546
A3 Payments					
Children's Activities	69	-	-	69	346
Emergency Aid	1,142	-	-	1,142	990
Donation to charities	-	-	-	-	114
Client Events	1,096	-	-	1,096	1,084
Open Fridge	181	329	-	510	-
Fundraising	458	-	-	458	160
Volunteer Training	3	614	-	617	630
StoreHouse project	909	-	-	909	1,365
Staff Pay	12,237	2,469	-	14,706	7,514
Insurance	524	-	-	524	524
General Administration & other costs	1,151	-	-	1,151	980
	-	-	-	-	-
	-	-	-	-	-
Sub total	17,770	3,412	-	21,182	13,707
A4 Asset and investment purchases, (see table)					
StoreHouse Van	1,000	6,500	-	7,500	-
Laptop computer	-	-	-	-	644
Open Fridge Project	-	-	-	-	7,239
Sub total	1,000	6,500	-	7,500	7,883
Total payments	18,770	9,912	-	28,682	21,590
Net of receipts/(payments)	- 4,752	- 3,412	-	- 8,164	20,956
A5 Transfers between funds					
A6 Cash funds last year end	20,656	300	-	20,956	-
Cash funds this year end	15,904	- 3,112	-	12,792	20,956

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Balance Bank Account	15,858	- 3,112	-
	Balance Petty Cash	46	-	-
		-	-	-
	Total cash funds	15,904	- 3,112	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Motor Vehicle - Storehouse	General	7,500	7,500
	Storage Container - Storehouse	General	-	-
	4 Laptop computers	General	-	-
	Laptop computer	General	644	-
	Storage container - Open Fridge Proj.	General	3,414	-
	Fridge - Open Fridge Proj.	General	512	-
	Freezer - Open Fridge Proj. [Donated]	General	-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Alan Kirkham	18/10/2022