



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1.4.2022 (period start date) To 31.3.2023 (period end date)

Charity name: Sleep Pod

Charity registration number: 1187295

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a one-person emergency shelter wherever there is a need. This shelter, called a Sleep Pod is used by rough sleepers and refugees. After inventing Sleep Pod our main purpose became multi-faceted. We became focussed on raising funds for materials, preparing all the materials ready for build sessions. We then started to organise volunteer build sessions and then work with distribution partners so the most vulnerable people were prioritised in terms of giving the Sleep Pod emergency shelter to recipients. We have developed processes during the last few years to be as effective as possible, building valuable relationships with businesses, charities, groups and individuals that add real value to what we do. We currently support people all over the UK and within parts of Europe.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Fundraising We engage in various activities to ensure we have enough funds to purchase and prepare Sleep Pod materials. These activities include, face to face fundraising, approaches to trusts / foundations, corporate Sleep Pod build workshops and supplying charity partners. Together with various on-line fundraising campaigns we are delighted to have had enough money to cover the costs of all our activities. Our charity is very scalable and as such more funds would correlate with more activity and more people would benefit from

		having their own Sleep Pod emergency shelter. Purchase and material preparation Once we have the funds, we purchase materials from a variety of suppliers that we have built good working relations with. They are delivered and we then start the work of preparing all materials for building. We cut and prepare all building materials to ensure they are the correct size and shape and each piece is quality checked before being allowed to leave site and then used in a Sleep Pod build. Build We organise Sleep Pod build workshops where we teach teams of volunteers how to build a quality assured Sleep Pods and we do the same for corporate customers, along with a "Build at Home" initiative as well as having Sleep Pods built in one prison located in Scotland – these are the primary ways that we build and this constitutes the main activity that the charity carries out. Volunteers Sleep Pod build workshops – We have build leaders conducting all the training and supervision. We encourage experienced builders to attend and take on certain responsibilities to aid the build process and their enjoyment and sense of achievement We also build Sleep Pods with teams in Addiewell and Peterborough Prison where they support us with the inmate building programmes currently in operation in this prisons. The prisons have a Sleep pod room and team dedicated to building pods for us. Corporate Sleep Pod build workshops – We will have at least 1 build leader and during the largest event of its type we had 17 build leaders / Sleep Pod staff. We guide participants in build techniques as well as ensuring that quality is the most important factor that we concentrate on at every stage. At the beginning of each corporate build, we ensure that participants understand that each Sleep Pod is destined for a person and then at the end of each session we are at pains to explain the harsh reality of life on the streets.
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		Distribution We have built up a good list of distribution partners – all of which have a good working knowledge of the streets / area in which they operate. All of our partners know what is expected of them in terms of methodical and fair Sleep Pod distribution. We are at pains to explain that a Sleep Pod is never intended to be a long term solution, it should be seen as an emergency shelter only. We require our partners to gift all Sleep Pods to the user- they are not permitted to sell them. Also we require that every time a Sleep Pod is gifted to someone a “contact” sticker is written out and attached to the Sleep Pod, this will provide contact details for a person / organisation in their area who is able to help them seek a more permanent solution to their rough sleeping. It is hoped that in this way we can contribute to a situation where the rough sleeper is able to move off the streets so that the night they sleep in a Sleep Pod for the first time might be their last. The contact sticker indicates the very real desire of Sleep Pod that every person is given suitable accommodation. Our forever aim as a charity is therefore to become obsolete and to see an end to all rough sleeping.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.16	The trustees take their duties as trustees very seriously. In relation to this we are aware of and have studied the guidance provided by the Charity Commission to ensure that we comply with the standards expected of us in all of our activities. In connection with this compliance the Charity is supported by the Charity Team at Cripps (law firm) and the team at Crowe (accountants.) We regularly seek their advice about best practice and the requirements on us in connection with the operations of the Charity. Taking all of this together we believe we are both well advised and well aware of our duties – and critically – well poised to seek further help and guidance where necessary.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We are not a grant making charity

		• Updated our website to keep up with activities • Developed the relationship with the prison service as described above. • Developed a wider network of distribution partners than for the previous year. • Developed a closer relationship with funders to ensure continuity.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	At the start of the year, we set a target to build 1,000 sleep pods and we succeeded in this.
Performance of fundraising activities against objectives set	Para 1.41	We have performed well against our set objectives and fulfilled all orders from all distribution partners. We took on new distribution partners and increased our coverage in terms of locations where Sleep Pods are now available.
Investment performance against objectives	Para 1.41	All money raised through all of our activities is spent on funding new materials and building more pods.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our financial position is entirely dictated by our ability to raise funds and, where we have been able to, to receive money for the pods from other organisations who have been able to fund the pods for their particular purposes. We feel confident that our expenditure has been spent wisely with negotiated discounts from suppliers and we have maintained the financial stability required to enable us to achieve the goals that we set for ourselves. Tighter relationships with Trusts and Foundations gives us far more stability and an ability to future proof our activities.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We do not hold reserves.
Number of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	We do not hold reserves at this time as we consider that, due to the very contained and predicable nature of our expenditure there is currently no need for us to do so. As we evolve we will continue to monitor the need for this in the future however at this time due to our size and structure all those that are making decisions on large spend will do so in a planned monthly meeting or and where necessary at an ad-hoc meeting set up for the purpose.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There is no uncertainty about the charity continuing its' activities as a going concern. The charity conducts its operation in a linear fashion and as such we are able to receive regular feedback on how our Sleep Pod one person emergency shelter is being received. The feedback is positive and the need continues to exist.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our primary source of income is fundraising and our activities include approaching and working with foundations and trust's. We have also successfully campaigned for financial support from the public with our on-line campaigns. As well as this we have conducted a face - face charity skydive
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		event. With more face - face fundraising events planned. Along with the above we also provide a service to companies that want to demonstrate their Corporate Social Responsibility (CSR) policies to their staff and business network. This is a service we charge for with all additional funds going back into the charity. Also, where appropriate some of our sleep Pod distribution partners will pay (in full or in part) for the Sleep Pods that they collect or have delivered and then they distribute.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The ultimate risk facing the charity is that there is no longer a need for an emergency shelter, that there are no longer any rough sleepers in the UK or beyond. That any and all refugees and displaced people are afforded accommodation whilst in transit and do not face enforced nights without adequate protection. Then there would be no need for Sleep Pod charity to exist. Clearly this is our aim as a charity so happily the main risk we face is also a principal aim of the charity. Apart from this there is a risk that one or more of the trustees and or the general manager was to leave then there would be a potential knowledge vacuum. We are mitigating against this risk by compiling policies and procedures as well as utilising a CRM as a database that can be accessed by all team meetings. As well as this we only have one manufacturer of our core material. They manufacture our order specifically to our needs and at the time of writing are the only supplier able to do this (from our enquiries) If they decided not to support us then this would be a risk to our operations. A key risk remains our ability to raise sufficient funds to fund our activity. Aware

		of this we have sought the help of a fund raising consultant who has helped us create a plan which we are now working towards. Lastly is the environmental risk. We are acutely aware of the impact our pods are making to land fill. We do not consider this to be sustainable long term. We are therefore looking at options to reverse engineer elements of the pods to make that more sustainable. We are in discussions with various material experts who may be able to support this activity, alongside conversations with one of our ongoing financial supporters (a trust) who are interested in funding this activity.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Constitution Document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation ("CIO")
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Details as to how trustees are appointed and removed are as provided in clauses 10 and 12 of our Constitution document. Initially the 3 co-founders became the trustees together with 2 other trustees appointed by the trustees for their interest in the work that we are doing and their expertise. We do not, at this stage consider it necessary to bring in any additional trustees as we are functioning well as a charity with decision making and processes working well whilst providing the level of scrutiny we consider is needed for a charity of our size and complexity. However, we feel as we grow, we will consider the need to bring on additional trustees with certain experience as a way to add further value to what we do.

Reference and Administrative details

Charity name	Sleep Pod
Other name the charity uses	N/A
Registered charity number	1187295

Charity's principal address	22 Mount Ephraim Tunbridge Wells Kent TA4 8AS
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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	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Ashby	Trustee and Co-Founder	N/A	N/A
2	Pete Kenyon-Holt	Chairperson and Co-Founder	N/A	N/A
3	Angharad Halliwell	Trustee	N/A	N/A
4	Cripps Trust Corporation Limited	Trustee	N/A	N/A

Corporate trustees – names of the directors at the date the report was approved

Director name		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this fall within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial	Crowe Ltd	55 Ludgate Hill, London, EC4M 7JW
Technical	Doug McKnight	8A Stanley Gardens, London
Legal	Cripps	22 Mount Ephraim Tunbridge Wells Kent TA4 8AS

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

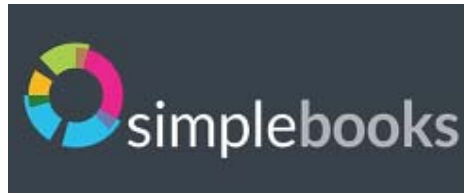
N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Pete Kenyon-Holt	Ian Ashby
Position (e.g., Secretary, Chair, etc)	Chair (Trustee)	Trustee
Date	28/01/2024	



Sleep Pod
Profit and Loss Detail
For the period 01/04/2022 to 31/03/2023

Income

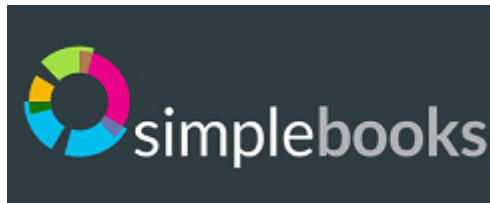
Donation	9,449.73
Other	1,083.34
Sales	555.00
Sleep Pod Sales	6,948.29
Trust/Foundation Contribution	33,000.00
Total Income	51,036.36

Expense

Accountancy	411.67
Diesel	329.44
Insurance	1,163.47
Materials	23,285.33
Motor - other	75.25
Net Wages	6,947.80
Parking	6.25
Petrol	590.07
Postage	2,022.13
Professional Fees	60.00
Purchases	604.05
Sundry	51.38
Train	77.50
Van Hire	1,600.42
WebHosting	344.03
Total Expense	37,568.79

Net Income

13,467.57



Sleep Pod
Balance Sheet

As at 31/03/2023

Fixed Assets

Total	£0.00
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Investments

Total	£0.00
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Current Assets

Bank Account	£21,793.08
Debtors	£2,685.00
Input Tax (VAT)	£15,310.67
Adjustment	(£149.00)
Total	£39,639.75

Current Liabilities

Creditors	£0.00
Output Tax (VAT)	£2,659.58
PAYE/NI control account	£1,542.02
VAT Payments	£10,162.44
Total	£14,364.04

Current Assets minus Current Liabilities	£25,275.71
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Total Assets minus Current Liabilities	£25,275.71
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Long Term Liabilities

Total Assets less Total Liabilities	£25,275.71
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Capital & Reserves

Current Profit	£13,467.57
Retained P&L b/f	£11,808.14
Total	£25,275.71

Balance Sheet Suspense

Total	£0.00
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TOTAL	£25,275.71
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Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Sleep Pod

On accounts for the year
ended

31/3/2023

Charity no
(if any)

1187295

Set out on pages

1

(Remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2023

As the charity's trustees, 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 all 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

26/1/2024

Name:

Angela Stirland

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

Chartered Institute of Public Finance
and Accountancy member.

Address:

Aller Farmhouse, Newton Road, Kingskaswell
Devon. TQ12 5AT