

HEREFORDSHIRE NIGHT SHELTER

England & Wales · Charity number 515025

Details

Other names	HOPE SCOTT HOSTEL
Status	Registered
Legal form	Other
Registered	1984-04-06
Register	View on the Charity Commission register

Contact

Address	Hope Scott House Roman Road Holmer Hereford HR1 1LE
Phone	01432355301
Email	admin@hopescotthouse.org

Activities

Objects: SHALL BE THE CARE AND TREATMENT OF PERSONS IN NEED WHO ARE HOMELESS OR SUFFERING FROM PSYCHOLOGICAL OR PHYSICAL INFIRMITY OR WHO BY REASON OF ADVERSE CIRCUMSTANCES, ILL HEALTH OR BY BEING A DISCHARGED OFFENDER, ARE IN NEED OF HELP IN ACQUIRING A SETTLED WAY OF LIFE THROUGH THE ESTABLISHMENT OF HOSTELS AND RESIDENTIAL ACCOMMODATION AND TO EDUCATE THESE PERSONS SO TO DEVELOP MENTAL AND SPIRITUAL CAPACITIES, THAT THEY MAY DEVELOP FULL MATURITY AS RESPONSIBLE INDIVIDUALS AND MEMBERS OF SOCIETY AND THAT THEIR CONDITIONS OF LIFE MAY BE IMPROVED.

Activities: THE PROVISION OF ACCOMMODATION & RELATED SERVICES TO HOMELESS MALE PERSONS OVER THE AGE OF 18 YEARS.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Accommodation/housing
- **Who:** Other Defined Groups

Geography

- Herefordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£62,051	£29,750	-	-
2024-07-31	£136,614	£156,924	-	-
2023-07-31	£134,901	£106,916	-	-
2022-07-31	£160,973	£163,157	-	-
2021-07-31	£94,789	£93,309	-	-

Trustees

Name	Role	Appointed
Stuart Fox	Chair	2021-10-27
Alex Cunliffe		2018-06-01
BARBARA HARTLAND		
Gerald William Ridley		2020-10-21
Mary Schiavon Priebe Female		2025-02-04

HEREFORDSHIRE NIGHT SHELTER

England & Wales - Charity number 515025

Accounts



**Herefordshire Night Shelter
Hope Scott House**

Annual Report and Accounts

For the year ended 31 July 2025

Registered Charity Number 515025

Unaudited

Unaudited Report and Accounts

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Herefordshire Night Shelter
Hope Scott House
2024 - 2025

Reference and Administrative Details

Charity name: Herefordshire Night Shelter
Registered Charity Number: 515025
Registered office: Hope Scott House, Roman Road, Hereford, HR1 1LE

The following have acted as Trustees (and Management Council Members) of the Charity during the year:

	From	To	Additional roles
Mr Stuart Fox	10 th March 2022	-	Chair
Mrs Barbara Hartland	1 st August 2019	-	Vice-Chair
Mr David Halpern	11 th March 2022	13 th October 2022	Member
Mr Alex Cunliffe	1 st August 2018	-	Member
Mr Kevin Ebsworth	1 st August 2019	29 th February 2023	Honorary Treasurer
Mr Gerald Ridley	21 st October 2020	-	Secretary
Mr Iain Hayes	19 May 2021	2 nd March 2023	Member

Employees of the Charity:

Name	Role
N/A	N/A

Bankers:

Main account:

Santander
20/21 High Town
Hereford
HR1 2AB

House account:

Via
Tesco top up
Charge card

Deposit account:

CCLA Investment Management Limited
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner:

RJ Francis & Co
Suites 1 & 2
Marshall Business Centre
Faraday Road
Hereford
HR4 9NS

Charity Information

The Charity is governed by a constitution adopted on the 16 September 1983, as amended on 29 November 1991, 28 March 1996 and 4 November 2014.

The Trustees/Management Council presents their report and accounts of the charity for the year ended 31 July 2025.

The accounts have been prepared in accordance with the accounting policies set out in the notes on pages 10- 13 to the accounts and comply with the charity's constitution, applicable law including the Charities Act 2011.

Comparative figures in the accounts relate to the previous accounting year.

No specific investment powers are included in the Constitution. The Charity is therefore governed by the general provisions of the Trustee Act 2000. The Charity holds money not immediately required for day-to-day management purposes with CCLA Investment Management Limited.

The objects of the Charity are the care and treatment of persons in need who are homeless, or suffering from psychological or physical infirmity, or who by reason of adverse circumstances, ill health, or being a discharged offender, are in need of help in acquiring a settled way of life through the establishment of hostels and residential accommodation, and to educate these persons to develop their physical, mental and spiritual capacity that they may develop full maturity as responsible individuals and members of society, and that their life may be improved.

To further these objects, the Charity owns a hostel for homeless persons who can directly access the accommodation. The Charity also takes referrals from outside agencies principally Herefordshire Council with which it has a long standing and successful relationship. In 2024, the charity entered into a partnership with another charity, Caring for Communities and People (CCP) which has taken over responsibility for the day-to-day running of the hostel. The trustees have retained close links with the staff and management of CCP and are actively involved in the work at Hope Scott House.

There are currently five Trustees, which are reviewed and agreed at each AGM. During this accounting period, The Trustee Board comprised of The Chairman, vice Chair, Secretary, Honorary Treasurer plus 1 additional volunteer Trustee.

There are currently no restrictions on the maximum number of Trustees and we are actively seeking to boost the number of trustees by up to four individuals. We are particularly keen to recruit individuals with building, management and mental health / social care experience.

Trustee recruitment/appointment has usually been by personal recommendation. Individuals who have a good standing and a clear understanding of the role, who are also happy to promote HSH within the wider community. A diverse approach is taken to recruit the right candidate.

All Trustees / Management Council members are volunteers.

All Trustees have regard to the Charity Commission guidance to public benefit

(<https://www.gov.uk/guidance/public-benefit-rules-for-charities>)

There have been no material changes in this policy since the last Report.

Since August 2024, the day-to day running of the hostel has been carried out by a dedicated team at our partners' CCP. Their work and achievements are overseen by the Trustees who maintain responsibility for the fabric of the building.

The hostel has continued to maintain consistently high standards throughout the past year.

Chairman's report

This last financial year has been one of positive transformation at Hope Scott House (HSH) and I am delighted to say that it is doing what it does best to an extremely high standard.

Our work and core focus at HSH is as in the past to give our residents a place to feel safe and settled as they are guided and supported towards the next stage of their lives with the ultimate goal of independent living. Over the years, we have witnessed the needs of our residents become increasingly complex. There is no one-size-fits-all solution and each resident has their own individual needs and levels of support.

This support work involves considerable skill, experience and dedication and so in August 2024, the trustees entered into a partnership agreement with another charity, Caring for Communities and People (CCP), which has taken on the delivery of support work alongside day-to-day management of HSH.

Twelve months on and this partnership is flourishing. The dedicated CCP team at HSH is providing a very high standard of support for our residents and the facility is being run and maintained to a high standard. CCP also manages other facilities for homeless people in Hereford and HSH gives them greater flexibility and more options when placing a resident in the most appropriate accommodation for their personalities and needs.

The Trustees are enormously grateful to CCP's CEO, Cordell Ray and its Director of Accommodation Based Services, Max Larcombe for the interest they have shown in HSH and to CCP's Service Manager for Hereford, Paul Brazier for the enthusiasm and compassion that he brings in managing operations. The dedicated HSH team of support workers, Bobbi, Maggie and Jumaima has made an enormous difference and HSH has a more welcoming, home-like feel than ever before.

As in previous years, for most of this reporting period Hope Scott House was at full capacity with our 11 rooms and two self-contained residential pods fully occupied. With CCP now running operations, there is no longer a need for a live-in house manager. This

has created an exciting opportunity for us to convert the flat into three bedsit-style rooms with a shared kitchen and bathroom for three new residents who would still have use of the communal areas at HSH. This will provide another different type of living accommodation which will give CCP more options for residents on their journey to independence.

The flat conversion will give us a total of 16 places at HSH, and we are working on plans with CCP in future to introduce two more self-contained pods into the garden area and installing solar panels on the high roof of the west-facing, eastern extension.

Our relationship with Herefordshire Council officers remains very strong. We are very grateful for their support and guidance across a whole range of issues and HSH remains an integral part of Herefordshire Council's Homelessness pathway, Project Brave, the multi-agency response to homelessness and rough sleeping in Herefordshire. We are also grateful to the Environmental Health team at the Council and in particular, Sheneka Royal, who has guided us in drawing up our plans for the flat conversion.

In 2024, we said goodbye to our house manager of three years, Stuart Poole. On behalf of the trustees, I would like to thank him for his hard work and dedication throughout that period. We all wish him the very best in his retirement. We also said goodbye to our long-standing support worker, Ali Price. Ali's dedication and care were exemplary throughout our time with us and we are grateful for all the great work she did in supporting our residents.

Working together with CCP, we have welcomed a number of guests to HSH. In December 2024, we were delighted to welcome the Lord Lieutenant of Herefordshire, Edward Harley CBE, his wife Victoria along with Tim Howson and Ron

Herefordshire Night Shelter
Hope Scott House
2024 - 2025

Whitfield from the Herefordshire Lieutenancy who came to meet the HSH team and look around the facility.

In early 2025, we once again welcomed the Dean of Hereford Cathedral, the Reverend Canon Sarah Brown to HSH along with a number of the trustees of the Hereford Cathedral Almshouses who were interested in our work. At a summer barbecue event held in late July 2025, we also welcomed Abbot Brendan Thomas, the Abbot of Belmont Abbey and Father James Hood, the new parish priest at Saint Francis Xavier's Catholic Church in Hereford city Centre.

Links between the Church and HSH have traditionally been strong, and the trustees are keen to see these links grow across all faith groups in Herefordshire.

At the barbecue, we also welcomed colleagues from Herefordshire Council, including Councillor Carole Gandy, the Cabinet Member Adults, Health and Wellbeing. Also joining on a sunny afternoon in the well-tended garden at HSH were representatives from Hereford City Council, the City of Hereford Rotary Club as well as local businesspeople and benefactors from the wider community. Tea, cakes and strawberries were provided by Mary and the team from Friends of HSH with a barbecue provided by the team at CCP. This was an opportunity for our guests to chat to residents past and present while enjoying the good weather and HSH garden.

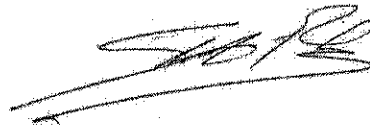
North Herefordshire MP, Ellie Chowns also visited HSH in July 2025 and was shown around by representatives from the trustees, Cordell Ray from CCP and the team at HSH.

As in previous years, the generous donations made by individuals and organizations are vital to the ongoing operations at HSH. Their contributions are essential in turning around the lives and the whole Committee would once again like to thank them for their support.

We also welcomed Mary Schiavon Priebe to the Committee of Trustees. Mary has run Friends of

Hope Scott House for a number of years and is a tremendous advocate for HSH. During the next twelve months we are keen to expand the Committee and bring in expertise in building management and adult social care as well as representatives from the church community in Herefordshire.

The work on the Committee continues as we try to support a facility that has evolved into a larger and more complex operation than ever before. Last year I wrote of the challenges of running such a facility but with our partnership with CCP yielding really excellent results I am confident that the charity is well set to continue in its important work of giving the homeless of Herefordshire a chance to a fulfilling independent life.



Stuart Fox
Chair of Trustees
July 2025

Independent Examiner's Report

I report on the accounts of Herefordshire Night Shelter for the year ended 31 July 2025, which are set out on pages 10 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees and members of the Management Council are responsible for the preparation of the accounts. The charity's trustees and members of the Management Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's 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 accounts, and seeking explanations from you as 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 matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 1. to keep accounting records in accordance with section 130 of the 2011 Act; and
 2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

A A Houston

ON BEHALF OF RJ FRANCIS & CO

Chartered Accountants
Suites 1 & 2
Marshal Business Centre
Faraday Road
Hereford
HR4 9NS

Date: 

Herefordshire Night Shelter
Hope Scott House
2024 - 2025

Statement of Assets and Liabilities


Liabilities	General Fund	Restricted Fund	2025	2024
	£	£	£	£
Fund b/fwd.	667223	147	667,370	687,691
Surplus/(loss) for the year	32,301	-	32,301	(20,321)
Fund c/fwd.	<u>699524</u>	<u>147</u>	<u>699,671</u>	<u>667,370</u>

Represented by:

Current Account - Santander	50165	147	50,312	24,779
Deposit Account – CCLA	149,359	-	149,359	142,584
House Manager Account	-	-	-	7
HSH Property Value	500,000	-	500,000	500,000
<u>Total Charity Funds</u>	<u>699524</u>	<u>147</u>	<u>699,671</u>	<u>667,370</u>
Potential LA Grant Liability	(125,000)	-	(125,000)	(150,000)
Taking Liability into Consideration	<u>574524</u>	<u>147</u>	<u>574,671</u>	<u>517,370</u>

New annex (East Wing) - LA Grant liability agreement:
£250k (reducing at straight-line 10% (£25k) pa over 10 years) starting October 2019

These accounts were approved by the Trustees and Council of the Management of the Charity on TBA, and signed on their behalf by:



Mr. Stuart Fox
HSH Chairman

Date 16th October 2025



Gerald Ridley
Honorary Treasurer

Date 16th October 2025

Herefordshire Night Shelter
Hope Scott House
2024 - 2025

Receipts & Payments

General Fund

	<u>Receipts</u>			<u>Payments</u>	
	2025	2024		2025	2024
	£	£		£	£
Housing Benefit	7,029	105,479	House Manager	1,125	19,345
Donations	300	7,166	Relief House Manager	1,620	24,635
Refunds	1,317	23,969	Support Worker	-	21,740
CCP Rent	46,630	-	Water	112	780
Interest	6,775	-	Council Tax (flat)	1,194	7,133
			Electricity	547	7,437
			Oil	-	6,809
			Insurance	6584	4,807
			Repairs/Maintenance	13,698	37,300
			TV License	-	159
			Housekeeping	-	1,924
			New Items	1,382	12,745
			Phone, B/band & Website	522	882
			Misc.	-	7884
			Acct / Payroll Services	1004	1402
			Office Expenses	262	13
			Refurbishment (old annex)	-	-
			New Build Items	-	-
			Mobile SIM Costs	-	180
			Tesco Club Card	-	1,554
			HB Refund	-	195
			Donations	253	-
			Moving on Costs	399	-
			End of Year Adjustment	1,048	-
			Surplus/(Loss)	32,301	(20,310)
	62,051	136,614		62,051	136,614

Herefordshire Night Shelter
Hope Scott House
2024 - 2025

Receipts & Payments
Restricted Fund – Website

	<u>Receipts</u>			<u>Payments</u>	
	2025	2024		2025	2024
	£	£		£	£
Grants	-	-	Build cost	-	-
			Hostinger – Web hosting	11	11
			Domain Transfer		-
			Surplus/(Loss)	147	158
	158	169		158	169

Notes:

- These accounts are on a receipts and payments basis
- There are no trusts
- Due to an error in last year's accounts an "End of Year Adjustment" of £1048 has been applied to the payments for 2025
- The accounts comply with the appropriate legal requirements. That is, that gross recorded income from all sources did not exceed £250,000 and the charity is not a company incorporated under the Companies Act.
- The above Receipts and Payments details and the associated Balance Sheet are extracted from the from the cash book and records of Herefordshire Night Shelter, and are certified to be correct and that the assets are as stated.
- A review of restricted funds was carried out by the trustees and it was established that funds previously donated for specific use where the particular need no longer exists should be reassigned into the unrestricted cash account.

Herefordshire Night Shelter
Hope Scott House
2024 - 2025

Reserves Policy

Unrestricted funds are held for routine use in accordance with the charity's objects.

The charity has experienced serious financial difficulties in the past and now aims to retain free reserves sufficient to provide adequate working capital to fund the core activities for at least 18 months.

The charity's assets are available and adequate to fulfil these obligations.

Total reserves at the balance sheet date were £149,359 in the CCLA deposit account with the immediate access to £50,311 – giving a total of £199,670

With total projected future annual overheads of around £20,000, this provides around 120 months protection.

Future potential impacts on the reserves policy:

Although HSH has changed its operational model to a partnership arrangement with CCP, it is prudent financial management to ensure that current and future liabilities are contained and managed.

There is a desire on the part of the Trustees and Herefordshire Council to expand the number of rooms available at HSH and there will be capital costs associated with such a move. In late 2025, we expect to begin work to create three new bedsit style rooms in the former house manager's flat. To fund this, the Trustees will continue to seek donations from private benefactors who have supported the charity generously in the past; however, it is likely that there will be some direct expenditure from the charity on these developments.

In addition, Hope Scott House itself is an old building and requires ongoing maintenance. In this last 12 months alone, we have had to replace most of the fire doors, upgrade the plumbing and kitchen and carry out routine repairs to the roof. Should more major structural repairs be required (e.g. a replacement roof on the main building) then significant sums would be required.

The Charity proposes therefore to retain our reserves at their current levels for the immediate future.

HEREFORDSHIRE NIGHT SHELTER

England & Wales - Charity number 515025

Accounts



**Herefordshire Night Shelter
Hope Scott Hostel**

Annual Report and Accounts

For the year ended 31 July 2024

Registered Charity Number 515025

Unaudited

Unaudited Report and Accounts

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Herefordshire Night Shelter
Hope Scott House
2023-2024

Reference and Administrative Details

Charity name: Herefordshire Night Shelter
Registered Charity Number: 515025
Registered office: Hope Scott House, Roman Road, Hereford, HR1 1LE

The following have acted as Trustees (and Management Council Members) of the Charity during the year:

	From	To	Additional roles
Mr Stuart Fox	10 th March 2022	-	Chair
Mrs Barbara Hartland	1 st August 2019	-	Vice-Chair
Mr David Halpern	11 th March 2022	13 th October 2022	Member
Mr Alex Cunliffe	1 st August 2018	-	Member
Mr Kevin Ebsworth	1 st August 2019	29 th February 2023	Honorary Treasurer
Mr Gerald Ridley	21 st October 2020	-	Secretary
Mr Iain Hayes	19 May 2021	2 nd March 2023	Member

Employees of the Charity:

Name	Role
Mr Stuart Poole	House Manager

Support Worker (part time: self-employed):

Ms Alison Price	Resident's Support Worker
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Support Worker (full time: employed by Herefordshire County Council):

Mrs Jo Child	Resident's Support Worker
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Bankers:

Main account:

Santander
20/21 High Town
Hereford
HR1 2AB

House account:

Via
Tesco top up
Charge card

Deposit account:

CCLA Investment Management Limited
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner:

RJ Francis & Co
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Charity Information

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The Trustees/Management Council present their report and accounts of the charity for the year ended 31 July 2024.

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The objects of the Charity are the care and treatment of persons in need who are homeless, or suffering from psychological or physical infirmity, or who by reason of adverse circumstances, ill health, or being a discharged offender, are in need of help in acquiring a settled way of life through the establishment of hostels and residential accommodation, and to educate these persons to develop their physical, mental and spiritual capacity that they may develop full maturity as responsible individuals and members of society, and that their life may be improved.

To further these objects, the Charity runs a hostel for homeless persons who can directly access the accommodation. The Charity also takes referrals from outside agencies.

There are currently five Trustees, which are reviewed and agreed at each AGM.

During this accounting period, The Trustee Board comprised of The Chairman, vice Chair, Secretary, Honorary Treasurer plus 1 additional volunteer Trustee.

There are currently no restrictions on the maximum number of Trustees.

Trustee recruitment/appointment has usually been by personal recommendation. Individuals who have a good standing and a clear understanding of the role, who are also happy to promote HSH within the wider community. A diverse approach is taken to recruit the right candidate.

All Trustees / Management Council members are volunteers.

All Trustees have regard to the Charity Commission guidance to public benefit

(<https://www.gov.uk/guidance/public-benefit-rules-for-charities>)

There have been no material changes in this policy since the last Report.

The day-to-day management of the hostel is by a resident, full-time employee – the House Manager.

Resident's support is provided by two dedicated Support Workers.

The hostel has continued to maintain consistently high standards throughout the past year.

Chairman's report

During this financial year, the challenges facing us at Hope Scott House have increased significantly. Our work and core focus at HSH remains on giving our residents a place to feel safe and settled as we support them in the move onto the next stage of their lives and towards independent living. This work involves considerable skill and dedication and is dependent on the teamwork of our core members of staff.

For most of this reporting period Hope Scott House was at full capacity with our 11 rooms and two self-contained residential pods fully occupied. Our residents' situations are often complex, and this can bring considerable pressures to bear on the team providing management and support on a daily basis.

Jo Child, our full-time support worker who joined the team in 2022, reduced her hours to part time in 2023 and left us later that year. Alison Price, our part-time support worker continued in her role and has done an excellent job in supporting the diverse needs of our residents. Stuart Poole has done an excellent job as House Manager often going above and beyond what was required of him. During the year, he made us aware of his plans to retire later in 2024.

Our relationship with Herefordshire Council officers remains very strong. We are very grateful for their support and guidance across a whole range of issues and HSH remains an integral part of Herefordshire Council's Homelessness pathway, Project Brave.

Project Brave is a multi-agency response to homelessness and rough sleeping in Herefordshire. As part of project brave a range of strategic and voluntary agency's work in partnership placing individuals at the center of their work to address homelessness and rough sleeping. HSH's role is to provide accommodation and support to enable our residents to move on to independent living, with a feeling of positive self-worth and dignity.

Over the last twelve months, we have been pleased

to welcome both the Dean of Hereford Cathedral, the Very Reverend Sarah Brown, to HSH as well as the new vicar of Holmer Parish Church, Reverend Wayne Davies to HSH. Links between the Church and HSH have traditionally been strong, and the trustees are keen to see these links grow across all faith groups in Herefordshire.

We have also welcomed Tim Howson DL, the Deputy Lord Lieutenant for Herefordshire who took a tour of the facility in October 2023 and a number of other guests from the local authority and around the county.

As in previous years, the generous donations made by individuals and organizations are vital to the ongoing operations at HSH. Their contributions are essential in turning around the lives and the whole Committee would once again like to thank them for their support.

The Friends of Hope Scott House group goes from strength to strength. The highlight of their annual calendar was an evening with Sunny Ormonde, the actor who plays Lillian Archer in the Radio 4 programme, The Archers. She regaled a packed Lyde Court with tales from the programme and her extensive theatrical career. The trustees would like to thank Mary and her brilliant team for all that they do for HSH.

This year has also finally seen the departure of our long-serving Treasurer, Kevin Ebsworth, who was also deservedly awarded an MBE in the King's Birthday Honor's List in June 2024. A look back at last year's annual report will see the announcement of Kevin's retirement from HSH then but he very kindly delayed his departure until February 2024 to help me with some important negotiations, more of which below. Again, I would personally like to thank Kevin not only for his dedication to HSH but also for his support and guidance over the last few years.

During the start of this financial year, it

became clear to the trustees that our established model of operations was not sustainable. The complex and diverse demands of a growing number of residents was putting too much pressure on our staff and when our full-time support worker left, we struggled to find an experienced replacement putting further pressure on the remaining team. As a result, the trustees resolved to find a way forward that meant we could be true to our charitable objectives, maintain the facility at HSH in its current – or ideally improved – form and continue to be an integral part of Herefordshire Council's plans.

As a result, we began negotiations initially with colleagues and Herefordshire Council and then with another Charity introduced to us by colleagues at the Council. Those discussions are ongoing, but we are confident that we have some important news about the future of HSH in the next financial year.

As part of these discussions, we were required to obtain a House of Multiple Occupation (HMO) licence from Herefordshire Council; our status had made us exempt prior to this. Council officers from the Environmental Health team were hugely supportive throughout the application process and the licence was achieved. There were however a number of significant improvements and upgrades required to the fabric of HSH, the costs of these improvements are reflected in our unusually large outgoings in 2023/24.

The work on the Committee continues as we try to support a facility that has evolved into a larger and more complex operation than ever before. As I mentioned at the start of this Chairmans' report, this brings challenges for us as a group, but we are hopeful of finding a sustainable solution which will provide a way forward for HSH in the years to come.

Stuart Fox
July 2024



Independent Examiner's Report

I report on the accounts of Herefordshire Night Shelter for the year ended 31 July 2024, which are set out on pages 10 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees and members of the Management Council are responsible for the preparation of the accounts. The charity's trustees and members of the Management Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's 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 accounts, and seeking explanations from you as 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 matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 1. to keep accounting records in accordance with section 130 of the 2011 Act; and
 2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

A A Houston



ON BEHALF OF RJ FRANCIS & CO

Chartered Accountants
Suites 1 & 2
Marshal Business Centre
Faraday Road
Hereford
HR4 9NS

4th March 2025

Herefordshire Night Shelter
Hope Scott House
2023-2024

Statement of Assets and Liabilities

Liabilities	General Fund	Restricted Fund	2024	2023
	£	£	£	£
Fund b/fwd.	681,425	6,266	687,691	659,706
Surplus/(loss) for the year	(20,310)	(11)	(20,321)	27,985
Fund c/fwd.	<u>661,115</u>	<u>6,255</u>	<u>667,370</u>	<u>687,691</u>

Represented by:

Current Account - Santander	23,731	1,048	24,779	52,136
Deposit Account – CCLA	142,584	-	142,584	135,418
House Manager Account	7	-	7	137
HSH Property Value	500,000	-	500,000	500,000
<u>Total Charity Funds</u>	<u>666,322</u>	<u>1,048</u>	<u>667,370</u>	<u>687,691</u>
Potential LA Grant Liability	(150,000)	-	(150,000)	(175,000)
Taking Liability into Consideration	<u>516,322</u>	<u>1,048</u>	<u>517,370</u>	<u>512,691</u>

New annex (East Wing) - LA Grant liability agreement:
£250k (reducing at straight-line 10% (£25k) pa over 10 years) starting October 2019

These accounts were approved by the Trustees and Council of the Management of the Charity on TBA, and signed on their behalf by:



Mr. Stuart Fox
HSH Chairman

Date 18th March 2025



Gerald Ridley
Honorary Treasurer

Date 18th March 2025

Herefordshire Night Shelter
Hope Scott House
2023-2024

Receipts & Payments

General Fund

	<u>Receipts</u>			<u>Payments</u>	
	2024	2023		2024	2023
	£	£		£	£
Housing Benefit	105,479	117,246	House Manager	19,345	17,440
Room Rate to bank	-	-	Relief House Manager	24,635	20,027
Interest	7,166	3,924	Support Worker	21,740	18,924
Donations	23,969	11,225	Water	780	720
Key Deposits	-	16	Council Tax (flat)	7,133	1,860
			Electricity	7,437	10,054
			Oil	6,809	6,700
			Insurance	4,807	4,405
			Repairs/Maintenance	37,300	6,694
			TV License	159	159
			Housekeeping	1,924	1,424
			New Items	12,745	7,816
			Phone, B/band & Website	882	893
			Misc.	7,884	4,819
			Acct / Payroll Services	1,402	1,544
			Office Expenses	13	47
			Refurbishment (old annex)	-	-
			New Build Items	-	-
			Mobile SIM Costs	180	221
			Tesco Club Card	1,554	-
			HB Refund	195	-
			Surplus/(Loss)	(20,310)	28,664
	136,614	132,411		136,614	132,411

Herefordshire Night Shelter
Hope Scott House
2023-2024

Receipts & Payments
Restricted Fund – Website

	<u>Receipts</u>			<u>Payments</u>	
	2024	2023		2024	2023
	£	£		£	£
Grants	-	-	Build cost	-	895
			Hostinger – Web hosting	11	11
			Domain Transfer		-
			Surplus/(Loss)	158	169
	169	1075		169	1075

Receipts & Payments
Restricted Fund – Garden Project / Resident Laptop

	<u>Receipts</u>			<u>Payments</u>	
	2024	2023		2024	2023
	£	£		£	£
Grant (EFBulmer)	-	490	Laptop	-	490
Grant (Morrisons)	-	1,000	Garden furniture	-	500
Grant (B&Q)	-	1,000	Gardening equipment	-	449
			Gardening items	-	824
			Surplus/(Loss)	-	227
	-	2,490		-	2,490

Notes:

These accounts are on a receipts and payments basis
There are no trusts

The accounts comply with the appropriate legal requirements. That is, that gross recorded income from all sources did not exceed £250,000 and the charity is not a company incorporated under the Companies Act.

The above Receipts and Payments details and the associated Balance Sheet are extracted from the from the cash book and records of Herefordshire Night Shelter, and are certified to be correct and that the assets are as stated.

Reserves Policy

Unrestricted funds are held for routine use in accordance with the charity's objects.

The charity has experienced serious financial difficulties in the past and now aims to retain free reserves sufficient to provide adequate working capital to fund the core activities for at least 18 months.

The charity's assets are available and adequate to fulfil these obligations.

Total reserves at the balance sheet date were £142,584 in the CCLA deposit account with the immediate access to £23,731 – giving a total of £166,315

With total projected future annual overheads of around £20,000, this provides around 83 months protection.

Future potential impacts on the reserves policy:

Although HSH is looking to change its operational model in the future, it is prudent financial management to ensure that current and future liabilities are contained and managed.

There is a desire on the part of the Trustees and Herefordshire Council to expand the number of rooms available at HSH and there will be capital costs associated with such a move. The Trustees will continue to seek donations from private benefactors who have supported the charity generously in the past; however, it is likely that there will be some direct expenditure from the charity on these developments.

In addition, Hope Scott House itself is an old building and requires ongoing maintenance. In this last 12 months alone, we have had to replace most of the fire doors, upgrade the plumbing and kitchen and carry out routine repairs to the roof. Should more major structural repairs be required (e.g. a replacement roof on the main building) then significant sums would be required.

The Charity proposes therefore to retain our reserves at their current levels for the immediate future.

HEREFORDSHIRE NIGHT SHELTER

England & Wales - Charity number 515025

Accounts



**Herefordshire Night Shelter
Hope Scott Hostel**

Annual Report and Accounts

For the year ended 31 July 2023

Registered Charity Number 515025

Unaudited

Unaudited Report and Accounts

Contents

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Herefordshire Night Shelter
Hope Scott House
2022-2023

Reference and Administrative Details

Charity name: Herefordshire Night Shelter
Registered Charity Number: 515025
Registered office: Hope Scott House, Roman Road, Hereford, HR1 1LE

The following have acted as Trustees (and Management Council Members) of the Charity during the year:

	From	To	Additional roles
Mr Stuart Fox	10 th March 2022	-	Chair
Mrs Barbara Hartland	1 st August 2019	-	Vice-Chair
Mr David Halpern	11 th March 2022	13 th October 2022	Member
Mr Alex Cunliffe	1 st August 2018	-	Member
Mr Kevin Ebsworth	1 st August 2019	-	Honorary Treasurer
Mr Gerald Ridley	21 st October 2020	-	Secretary
Mr Iain Hayes	19 May 2021	2 nd March 2023	Member

Employees of the Charity:

Name	Role
Mr Stuart Poole	House Manager

Support Worker (part time: self-employed):

Ms Alison Price	Resident's Support Worker
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Support Worker (full time: employed by Herefordshire County Council):

Mrs Jo Child	Resident's Support Worker
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Bankers:

Main account:	House account:
Santander	Via
20/21 High Town	Tesco top up
Hereford	Charge card
HR1 2AB	

Deposit account:
CCLA Investment Management Limited
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner:

RJ Francis & Co
Suites 1 & 2
Marshall Business Centre
Faraday Road
Hereford
HR4 9NS

Charity Information

The Charity is governed by a constitution adopted on the 16 September 1983, as amended on 29 November 1991, 28 March 1996 and 4 November 2014.

The Trustees/Management Council present their report and accounts of the charity for the year ended 31 July 2023.

The accounts have been prepared in accordance with the accounting policies set out in the notes on pages 10- 13 to the accounts and comply with the charity's constitution, applicable law including the Charities Act 2011.

Comparative figures in the accounts relate to the previous accounting year.

No specific investment powers are included in the Constitution. The Charity is therefore governed by the general provisions of the Trustee Act 2000. The Charity holds money not immediately required for day-to-day management purposes with CCLA Investment Management Limited.

The objects of the Charity are the care and treatment of persons in need who are homeless, or suffering from psychological or physical infirmity, or who by reason of adverse circumstances, ill health, or being a discharged offender, are in need of help in acquiring a settled way of life through the establishment of hostels and residential accommodation, and to educate these persons to develop their physical, mental and spiritual capacity that they may develop full maturity as responsible individuals and members of society, and that their life may be improved.

To further these objects, the Charity runs a hostel for homeless persons who can directly access the accommodation. The Charity also takes referrals from outside agencies.

There are currently five Trustees, which are reviewed and agreed at each AGM.

During this accounting period, The Trustee Board comprised of The Chairman, vice Chair, Secretary, Honorary Treasurer plus 1 additional volunteer Trustee.

There are currently no restrictions on the maximum number of Trustees.

Trustee recruitment/appointment has usually been by personal recommendation. Individuals who have a good standing and a clear understanding of the role, who are also happy to promote HSH within the wider community. A diverse approach is taken to recruit the right candidate.

All Trustees / Management Council members are volunteers.

All Trustees have regard to the Charity Commission guidance to public benefit

(<https://www.gov.uk/guidance/public-benefit-rules-for-charities>)

There have been no material changes in this policy since the last Report.

The day-to-day management of the hostel is by a resident, full-time employee – the House Manager.

Resident's support is provided by two dedicated Support Workers.

The hostel has continued to maintain consistently high standards throughout the past year.

Chairman's Annual Report

The last 12 months have been at times challenging but ultimately rewarding for all of us involved in this important and vital facility. Our work at HSH remains focused on giving our residents a place to feel safe and settled as we support them in the move onto the next stage of their lives and towards independent living. This work involves considerable skill and dedication and is dependent on the teamwork of our core members of staff.

With all the renovation and extension work complete, this year for the first time, HSH has been home to up to 13 residents. This has proved at times very demanding for our house manager, Stuart Poole and two support workers, Alison Price and Jo Child. Our residents' situations are often complex and it is testament to the commitment and hard work of the team that so many are helped to turn their lives around and take a step closer to independent living.

Our support workers Alison Price (part-time – joined the team in 2020) and Jo Child (full time – joined the team in 2022) have continued to do an excellent job in supporting the residents. Jo is employed by Herefordshire Council using funding from the Department for Levelling Up, Housing and Communities (DLUHC). Thanks to colleagues within the Council, we have recently received the good news that this funding will continue until 2025 (on a part time basis), 2 years beyond its original term.

This excellent news is further evidence of our strengthening relationship with Herefordshire Council officers. We are very grateful for their support and guidance across a whole range of issues and in providing line management and support directly for Jo. HSH remains an integral part of Herefordshire Council's Homelessness pathway, Project Brave.

Project Brave is a multi-agency response to homelessness and rough sleeping in Herefordshire. As part of project brave a range of strategic and voluntary agency's work in partnership placing individuals at the centre of their work to address homelessness and rough sleeping. HSH's role is to provide accommodation and support to enable our residents to move on to independent living, with a feeling of positive self-worth and dignity.

Over the last twelve months, we have been pleased to welcome Hereford & South Herefordshire MP, Jesse Norman and representatives from DLUHC to HSH among a number of other organisations and benefactors keen to see our work at first hand. We very much hope to welcome more visitors to HSH in the coming 12 months.

As in previous years. the generous donations made by individuals and organisations are vital to the ongoing operations at HSH. Their contributions are essential in turning around the lives and the whole Committee would once again like to thank them for their support.

The Friends of Hope Scott House group established in 2022 has also had a productive and exciting year. Led with boundless enthusiasm by Mary Schiavon-Priebe the group has already held a garden party and a well-supported quiz night both of which have raised four figure sums. Plans are afoot for more ambitious fundraising activity in 2024 and the trustees would like to thank Mary and her brilliant team for all that they do for HSH.

This year has also seen the resignation and retirement of three long-serving trustees. More will be said elsewhere but they will be greatly missed. My predecessor, David Halpern, retired as a trustee in October last year. His service to HSH is second to none and it is largely due to his determination and compassion that it carried on through some very difficult times.

Kevin Ebsworth who is also retiring has been Treasurer since 2019 and oversaw all the refurbishment and new building work at HSH. This was almost a full time job and we are all indebted to Kevin for his dedication and management skill. On a personal note, I would like to thank Kevin for helping me to navigate the uncharted territory in taking over from David. Finally, Iain Hayes who has been a trustee since 2021 (however, a volunteer for many years prior), left us in March for a new job in the Peak District. Iain had always been there to help in both practical and advisory roles, combining a skill in assembling flatpack furniture with sage advice on a range of matters from personnel to procurement decisions.

The work on the Committee continues as we try to support a facility that has evolved into a larger and more complex operation than ever before. As I mentioned at the start of this Chairmans' report, this brings challenges for us as a group and we need to recruit new trustees with fresh skills to complement our current cohort.

Occupation

Occupation rates have been maintained to the maximum levels, when possible:

As reported last year, there are a total of 13 en-suite accommodation units.

We continue to work hard to fill all units to achieve maximum occupancy at the earliest opportunity.

Room Inspections

The Room Inspection regime has continued – some of the residents do take pride in their new en-suite rooms, however, regular room inspections ensure that living and cleanliness standards are maintained.

Laundry and Kitchen

The laundry and the kitchen facilities continue to provide a valuable resource and, work well. residents are making good use of them, and are becoming adept at using these facilities.

Support

As mentioned in last year's report, the introduction of in-house Support Workers has been a real success story. We continue to benefit from a full time support worker funded by Herefordshire Council (via DLUCH) and a part time support worker funded by HSH.

Stuart Poole is now an integral part of the support team.

However, there continues to be a large discrepancy between the level of the support element of housing benefit (IHM – Intensive Housing Management) funds received for each resident, and, the cost of providing the support.

Capital Spend

There was no capital spend items for this accounting year. (2022: £89,870) (2021 £40,000), and addition to the major spend of previous years there were also (2022: £1,920) (2021 £1,972).

Accounts

In the previous report, it was highlighted that there were some major points of note to the Balance Sheet, (these still apply) namely:

- The property revaluation during a previous accounting year and the updated value of £500,000 has been carried forward in these accounts.

The Charity entered into a Grant Agreement with the Local Authority to fund the new build & pods (£250,000), this funding is not repayable provided that, for a period of 10 years from October 2019, the Charity receives all resident nominations through the Housing Solutions team from Herefordshire Council.

The Agreement provides that the Charity may terminate this Agreement, (ie: if it wanted to cease to operate and sell the property on the open market with vacant possession) by repaying the grant, reducing by 1/10th (£25,000) for each year of existence - this, prospective liability has been included in the accounts to give a clear year by year property "equity" value.

Income

The resident generated income of the Charity has increased from the previous accounting year to - £ 117,246 (2022: £57,435) – as predicted, the income has increased now that all building and refurbishment works are completed.

Donations and grant income were substantially increased during the year – these funds very kindly helped us to continue funding the Support Worker.

Total income was £ 134,901 (2022: £160,973) (2021 £94,789)

Last year, Herefordshire Community Foundation (HCF), generously granted £1,500 towards the creation of a website. There is a small remaining balance showing as separate Restricted Fund in the accounts below. The website (Friends – www.hopescotthouse.co.uk) is up and running.

Expenses

The house running expenses are continuously evolving now that all refurbishments are completed and HSH is running at maximum occupancy levels, points to note are:

- Insurance costs continue to increase due to increased risk / increased occupancy
- Wages and, particularly Support Worker costs, have increased, especially since that the HCF grant has been fully utilized. There is also use of a 'relief manager' to ensure that the House Manager has sufficient time off. As anticipated that the cost of this 'Relief Manager' provision has increased significantly through the 2022/2023 accounting period.
- Electricity costs have increased, and expected to continue to increase during the current energy 'crisis'.

Total Expenses were £ 106,916 (2022: £163,157) (2021 £93,309) lower than the previous couple of years, due to completion of building/renovation works

Overall Position

After the very busy previous couple of years, as expected, this year has settled into the normal pattern. Resident numbers are clear and the aim is to maintain as close to maximum residency as possible.

The final Accounts' position was an increase in income over expenses of £ 27,985 (2022: deficit of £2,184) (2021 surplus of £1,480).

The Charity has reserves of £187,691 (2022: £159,706) (2021 £161,890) (with £169 remaining HCF grant restricted or website creation and £890 restricted for garden project funding), and a property with a valuation of £500,000.

The Charity remains financially sound and secure

Future Proposals

During the new year the Charity will continue to try and address the following;

- Conversion to a Charitable Incorporated Organisation (CIO) adopting the Charity Commissions recommended template constitution - this will give HSH a more modern business structure, give the volunteer trustees more protection and make it easier to attract new trustees.
- Maintain resident numbers to maximum occupation levels
- Continue to review/expand the HSH "support" services
- Continue to work positively with our Hoople housing benefit partners to resolve any housing benefit application / claim issues quickly and efficiently.
- Review the management needs/structure of the Charity in the light of its increased numbers and increased services etc.
- Look to cementing and securing the long term security of the services provided by the Charity



Stuart Fox
Chairman

Date: 12th October 2023

Independent Examiner's Report

I report on the accounts of Herefordshire Night Shelter for the year ended 31 July 2023, which are set out on pages 10 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees and members of the Management Council are responsible for the preparation of the accounts. The charity's trustees and members of the Management Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's 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 accounts, and seeking explanations from you as 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 matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 1. to keep accounting records in accordance with section 130 of the 2011 Act; and
 2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

A A Houston

ON BEHALF OF RJ FRANCIS & CO

Chartered Accountants
Suites 1 & 2
Marshal Business Centre
Faraday Road
Hereford
HR4 9NS

Date: 10th October 2023

Herefordshire Night Shelter
Hope Scott House
2022-2023

Statement of Assets and Liabilities

Liabilities	General Fund	Restricted Fund	2023	2022
	£	£	£	£
Fund b/fwd	652,761	6,945	659,706	661,890
Surplus/(loss) for the year	28,664	(679)	27,985	(2,184)
Fund c/fwd	<u>681,425</u>	<u>6,266</u>	<u>687,691</u>	<u>659,706</u>
Represented by:				
Current Account - Santander	51,077	1,059	52,136	28,212
Deposit Account – CCLA	135,418	-	135,418	131,494
House Manager Account	137	-	137	0
HSH Property Value	500,000	-	500,000	500,000
Total Charity Funds	<u>686,632</u>	<u>1,059</u>	<u>687,691</u>	<u>659,706</u>
Potential LA Grant Liability	(175,000)	-	(175,000)	(200,000)
Taking Liability into Consideration	<u>511,632</u>	<u>1,059</u>	<u>512,691</u>	<u>459,706</u>

New annex (East Wing) - LA Grant liability agreement:
£250k (reducing at straightline 10% (£25k) pa over 10 years) starting October 2019

These accounts were approved by the Trustees and Council of the Management of the Charity on 12th October 2023, and signed on their behalf by:



Mr Stuart Fox
HSH Chairman

Date 12th October 2023



Mr Kevin Ebsworth
Honorary Treasurer

Date 12th October 2023

Herefordshire Night Shelter
Hope Scott House
2022-2023

Receipts & Payments

General Fund

	<u>Receipts</u>			<u>Payments</u>	
	2023	2022		2023	2022
	£	£		£	£
Housing Benefit	117,246	42,402	House Manager	17,440	16,736
Room Rate to bank	-	15,033	Relief House Manager	20,027	1,888
Interest	3924	392	Support Worker	18,924	-
Donations	11,225	1,638	Water	720	656
Key Deposits	16	8	Council Tax (flat)	1,860	816
		-	Electricity	10,054	8,527
			Oil	6,700	2,735
			Insurance	4,405	3,902
			Repairs/Maintenance	6,694	3,494
			TV Licence	159	159
			Housekeeping	1,424	1,124
			New Items	7,816	7,486
			Phone / B/band	893	644
			Misc	4,819	4,467
			Acct / Payroll Services	1,544	1,039
			Office Expenses	47	84
			Refurbishment (old annex)	-	1,370
			New Build Items	-	1,920
			Mobile SIM Costs	221	217
			Surplus/(Loss)	28,664	2,209
	132,411	59,473		132,411	59,473

Receipts & Payments

Restricted Fund – Support worker

	<u>Receipts</u>			<u>Payments</u>	
	2023	2022		2023	2022
	£	£		£	£
Grants	-		Support Worker	-	16,968
Donations	-	11,500	Surplus/(Loss)	-	(5,468)
		11,500		-	11,500

Herefordshire Night Shelter
Hope Scott House
2022-2023

Restricted Fund – Refurbishment (old annex)

	<u>Receipts</u>			<u>Payments</u>	
	2023	2022		2023	2022
	£	£		£	£
Donations	-	38,500	Refurbishment (old annex)	-	88,500
Grants	-	50,000	Surplus/(Loss)	-	-
	-	88,500		-	88,500

Receipts & Payments
Restricted Fund – Website

	<u>Receipts</u>			<u>Payments</u>	
	2023	2022		2023	2022
	£	£		£	£
Grants	-	1,500	Build cost	895	295
			Hostinger – Web hosting	11	115
			Domain Transfer		15
	906		Surplus/(Loss)		1,075
	906	1,500		906	1,500

Receipts & Payments
Restricted Fund – Garden Project / Resident Laptop

	<u>Receipts</u>			<u>Payments</u>	
	2023	2022		2023	2022
	£	£		£	£
Grant (EFBulmer)	490	-	Laptop	490	-
Grant (Morrisons)	1,000		Garden furniture	500	-
Grant (B&Q)	1,000		Gardening equipment	449	-
			Gardening items	824	-
			Surplus/(Loss)	227	-
	2,490	-		2,490	-

Notes:

These accounts are on a receipts and payments basis
There are no trusts

The accounts comply with the appropriate legal requirements. That is, that gross recorded income from all sources did not exceed £250,000 and the charity is not a company incorporated under the Companies Act.

The above Receipts and Payments details and the associated Balance Sheet are extracted from the from the cash book and records of Herefordshire Night Shelter, and are certified to be correct and that the assets are as stated.

Reserves Policy

Unrestricted funds are held for routine use in accordance with the charity's objects.

The charity has experienced serious financial difficulties in the past and now aims to retain free reserves sufficient to provide adequate working capital to fund the core activities for at least 18 months.

The charity's assets are available and adequate to fulfil these obligations.

Total reserves at the balance sheet date were £135,418 in the CCLA deposit account with the Santander current account immediate access to £52,136 plus, a small balance of £137 on Tesco debit card – giving a total of £187,691 (2022: £ 159,706) (2021 £150,552).

With total projected future annual overheads of around £70k, this provides around 30 months protection. HSH was fortunate to have received donations to cover the original amount 'earmarked' towards funding the old annex (now called the West Wing) and frontage refurbishment. This means that the reserves have remained intact. The refurbishment is now complete.

Future potential impacts on the reserves policy:

With the massively increasing heating (oil) and electricity supply costs recently experienced, it is prudent financial management to ensure that current and future liabilities are contained and managed. Additionally, Herefordshire County Council currently fund the fulltime support worker (earnings c£30k). It is strongly anticipated that HSH will need to pick up these costs in the future to continue with the levels of support needed and provided.

At the time of completing this report, the support element of Housing Benefit (IHM) is totally insufficient to provide anything more than a total of a few hours a week in total, where 1 full time & 0.6 (part time) support workers are required/currently in place, which will result in the expected annual expenditure increasing going forward, it is estimated that this will then be in excess of £100,000.

HEREFORDSHIRE NIGHT SHELTER

England & Wales - Charity number 515025

Accounts



**Herefordshire Night Shelter
Hope Scott Hostel**

Annual Report and Accounts

For the year ended 31 July 2022

Registered Charity Number 515025

Unaudited

Unaudited Report and Accounts

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Herefordshire Night Shelter
Hope Scott House
2021-2022

Reference and Administrative Details

Charity name: Herefordshire Night Shelter
Registered Charity Number: 515025
Registered office: Hope Scott House, Roman Road, Hereford, HR1 1LE

The following have acted as Trustees (and Management Council Members) of the Charity during the year:

	From	To	Additional roles
Mr Stuart Fox	10 th March 2022	-	Chair
Mr David Halpern	1 st August 2019	10 th March 2022	Chair
Mrs Barbara Hartland	1 st August 2019	-	Vice-Chair
Mr David Halpern	11 th March 2022		Council Member
Mr Alex Cunliffe	1 st August 2018		Council Member
Mr Kevin Ebsworth	1 st August 2019	-	Honorary Treasurer
Mr Gerald Ridley	21 st October 2020	-	Secretary
Mr Iain Hayes	19 May 2021	-	Council Member
Mrs Joanne Child	30 th June 2021	10 th March 2022	Council Member
Mr Stuart Fox	27 th October 2021	10 th March 2022	Council Member

Employees of the Charity:

Name	Role
Mr Stuart Poole	House Manager

Support Worker (part time: self-employed):

Ms Alison Price	Resident's Support Worker
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Support Worker (full time: employed by Herefordshire County Council):

Mrs Jo Child	Resident's Support Worker
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Bankers:

Main account:	House account:
Santander	Via
20/21 High Town	Tesco top up
Hereford	Charge card
HR1 2AB	

Deposit account:
CCLA Investment Management Limited
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner:

Haines Watts
3rd Floor
Broadway House
32-35 Broad St.
Hereford
HR4 9AR

Charity Information

The Charity is governed by a constitution adopted on the 16 September 1983, as amended on 29 November 1991, 28 March 1996 and 4 November 2014.

The Trustees/Management Council present their report and accounts of the charity for the year ended 31 July 2022.

The accounts have been prepared in accordance with the accounting policies set out in the notes on page 14-15 to the accounts and comply with the charity's constitution, applicable law including the Charities Act 2011.

Comparative figures in the accounts relate to the previous accounting year.

No specific investment powers are included in the Constitution. The Charity is therefore governed by the general provisions of the Trustee Act 2000. The Charity holds money not immediately required for day-to-day management purposes with CCLA Investment Management Limited.

The objects of the Charity are the care and treatment of persons in need who are homeless, or suffering from psychological or physical infirmity, or who by reason of adverse circumstances, ill health, or being a discharged offender, are in need of help in acquiring a settled way of life through the establishment of hostels and residential accommodation, and to educate these persons to develop their physical, mental and spiritual capacity that they may develop full maturity as responsible individuals and members of society, and that their life may be improved.

To further these objects, the Charity runs a hostel for homeless persons who can directly access the accommodation. The Charity also takes referrals from outside agencies.

There are currently seven Trustees, which are reviewed and agreed at each AGM.

During this accounting period, The Trustee Board comprised of The Chairman, vice Chair, Secretary, Honorary Treasurer plus 3 additional volunteer Trustees.

There are currently no restrictions on the maximum number of Trustees.

Trustee recruitment/appointment has usually been by personal recommendation. Individuals who have a good standing and a clear understanding of the role, who are also happy to promote HSH within the wider community. A diverse approach is taken to recruit the right candidate.

All Trustees / Management Council members are volunteers.

All Trustees have regard to the Charity Commission guidance to public benefit

(<https://www.gov.uk/guidance/public-benefit-rules-for-charities>)

There have been no material changes in this policy since the last Report.

The day-to-day management of the hostel is by a resident, full-time employee – the House Manager.

Resident's support is provided by two dedicated Support Workers.

The hostel has continued to maintain consistently high standards throughout the past year.

Chairman's Annual Report

The past 12 months have seen Hope Scott House achieve some significant milestones as we dealt with the end of and emerged from the worst of the Covid-19 pandemic. The committee is back to meeting in person and more recently in the newly refurbished meeting room at Hope Scott House.

The extensive building works carried out on the old block on the western side of Hope Scott House are now completed. Five well-equipped, ensuite rooms have been created and the block also includes disabled toilet facilities for visitors as well as residents. These new rooms take the total capacity of Hope Scott House to 13 and by our year end, we were well on the way to filling these. Some of our existing residents moved into the new block so that new and more established residents were better integrated.

The Committee is extremely grateful for the tremendous hard work and effort put into the project management of the development by our Treasurer, Kevin Ebsworth and outgoing Chairman, David Halpern. Aply assisted by House Manager, Bryan McWilliams. Their extensive contribution ensured that works were carried out on time and to budget despite the pandemic. The result is a brand new block for residents which we are all immensely proud of.

The year has also been one of change. Our long-serving House Manager, Bryan McWilliams has taken a well-deserved retirement after almost 30 years of service to HSH. His dedication and hard work have been exceptional, and he will be greatly missed. Bryan has presided over enormous change in his time in charge and has seen the focus of our work shift from providing meals and a roof over our residents' heads to the support and advice service which we offer today. The Committee would like to formally thank Bryan and Wendy for their contribution and wish them a happy and well-earned retirement.

In April, we welcomed the new House Manager, Stuart Poole. Stuart has already got off to a great start and along with the rest of the HSH team is making considerable progress. His skills in cooking and gardening are already being shared with the residents and having a positive impact and the prospects for the outside areas are looking very good. We are delighted to welcome Stuart and are sure that he will make a success of the role.

The focus of our work at HSH is very much giving our residents a place to feel safe and settled as we support them in the move onto the next stage of their lives and towards independent living. This work involves considerable skill and dedication.

The part-time support worker Alison Price has continued to do an excellent job in supporting the residents and she has been joined by a full-time support worker, former HSH trustee Jo Child who since starting in May is already making a huge impact. Jo is employed by Herefordshire Council currently using funding from the Department for Levelling Up, Housing and Communities (DLUHC). In future, we will need to find funds ourselves to maintain this important role as the DLUHC has a limited lifetime. The importance for the residents of this support role makes it a priority in terms of securing funding for the future. We are very lucky to have an enthusiastic, strong team in place.

Herefordshire Night Shelter
Hope Scott House
2021-2022

Our relationship with Herefordshire Council officers remains very strong and we are grateful for their support and guidance. HSH is an integral part of Herefordshire Council's Homelessness pathway, Project Brave.

Project Brave is a multi-agency response to homelessness and rough sleeping in Herefordshire. As part of project brave a range of strategic and voluntary agency's work in partnership placing individuals at the centre of their work to address homelessness and rough sleeping. HSH's role is to provide accommodation and support to enable our residents to move on to independent living, with a feeling of positive self-worth and dignity.

We were pleased this year to welcome the Leader of Herefordshire Council, Councillor David Hitchiner along with his cabinet colleagues, Councillor Pauline Crockett, (Health & Adult Wellbeing) and Councillor Ange Tyler (Housing, Regulatory Services and Community Safety) to HSH. They saw at first hand the transformation of HSH in recent years and we look forward to working with them in future.

In June 2022, we held an Open Day where invited guests were able to come and see the transformation at HSH as well as meet members of the HSH team, Committee members and some of our residents. Representatives from Herefordshire Council, Hereford City Council, management at Hoople, local business and charitable organisations also attended in what proved to be a very successful event. On other occasions, we also welcomed visitors including representatives from DLUHC, other support organisations, Hereford & South Herefordshire MP, Jesse Norman, and some of our donors.

The generous donations made by individuals and organisations are vital to the ongoing operations at HSH. Their contributions are essential in turning around the lives and the whole Committee would once again like to thank them for their support.

The last year, also saw the establishment of a Friends of Hope Scott House group. This exciting departure is being driven by Mary Schiavon-Priebe and promises to do much in raising funds for HSH. It is still in its infancy at present and plans include the creation of a website thanks to generous grant funding from Herefordshire Communities Fund following a visit to HSH by the serving High Sheriff of Herefordshire at the time, Jo Hilditch. I have no doubt there will be more to report on its activities in 2023.

The work on the Committee continues and there is much still to do in terms of streamlining the claims and benefits process and ensuring that the invaluable work in terms of helping our residents to move on that is undertaken by the support workers and House manager at HSH is fairly remunerated. We are confident that this can be achieved working in partnership with colleagues at Herefordshire Council.

Finally, I could not conclude my report without mentioning the extraordinary contribution of my predecessor David Halpern. David stood down as Chairman of HSH after over 25 years in March of this year. It is impossible to summarise what David has achieved in this short report but put simply, if it hadn't been for his dedication, determination and sheer hard work, there would not be an HSH today. The committee and the many residents who have successfully moved on from HSH owe him an enormous debt of gratitude. I am delighted that David has agreed to remain as a trustee of HSH and on behalf of all of us I would simply like to say, Thank You.

Covid

The Charity closely followed the Government's guidance for "Accommodation for Rough Sleepers and Hostels" - it is pleasing to be able to say that there have been no incidents of residents suffering from Covid during the year.

Occupation

Occupation rates have continued to be substantially reduced due to:

- Refurbishment undertaken to update and improve what was the "shared accommodation" block – now called the West Wing.

The refurbishment was completed shortly before the end of this financial period and now provides an additional 5 new en-suite rooms, making a total of 13 en-suite accommodation units.

We will be working hard to fill all units to achieve maximum occupancy at the earliest opportunity.

Room Inspections

The Room Inspection regime has continued as best it could under the Covid rules - it is evident that residents in the new en-suite rooms are taking more pride in "their room" and are adopting a more responsible attitude.

Laundry and Kitchen

The new laundry and the kitchen facilities are working well and residents are making good use of, and are becoming adept at using these facilities.

Support

As mentioned in last year's report, the introduction of our parttime in-house Support Worker has been a real success story. In June, HSH support capability was greatly enhanced by the addition of a Herefordshire Council funded (via DLUCH) full time support worker – solely allocated for HSH support provision.

Around the same time, Bryan McWilliams (previous House Manager) retired and Stuart Poole, his replacement was recruited, and is now an integral part of the support team.

However, there remains a large discrepancy between the level of the support element of housing benefit (IHM – Intensive Housing Management) funds received for each resident, and, the cost of providing the support.

Capital Spend

Outside of the contractor refurbishment payments of £89,870 (2021 £40,000), there has been very little capital spend during the year; £1,920 (2021 £1,972), which was to fit a 'quick exit' door to the office.

The Local Authority west wing refurbishment grant that was showing as secured in the previous year's report, was paid during this financial period.

Additionally, we were fortunate to have received donations to help fund the difference. The opportunity to refurbish and resurface the property frontage was also taken to finish the major works projects.

Accounts

In the previous report, it was highlighted that there were some major changes to the Balance Sheet, (these still apply) namely:

- The property revaluation during the previous accounting year and the updated value - £500,000 has been carried forward in the accounts.
- The Charity entered into a Grant Agreement with the Local Authority to fund the new build & pods (£250,000), this funding is not repayable provided that, for a period of 10 years from October 2019, the Charity gives first call to the Local Authority nominating a rolling 7 residents to HSH.

The Agreement provides that the Charity may terminate this Agreement, (ie: if it wanted to cease to operate and sell the property on the open market with vacant possession) by repaying the grant, reducing by 1/10th (£25,000) for each year of existence - this, prospective liability has been included in the accounts to give a clear year by year property "equity" value.

Income

The resident generated income of the Charity has increased from the previous accounting year to - £57,435 (up £3,814 on the previous year) - this income will increase once the newly refurbished West Wing is fully occupied, this is likely to be during 2022/2023 period, before this is achieved.

Donations and grant income were substantially increased during the year – these funds very kindly helped us to continue funding the Support Worker, West Wing and frontage refurbishment projects.

Total income was £160,973 (2021 £94,789)

Herefordshire Community Foundation (HCF), generously granted £1,500 towards the creation of a website. Shown as separate Restricted Fund in the accounts below.

Expenses

The house running expenses are evolving as the refurbishments complete and occupancy increases, points to note are

- Insurance costs continue to increase due to increased risk / increased occupancy
- Repairs/Maintenance/New Build costs were substantially increased (as predicted in the previous year's report)
- Wages and, particularly Support Worker costs, have increased, especially since that the HCF grant has been fully utilized. There is also use of a 'relief manager' to ensure that the new House Manager has sufficient time off. It is anticipated that these costs will increase significantly through the 2022/2023 accounting period.
- Electricity costs have increased, and expected to continue to increase during the current energy 'crisis'.
- Fortunately, the oil tanks were filled earlier in the year, in preparation for winter.

Total Expenses were £163,157 (2021 £93,309)

Overall Position

It has been an exciting year in many ways, with the completion of the refurbishment projects and recruitment / addition of new staff. In particular re account items as the year has been so different from the normal pattern - it is anticipated that over the course of the following year, resident numbers will increase, resident income should be clearer, support input and associated costs should be more defined, giving us an ability to better project income/expenses going forward

The final Accounts' position was a slight deficit of income over expenses of £2,184 (2021 surplus of £1,480) - a good result given all the activities of the year but, to be stressed, not representative of more normal trading years going forward

The Charity has reserves of £159,706 (2021 £161,890) (with £1,075 remaining HCF grant restricted for website creation and £5,870 restricted for support worker costs), and a property with a valuation of £500,000.

The Charity remains financially sound and secure

Future Proposals

During the new year the Charity will try to address the following;

- Conversion to a Charitable Incorporated Organisation (CIO) adopting the Charity Commissions recommended template constitution - this will give HSH a more modern business structure, give the volunteer trustees more protection and make it easier to attract new trustees

Herefordshire Night Shelter
Hope Scott House
2021-2022

- Increase resident numbers to maximum occupation levels
- Endeavour to continue/expand the HSH “support” services
- Continue to work positively with our Hoople housing benefit partners to resolve and housing benefit application / claim issues quickly and efficiently.
- Review the management needs/structure of the Charity in the light of its increased numbers and increased services etc.
- Look to cementing and securing the long term security of the services provided by the Charity



Stuart Fox
Chairman

Date: 13th October 2022

Independent Examiner's Report

I report on the accounts of Herefordshire Night Shelter for the year ended 31 July 2022, which are set out on pages 12 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees and members of the Management Council are responsible for the preparation of the accounts. The charity's trustees and members of the Management Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's 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 accounts, and seeking explanations from you as 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 matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 1. to keep accounting records in accordance with section 130 of the 2011 Act; and
 2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Sophie Powell
FCCA

ON BEHALF OF HAINES WATTS HEREFORD LIMITED

Chartered Accountants
3rd Floor
Broadway House
32-35 Broad Street
Hereford
HR4 9AR

Date: 4 November 2022

Herefordshire Night Shelter
Hope Scott House
2021-2022

Statement of Assets and Liabilities

Liabilities	General Fund	Restricted Fund	2022	2021
	£	£	£	£
Fund b/fwd	650,552	11,338	661,890	540,410
Surplus/(loss) for the year	2,209	(4,393)	(2,184)	1,480
Property revaluation	-	-	-	120,000
Fund c/fwd	<u>652,761</u>	<u>6,945</u>	<u>659,706</u>	<u>661,890</u>
Represented by:				
Current Account - Santander	21,267	6,945	28,212	30,261
Deposit Account – CCLA	131,494	-	131,494	131,102
House Manager Acct – HSBC	(closed)	-	(closed)	400
Room Rate (cash still to bank)	-	-	-	127
HSH Property Value	500,000	-	500,000	500,000
Total Charity Funds	<u>652,761</u>	<u>6,945</u>	<u>659,706</u>	<u>661,890</u>
Potential LA Grant Liability	(200,000)	-	(200,000)	(225,000)
Taking Liability into Consideration	452,761	6,945	459,706	436,890

New annex (East Wing) - LA Grant liability agreement:
£250k (reducing at straightline 10% (£25k) pa over 10 years) starting October 2019

These accounts were approved by the Trustees and Council of the Management of the Charity on 13th October 2022, and signed on their behalf by:



Mr Stuart Fox
HSH Chairman

Date 13th October 2022



Mr Kevin Ebsworth
Honorary Treasurer

Date 13th October 2022

Herefordshire Night Shelter
Hope Scott House
2021-2022

Receipts & Payments

General Fund

	<u>Receipts</u>		<u>Payments</u>	
	2022	2021	2022	2021
	£	£	£	£
Housing Benefit	42,402	37,359	House Manager	16,736
Room Rate to bank	15,033	16,135	Relief House Manager	1,888
Room Rate in cash	0	127	Water	656
Interest	392	258	Council Tax (flat)	816
Donations	1,638	18,911	Electricity	8,527
Key Deposits	8	-	Oil	2,735
			Insurance	3,902
			Repairs/Maintenance	3,494
			TV Licence	159
			Housekeeping	1,124
			New Items	7,486
			Phone / B/band	644
			Misc	4,467
			Acct / Payroll Services	1,039
			Office Expenses	84
			Refurbishment (old annex)	1,370
			New Build Items	1,920
			SW / HM Mobile SIMCosts	217
			Surplus/(Loss)	2,209
	59,473	72,790		59,473
				72,790

Receipts & Payments

Restricted Fund – Support Worker

	<u>Receipts</u>		<u>Payments</u>	
	2022	2021	2022	2021
	£	£	£	£
Grants	-	21,999	Support Worker	16,968
Donations	11,500	-	New Items	-
			Misc	-
			Office Expenses	-
			SW Mobile SIMCosts	-
			Surplus/(Loss)	(5,468)
	11,500	21,999		11,500
				21,999

Herefordshire Night Shelter
Hope Scott House
2021-2022

Receipts & Payments
Restricted Fund – Refurbishment (old annex)

	<u>Receipts</u>			<u>Payments</u>	
	2022	2021		2022	2021
	£	£		£	£
Donations	38,500	-	Refurbishment (old annex)	88,500	-
Grants	50,000	-	Surplus/(Loss)	-	-
	88,500	-		88,500	-

Receipts & Payments
Restricted Fund – Website

	<u>Receipts</u>			<u>Payments</u>	
	2022	2021		2022	2021
	£	£		£	£
Grants	1,500	-	25% Deposit	295	-
			Hostinger – Web hosting	115	-
			Domain Transfer	15	-
			Surplus/(Loss)	1,075	-
	1,500	-		1,500	-

Notes:

These accounts are on a receipts and payments basis Assets are shown at current estimated value
There are no trusts

The accounts comply with the appropriate legal requirements. That is, that gross recorded income from all sources did not exceed £250,000 and the charity is not a company incorporated under the Companies Act.

The above Receipts and Payments details and the associated Balance Sheet are extracted from the from the cash book and records of Herefordshire Night Shelter, and are certified to be correct and that the assets are as stated.

Reserves Policy

Unrestricted funds are held for routine use in accordance with the charity's objects.

The charity has experienced serious financial difficulties in the past and now aims to retain free reserves sufficient to provide adequate working capital to fund the core activities for at least 18 months.

The charity's assets are available and adequate to fulfil these obligations.

Total reserves at the balance sheet date were £131,494 in the CCLA deposit account with the immediate access to £21,267 in the Santander current account – giving a total of £152,761 (2021 £150,552) free reserves.

Herefordshire Night Shelter
Hope Scott House
2021-2022

With total projected future annual overheads of around £70k, this provides around 26 months protection. HSH was fortunate to have received donations to cover the original amount 'earmarked' towards funding the old annex (now called the West Wing) and frontage refurbishment. This means that the reserves have remained intact. The refurbishment is now complete.

Future potential impacts on the reserves policy:

With the massively increasing heating (oil) and electricity supply costs recently experienced, it is prudent financial management to ensure that current and future liabilities are contained and managed.

Additionally, Herefordshire County Council currently fund the full time support worker (earnings c£30k). It is strongly anticipated that HSH will need to pick up these costs to continue with the levels of support needed and provided.

The support element of Housing Benefit (IHM) is totally insufficient to provide anything more than a total of a few hours a week in total, where 1 full time & 0.6 (part time) support workers are required, which will result in the expected annual expenditure increasing going forward, and this will then be in excess of £100k.

HEREFORDSHIRE NIGHT SHELTER

England & Wales - Charity number 515025

Accounts



**Herefordshire Night Shelter
Hope Scott Hostel**

Annual Report and Accounts

For the year ended 31 July 2021

Registered Charity Number 515025

Unaudited

Unaudited Report and Accounts

Contents

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Herefordshire Night Shelter
Hope Scott House
2020-2021

Reference and Administrative Details

Charity name: Herefordshire Night Shelter
Registered Charity Number: 515025
Registered office: Hope Scott House, Roman Road, Hereford, HR1 1LE

The following have acted as Trustees (and Management Council Members) of the Charity during the year:

	From	To	Additional roles
Mr David Halpern	1 st August 2019	-	Chair
Mrs Barbara Hartland	1 st August 2019	-	Vice-Chair
Mr Kevin Ebsworth	1 st August 2019	-	Honorary Treasurer
Mr Gerald Ridley	21 st October 2020	-	Secretary
Mr Iain Hayes	19 th May 2021	-	Council Member
Mrs Joanne Child	30 th June 2021	-	Council Member

Additional Members of the Management Council of the Charity:

Name			Role
Mr Alex Cunliffe	1 st August 2019		Council Member

Employees of the Charity:

Name	Role
Mr Bryan McWilliams	House Manager

Support Worker (self-employed):

Mrs Alison Price	Resident's Support Worker
------------------	---------------------------

Bankers:

Main account:	House account:
Santander	HSBC
20/21 High Town	35 High Town
Hereford	Hereford
HR1 2AB	HR1 2AQ

Deposit account:

CCLA Investment Management Limited
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner:

Haines Watts
3rd Floor
Broadway House
Broad Street
Hereford
HR4 9AR

Charity Information

The Charity is governed by a constitution adopted on the 16 September 1983, as amended on 29 November 1991, 28 March 1996 and 4 November 2014.

The Trustees/Management Council present their report and accounts of the charity for the year ended 31 July 2021.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's constitution, applicable law including the Charities Act 2011.

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To further these objects, the Charity runs a hostel for homeless persons who can directly access the accommodation. The Charity also takes referrals from outside agencies.

There are currently six Trustees, which are reviewed and agreed at each AGM.

During this accounting period, The Trustee Board comprised of The Chairman, vice Chair, Secretary, Honorary Treasurer plus 2 additional volunteer Trustees. There is 1 additional volunteer member.

There are currently no restrictions on the maximum number of Trustees.

Trustee recruitment/appointment has usually been by personal recommendation. Individuals who have a good standing and a clear understanding of the role, who are also happy to promote HSH within the wider community. A diverse approach is taken to recruit the right candidate.

All Trustees / Management Council members are volunteers.

All Trustees have regard to the Charity Commission guidance to public benefit

(<https://www.gov.uk/guidance/public-benefit-rules-for-charities>)

There have been no material changes in this policy since the last Report.

The day-to-day management of the hostel is by a resident, full-time employee – the House Manager.

Resident's support is provided by a dedicated (self-employed) HSH Support Worker

The hostel has continued to maintain consistently high standards throughout the past year.

Chairman's Annual Report

The Committee functioned as well as possible during the year, meetings in person being disrupted by covid restrictions, the Committee managed to continue to conduct its business via mobile phone, e-mails, zoom etc and, latterly, again by personal meetings.

The Charity continued its close contact with Community Service prior to and subsequent to the covid "lockdown" restrictions - they have been a great help to HSH, the outdoor areas never having looked so good.

The past year has been an extremely difficult and testing one for the Committee.

On the plus side

There has been a continuation of the close working relationship between the Charity and relevant officers of the Local Authority, who have greatly supported HSH in achieving its goals.

Sadly, this support seems to have been lacking at high level officer and cabinet level.

The accommodation and residents have been managed well during a very difficult period of general unsettlement and covid restrictions etc; there have been no incidents of covid amongst the residents.

The new en-suite accommodation came on stream at the start of the year and has been very well received by residents, who value their greater independence and they are showing more responsibility for and pride in "their own room".

The Charity has been well supported by the local community and beneficiaries.

During the year the Charity engaged the services of a "Support Worker" - she has proved to be a real success story, the residents engaging well with her and being very appreciative of the support they are receiving.

After suffering substantial delays in delivery, followed by poor quality issues, finally the 2 living pods were occupied - again a great success.

One "Pod" resident in writing a "Thank You" letter, saying: *"I can't put a price on having my own front door, it makes me feel and act more independently and I am proud of having this Pod"*

Just weeks before the Year End, we heard from the Local Authority that we had successfully secured a grant of £50,000 towards our project to refurbish the old accommodation block (8 very small rooms with shared toilet/shower facilities) creating doubled up boiler facility, 5 en-suite rooms, laundry room and toilet available for use by guests/visitors.

This will complete our long-term redevelopment plan and will give us in total, 10 new en-suite rooms, 1 existing en-suite in the old house, 2 new pod units, an office, 2 new laundry stations, upgraded heating facilities, a public access toilet, newly created meeting room/overnight relief worker room, together with the original kitchen, common room etc facilities

The Charity will fund the remaining cost of the re-furbishment work, approx £65,000 from its reserves

To have achieved this goal is a real success

On the Downside

Fairly immediately on completing the new build in July last, we were faced with a major review of our Housing Benefit income and a challenge to our “Exempt” status.

The review process was extremely tedious and testing for the committee.

We seemed to have, on the one hand, the very positive support of the Local Authority who were keen to maintain the security of our service going forward (recognised as the only provider of this supported accommodation in Hereford) and on the other hand, a very aggressive and, at times, what appeared to be acrimonious challenge to our being by Hoople, to whom the Local Authority had outsourced the management of its Housing Benefit responsibilities.

The challenge to our existence was such that the Committee considered reviewing and potential transfer of assets, possible closure or sell up scenarios.

Matters were, very much at the eleventh hour, finally resolved on the basis that our “Exempt” status was re-confirmed and new occupation rates were agreed but on differing levels depending upon Hoople being evidence satisfied of the residents need for support and the support provided.

We now have a ‘new’ very cumbersome, (and costly in time and money) process whereby, although all our nominees come via the Local Authority’s Housing Solutions Team, where they are assessed and, if appropriate, referred to HSH as needing accommodation and support provided by HSH, we then have to conduct a further assessment and prepare a “ Support Plan” which is, in turn assessed by Hoople who then determine whether or not prospective residents are needing/receiving support and categories them accordingly. That is not the end of the process, Hoople regularly re-assess residents and can move them onto a different accommodation rate, or reject their claim.

Not only does this put us to additional cost in time and administrative input, but also gives us an uncertain financial position from an income budgeting point of view.

To exacerbate the situation further, whilst we have to evidence ongoing 3+ hours per week per resident delivered support to get the higher “support” rate (this ongoing evidencing process means that for every 3 hours support, another 1 or more hours is spent in admin work in meeting this evidencing requirement). The additional “support” rate we receive for these 3+ hours support and associated admin is £20 - well below the minimum wage rate and certainly well below the cost incurred by the Charity in providing the time and skills of the Support Worker, let alone the necessary supporting admin input.

This situation will need to be regularly reviewed as it is placing our “Support” programme in jeopardy, potentially requiring the goodwill of our benefactors to secure its continuance.

The engagement of a “Support Worker”, very kindly supported by grant/private donation, is, as said, a great success story - it was anticipated that within 12 months the post would become self- financing but that has turned out not to be so for the reasons:

- the additional Housing Benefit “support” payments do not cover the cost as above
- due to covid restrictions on our taking new residents in, our resident numbers have been low, reducing total receipts

- build delays and delays with our refurbishment programme have again contributed to reducing our resident numbers.

Once the refurbishment work is completed we should be able to start to increase our intake of residents which will give us a greater financial base, but will still leave us with the issue of making good the shortfall between the costs of the "Support" worker vis a vis, the additional income for that support work, plus, as resident numbers increase we will need to extend the hours of the Support Worker and take on admin staff to meet the evidencing needs of Hoople in order not to detract too much from the "hands on" support provided by the "SupportWorker".

Efforts to engage with Senior Officer / Cabinet / Board Members of the Local Authority / Hoople have, so far, failed.

The Trustees of HSH are working hard to try to foster and maintain a better and more workable relationship with senior Local Authority Officers and Hoople.

Covid

The Charity closely followed the Government's guidance for "Accommodation for Rough Sleepers and Hostels" - it is pleasing to be able to say that there have been no incidents of residents suffering from Covid during the year.

Occupation

Usually figures would be given for "occupation rate" and "bed nights", but it would be fairly meaningless to do so for this year.

Occupation rates have been substantially reduced due to:

- Covid restrictions prevented taking new residents into the "shared accommodation" block
- Many homeless have been accommodated in hotels etc under the Government's temporary Covid scheme
- The planned refurbishment of the "shared" accommodation block

Suffice it to say that the Hostel has been as full as it could be given the above.

Once the refurbishment is completed there will be 5 new en-suite rooms available for occupation, giving a total of 13 accommodation units.

Room Inspections

The Room Inspection regime has continued as best it could under the Covid rules - it is evident that residents in the new en-suite rooms are taking more pride in "their room" and are adopting a more responsible attitude.

Laundry and Kitchen

The new laundry and the kitchen facilities are working well and residents are making good use of, and are becoming adept at using these facilities.

Support

As mentioned above, the introduction of our in-house Support Worker has been a real success story, we must do all we can to continue to provide this service going forward, but we have to recognise that, increasing resident numbers, the Hoople hoops to jump through and the poor Hoople additional income rates for the “support” service will put a great strain on the Charity’s financial management of the continuance of this service

Capital Spend

Outside of the initial contractor refurbishment payment (£40k), there has been very little capital spend during the year (£1,972), mainly on incidental requirements for the new build and pods

The Charity has recently secured a £50,000 grant from the Local Authority towards funding for the refurbishment programme, converting the old 8 shared facilities unit to 5 en-suite rooms, laundry and guest/visitor toilet facilities - work has commenced and, subject to covid material delivery issues, is planned to be completed approx Oct/Nov time, ready to take in residents before the winter sets in

On completion, all the 11 accommodation units will be new en-suite rooms and there will also be the 2 self-contained pods

The Charity will be funding the balance of the cost, approx £65,000 from its reserves

Accounts

There are some major changes to the Balance Sheet, namely:

- The property was re valued during the year and the updated value - £500,000 (an increase of £120,000) has been included in the accounts.
- The Charity entered into a Grant Agreement with the Local Authority to fund the new build & pods (£250,000), this funding is not repayable provided that, for a period of 10 years from October 2019, the Charity gives first call to the Local Authority nominating a rolling 7 residents to HSH.

The Agreement provides that the Charity may terminate this Agreement, (ie: if it wanted to cease to operate and sell the property on the open market with vacant possession) by repaying the grant, reducing by 1/10th for each year of existence - this, prospective liability has been included in the accounts to give a clear year by year property “equity” value.

Income

For reasons stated above, (covid restrictions and refurbishment plans) the resident generated income of the Charity has reduced to - £53,621 (down £3,532 on the previous year) - this income should increase once the new units become available, but it is likely to be 2022/2023 before full residency figures are again achieved.

Donation and grant income was substantially increased in the year - these funds very kindly helped us to fund the “Support Worker” project

Total income was £94,789

Expenses

The house running expenses were very much in line with the previous year, points to note are

- Insurance costs were substantially increased due mainly to the new build
- Repairs/Maintenance/New Build costs were substantially reduced (but there will be a substantial increase in the following year with the refurbishment)
- Wages and, particularly Support Worker costs, were somewhat less than anticipated mainly due to delays in getting resident numbers up for the reasons expressed above, these costs are expected to rise somewhat during the new year as the support element increases with numbers and the Hoople induced, additional admin input required.

Total Expenses were £93,309

Overall Position

It has been a difficult year in many ways, and, in particular re account items as the year has been so different from the normal pattern - it is anticipated that over the course of the following year, the capital spend projects will come to an end, resident numbers will increase, resident income should be clearer, support input and associated costs should be more defined, giving us an ability to better project income/expenses going forward

The final Accounts' position was a slight surplus of income over expenses of £1,480 - a positive result given all the difficulties of the year but, to be stressed, not representable of more normal trading years going forward

The Charity has reserves of £161,890 (with £65,000+ earmarked for the refurbishment programme), and a property with a vacant possession equity value of £275,000

The Charity remains financially sound and secure

Future Proposals

During the new year the Charity will try to address the following;

- Conversion to a Charitable Incorporated Organisation (CIO) adopting the Charity Commissions recommended template constitution - this will give HSH a more modern business structure, give the volunteer trustees more protection and make it easier to attract new trustees
- Complete the refurbishment project
- Increase resident numbers
- Endeavour to continue/expand the HSH "support" services
- Assess its needs for administrative support vis a vis the Hoople processes

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- Aim to achieve a review of the Hoople “support” rates and to endeavour to foster a better working relationship with Hoople and high-level officer/cabinet members
- Review the management needs/structure of the Charity in the light of its increased numbers and increased services etc
- Look to cementing and securing the long term security of the services provided by the Charity



David M Halpern
Chairman

Date: 22nd September 2021

Independent Examiner's Report

I report on the accounts of The Herefordshire Night Shelter for the period ended 31 July 2021, which are set out on pages 12 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees and members of the Management Council are responsible for the preparation of the accounts. The charity's trustees and members of the Management Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's 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 accounts, and seeking explanations from you as 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 matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 1. to keep accounting records in accordance with section 130 of the 2011 Act; and
 2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Sophie Powell
FCCA

ON BEHALF OF HAINES WATTS HEREFORD LIMITED

Chartered Accountants
3rd Floor
Broadway House
32-35 Broad Street
Hereford
HR4 9AR

Date: 23 September 2021

Herefordshire Night Shelter
Hope Scott House
2020-2021

Statement of Assets and Liabilities

Liabilities	General Fund	Restricted Fund Support Worker	2021	2020
	£	£	£	£
Fund b/fwd	540,410	-	540,410	550,750
Surplus/(loss) for the year	(9,858)	11,338	1,480	(10,340)
Property revaluation	120,000	-	120,000	-
Fund c/fwd	<u>650,552</u>	<u>11,338</u>	<u>661,890</u>	<u>540,410</u>

Represented by:

Current Account - Santander	18,923	11,338	30,261	26,917
Deposit Account – CCLA	131,102	-	131,102	130,844
House Manager Acct – HSBC	400	-	400	189
Room Rate (cash still to bank)	127	-	127	2,460
HSH Property Value	500,000	-	500,000	380,000
<u>Total Charity Funds</u>	<u>650,552</u>	<u>11,338</u>	<u>661,890</u>	<u>540,410</u>
Potential LA Grant Liability	(225,000)	-	(225,000)	
Taking Liability into Consideration	425,552	11,338	436,890	

New annex - LA Grant liability agreement:
£250k (reducing at straightline 10% pa over 10 years) starting October 2019

These accounts were approved by the Trustees and Council of the Management of the Charity on 22nd September 2021, and signed on their behalf by:



Mr David Halpern
HSH Chairman

Date 22nd September 2021



Mr Kevin Ebsworth
Honorary Treasurer

Date 22nd September 2021

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Hope Scott House
2020-2021

Receipts & Payments

General Fund

	<u>Receipts</u>			<u>Payments</u>	
	2021	2020		2021	2020
	£	£		£	£
Housing Benefit	37,359	40,708.94	House Manager (Wages/NIC)	17,100	14,482.98
Room Rate to bank	16,135	13,984.00	Relief House Manager	1,500	-
Room Rate in cash	127	2,460.00	Water	650	657.91
Interest	258	840.26	Council Tax (flat)	1,314	1,269.09
Donations	18,911	1,611.30	Electricity	6,045	7,961.14
Grants	-	10,000.00	Oil	3,056	3,036.96
			Insurance	3,545	1,203.61
			Repairs/Maintenance	963	26,578.69
			TV Licence	158	154.50
			Housekeeping	975	1,245.81
			New Items	553	204.99
			Phone / B/band	540	677.92
			Misc	2,989	1,102.75
			Acct / Payroll Services	1,118	453.60
			Office Expenses	149	48.63
			Refurbishment (old annex)	40,000	---
			New Build Items	1,972	20,865.31
			HM Mobile SIM Costs	21	---
			Surplus/(Loss)	(9,858)	(10,339.39)
	72,790	69,604.50		72,790	69,604.50

Receipts & Payments

Restricted Fund – Support Worker

	<u>Receipts</u>			<u>Payments</u>	
	2021	2020		2021	2020
	£	£		£	£
Grants	21,999	-	Support Worker	9,625	-
			New Items	687	-
			Misc	184	-
			Office Expenses	44	-
			SW Mobile SIM Costs	121	-
			Surplus/(Loss)	11,338	-
	21,999	-		21,999	-

Notes:

These accounts are on a receipts and payments basis

Assets are shown at current estimated value

There are no trusts

The accounts comply with the appropriate legal requirements. That is, that gross recorded income from all sources did not exceed £250,000 and the charity is not a company incorporated under the Companies Act.

The above Receipts and Payments details and the associated Balance Sheet are extracted from the from the cash book and records of the Herefordshire Night Shelter, and are certified to be correct and that the assets are as stated.

Reserves Policy

Unrestricted funds are held for routine use in accordance with the charity's objects.

The charity has experienced serious financial difficulties in the past and now aims to retain free reserves sufficient to provide adequate working capital to fund the core activities for at least 18 months.

The charity's assets are available and adequate to fulfil these obligations.

Total reserves at the balance sheet date were £131,102 in the CCLA deposit account with the immediate access to £30,788 – giving a total of £161,890.

With total projected future annual overheads of around £70k, this provides around 26 months protection. However, £58-£70k of the £108k old annex refurb cost will be funded from the reserves holding.

This will have the effect of bringing the reserves closer to the 18-month level. Work has already started.