



Centre 33 (St Albans) Limited

Annual Report and Financial Statements Year Ended 31 December 2019



Centre 33 is the trading name of Centre 33 (St Albans) Limited, registered in England as a company limited by guarantee (No 7955132) and as a charity (No 1146438).
Registered office: Centre 33, 2a Spicer Street, St Albans, Herts, AL3 4PQ.
Patron: The Right Worshipful the Mayor of St Albans City and District

www.centre33.org

CENTRE 33 (ST ALBANS) LIMITED

(A company limited by guarantee)

Annual Report and Financial Statements 2019

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Chairman's Note

This report is being written in June 2020, during the Coronavirus lockdown. Unfortunately we had to close Spicer Street in March because it was impossible to maintain social distancing in such small premises. Since then trustees and volunteers from Centre 33 have been working with other charities and local pubs, St Albans Council and faith groups to provide hot food for temporarily housed rough sleepers and others.

This crisis has accelerated our search for larger and more flexible premises. It has also highlighted the benefits of charities and other organisations working together to achieve common objectives.

In 2019 Centre 33 provided a record number of meals, clearly showing that there has been an increasing need for our services. Regrettably we expect this demand to be greater still as we get back to something like normal, as job losses, evictions, family breakdowns and financial pressures are likely to impact on local people.

Lastly, I would like to thank all the individual donors and groups who continue to support Centre 33 financially as well as all of our volunteers who provide their time and without whom we would not be able to operate.

Colin Simmons
Chairman
June 2020

Significant Organisational Developments

There have been no significant organisational developments during 2019

Charitable Objectives

The Constitution of Centre 33 says that the Object of Centre 33 shall be ...

“The relief of persons in need who are homeless or suffering from psychological or physical infirmity or who by reason of adverse circumstances, and in particular by the provision for such persons of a shelter (or a home of rest) and the comfort of friendship.”

Centre 33 pursues this Object through the operation of the drop-in centre at 2a Spicer Street.

Public Benefit

The Charity Commission requires that charities report on the public benefit of their activities. We believe that the public benefit from operating the drop-in centre is largely self-evident; it helps very vulnerable people, giving them practical support and encouragement; and because it is very dependent on donations from churches, businesses and others, it demonstrates to them that many in St Albans care about their welfare.

What is Centre 33?

Centre 33 is a charity. Its objective is to provide practical support for people who are homeless, at risk of homelessness, or otherwise socially or materially disadvantaged in the St Albans area. It does this primarily through the Centre 33 drop-in centre.

What does Centre 33 offer?

- a welcoming place to meet,
- hot food and drinks,
- toiletries and shower facilities
- some clothing and sleeping bag
- sign-posting other services which they may be able to access for further help.

When is Centre 33 open?

- Every weekday morning
- Monday to Thursday evening
- Saturday lunchtime
- Early Sunday evening
- Open throughout Christmas and New Year

Volunteering at Centre 33

- Run entirely by volunteers
- 3 volunteers needed for each session
- Overall over 150 volunteers registered with Centre 33 although some volunteer more frequently than others
- Other volunteers look after laundry, supplies, providing clothing etc

Our “Visitors”

Anyone and everyone who comes to Centre 33 is welcome

- Visitors (as we call those who use the centre) do not have to justify using the centre.
- We only ask for a name when they sign in on arrival at the Centre. We do not collect information on their circumstances.
- Through our volunteer discussions with visitors and through our cooperation with other agencies, we have however built up a picture of those using the Centre.

Centre 33 Visitors

- We estimate that maybe as many as 250 individuals come to Centre 33 each year
- A significant proportion **are rough sleepers. Numbers vary but often there are in excess of 12 individuals rough sleeping in St Albans on any one day.**
- **Residents in the Open Door Night Shelter, who have previously been rough sleeping, often attend the morning and Saturday sessions**
- **Some may be sofa-surfing or living in insecure accommodation.**
- **Some have been rough sleepers but now have accommodation. They come to Centre 33 because they know they will be welcome there.**

Support for Visitors

Centre 33 volunteers are not equipped to provide professional advice to visitors. However, we encourage them to seek such advice from the Street Outreach Worker for the Homeless or others. In particular:

- We provide training for volunteers on working with homeless people and on the problems they face, and give guidance on signposting them to sources of help.
- Some visitors have mental health issues. Others have drug or alcohol problems. When aware of these issues, we liaise with the Outreach Worker who works closely with agencies providing support and help.
- Some of our visitors are new to St Albans or to sleeping rough. They may not know how to access support services. We encourage them to go to the Open Door Drop-in Sessions, held each weekday afternoon, where they will get practical advice about benefits, finding accommodation, including access to the Night Shelter and about other services.

Our Local Community

Our Supporters

Centre 33 could not operate without the generous support – financial, other donations (clothes, food etc) and moral – of our local community. The following is not comprehensive, but we hope it is illustrative of the support we receive.

- All who took part in or supported the St Albans Sleep Out for the Homeless, held in early December at Oaklands College
- The many local churches and a synagogue who support and make financial contributions to Centre 33
- Other organisations and individuals who contribute financially, some on a regular basis.
- St Albans Council who have provided grants and also provide us with our premises.
- Emmaus, who provide us with regular cooked meals on two evenings a week
- The Thai Rack Restaurant and the Cancer Research Shop who help hold keys for us
- St Alban and St Stephen Church for the use of their premises for trustee meetings and for training sessions
- The St Albans Round Table who kindly invite us to staff one evenings collection for them on the Santa's Sleigh Float in December.
- The Safer Streets Outreach Worker and the Police Community Support Officers who regularly visit the Centre to keep in touch with visitors, and with volunteers

Local Collaboration and Cooperation

Centre 33 works closely with others in St Albans who help the homeless. Our activity includes

- Membership of the Homeless Forum, a Council led body which helps frame the St Albans Homeless Strategy and which monitors progress in achieving the Strategy aims
- Membership of two subgroups of the Forum – the Rough Sleeper Steering Group and a group addressing the problems of rough sleepers “without recourse to public funds” (mainly but not exclusively eastern Europeans)
- Membership of the STAMP multi-agency agreement to help rough sleepers and others accessing homeless services. This enables us to keep in contact with Open Door, Kent House, Martin House, the SADC Community Safety Unit and others about those of our visitors who give cause for concern. The aim of the multi-agency group is to ensure that those with complicated needs get the support they need, though at times such individuals may be reluctant to engage.

2019 in Summary

Demand for Our Services

9,512

Meals were provided at Centre 33. The most meals in our history.



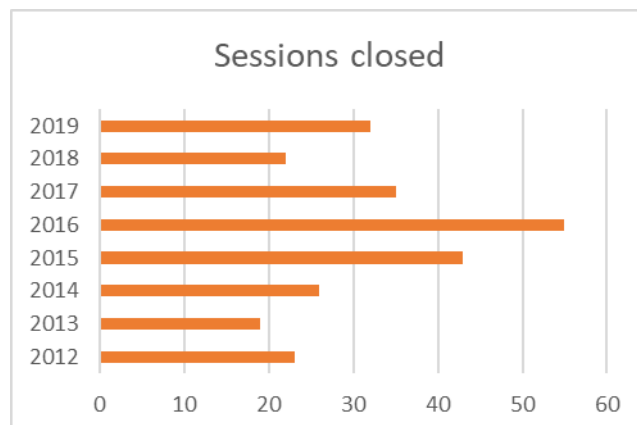
30%

of all sessions had in excess of 20 visitors, sometimes up to 30.

These increased peaks in demand remain a challenge for us because of the physical constraints of the Centre in terms of space for visitors, size of the kitchen and the number of volunteers who can sensibly run a session in the Centre.

sessions when Centre 33 was opened to visitors in 2019. The Centre was closed for 32 sessions. The Volunteer Coordinator works hard to keep the Centre open but some closures are inevitable given all those who work there are volunteers who at times face other demands on their time and that (especially as in 2016) the Centre needs to close sometimes in order for work to the premises to be carried out.

573



2019 Volunteering and day to day running of the Centre

3,000 hours

In 2019, our volunteers donated around 3,000 hours of their own time to prepare food and open Centre 33 for our visitors on over 570 occasions, including Christmas Day and New Year's Day.

Numbers

During 2019, around 250 volunteers were registered on our system. How often they volunteer varies from some who volunteer most weeks, through those who volunteer every couple of months or just during holidays, to those who, for a variety of reasons, did not volunteer during the year.

The year saw over 150 applications of interest to volunteer, of which around 30 became volunteers and attended one or more sessions in the Centre.

Keeping Centre 33 operational

Ensuring that the Centre can operate effectively requires a wide range of tasks – some on-offs, some regular actions. In 2019, these included:

- Front door locks replaced for security and improved emergency egress
- New commercial dishwasher purchased and installed.
- New vinyl flooring fitted on landing and parts of stairs.
- Council (our landlord) called in to repair leaking roof.
- Replacing mugs, cutlery and other items (which do seem to “walk” somewhat).
- Repairs to doors, windows and kitchen equipment
- Liaison with donors of food and other supplies.

Centre 33 is subject to Food Safety Regulations and is inspected regularly by Environmental Health Officers. There was an inspection in 2019. They were generally satisfied with our food service. They recommend more training for volunteers (since the inspection we have made arrangements for volunteers to access on-line training on Food Safety. There has been a good take up and increasing numbers of volunteers now hold a Level 2 certificate). The Centre was awarded a four star rating.

Finance Overview

The Financial Statements for the year ended 31 December 2019 are attached to this report. We continue to receive a large number of donations which both replaced our reserve funds following a few years of significant spend on the refurbishment of the Centre and also covered some large items of additional expenditure during the year, in particular a new commercial dishwasher at over £4,000 and the internal redecoration of the centre which cost nearly £5,000. We are immensely grateful for all the donations and grants received during the year.

The financial statements show that Centre 33 started 2019 with a reasonable level of reserves and finished the year having increased the reserves by a little over £13,000. The Trustees remain confident that, despite the Centre closing for the period of the COVID-19 lockdown in 2020, Centre 33 will remain in a healthy financial position during 2020.

Centre 33 benefits from generous support from a variety of local organisations and a large number of individuals and we are extremely grateful for all their support.

The Trustees

The Trustees during 2019 are shown in the box below.

Trustees 2019

Trustees:

| | |
|--------------------------|--|
| Chairman (Acting) | Colin Simmons |
| Vice Chairman | Bob Barrett |
| Secretary | Andrew Copley |
| Treasurer | Melanie O'Neill |
| Minutes Secretary | Penny Williams |
| Other Trustees | Alley Ashton Peter Graham David Grimshaw |

CENTRE 33 (ST ALBANS) LIMITED

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Reference and Administrative Details of the Company, its Trustees and Advisers for the period ended 31 December 2019

Board of directors/trustees as at 31 December 2019

Mr A Ashton
Mr RE Barrett
Mr AP Copley
Mr P Graham
Mr DM Grimshaw
Dr M O'Neill
Mr C Simmons
Mrs PA Williams JP, DL

Company registered number

7955132

Charity registered number

1146438

Registered office

2a Spicer Street
St Albans
Herts AL3 4PQ

Company secretary

Mr AP Copley

Independent examiner

Mr JS Thomson
9 Upper Lattimore Road
St Albans
Herts AL1 3UD

Bankers

Lloyds TSB
36 Chequer Street
St Albans
Herts AL1 3YQ

CENTRE 33 (ST ALBANS) LIMITED

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Report of the Directors for the period ended 31 December 2019

The Board of Directors (members of which are also Trustees for the purposes of the Charity Commission) present their annual report for the year ended 31 December 2019. The Directors confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing body and the current provisions of the Charities SORP 2015 (Statement of Recommended Practice – Reporting and Accounting by Charities).

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Incorporated under the Companies Act 2006 on 20 February 2012, the company (number 7955132) is a private company limited by guarantee, does not have a share capital and is governed by its Memorandum and Articles of Association. The company is also a charity (number1146438).

The directors, who were also trustees throughout the financial period, unless stated otherwise, were:

Mr A Ashton
Mr RE Barrett
Mr AP Copley
Mr P Graham
Mr DM Grimshaw
Dr M O'Neill
Mr C Simmons
Mrs PA Williams

Mr Bob Barrett and Mr Andrew Copley were due to retire, or retire by rotation and, being willing to offer themselves for re-election, were re-elected at the Annual General Meeting held on 11 June 2019. Mr Colin Simmons agreed to be Acting Chairman for the remainder of the year.

b. Method of appointment or election of board of directors

Potential members of the board/trustees are identified by their profession and experience and consideration is given to how these attributes may complement those of the existing trustees to provide a broad skill base to meet the challenges and responsibilities of the Company. Prospective members are invited to attend meetings so that they may gain an insight into the operation of the Company and an understanding of the responsibilities to be undertaken and the commitment required.

c. Policies adopted for the induction and training of board members

Beyond basic induction procedures no formal training is usually provided as this should not be necessary due to the background and experience of the prospective members.

d. Organisational structure and decision making

The board/trustees are responsible for the supervision of the activities of the Company. It has a minimum of five meetings annually and full minutes are circulated to all directors/trustees, all of whom are volunteers. The minutes are made available to the independent examiner.

The day-to-day management of the Centre is described in earlier sections of this report.

e. Risk management

The directors/trustees have assessed the major risks to which the charitable company is exposed and are satisfied that the systems are in place to mitigate exposure to those risks.

POLICIES AND OBJECTS

The objects of the charitable company are contained in the company's articles of association and are the relief of persons in need who are homeless or suffering from psychological or physical infirmity or who by reasons of adverse circumstances, ill health or who are suffering or have suffered a legal restriction on their liberty in any penal or corrective establishment are in need of help in acquiring a settled way of life and in particular but without limiting the generality of the foregoing by the provision for such persons of a shelter (or a home of rest) and the comfort of friendship.

ACHIEVEMENTS AND PERFORMANCE

a. Going concern

After making appropriate enquiries, the directors/trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they adopt the going concern basis in preparing the financial statements.

b. Review of activities

An overview and review of the 2019 year is contained in earlier sections of this report.

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Directors' Responsibilities Statement

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Statements (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent; and
- Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to Independent Examiner

Each Director has confirmed that:

So far as that Director is aware, there is no relevant financial information, of which the company's independent examiner is unaware: and

The Directors have taken all the steps that ought to have been taken as a Board in order to be aware of any information needed by the company's independent examiner in connection with preparing his report and to establish that the company's independent examiner is aware of that information.

Independent Examiner

The Independent Examiner, John Thompson, was re-appointed on 11th June 2019 with the approval of all directors and of all members. **Note** *It is with sadness that the Company notes that John passed away on 11th April 2020. As his independent examination had concluded on 3rd March 2020, the Company has been authorised to use his work. The Directors will seek to appoint a replacement in due course.*

This report was approved by the Directors on 14th July 2020 and signed on their behalf by Mr AP Copley, Director.

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Report of the Independent Examiner to the Trustees for the Period Ended 31 December 2019

I report on the accounts of Centre 33 (St Albans) Limited (company number 7955132 and charity number 1146438) for the year ended 31 December 2019, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) nor is an independent examination required, but the trustees consider one is desirable.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirement 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 financial statements to be reached.

Finalised and Approved by John Thomson on 03 March 2020

John Thomson
Chartered Accountant
9 Upper Lattimore Road
St Albans AL1 3UD

CENTRE 33 (ST ALBANS) LIMITED
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019**

| | Note | 2019 £ | 2018 £ |
|---|------|---------------|---------------|
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds | | | |
| Voluntary income | 2 | 52,957 | 28,297 |
| Investment income | 3 | 118 | 30 |
| TOTAL INCOMING RESOURCES | | 53,075 | 28,327 |
| RESOURCES EXPENDED | | | |
| Charitable activities | 4 | 35,148 | 20,634 |
| Governance costs | 1.4a | 0 | 0 |
| TOTAL RESOURCES EXPENDED | | 35,148 | 20,634 |
| NET SURPLUS FOR THE PERIOD | | 17,927 | 7,693 |
| TOTAL FUNDS BROUGHT FORWARD | | 27,358 | 19,665 |
| TOTAL FUNDS AT 31 DECEMBER 2019 | | 45,285 | 27,358 |

CENTRE 33 (ST ALBANS) LIMITED
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BALANCE SHEET
AS AT 31 DECEMBER 2019

| | Note | 2019 £ | 2018 £ |
|---|------|-----------|-----------|
| CURRENT ASSETS | | | |
| Debtors and prepaid expenses | | 0 | 0 |
| Cash at bank and in hand | | 45,285 | 27,358 |
| | | 45,285 | 27,358 |
| CREDITORS: Amounts falling due within one year | | | |
| Accruals and deferred income | | 0 | 0 |
| NET ASSETS | | 45,285 | 27,358 |
| Represented by: | | | |
| ACCUMULATED FUNDS | | | |
| Funds brought forward | | 27,358 | 19,665 |
| Surplus for the period | | 17,927 | 7,693 |
| TOTAL FUNDS | | 45,285 | 27,358 |

Approved by the board of directors on 14th **July 2020** and signed on their behalf by

Mr AP Copley, Director

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NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2019

1. ACCOUNTING POLICIES

1.1. Basis of preparation of financial statements

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2. Company status

The company is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.4. Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

- a) Governance costs include the specific costs directly involved with the constitutional issues of the company as opposed to generating voluntary income, fund raising or undertaking charitable work to meet its objects.
There were no such costs in the year (2018: nil).
- b) Trustees are not remunerated but are entitled to reimbursement of reasonable costs incurred in the furtherance of their duties. No expenses were paid to trustees in the year (2018: nil).
- c) no charge was incurred for the independent examination of the accounts (2018: nil).

2. VOLUNTARY INCOME

| | 2019 | 2018 |
|--------------|---------------|---------------|
| | £ | £ |
| Grants | 4,750 | 5,500 |
| Donations | 46,104 | 16,719 |
| Fund raising | 2,103 | 6,078 |
| | <u>52,957</u> | <u>28,297</u> |

3. INVESTMENT INCOME

| | 2019 | 2018 |
|---------------|-------------|-------------|
| | £ | £ |
| Bank interest | <u>118</u> | <u>30</u> |

4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

| | 2019 | 2018 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Volunteer management and support | 9,295 | 8,400 |
| Food and other household costs | 4,367 | 3,165 |
| Dishwasher | 4,270 | 0 |
| Repairs and maintenance | 9,642 | 3,985 |
| Heat, light and utilities | 2,830 | 2,985 |
| Personal Alarm | 0 | 1,167 |
| General administration | 3,345 | 2,102 |
| Clothing and Sleeping Bags | 1,399 | 0 |
| | <u>35,148</u> | <u>21,634</u> |