



## Centre 33 (St Albans) Limited

# Annual Report and Financial Statements Year Ended 31 December 2017



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](http://www.centre33.org)

# **CENTRE 33 (ST ALBANS) LIMITED**

**(A company limited by guarantee)**

## **Annual Report and Financial Statements 2017**

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## Who we are

Centre 33 is a charity and volunteer-run drop-in centre which provides practical support for people who are homeless, at risk of homelessness, or otherwise socially or materially disadvantaged in the St Albans area.

We aim to help our visitors by providing a welcoming place to meet, offering hot food and drinks, toiletries and shower facilities, and by signposting other services which they may be able to access for further help. We also offer limited supplies of essential clothing items.

The Centre has over 150 volunteers and is a recipient of the Queen's Award for Voluntary Service, the highest award given to volunteer groups in the UK.

The Centre is managed by the Charity's trustees, who also operate as the executive committee.

Centre 33 is a member of St Albans City & District Council's Homelessness Partnership Board and collaborates with national and local agencies, organisations, and other charities working in partnership to improve the provision of support services in and around St Albans.

Centre 33 continues to offer vital services to approximately 300 people each year.

### What Centre 33 offers

- Somewhere warm and friendly to meet.
- Hot food and drinks
- Shower, with toiletries and towels provided
- Some second hand clothes
- Blankets or sleeping bags when available

## Significant Organisational Developments

There have been no significant organisational developments during 2017, other than the planned refurbishment of the kitchen and scullery at the Centre.

### **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 are 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.

## Our Visitors

Our “visitors” are those who use the services at Centre 33. We prefer this term to “client” or “service user” since we feel it reflects our philosophy that those using our service are most welcome whatever their circumstances.

Since we do not provide accommodation or access to statutory services, we are not required to collect data on our visitors (but we do ask for their name when signing in); we don't need to know their housing status or how long they have been on the streets. That they come to Centre 33 is sufficient and they are welcome to our hospitality.

This means that we don't have hard information about the broader needs or circumstances of our visitors. But we do know the following:

- Some of our visitors are entrenched rough sleepers; solutions to their situations are difficult to find. They are excluded from hostels and/or cannot cope or do not meet the entry or staying criteria of the hostels; there simply is not the appropriate type of accommodation available for them.
- Some visitors to the Centre may have mental health issues, possibly undiagnosed, but are not engaged with mental health support services. Indeed access to mental health services for homeless people is a challenge although we are encouraged that this is addressed by both the St Albans Homelessness Partnership and by STAMP, the St Albans multiagency group that addresses rough sleeping in the district.
- Some of our visitors are new to St Albans and may spend some days sleeping rough before getting access to Open Door or finding some other form of accommodation. We encourage those new to St Albans to go to the Open Door afternoon drop-in where they can get advice on accessing accommodation, on benefits and other relevant matters.
- Other visitors are the “Hidden Homeless” – people living in squats or dossing on friends' floors (“sofa surfers”), or who have inadequate accommodation. And some of them may spend time sleeping rough when their “safety net” no longer operates.
- For most of those using Centre 33, the Centre helps not just through food, hot drinks and showers, but also because it is part of the structure of their day. People without accessible accommodation during the day need places to meet and to get out of the cold and damp. Centre 33 fulfils that role in part.

Some of our visitors are regulars who have been using the Centre on and off over many years. But there are always new people using the Centre.

Centre 33 is part of the 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.

From time to time, through the generosity of local people and some of the charity shops, we have blankets or sleeping bags in store at the Centre. These we try to give to those of our visitors most in need. During cold spells we try to ensure that we always have blankets available.



# Day to Day running of Centre 33

## Volunteers

Centre 33 has no staff and so it is only through the support and goodwill of its volunteers that the Centre is able to open nearly every day of the year.

The volunteer side of the Centre is managed through the provision of part time services by the Volunteer Coordinator, Susan Devi. She currently manages around 150 active volunteers; which now includes members of four church groups: a Methodist group covering alternate Saturdays, a Spicer Street Church group covering alternate Monday evenings, a Dagnall Street Baptist Church group covering one evening a month and a group led by the Seventh Day Adventist Church, which covers Sunday evenings. The dedication of our volunteers is tremendous: not only do they open the Centre and provide hot meals, they also provide a relaxed and welcoming environment for the visitors and are always ready to provide help, support and a listening ear.

Volunteers are kept updated, on a weekly basis, by the Volunteer Coordinator and through volunteer newsletters. The Volunteer Coordinator also provides training programme for volunteers, such as Emergency First Aid, Food Safety and Personal Safety and Drug and Alcohol Awareness programs.

Without the volunteer team, the Centre would not be able to function so a BIG THANK YOU to all our volunteers for their continued support.

## Operations

The day-to-day running of the Centre is managed by the Operations group, led by Bob Barrett, This group looks after the premises and makes sure that all necessary equipment and supplies are provided.

The building in Spicer Street is rented from St Albans Council. They are responsible for maintaining the structure, fixtures and fittings, whilst the Centre's Trustees look after everything else. During 2017 we refurbished the kitchen and scullery to enable volunteers to continue to meet demand for meals and to ensure that the storage, preparation, and cooking of food complies with food hygiene standards. The refurbishment project, which included installation of new cupboards, worktops, appliances and flooring, and redecoration throughout, cost over £18,000.

Daily cleaning at the centre is carried out by the volunteers on duty. In addition, we pay for regular professional cleaning twice a week. A long-standing volunteer, Julie, regularly collects and washes towels.

The food we use is usually sourced from nearby supermarkets. We also accept pre-arranged donations from local organisations. We are grateful to many people and organisations, schools and churches in and around St Albans for items received. The centre has been inspected for food safety by the Environmental Health Officer and received a 5 (highest) rating.

## Finance Overview

The Financial Statements for the year ended 31 December 2017 are attached to this report. They show that Centre 33 went into 2017 with a healthy level of reserves, even after the initial phase of planned refurbishment the previous year. During 2017, the final phase of renovation, the upgrade of the kitchen and scullery was completed at a cost of £18,236, a little over the anticipated cost. The planned refurbishment resulted in 2017 ending, as predicted, with a small financial loss. The Trustees, however, remain confident that Centre 33 will remain in a healthy financial position.

Centre 33 benefits from generous support from a variety of local organisations, including St Albans District Council, Herts Community Foundation and from a large number of individuals and we are extremely grateful for all their support.



## The Trustees

The Trustees during 2017 are shown in the box below.

We were very sad to hear during 2017 of the death of Dr Donald Minter, Chairman of Centre 33 from around 1993 to 2003 and Life President from 2003 until his death. Donald guided the Centre through some difficult times when the number of volunteers was significantly lower than now and when our finances were more precarious. He devoted considerable time and effort to the Centre, including volunteering regularly. Our sympathies go out to his widow, Else.

### Trustees 2017

**Trustees:**

<b>Chairman</b>	Mark Arbeid
<b>Vice Chairman</b>	Bob Barrett
<b>Secretary</b>	Andrew Copley
<b>Treasurer</b>	Melanie O'Neill
<b>Minutes Secretary</b>	Penny Williams
<b>Other Trustees</b>	Alley Ashton Peter Graham David Grimshaw Colin Simmons

## **CENTRE 33 (ST ALBANS) LIMITED**

(A company limited by guarantee)

### **Reference and Administrative Details of the Company, its Trustees and Advisers for the period ended 31 December 2017**

#### **Board of directors/trustees as at 31 December 2017**

Mr M Arbeid  
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 2017**

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 2017. 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 provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### **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 (number 1146438).

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

Mr M Arbeid (Chairman)  
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 Peter Graham, Mrs Penny Williams and Dr Melanie O'Neill 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 25<sup>th</sup> April 2017.

##### **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 2017 year is contained in earlier sections of this report.

## **CENTRE 33 (ST ALBANS) LIMITED**

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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 25<sup>th</sup> April 2017 with the approval of all directors and of all members. He has indicated his willingness to continue to examine the company's financial statements and the Directors will propose a motion to reappoint him at the next Annual General Meeting.

This report was approved by the Directors on 18<sup>th</sup> September 2018 and signed on their behalf by Mr AP Copley, Director.

## **CENTRE 33 (ST ALBANS) LIMITED**

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### **Report of the Independent Examiner to the Trustees for the Period Ended 31 December 2017**

I report on the accounts of Centre 33 (St Albans) Limited (company number 7955132 and charity number 1146438) for the year ended 31 December 2017, 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.

***Date: 18 September 2018***

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

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Note	2017 £	2016 £
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds			
Voluntary income	2	27,201	25,116
Investment income	3	64	254
<b>TOTAL INCOMING RESOURCES</b>		<b>27,265</b>	<b>25,370</b>
<b>RESOURCES EXPENDED</b>			
Charitable activities	4	37,651	41,914
Governance costs	1.4a	0	0
<b>TOTAL RESOURCES EXPENDED</b>		<b>37,651</b>	<b>41,914</b>
<b>NET (DEFICIT) FOR THE PERIOD</b>		(10,386)	(16,544)
<b>TOTAL FUNDS BROUGHT FORWARD</b>		30,051	46,595
<b>TOTAL FUNDS AT 31 DECEMBER 2017</b>		<b>19,665</b>	<b>30,051</b>

**CENTRE 33 (ST ALBANS) LIMITED**  
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**BALANCE SHEET**  
**AS AT 31 DECEMBER 2017**

	Note	2017 £	2016 £
<b>CURRENT ASSETS</b>			
Debtors and prepaid expenses		0	0
Cash at bank and in hand		19,665	30,051
		19,665	30,051
<b>CREDITORS: Amounts falling due within one year</b>			
Accruals and deferred income		0	0
<b>NET ASSETS</b>		19,665	30,051
<b>Represented by:</b>			
<b>ACCUMULATED FUNDS</b>			
Funds brought forward		30,051	46,595
(Deficit) income for the period		(10,386)	(16,544)
<b>TOTAL FUNDS</b>		19,665	30,051

Approved by the board of directors on **18<sup>th</sup> September 2018** and signed on their behalf by

Mr AP Copley, Director



## **CENTRE 33 (ST ALBANS) LIMITED**

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### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2016**

#### **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 (2017: 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 (2017: nil).

c) no charge was incurred for the independent examination of the accounts (2017: nil).

**2. VOLUNTARY INCOME**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Grants	1,290	300
Donations	20,589	24,816
Fund raising	5,322	0
	<u>27,201</u>	<u>25,116</u>

**3. INVESTMENT INCOME**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>64</u>	<u>253</u>

**4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Volunteer management and support	8,367	8,000
Food and other household costs	2,367	2,582
Repairs and maintenance	21,504	22,435
Heat, light and utilities	3,206	2,498
General administration	2,207	4,398
	<u>37,651</u>	<u>41,913</u>