



# Centre 33 (St Albans) Limited

## Annual Report and Financial Statements

### Year Ended 31 December 2020



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 Year Ended 31 December 2020

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## Chairman's Note

When looking back to the Chairman's Note I wrote in May 2020 for our 2019 report, we had been in lockdown for a couple of months and although we had closed Spicer Street we were working with other agencies to continue to provide food to the homeless and disadvantaged of St Albans. Little did I, or indeed most of us, imagine that we would still be in some form lockdown a year later.

The good news is that we re-commenced our takeaway service from the Salvation Army Citadel in Victoria Street which we had to suspend again when the country entered the tier 4 and the latest lockdown. We are hopeful we can develop a plan to provide an eat-in service there for when it is safe to do so.

Meanwhile we continue to search for a permanent home, having reached the conclusion that Spicer Street is just too small for our needs and ambitions.

I would like to thank my fellow trustees, our volunteers and the other agencies, charities, faith organisations, members of the public and businesses who have supported us throughout 2020.

Colin Simmons  
*Chairman*  
21<sup>st</sup> September 2021

## Significant Organisational Developments

The effect of Covid-19 and the consequent restrictions have had a significant impact on Centre 33. We closed Spicer Street at the start of the first lockdown because we were unable to maintain social distancing in such a small space. We have been unable to return since and we are concerned as to when we may be able to return.

Centre 33 has continued to supply takeaway meals in conjunction with other charities whenever possible over the past year. When it has not been possible food vouchers have been provided or we have arranged for other organisations to provide and distribute food.

The takeaway service has resumed at temporary premises whilst we search for a new more suitable permanent home.

During the year the trustees have continued to meet by video conference. Jane Roberts joined us as a trustee during the year, and Chris Lewis joined us to manage our communications.

During 2020 it became increasingly apparent that as the lockdown continued there would be no further role for Susan Devi, our Volunteer Co-ordinator, until circumstances returned to normal and the trustees came to the hard decision that the charity could no longer justify continuing to engage her services. It was therefore with sadness that in September 2020 Susan's work came to an end. The trustees decided that given Susan's dedication to the role over many years that it would be right to show the Centre's grateful thanks through an ex-gratia payment of £500 and we wish her well.

### 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. The details below are those which apply to Centre 33, but which have, in part, been suspended during the year 2020 as a result of Covid-19 and the lockdowns and restrictions which the country has faced. The trustees feel it would be incorrect to amend them to reflect what the charity has actually done throughout 2020 as they still reflect its aims and in part, what it has achieved during the year. This section should be read with this caveat.

### 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

### 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, but in 2020, this number has been significantly reduced as a result of the lockdowns and the local Council finding temporary accommodation for the homeless during the lockdowns.
- 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.
- 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 list below is not comprehensive, but we hope it is illustrative of the wide support we receive, much of it continuing through the Covid pandemic. We are very grateful to:

- The many local churches, schools, orchestras, bands, local businesses, and other organisations and individuals who support and make financial contributions to Centre 33, some on a regular basis.
- St Albans Council who contribute grants and provide us with our premises, and Hertfordshire County Council and local councillors who also provide grants.
- Everyone who took part in or supported the virtual St Albans Sleep Out for the Homeless, held in November via Zoom.
- The St Albans Round Table who kindly invite us to staff one evening's collection on the Santa's Sleigh Float in December.
- St Albans Choral Society who fundraise for us at their annual Christmas Concert.
- The Salvation Army who have given Centre 33 the use of the Citadel in Victoria Street to provide an evening hot meal takeaway service.
- Emmaus, who provided us with cooked meals on two evenings a week before lockdown.
- The Thai Rack Restaurant and the Cancer Research Shop who hold keys for us.
- St Alban and St Stephen Church for the use of their premises for trustee meetings and for training sessions.
- The Safer Streets Outreach Worker

### 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, which monitors progress in achieving the Strategy aims
- Membership of the Rough Sleeper Steering Group, a subgroup of the Homeless Forum
- 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.
- Working with St Albans District Council, Open Door, Hightown, and other local organisations to ensure that rough sleepers were found accommodation and had access to meals during the national lockdown.
- Membership of Homeless Link, a national charity for organisations working directly with people who become homeless in England.

## **2020 in Summary**

### **Demand for our Services, Support from Volunteers**

During 2020, the Centre was closed from March, opening again for a brief period only at the end of the year from the Salvation Army Citadel building to provide a takaway service before closing again. This has meant that, whilst the need for the service the Centre provides continues, the usual details for the number of sessions open and meals served etc are so different compared to a normal year that the trustees feel that it is unhelpful to state them here as they cannot be usefully be used as a comparison.

However, we continue to have around 250 volunteers registered on our system. We know that personal circumstances may have changed for some during the pandemic but we know that a significant number are ready to return to volunteering when we start indoor services again. And we are very grateful to the 50+ group of volunteers (both existing and new) who have helped with our take-away meal service from the Salvation Army Citadel since it opened – briefly in Dec 2020 (and then again in April 2021).



## Finance Overview

The Financial Statements for the year ended 31 December 2020 are attached to this report. Despite the lockdowns, we have continued to receive donations (although at a reduced level compared to 2019) and these have gone towards the daily running costs of the Centre and, during the period the Centre has been opened, the cost of food. We are immensely grateful for all the donations and grants received especially during such a difficult year.

The financial statements show that Centre 33 started 2020 with a good level of reserves and finished the year having increased the reserves by a little over £9,000. 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 2021.

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 2020 are shown below.

### Trustees 2020

<b>Chairman</b>	Colin Simmons
<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 Jane Roberts

## Reference and Administrative Details of the Company

**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 2020**

### **Board of directors/trustees as at 31 December 2020**

Mr A Ashton  
Mr RE Barrett  
Mr AP Copley  
Mr P Graham  
Mr DM Grimshaw  
Dr M O'Neill  
Mrs J Roberts  
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 R McClure  
Chartered Accountant  
Unit 82739  
PO Box 6945  
London  
W1A 6US

### **Bankers**

Lloyds TSB  
36 Chequer Street  
St Albans  
Herts AL1 3YQ

# Report of the Directors

**CENTRE 33 (ST ALBANS) LIMITED (A company limited by guarantee)**

## **Report of the Directors for the period ended 31 December 2020**

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 2020. 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

## **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  
Mrs J Roberts  
Mr C Simmons  
Mrs PA Williams

Mr Peter Graham, Dr Melanie O'Neill and Mrs Penny Williams 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 14 July 2020 and Mrs Jane Roberts was elected as a director and trustee. Mr Colin Simmons agreed to be Chairman.

### **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 2020 year is contained in earlier sections of this report.

# Directors' Responsibilities Statement

**CENTRE 33 (ST ALBANS) LIMITED (A company limited by guarantee)**

## **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**

Following the sad passing of John Thomson due to Covid-19, Mr Richard McClure, was appointed by unanimous approval of the directors and members as Independent Examiner on 26<sup>th</sup> January 2021. 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 21<sup>st</sup> September 2021 and signed on their behalf by Mr AP Copley, Director.

# Report of the Independent Examiner to the Trustees

**CENTRE 33 (ST ALBANS) LIMITED (A company limited by guarantee)**

**Report to the trustees/directors of Centre 33 (St Albans) Limited (company number 7955132 and charity number 1146438) on the accounts for the year ended 31 December 2020 as set out on pages 15 to 18.**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

## **Responsibilities and basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

## **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed

Richard McClure  
Chartered Accountant  
Unit 82739  
PO Box 6945  
London  
W1A 6US

# Financial Statements

**CENTRE 33 (ST ALBANS) LIMITED (A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note*	2020 £	2019 £
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds			
Voluntary income	2	28,175	52,957
Investment income	3	101	118
<b>TOTAL INCOMING RESOURCES (UNRESTRICTED)</b>		<b>28,276</b>	<b>53,075</b>
<b>TOTAL INCOMING RESOURCES (RESTRICTED)</b>		0	0
<b>TOTAL INCOMING RESOURCES</b>		<b>28,276</b>	<b>53,075</b>
<b>RESOURCES EXPENDED</b>			
Charitable activities	4	18,803	35,148
Governance costs	5	0	0
Amounts written off	6	50	0
<b>TOTAL RESOURCES EXPENDED</b>		<b>18,853</b>	<b>35,148</b>
<b>NET SURPLUS FOR THE YEAR</b>		9,423	17,927
<b>TOTAL FUNDS BROUGHT FORWARD</b>		45,285	27,358
<b>TOTAL UNRESTRICTED FUNDS AT 31 DECEMBER 2020</b>		<b>54,708</b>	<b>45,285</b>

\* The Notes on pages 17 to 18 form part of these financial statements.

# Balance Sheet

CENTRE 33 (ST ALBANS) LIMITED (A company limited by guarantee)

BALANCE SHEET AS AT 31 DECEMBER 2020

	Note	2020 £	2019 £
<b>CURRENT ASSETS</b>			
Debtors and prepaid expenses		0	0
Cash at bank and in hand		58,051	45,285
		<u>58,051</u>	<u>45,285</u>
<b>CREDITORS: Amounts falling due within one year</b>			
Accruals and deferred income		(3,343)	0
		<u>54,708</u>	<u>45,285</u>
<b>NET ASSETS</b>			
<b>Represented by:</b>			
<b>ACCUMULATED FUNDS</b>			
Funds brought forward		45,285	27,358
Surplus for the period		9,423	17,927
		<u>54,708</u>	<u>45,285</u>
<b>TOTAL FUNDS</b>			

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime (Note 1, page 18)

Approved by the board of directors on  
21<sup>st</sup> September 2021 and signed on their behalf by

Mr AP Copley, Director



# Notes to the Financial Statements

CENTRE 33 (ST ALBANS) LIMITED (A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2020

## 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), 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.

### 1.5. Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. VOLUNTARY INCOME	2020	2019
	£	£
Grants	3,250	4,750
Donations	19,659	46,104
Fund raising	5,266	2,103
	<u>28,175</u>	<u>52,957</u>

<b>3. INVESTMENT INCOME</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>101</u>	<u>118</u>

<b>4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Volunteer management and support	6,420	9,295
Volunteer ex gratia payment	500	0
Food and other household costs	5,538	4,367
Dishwasher	0	4,270
Repairs and maintenance	2,812	9,642
Heat, light and utilities	1,803	2,830
Personal Computer	360	0
General administration	1,370	3,345
Clothing and Sleeping Bags	0	1,399
	<u>18,803</u>	<u>35,148</u>

#### **5. RESOURCES EXPENDED ON GOVERNANCE 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 (2019: 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 (2019: nil).
- c) The trustees incur expenditure on behalf of the charity and this expenditure is reimbursed to them. The amount to be reimbursed for 2020 was £5,931 (2019: £5,327). Five (2019: Six) trustees were reimbursed for expenditure incurred.
- d) No charge was incurred for the independent examination of the accounts (2019: nil).

#### **6. AMOUNTS WRITTEN OFF**

The volunteer coordinator emergency float of £50 was written off in October 2020 when the service was terminated.