

**THE BROMLEY HOMELESS SHELTER**

**TRUSTEES' REPORT  
AND  
ACCOUNTS**

**YEAR ENDED 30 JUNE 2020**

Registered Charity Number: 1163353

**THE BROMLEY HOMELESS SHELTER**

**TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**TRUSTEES**

Felix Corley (Secretary)  
Mark Draycott  
David Ede (from 20 May 2020)  
Julia Low  
Mitul Mehta  
Angela Short (Chair)  
Sandra Taylor  
Ed Tree  
John Warren, Treasurer

**PRINCIPAL ADDRESS**

Bromley United Reformed Church  
20 Widmore Road  
Bromley  
Kent  
BR1 1RY

**CHARITY REGISTRATION NUMBER**

1163353

**GOVERNING INSTRUMENT**

Charitable Incorporated Organisation Constitution dated 12 August 2015  
(registered with the Charity Commission on 1 September 2015)

**INDEPENDENT EXAMINER**

D J Clark  
Chartered Accountant  
1st Floor, Church House  
61 College Road  
Bromley,  
BR1 3QG

**BANK**

Metro Bank plc  
72 – 76 High Street  
Bromley  
Kent  
BR1 1EG

## **THE BROMLEY HOMELESS SHELTER**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 30 JUNE 2020**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Bromley Homeless Shelter was established as a Charitable Incorporated Organisation (CIO) by means of a constitution dated 12 August 2015. It was registered with the Charity Commission on 1 September 2015. The CIO took over the assets, charitable activities and affairs of a predecessor organisation which was an unregistered association.

#### **Objectives**

The objects of the charity are “The relief of poverty by the provision of emergency and other accommodation, advice and assistance for persons in need who are deemed to be homeless and require such accommodation, advice or assistance, as an expression of Christian faith.”

#### **Trustees**

The affairs of the CIO are managed by the trustees of whom there must be at least five, with the maximum number of Trustees permitted under the Constitution being nine. At the AGM on 5 October 2019, three trustees stood down and were re-elected, Julia Low, Mitul Mehta, and Sandra Taylor; David Ede was appointed trustee on 20 May 2020, making a total of nine Trustees. At every AGM, one-third of the trustees retire by rotation. Trustees retiring by rotation are eligible for re-appointment. Vacancies arising from the retirement of trustees by rotation may be filled by the decision of the members at the AGM. In addition, the members or the trustees may at any time decide to appoint a new trustee.

The Trustees are responsible for the policies, activities and assets of the Charity. They meet as the need arises, to review developments in connection with the Charity and its activities and to make important decisions. They keep abreast of developments in charity-related matters as appropriate and seek the advice of the Charity’s professional advisors as required.

#### **Members**

Membership of the CIO is open to:

- Churches within Churches Together in Bromley; and
- by invitation of the trustees:
  - Churches within Churches Together in England
  - Individuals involved in the operation of the CIO provided that they are interested in furthering the CIO’s purposes and have indicated their agreement to become a member and accept the duties of members as set out in the constitution.

### **PUBLIC BENEFIT**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission’s general guidance on Public Benefit when reviewing the charity’s aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

## **THE BROMLEY HOMELESS SHELTER**

### **TRUSTEES' ANNUAL REPORT**

#### **FOR THE YEAR ENDED 30 JUNE 2020**

#### **POLICIES AND ACTIVITIES**

The Bromley Homeless Shelter is a project sponsored by the 'Churches Together in Central Bromley' to help homeless people, giving preference to those who have a connection to the Bromley Borough. The project provides a year round advice service to those who are homeless or about to become homeless and during the coldest and most difficult time of the year the Charity operates a Winter Night Shelter.

The Bromley Homeless Shelter is supported financially by a number of churches within the Borough, local companies and organisations, other local and national charities and many local residents. The Winter Night Shelter was open from 13 November 2019 to 17 March 2020, feeding and accommodating up to 12 homeless people each night. There are no exclusions due to gender, sexual orientation, gender reassignment, race, nationality, religion, or belief.

It remained fairly consistent from last year in that approximately two thirds of our guests had a local connection to Bromley Borough or adjoining authority, and there was an increase in those moving on into more permanent housing, up to 70%. The charity operated in partnership with the local authority, LATCH, local churches, Thames Reach, Living Well, DWP, Bromley Borough Foodbank, Bromley GP Alliance and Cator Medical Practice, Bromley Drug and Alcohol Service, Bromley Community Counselling Service, Bromley Starter Pack Scheme, Housing Justice, Emmaus, Crisis, Community Links Bromley, a number of the local Rotary Clubs, and other similar organisations. We continued to raise awareness of the charity, and funds, speaking, by invitation, to a number of organisations including Rotary Clubs, Churches, Schools, and Langley Park Golf Club, as well as holding our Annual Sleep-Out event. The raising of awareness continues to lead to a wide range of donors providing generous financial support, as well as volunteer time, to the charity.

#### **REVIEW OF DEVELOPMENTS DURING THE YEAR**

As trustees of The Bromley Homeless Shelter we review this year's developments with huge thanks to our incredible volunteers, supporters, and churches, as well as to our guests and others we help throughout the year. It is a privilege to have the opportunity, alongside colleagues on the board, to serve this Charity as enablers to an organisation that actively seeks to help the homeless.

The last 12 months has been particularly challenging and demanding. It was a huge disappointment for us not to be able to offer the North West Shelter for the 2019-2020 winter season; however the necessary permissions are now secured, and a heartfelt thanks to all volunteers who stood with us through the uncertainty and had themselves on standby throughout.

With our Bromley Central shelter in full flow however, we supported 45 guests through our shelter last winter (967 bed nights) and were able to help 32 of our guests into accommodation. This involved a conservative estimate of 5,784 volunteer hours, which included 119 mornings of breakfasts served and evening meals prepared by dedicated cook teams and a minimum of 166 sets of bedding were laundered. Our guests were supported by Crisis over the Christmas week, and overall guests appreciate the additional support that this provision helps them to tap into.

March 2020 saw the beginning of the Covid-19 pandemic lockdown in the UK. The Government launched the 'Everyone In' campaign and we are pleased to say that none of our guests returned to the street from our 2019/20 winter season. Our Advice Service saw increased activity during Lockdown and continued to support former guests, as well as new clients, with advice, moral support, welfare calls and food deliveries.

The advice service, under the leadership of Kim Sutton and with support from our stalwart volunteers, is key to all round support for those experiencing homelessness, and was back offering a face to face service as soon as Lockdown 1 eased. This had a positive effect on clients who had been feeling the impacts of isolation.

At the end of last shelter season we were in a position to provide on-going support to one of our guests who had no recourse to public funds and was very vulnerable health wise. Kim is currently working alongside an Immigration solicitor who is providing his support pro-bono.

We were delighted to have the Cator Medical Practice and Bromley GP Alliance team with us which enabled new guests and clients to register with the Cator Practice and a pioneering 'pop-up' surgery appear once a week over the most part of the shelter season. We are so thankful for these new partnerships which really do help our guests and clients to connect into the medical support they so very often need.

## **THE BROMLEY HOMELESS SHELTER**

### **TRUSTEES' ANNUAL REPORT (Continued)**

#### **FOR THE YEAR ENDED 30 JUNE 2020**

#### **REVIEW OF DEVELOPMENTS DURING THE YEAR (continued)**

Shortly after the last Annual Review our shelter co-ordinator, Vlad, stepped down from the post to concentrate on his new pastoral responsibilities. We thank Vlad for his dedication to making the North West Shelter possible, his on-going support to previous guests and we value his commitment to volunteer with the Charity going forward.

The Bromley Homeless Shelter has continued to work closely with the charity LATCH this year, so much so that trustees of both charities began to explore, earlier in 2020, the benefits of a merger. There was unanimous support for the proposal and the process to merge the charities continues with the aim to provide an enhanced support provision for those who need it. Most recently we are delighted to welcome Debbie Benhalima who has joined both LATCH and The Bromley Homeless Shelter to help with the housing advice service, predominantly within an outreach capacity.

#### **FINANCIAL REVIEW OF THE YEAR**

We are pleased to advise that financially the Charity remains in a healthy position. The charity's principal source of income is donations. The receipts for this year were £66,372 with expenses of £43,639. Receipts included nearly £20,000 from the Equipping Shelters grant administered by Housing Justice, and this enabled us to help guests with move on costs and tenancy sustainment as well as employ a temporary shelter co-ordinator.

Whilst cash reserves stand at nearly £165,000 the trustees recognise that the changing face of homelessness is likely to bring significant demands, requiring the Charity to secure additional specialisms, for example around mental health and addiction support. Our enquiries to partner with other charities, for example Hope into Action (for the provision of homes), will also require the potential for additional support workers. Given these considerations, plus the proposed merger with LATCH, trustees consider we are well placed to respond to these opportunities as they arise.

Diligent expenditure and careful planning also means that in the event of an emergency (such as we are currently experiencing with Covid-19 and the non-opening of the night shelter) we can still respond in a meaningful way with the provision of safe emergency accommodation (single room/single facility) where the need arises.

The charity has no assets other than its cash at bank and in hand. The charity has no material liabilities or commitments.

#### **RESERVES**

At 30 June 2020, the charity's general reserves of cash stood at £164,606, of which £11,979 relates to restricted funds. This is sufficient to cover a little under four years' expenditure at current levels.

At a minimum, the trustees consider that approximately two years' expenditure should be held in reserve to ensure that they can meet all of the charity's liabilities and commitments as and when they fall due as well as to provide a cushion against any unforeseen contingencies. It remains that, in view of how the work of the charity is changing and responding to the need, trustees consider that a prudent approach is to maintain additional funds to provide a base which will enable them to develop the services of the charity further, when the need and/or opportunity to do so arise in future (see above).

## **THE BROMLEY HOMELESS SHELTER**

### **TRUSTEES' ANNUAL REPORT (Continued)**

#### **FOR THE YEAR ENDED 30 JUNE 2020**

##### **FUTURE PLANS AND RESPONSE TO COVID-19 PANDEMIC**

The need for homes in the Borough is ever present and our Housing Advice and Advocacy Centre is seeing an increased demand in this year-round service. The complexity of support needs seems to be intensifying and therefore of importance is the proposed merger with partner charity LATCH, within which we aspire to offer a more seamless and accessible service for those seeking help.

It remains to be seen as to how the future provision of night shelter or emergency accommodation will look and we will need to assess this within the unfolding Covid-19 situation and current emergency measures. As mentioned, we met barriers last season with the provision of additional emergency accommodation. If it remains the case that, despite Government interventions and additional funding available to Local Authority, it can take some time for accommodation options to become available, in order to provide a safe and supportive environment to individuals whilst they are supported into their own homes or other suitable 'move on' options it will remain an aspiration to extend the operational months of night shelter provision and we will continue to explore options with partner churches and community groups.

Talks are ongoing with partner churches as to the exploration of housing options through 'Hope into Action' and we always continue to look at ways in which we can more effectively help to support those with addictions.

There remains some uncertainty over the future availability of the currently free venues for meal and overnight accommodation. This could lead to substantially increased expenditure, and strong financial reserves are important to cover this possibility. As a charity we need to constantly be looking at how we respond to the changing face of homelessness and how our response has to reflect the needs of the people that we serve.

##### **THANK YOU**

The work undertaken by The Bromley Homeless Shelter would not be possible without the many volunteers, who are happy to give their time, the local churches and community halls which make their facilities available and the many donors, in both cash and in kind, who provide essential support.

Each year we are privileged to have among our volunteers those who have once been our guests and who return to offer their time to help others. I would like to take this opportunity to pay our respects and give tribute to a very special lady, Tessa, who returned to volunteer with Kim and the team in the advice service and who sadly passed away following illness with cancer. Tessa served with such warmth and compassion and was fondly known for the friendly and warm reception (along with the ever crucial cup of tea) she would extend to all those coming to the advice service for help. In remembrance the 'Tessa Westgate Fund' has been established which will specifically go to support homeless women approaching the advice service for help.

We extend our thanks to Kim for her tireless and devoted work for the Charity and who continues to work like a trojan in spite of this tragic loss and the wider pressures created by Covid-19. We have so many wonderful volunteers but a special mention, with thanks, to Pam and Sarah in the advice team and Steve who has come on board during furlough, as did Caro supporting with hot meals to one of our familiar guests.

I would also like to take this opportunity to thank John Warren, our devoted treasurer, who has taken the decision to retire from the role and as a trustee of the charity. We are so grateful to John for the commitment and contribution he has made to TBHS since the outset. We thank John and bless him as he moves on. Our continued thanks to David Clark who remains so supportive of us in his role as Independent Examiner.

I am delighted to welcome David Ede, long standing volunteer, who has joined us as a trustee bringing some extremely valuable skills and experience to the work of the charity.

On behalf of our many guests, the Trustees wish to acknowledge with heartfelt thanks the professionalism and commitment of all who contribute and the generosity of donors. Special thanks go to the following donors who gave so generously during the year.

## **THE BROMLEY HOMELESS SHELTER**

### **TRUSTEES' ANNUAL REPORT (Continued)**

#### **FOR THE YEAR ENDED 30 JUNE 2020**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Charities Act 2011 requires the trustees to prepare for each financial year financial statements which give a true and fair view of the charity's financial activities during the year and of its financial position at the year end. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity Commission guidelines for the preparation of accounts using the Receipts and Payments basis
- make judgements and estimates that are reasonable and prudent; and
- adopt the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

The trustees are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the CIO's constitution and the disclosure regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

Approved by the Trustees on 28<sup>th</sup> January 2021 and signed as authorised on their behalf by:

Angela Short  
Chair of Trustees

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

### **THE BROMLEY HOMELESS SHELTER**

I report to the trustees on my examination of the accounts of the Bromley Homeless Shelter CIO (the CIO) for the year ended 30 June 2020.

#### **RESPONSIBILITIES AND BASIS OF THE REPORT**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I confirm that **no** material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

I have **no** concerns and 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.

D.J. Clark  
Chartered Accountant

1st Floor, Church House  
61 College Road  
Bromley  
BR1 3QG

28<sup>th</sup> January 2021

**THE BROMLEY HOMELESS SHELTER**  
**RECEIPTS & PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	Notes	Unrestricted £	2020 Restricted £ (Note 3)	Total £	2019 Total £
<b>RECEIPTS</b>					
Grants and donations		45,750	19,820	65,570	88,849
Bank deposit interest		802	-	802	211
		<u>46,552</u>	<u>19,820</u>	<u>66,372</u>	<u>89,060</u>
<b>PAYMENTS</b>					
Charitable activities	2	30,703	12,421	43,124	27,146
Capital payments		-	515	515	6,533
	2	<u>30,703</u>	<u>12,936</u>	<u>43,639</u>	<u>33,679</u>
<b>Excess of Receipts over Payments</b>		15,849	6,884	22,733	55,381
<b>Cash at bank and in Hand</b>					
Brought forward at beginning of year		<u>136,778</u>	<u>5,095</u>	<u>141,873</u>	<u>86,492</u>
<b>Carried forward at end of year</b>		<u><u>£152,627</u></u>	<u><u>£11,979</u></u>	<u><u>£164,606</u></u>	<u><u>£141,873</u></u>

Approved by the Trustees on 28<sup>th</sup> January 2021 and signed on their behalf by

John Warren  
Treasurer and Trustee

**THE BROMLEY HOMELESS SHELTER**  
**STATEMENT OF ASSETS & LIABILITIES**  
**AS AT 30 JUNE 2020**

	2020			2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>CASH AT BANK &amp; IN HAND</b>				
(see note below)				
Current and Deposit Accounts	152,017	11,979	163,996	141,399
Cash in hand	610	-	610	474
	<u>152,627</u>	<u>11,979</u>	<u>164,606</u>	<u>141,873</u>
<b>OTHER MONETARY ASSETS</b>				
Debtors and prepayments	-	-	-	-
	<u>152,627</u>	<u>11,979</u>	<u>164,606</u>	<u>141,873</u>
<b>CURRENT LIABILITIES</b>				
Creditors and accruals	-	-	-	-
<b>NET CURRENT ASSETS</b>	<u><u>£152,627</u></u>	<u><u>£11,979</u></u>	<u><u>£164,606</u></u>	<u><u>£141,873</u></u>

Note

The Bromley Homeless Shelter does not - and does not intend to in the immediate future - maintain long-term investments to generate funds for future work. Funds are held for short- and medium-term spending only. For that reason, such funds are held by mainstream British financial institutions allowing reasonable access to meet short- and medium-term aid commitments consonant with maximising interest.

## THE BROMLEY HOMELESS SHELTER

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 30 JUNE 2020

#### 1. ACCOUNTING POLICIES

##### Basis of accounting

The financial statements have been prepared in accordance with the Charities Act 2011 and Charity Commission guidelines for the preparation of accounts using the Receipts and Payments basis.

#### 2. DETAILS OF EXPENDITURE

	Unrestricted £	Restricted £	2020 £	2019 £
Guest Food, showers & laundry	2,844	-	2,844	4,328
Guests' travel & miscellaneous expenses	1,831	-	1,831	1,817
Guest emergency accommodation	-	5,466	5,466	2,017
Advice & advocacy centre	15,664	-	15,664	10,035
Coordinator	-	6,955	6,955	2,355
Telephone	174	-	174	163
Postage & stationery	39	-	39	70
Consumables & IT costs	143	-	143	478
Advertising & fundraising	122	-	122	1,010
Memberships	499	-	499	-
Insurance and Security	658	-	658	855
Repairs & renewals	106	-	106	153
Volunteer training	230	-	230	91
Venue rental	1,200	-	1,200	270
Donations for use of facilities	-	-	-	2,026
Donations to other Charities (Acorn House)	7,000	-	7,000	1,000
Meetings and events	193	-	193	478
	<u>30,703</u>	<u>12,421</u>	<u>43,124</u>	<u>27,146</u>
Capital expenditure	-	515	515	6,533
	<u><b>£30,703</b></u>	<u><b>£12,936</b></u>	<u><b>£43,639</b></u>	<u><b>£33,679</b></u>

There were no Independent examination fees paid or payable as the Independent Examiner acts in an honorary capacity.

During the year, no remuneration was received by the Trustees. Reimbursed travelling and other expenses of £nil (2019: £nil) were paid to the Trustees.

**THE BROMLEY HOMELESS SHELTER**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2019**

**3. RESTRICTED FUNDS**

In the year the charity received £19,820 (2019: £16,000) from Housing Justice for use in connection with the establishment of the second night shelter in the north-west of the borough. Of this, £12,936 (2019: £10,905) was spent in the year giving a balance to carry forward at the end of June 2020 of £11,979 (2019: £5,095). This was held entirely as cash at bank.