

Winter Night Shelter Milton Keynes
Annual Report and Financial Statements for the year ending 30th April 2017

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Winter Night Shelter Milton Keynes

A company limited by guarantee

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Chair's Statement

The Winter Night Shelter Milton Keynes was set up to provide accommodation for the homeless in the coldest winter months of each year. We found that in practice a secondary objective developed of connecting with guests with a view to winning their trust and to helping them into more settled accommodation. For our main objective, we provided 1,662 bed nights (slightly more than last season) over 105 days at 7 different locations. Each location also provided a hot evening meal and breakfast.

It was a harsher winter than last year with temperatures at or below zero on 24 nights. Bed utilisation was up on last season and guests chose to come in to the shelter more quickly at the outset of the winter season than in previous years. We only had spaces unallocated on 30 nights although the shelter was completely full on only 33 nights due to no-shows and a couple of occasions where people had to be denied entry due to being under the influence of drink or drugs.

As last season, the complexity of need and the numbers falling through existing state safety net arrangements resulted in a heavy workload following up on guest needs. The proportion of guests with no recourse to public funds (NRPF) increased from about 20% in previous seasons to almost 50% this year. This was partly due to Welfare Agencies taking a much stricter view of eligibility.

This past season has been even more difficult than previous seasons for finding longer term accommodation for our guests. 17 out of 41 guests were placed in more permanent accommodation, down from 25 out of 58 in the previous year, and almost 100% placement in each of the four earlier years. Employment in Milton Keynes is buoyant and there continues to be an influx of people occupying the limited available accommodation, thus making the task of placement far more difficult. Nevertheless, placing 17 guests was a significant achievement in the circumstances, led by our Welfare Officer, Daniel Haydon, for which and to whom we are very grateful.

We thank all the churches and other groups who have made food and accommodation available to us, half of them at no charge to the Winter Night Shelter Milton Keynes (WNSMK) charity. We are grateful to Milton Keynes Development Partnership for the provision of our welfare office and the early evening reception café at The Old Bus Station "The Buszy" where guests congregate before being transported to that night's venue.

The entire night shelter would not have been possible without the efforts of a large number of volunteers, around 450 in total, who gave up significant amounts of time to cook, set up, clean, befriend guests, and support the project in a myriad of ways. We are very grateful for all their devotion and effort and particularly to the 35 or so team leaders and some 7 deputy team leaders who provided the backbone of the volunteer support network. We also appreciated the work done by Douglas McCall who again coordinated the project successfully, overseeing venue resourcing and logistics.

We thank Milton Keynes Council who again provided links to follow up services, aided us in accessing funds and Ward grants that helped cover our costs. We'd also like to thank the Christopher and Kirsty Johnston Trust for giving us two generous grants and the Summit Trust for another grant. We are also grateful to those individuals who made direct personal donations or contributed to an organised collection or a fundraiser event (sponsored or otherwise) and are listed on the last page – thank you organisers). Thank you, one and all - we invite your ongoing support as we now start to prepare for next winter.

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Directors' Annual Report

The directors have pleasure in presenting their report and the financial statements of the Charity for the year ended 30th April 2017.

Structure, governance and management

The Charity was registered as a Company limited by guarantee on 27 September 2012 with a Memorandum and Articles of Association and as a Charity on 25 October 2012.

The board consists of at least three directors with at least two present at any general meeting to form a quorum. To be eligible each director must be over the age of 18 and all must support the Objects. If any director is a corporate body (of which there are none at present) it must act through a named representative whose contact details are notified to the directors and there must be at least one individual director.

One third (or the number nearest one third) of the directors must retire each year, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

A retiring director may be reappointed.

The directors may at any time co-opt any individual who is eligible as a director to fill a vacancy in their number or as an additional director, but a co-opted director holds office only for one year.

The Memorandum and Articles of Association authorise the directors to make and hold investments using the general funds of the Charity. No such investments are held currently.

The Charity is run through its board of directors who meet quarterly and by an operations group of Team Leaders meeting monthly from November to March.

Operational readiness was ensured by a part-time project coordinator for pre-season set up, service operations at the Reception Café and venues and post season closedown. We also employed a part-time lockers' attendant who oversaw guest access to their locker at the café each morning, which strengthened our position to successfully claim Housing Benefit for eligible guests.

A full-time welfare officer carried out guest risk assessments, liaised with other agencies and supported guests to the extent possible in addressing their needs, e.g. finding more settled accommodation, accessing benefits to which they were eligible and obtaining work opportunities. Additionally, three assistant welfare officers were also appointed to share the 7-days per week welfare workload augmented with some volunteer support.

Venue team leaders met monthly under the oversight of a director and the project coordinator to share experiences and learn from each other, e.g. team resourcing, handling specific guest behaviours, needs and issues, logistical matters on transport, meal arrangements and bedding. Team leaders ran their teams at each venue in liaison with the project coordinator and the welfare officers throughout the season.

Objectives and activities

The Objects of the Charity are to relieve poverty, distress and homelessness in Milton Keynes and the surrounding area particularly by the provision of temporary emergency accommodation and/or Drop-In Centre facilities.

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Achievements and performance

Having operated in its first year under the auspice of the YMCAMK, WNSMK has operated, for this its fifth autonomous season, in liaison with a variety of agencies, churches and organisations delivering the services through volunteer venue teams totalling around 450 people.

During the closed season policies, procedures and forms were reviewed and updated. Our web site and Facebook presence have continued to be well used in the run up to and throughout the season.

Our transport arrangements between the cafe and venue each night again ran smoothly throughout the season thanks to the services of KZ Travels.

Each successive season has run more smoothly and efficiently than the one before as we learn from experience and adapt to the emerging nuances of each season. Additional volunteer support was again brought in to help the welfare team meet various guest needs. This season the reception café was established at The Buszy opposite MK Station, enabling guests to relax, acclimatize, enjoy refreshments and socialize before being transported to that evening's venue. Guest interviews and welfare administration also took place on these premises.

15 guests, rising to 16 guests after Dec 18, could be accommodated each night. Thus a total of 1662 bed nights were available of which 1507 (91%) were used. During the season around 250 referrals were made to the shelter and 156 interview appointments were made. Half of these interviewees didn't attend so only 78 assessments could be completed and as a result 41 different guests spent at least one night in the shelter. 23 joined our waiting list but no further contact was made and 14 were refused access after the assessment process.

The guests ranged in age from early twenties to early sixties. There were 8 females and 33 males. 17 guests were UK nationals, 16 came from the EEA and 8 from other countries. 26 guests had issues with substance abuse, 16 has mental health issues. Of these 11 guests had both.

Our zero tolerance of substance abuse policy resulted in 6 exclusions and removals from the shelter. Many rough sleepers preferred to stay out rather than comply with the shelter rules that are designed for the safety of guests and volunteers alike.

This year we have again claimed our guests' Housing Benefit entitlements wherever possible. Our policy and instruction to our Welfare Officer has always been to offer accommodation to those in the greatest need, and not to take into account their eligibility or otherwise to claim Housing Benefit. This year 17 individuals had No Recourse to Public Funds and the higher proportion of NRPF guests resulted in less being reclaimable than hoped.

During the season 17 guests found more permanent accommodation and 40 sleeping bags were issued. 6 guests were trained as forklift truck drivers and 3 had a job by the end of the season. This strategy was sponsored by Woburn Sands. 8 individuals were assisted in obtaining ID/Passports

The venues used this season were:

- **Daily:** Reception Café at The Buszy, CMK
- **Weekdays:** Welfare Office at The Buszy, CMK
- **Monday:** St Andrew's Baptist Church, Far Bletchley
- **Tuesday:** Newport Pagnell Baptist Church

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- **Wednesday:** New Life Church, Ridgeway Centre, Wolverton Mill South
- **Thursday:** Stony Stratford Community Church
- **Friday:** St George's, Wolverton
- **Saturday:** Christ the Vine, Coffee Hall
- **Sunday:** St Mary's (Holy Roman Catholic Church), Woburn Sands

Financial review

The Charity is financially dependent on voluntary donations from many sources and on institutions and charitable trusts/foundations awarding grants. This year, many supporters put massive effort into raising money through an enormous variety of fundraising efforts and many corporate, church and public entities also gave very generously. The amounts of the donations we received have increased substantially from last year. We are very grateful for all this generosity.

As well, expenditure decreased this year because we did not need to repeat last year's expenditure on bedding and because we now benefit from rent-free premises for our Registration Centre, for which we are grateful.

These factors resulted in a very positive financial performance, resulting in an increase in current assets at the year end from £51,930 to £87,626 over the year.

This performance has enabled us to take two key steps to increase the impact of the Shelter in the future. Firstly, there was increased demand for the Shelter this year and significant numbers of potential guests who were either wait-listed or not even on the wait list. Consequently, we are planning to double the number of places available for guests next winter by operating two venues instead of one each night. Clearly, this will add substantially to our ongoing costs but enable us to help more homeless people.

Secondly, we want to find a long-term solution for our Registration Centre. Each year so far we have operated from a different location. This year, we have been fortunate to secure the rent-free use of The Buszy, which we also have for two further winters. However, a more permanent solution is needed. Consequently, the directors decided to budget £10,000 a year to build up a property fund to help us achieve this. In fact, given the very positive results this year and the added cost pressures from doubling the venues next winter, they have allocated £20,000 this year.

This is also the fourth season in which we have also benefited from claiming our guests' Housing Benefit to which they were entitled. However, this year a markedly lower proportion of our guests were eligible for this benefit, so the amount claimed has reduced.

The directors approve an annual budget that is reviewed during the year. They also give attention to financial results, variance from budgets and non-financial indicators.

The welfare officers, project coordinator and lockers attendant were paid positions.

It is important for charities such as this to pay attention to its long-term viability. Accordingly, the directors have adopted a reserves policy. The policy will be to seek to end each season with enough free assets (net of the property fund) to meet the costs of operating the Shelter at one venue per night for the subsequent winter season. This translates to about £50,000.

The independent examination was carried out without charge, for which we are thankful.

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No remuneration or personal expenses were paid to any director, the finance officer or the company secretary.

The Charity holds no funds or assets as custodian trustee.

Public benefit statement

The Charity directors have exercised their powers with due regard to the guidance on public benefit published by the Charity Commission to promote the Charity's Objects by:

- Providing temporary accommodation together with evening meal and breakfast for single homeless persons
- Providing support and information to guests to change the direction of their lives for the better.

Responsibilities of the Directors

The directors are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014. 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 SORP FRS102;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are responsible for keeping proper accounting records that 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. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

In so far as the directors are aware:

- There is no relevant audit information of which the charitable company's independent examiner is unaware; and
- The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the independent examiner is aware of that information.


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Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Independent Examiner

Stephen Dunham of Broughton, Milton Keynes was appointed under section 487(2) of the Companies Act 2006.

A handwritten signature in black ink, appearing to read 'Richard Wightman', with a stylized, cursive script.

Richard Wightman, Chair

22 August 2017

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Independent Examiner's Report

I report to the directors of Winter Night Shelter Milton Keynes on the accounts for the year ending 30th April 2017 which are set out on page 9.

Respective responsibilities of directors and examiner

The Charity's directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (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 report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors 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:

- 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 comply with the accounting requirements of the 2011 Act; have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Independent Examiner

Stephen Dunham

Broughton, Milton Keynes

3rd August 2017

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Financial Statements

Income and Expenditure

	Note	2016/17		2015/16	
		£	£	£	£
Income					
Individual Donations	1	13,815		17,351	
Corporate/Group Donations	2	31,773		6,272	
Gift Aid		2,002		3,618	
Grants		11,900		8,010	
Housing Benefit	3	19,843		27,393	
Interest		<u>26</u>	79,359	<u>21</u>	62,665
Expenditure					
Venue costs	4	5,402		16,529	
Officer and Volunteer costs		23,123		24,958	
Guest Transport		7,230		7,200	
Guest Support		4,056		1,452	
Management & Administration		<u>3,852</u>	43,663	<u>1,673</u>	51,812
Surplus for the year			35,696		10,853
Fund balance brought forward			51,930		41,077
Fund balance carried forward			<u>87,626</u>		<u>51,930</u>

Balance Sheet

	2016/17	2015/16
	£	£
Fixed Assets	-	-
Current Assets		
Cash in hand	-	5
Cash at bank	87,432	50,735
Gift aid due	944	1,190
Outstanding expense claim	-750	
	87,626	51,930
Property Fund	20,000	-
Net Current Assets	<u>67,626</u>	<u>51,930</u>

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The notes on pages 10 and 11 form part of these financial statements.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to the accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. These financial statements were approved by the directors of the Charity on the 22 August 2017 and are signed on their behalf by:



RICHARD ERIC WIGHTMAN (Chair)
Director

Notes to the Accounts

Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the applicable United Kingdom accounting standards, and comply with the Charities (Accounts and Reports) Regulations 2008 issued under the Charities Act 1993 and with the SORP FRS102.

Resources Expended

Expenditure has been accounted for on an accruals basis and has been classified under headings that aggregate costs within a category.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

All assets are written off in the year of purchase.

Note 1

There are differences between the categorisation of gifts, as between 'individual' and 'corporate/group' from last year to this year. This year, only donations received direct from individuals are counted as 'individual'.

Note 2

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As stated above, there are categorisation differences compared with last year. As well as donations from corporations and church entities, such as Parochial Parish Councils, these donations include a variety of group fund raising activities from various supporting groups, schools and employee groups, as well as the proceeds of a sponsored sleep-out.

Note 3

Even though the number of guest nights increased this winter, the amount of Housing Benefit is down substantially. This is because a policy of 'greatest need' was adopted when deciding between individuals for places in the Shelter and an increased proportion of guests who were not eligible for Housing Benefit this year.

Note 4

Venue costs have decreased substantially this year for two main reasons. First, last year £6,500 was spent on bedding; no expenditure was needed this year. Second, last year £4,000 was paid to rent the Registration Centre; no rent was payable this year.

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Reference and administrative details

Registered charity name	Winter Night Shelter Milton Keynes
Charity registration number	1149480
Company registration number	08232340
Registered office	The Ridgeway Centre, Featherstone Road, Wolverton Mill South, Milton Keynes MK12 5TH

The Charity's directors

The directors who served the Charity during the period were as follows:

Richard Eric Wightman (Chair)
Stuart John Griffith
Brian Stocker
Jack Walker

Company Secretary Anne Veronica Crowter

Finance Officer Trevor Edward Crowter

Independent Examiner Stephen Dunham,
Broughton
Milton Keynes

Bankers Wolverton (772110) Branch,
Lloyds TSB Bank plc,
PO Box 1000, Andover BX1 1LT

Solicitors Roger Snowdon
Rutter and Rutter Solicitors
St Audreys,
Wincanton,
Somerset,
BA9 9DR

Web site: www.winternightsheltermk.com

Facebook: www.facebook.com/wnsmk

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Our Supporters

This work has been assisted by funding from



Christopher and Kirsty Johnston Trust

Summit Trust

and very welcome initiatives (collections & fundraiser events) at

<ul style="list-style-type: none">○ A & J Builders, Hanslope○ Akeley Wood School○ All Saints Church, Loughton○ Blum UK○ Campbell Park Parish Council○ Carewatch Care Services Ltd○ Christ the King Church, Kents Hill○ Churches Together in Woburn Sands○ Currie & Brown UK Ltd○ Eversheds○ Finch & Sons Family Funeral Service○ FuseMetrix Group Ltd○ Graymatter Limited○ John Lewis plc○ Jungheinrich UK Ltd○ KAM Project Consultants Ltd○ Knorr-Bremse RailServices (UK) Limited○ Little Star Media Ltd○ Matrix Global Networks Ltd	<ul style="list-style-type: none">○ MK Christian Centre, Oldbrook○ MK Community Choir○ New City Church MK, Walnut Tree○ Newport Pagnell Parish Council○ OU Christian Forum○ Parish of Stony Stratford with Calverton○ Rohan Designs Ltd○ St Frideswide's Church, Water Eaton○ St James' Church, New Bradwell○ St Leonard's Church, Chelsham○ St Mary's Church, Bletchley○ St Mary's Church, Woughton on the Green○ St Michael's Church, Woburn Sands○ Progress Suzuki Milton Keynes○ The Guild Singers○ The Walnuts School○ The Yoga Shed, Akeley○ WNSMK Sponsored Sleepout
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And finally to our officers, the venues and their volunteer teams

Thank you