

**LIGHT PROJECT PETERBOROUGH**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

# LIGHT PROJECT PETERBOROUGH

## LEGAL AND ADMINISTRATIVE INFORMATION

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TRUSTEES

Arnott Hensby (Chair until 31<sup>st</sup> August; resigned as trustee 30<sup>th</sup> September 2018)  
Maureen Woodd (Chair from 1<sup>st</sup> September 2018)  
Jan Armitage (appointed 18<sup>th</sup> July 2018)  
Sarah Brown (appointed 18<sup>th</sup> July 2018)  
Simon Kaye (Resigned 27<sup>th</sup> November 2018)  
Sheila Bucknell  
Christopher Walford  
Ian Black  
Rachel Hilditch (resigned 18<sup>th</sup> September 2019)  
Marcia Ann Green (appointed 18 September 2019)  
Elizabeth Standbrook (appointed 18 September 2019)

CHARITY NUMBER 1159764

REGISTERED OFFICE

The Garden House  
Wheel Yard  
Minster Precincts  
Peterborough  
PE1 1XS

INDEPENDENT EXAMINER

Mark Jackson FCA DChA  
19 Sebrights Way  
Bretton  
Peterborough  
PE3 9BT

# LIGHT PROJECT PETERBOROUGH

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# **LIGHT PROJECT PETERBOROUGH**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

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The trustees present their report and the independently examined financial statements of the charity for the year ended 31 March 2019.

### **Structure, Governance and Management**

Light Project Peterborough is constituted as a Charitable Incorporated Organisation with the Charity Commission under charity number 1159764. It is governed by an original constitution dated 5 August 2014 as amended on 1 September 2018 and 11 April 2019.

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

The existing trustees are responsible for the recruitment of new trustees and they have developed a comprehensive induction process.

### **Objectives and Activities**

The purpose of the charity is the relief and prevention of poverty and the promotion and preservation of good health by way of providing funds, goods and services to vulnerable individuals, specifically but not exclusively to the homeless or socially isolated, including the provision and facilitation of accommodation, information, advice and guidance, as well as quality support, also via churches to be determined by the charity.

In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary guidance on the advancement of religion for the public benefit.

### **Achievements and Performance**

Light Project Peterborough (LPP) serves the community through a number of different projects. Highlights of the projects' activities are detailed below:

#### **City Centre Chaplaincy**

The city centre chaplaincy is the longest running project of LPP and is now in its 10<sup>th</sup> year of operation. The project is run in partnership with Churches Together in Central Peterborough who provides an annual grant towards the cost of operation.

The team of volunteer chaplains maintains its number and is working across three separate venues most Friday mornings along with an afternoon team that works outside, on and around Cathedral Square.

The morning teams are based at three locations. Two are at Wetherspoons pubs 'The Drapers Arms' where the team has become part of the fabric of the community for seven years and the 'College Arms' where a team was set up at the direct request of Wetherspoons management in September 2016. In each location the team seeks to reach out to the regulars through a variety of innovative activities all of which create opportunities for conversations about faith and life matters.

# **LIGHT PROJECT PETERBOROUGH**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

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The afternoon team carries out most of its activities outside, usually on or around Cathedral Square where there is constant interaction with people who are going about their everyday lives shopping, lunching or working. The team undertakes different activities such as 'free hugs', free water on a hot day or umbrella on a rainy day.

The response from the public to our teams is usually one of interest and the innovative nature of the activities creates amazing opportunities for conversations and interaction.

In 2019/20 it is our aim to strengthen and grow the team with greater publicity of the work and regular training, increasing communications with other chaplains both locally and nationally to improve good practice. LPP will take over the leadership of the Peterborough Chaplains Forum and is now a member of the Association of Town and City Chaplaincies.

### **Peterborough Winter Night Shelter**

2018/19 was the Peterborough Winter Night Shelter's (PWNS) fourth full season of operation and it was again deemed a great success by Peterborough City Council and other partners in the city.

The PWNS increased its length to 18 weeks in this winter season with 12 churches working together. 7 of these churches opened their doors for 13 weeks based on the Housing Justice rolling church model of one church per night of the week. 5 new churches were mobilised to open their doors for week blocks. Each of these churches offered an evening meal, bed and breakfast and friendly and welcoming hosting; treating each and every 'guest' with real love and respect.

This fourth season saw some amazing outcomes:

- 371 volunteers trained and mobilised to take part in the provision
- 8764 hours volunteered over the project
- 928 beds filled from a possible 1016
- 55 referrals resulting in 29 guests moving into accommodation

The churches involved are now preparing for the 2019/20 winters provision with a planned 20 weeks of project delivery, and the project will be welcoming 3 new churches to the operation.

### **The Garden House**

Following on from the delivery of daytime provision in the coldest part of early 2018 a new and more permanent provision was successfully opened on October 8<sup>th</sup> 2018. At the heart of the city centre, the Cathedral precincts and in beautiful grounds the provision is seeing amazing results in changing peoples lives for the better.

The Garden House day time service for rough sleepers, is open 6 days per week. LPP have brokered in support from multiple organisations and agencies to operate as a one stop shop to support each and every person sleeping on the streets of Peterborough. Working closely with Peterborough City Council LPP hosts 5 members of the Local Authority 'Rough Sleeper Outreach Team'. These provide immediate support with assessment and referral to appropriate accommodation in a neutral non threatening environment.

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## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

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In the first six months of opening (October 8<sup>th</sup> 2018 – March 1<sup>st</sup> 2019) 177 different people sleeping on the streets received support with a total of 2398 unique visits between them. 158 sessions were delivered by a local GP, 64 haircuts were given, 20 Chiropody sessions, 58 Job Club attendees, 134 Arts therapy/counselling attendees, 71 individual Health MOT's and 89 sessions evaluating and supporting with state benefits. Work with the Armed Forces Covenant Board has also enabled the Garden House to be a hub of support for veterans sleeping rough.

The Rough Sleeper Outreach team undertook 505 individual appointments with people sleeping rough. With the challenges faced by people sleeping on the streets means it can take many attempts to reintegrate back into sustainable community living; some people enter accommodation and then return to the streets. To this end, 399 offers of temporary accommodation were given and 300 of these were taken up. Some of the guests at the Garden House have travelled from across the world to come to the UK, and are often 'stuck' here wanting to go back home. In this period 7 people were assisted to go back to their country of origin. Most excitingly during this period 14 people received and moved into permanent accommodation, many obtaining a 'home' for the first time in many years.

On a less tangible basis many visitors found peace, new hope and connection with other members of the Peterborough community that has enable and inspired positive change. A space to reflect and consider the journey of life, many have asked for and received prayer thus enabling a greater faith for the future.

The arrangements of the tenure are in place until March 2020 and ongoing negotiations and considerations are in place for a long term plan.

### **Across Peterborough**

Across Peterborough (AP) is a website that showcases the amazing work undertaken by the church and other good community organisations across the city. AP provides information about events and good news stories and continues to increase its reach with a weekly mailout to subscribers. In 2018/19 the mailing list increased to over 300 users.

The reach of the website continues to grow, as it continues to build bridges between projects and people through the medium of the internet. AP also has an active Facebook page to support communications and interaction.

### **Financial review**

The charity's income comes almost entirely from grants and donations. The majority of the expenditure relates to the direct delivery of the projects being run.

The Trustees aim to maintain reserves sufficient to cover the general running costs and to allow the charity to continue with its existing projects as well as embarking on new ones.

The Trustees have made an assessment of the major risks facing the charity and are satisfied that there are policies in place to minimise these risks.

# LIGHT PROJECT PETERBOROUGH

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019

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### Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom accounting standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and the principles in the charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that 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 Charities Acts 2011, the Charity (Accounts and Reports) regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the detection and prevention of fraud and other irregularities.

Approved the Trustees and signed on their behalf



Maureen Woodd  
Trustee

Date 11 / 12 / 2019

# **LIGHT PROJECT PETERBOROUGH**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LIGHT PROJECT PETERBOROUGH**

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I report to the charity trustees on my examination of the accounts of Light Project Peterborough for the year ended 31 March 2019, which are set out on pages 6 to 12.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 Act.

### **Independent examiners' report**

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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



**Mr M Jackson FCA DChA**

**Date: 12 December 2019**

# LIGHT PROJECT PETERBOROUGH

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
<b>Income</b>						
Donations and legacies	2	11,843	-	116,357	128,200	60,541
Investment income	3	-	-	-	-	1
Income from charitable activities	4	-	100	-	100	200
<b>Total incoming resources</b>		<b>11,843</b>	<b>100</b>	<b>116,357</b>	<b>128,300</b>	<b>60,742</b>
<b>Expenditure</b>						
Expenditure on charitable activities	5	10,828	12,370	70,765	93,963	47,272
<b>Total expenditure</b>		<b>10,828</b>	<b>12,370</b>	<b>70,765</b>	<b>93,963</b>	<b>47,272</b>
<b>Net movement in funds</b>		<b>1,015</b>	<b>(12,270)</b>	<b>45,592</b>	<b>34,337</b>	<b>13,470</b>
Total funds brought forward		13,771	12,270	19,648	45,689	32,219
<b>Total funds carried forward</b>		<b>14,786</b>	<b>-</b>	<b>65,240</b>	<b>80,026</b>	<b>45,689</b>

The notes on pages 8 to 12 form part of these accounts.

# LIGHT PROJECT PETERBOROUGH

## BALANCE SHEET AS AT 31 MARCH 2019

	Note	2019 £	2018 £
<b>Current assets</b>			
Debtors	6	20,784	5,750
Cash at bank and in hand		66,781	42,203
		<u>87,565</u>	<u>47,953</u>
Creditors: amounts falling due within one year	7	(7,539)	(2,264)
		<u>80,026</u>	<u>45,689</u>
Net current assets		<u>80,026</u>	<u>45,689</u>
Total assets less current liabilities		<u><u>80,026</u></u>	<u><u>45,689</u></u>
<b>Funds</b>			
Restricted	9	65,240	19,648
Designated	10	-	12,270
Unrestricted		14,786	13,771
		<u>80,026</u>	<u>45,689</u>

The accounts were approved by the Trustees on 11/12/19.



Maureen Woodd  
Trustee

# LIGHT PROJECT PETERBOROUGH

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

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### **1 Accounting policies**

#### **a Basis of preparation**

The financial statements have been prepared 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 for Smaller Entities published in 2014. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **b Preparation of the accounts on a going concern basis**

The accounts are prepared on the going concern basis. This is dependent upon the continued support of donors. The trustees consider this is appropriate, on the basis that projects can be adjusted dependent on the funding available.

#### **c Income recognition policies**

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- there is sufficient certainty that receipt of the income is considered probable;
- the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which the charity becomes aware that a distribution is more than likely to be made, and that the amount can be determined with reasonable certainty, and the date on which a distribution is received from the estate.

Investment income is accounted for in the period in which the charity is entitled to receipt.

The charity benefits from many voluntary hours and unclaimed out-of-pocket expenses contributed by a number of supporters. A number of small assets have also been donated, for which no value has been attributed to in these accounts.

#### **d Expenditure**

Expenditure is included on an accruals basis. All costs have been allocated directly to a charitable activity and therefore there are no support costs to allocate between activities.

#### **e Funds**

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### **f Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

# LIGHT PROJECT PETERBOROUGH

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2019

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#### 2 Income: donations and legacies

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Church contributions	150	-	6,101	6,251	7,942
Individual and corporate donations	11,690	-	44,269	55,959	18,934
Gift aid tax reclaim	3	-	-	3	1,415
Grants	-	-	65,987	65,987	32,250
Unknown	-	-	-	-	-
	<hr/> 11,843	<hr/> -	<hr/> 116,357	<hr/> 128,200	<hr/> 60,541

#### 3 Investment income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Other interest received	-	-	-	-	1
	<hr/> -	<hr/> -	<hr/> -	<hr/> -	<hr/> 1

#### 4 Income from charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Workshops	-	100	-	100	200
	<hr/> -	<hr/> 100	<hr/> -	<hr/> 100	<hr/> 200

# LIGHT PROJECT PETERBOROUGH

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2019

#### 5 Expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Winter night shelter					
Consultancy & project work	-	-	12,136	12,136	17,355
Other project costs	-	-	6,319	6,319	8,837
Day centre					
Consultancy & project work	-	-	-	-	5,000
Salary costs	-	-	15,861	15,861	-
Rent	-	-	7,500	7,500	-
Utilities	-	-	2,463	2,463	-
Other project costs	-	55	13,617	13,672	1,445
Chaplaincy					
Consultancy & project work	-	-	-	-	5,000
Other project costs	-	-	866	866	1,380
Hope for Peterborough	750	-	-	750	-
Other consultancy	5,334	10,000	10,203	25,537	4,794
Other project costs	-	-	-	-	1,404
Workshops	-	200	-	200	100
Website	204	-	-	204	503
Insurance	-	-	-	-	894
Vehicle costs	3,652	-	-	3,652	-
Office rent	700	-	-	700	500
Office expenses	-	1,194	-	1,194	-
Computer expenses	-	761	-	761	-
Bank charges	60	-	-	60	60
Payroll	128	160	-	288	-
Property consultancy	-	-	1,800	1,800	-
	10,828	12,370	70,765	93,963	47,272

#### 6 Staff costs and trustees' expenses

	2019 £	2018 £
Salaries	15,600	-
Social Security costs	165	-
Pension costs	96	-
	15,861	-
Number of employees		
Average actual number of employees	1	-
Average full time equivalent employees	1	-

No employee earned £60,000 p.a. or more. None of the trustees received any remuneration.

# LIGHT PROJECT PETERBOROUGH

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

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### 6 Debtors

	2019 £	2018 £
Accrued income	20,784	4,500
HMRC tax refund on gift aid	-	1,250
	<u>20,784</u>	<u>5,750</u>

### 7 Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and other creditors	7,539	2,264
	<u>7,539</u>	<u>2,264</u>

### 8 Lease commitments

The charity has entered into a lease for property at an annual rent of £15,000 until 31 March 2020.

### 9 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Winter night shelter	13,052	34,025	(32,077)	-	15,000
Homelessness	4,500	80,439	(36,049)	-	48,890
Chaplaincy	2,096	1,893	(2,639)	-	1,350
	<u>19,648</u>	<u>116,357</u>	<u>(70,765)</u>	<u>-</u>	<u>65,240</u>

The Winter Night Shelter and Homelessness funds are restricted funds set up to receive grants and donations specifically related to the Peterborough Winter Night Shelter and homeless day care provision. It consists of a variety of grants from different organisations as well as many one of private donations and some regular monthly donors.

Chaplaincy: This is a restricted fund that has been set up to receive grants and donations specifically related to the work of the City Centre Chaplaincy Team. An annual grant from Churches Together in Central Peterborough is a major contributor to this fund.

# LIGHT PROJECT PETERBOROUGH

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

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### 10 Designated funds

	<b>Brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Homelessness: consultancy	7,500	-	(7,500)	-	-
Homelessness: other	55	-	(55)	-	-
Workshops	100	100	(200)	-	-
Consultancy: general	2,500	-	(2,500)	-	-
Running costs	2,115	-	(2,115)	-	-
	<b>12,270</b>	<b>100</b>	<b>(12,370)</b>	<b>-</b>	<b>-</b>

The homelessness funds have been designated to underwrite the provision of these services.

The workshops, general consultancy funds and running costs funds are to underwrite essential project office costs.

### 11 Analysis of net assets between funds

	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Debtors	-	-	20,784	20,784
Cash at bank and in hand	16,718	-	50,063	66,781
Creditors	(1,932)	-	(5,607)	(7,539)
	<b>14,786</b>	<b>-</b>	<b>65,240</b>	<b>80,026</b>

### 12 Related party transactions

During the period the charity paid £2,799 (2018 - £4,794) for consultancy services to Mrs S Hensby, the wife of Mr A Hensby, a trustee.

During the year the charity paid rent amounting to £7,500 (2018 - £nil) for the rental of the property used for the Garden House project to Peterborough Cathedral, at which Sarah Brown and Ian Black are members of the Cathedral Chapter.