



The Snowflake Trust

Annual Report

&

Financial Accounts

for the

Year Ended 31 May 2020



The Snowflake Trust is a charity registered number 1119743 and
a company limited by guarantee number 059503950 registered in England
Registered Office: 25 Boscobel Road North, St Leonards on Sea, East Sussex TN38 0NY

REPORT AND FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31 MAY 2020

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Trustees

The Trustees are also directors of The Snowflake Trust, a company limited by guarantee and registered in England number 059503950, registered charity number 1119743. Trustees are appointed by the Board of Trustees for a normal term of three years. They may be re-elected.

The Trustees serving throughout the year were:

Andrew Charles Crighton (Chair of Trustees)

Retired; former finance/project/programme manager; former diversity coach for major communication company; former board member (Treasurer) Southern Crimestoppers; former Treasurer West Kent Crime Prevention Panel; chair of governors at various Primary Schools in Kent; Hastings Deanery Treasurer; member of Chichester Diocesan Synod

Kevin Swaffer (Deputy Chair of Trustees)

Director of Fuzion4 Ltd; retired Crew Commander with East Sussex Fire and Rescue Service; Snowflake Volunteer and Venue Coordinator

Joseph Cornford-Hutchings

Information Analyst with experience of working in Civil Service and Local Government; Snowflake volunteer.

John Campbell Reid ACIB FCMI (Treasurer & Company Secretary) Resigned during the year.

Retired; former clearing bank manager; former bursar of large independent school; chair of quality assurance committee of an independent fostering agency; founder Trustee.

Emma Pepper

Snowflake volunteer with experience in retail management

Officers

Senior Project Supervisor - Lesley Crighton

Assistant Project Supervisor – Gary White

Interview Assistant – Bryan Winslow

Addresses

Registered Office: 25 Boscobel Road North, St Leonards on Sea, East Sussex TN38 0NY

Operations Office: HVA, Jackson Hall, Portland Place, Hastings, East Sussex TN34 1QN

Night Shelters were operated at the following addresses:

Sunday: St Matthews Church Centre (London Road entrance), St Leonards on Sea TN37 6PD

Monday: Cambridge Hall (Holy Trinity Church), Cambridge Rd, Hastings TN34 1DJ

Tuesday: St Mary Star of the Sea, 1 The High Street, Hastings Old Town TN34 3EY

Wednesday: Hastings Baptist Church, Wellington Square, Hastings TN34 1BP

Thursday: Chapel Park Community Centre, St Leonards TN37 6HR

Friday : St John's Church, Brittany Road, St Leonards TN38 0RD

Saturday: Christ Church, Blacklands, Laton Rd, Hastings TN34 2ES

Advisers

Solicitors: Druces, Salisbury House, London Wall, London EC2M 5PS

Bankers: Lloyds Bank plc, 17 Wellington Square, Hastings TN34 1NX

Insurers: Chris Knott Insurance Consultants Ltd, 5th Floor, Cavendish House, Breeds Place, Hastings TN34 3AA & A-Plan Insurers, 149/155 Mitcham Road, London SW17 9PG

Official Visitor: Rev John Cavanagh OFM Cap

THE SNOWFLAKE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2020

The Snowflake Trust ('Snowflake') is a company limited by guarantee (registered in England & Wales number 059503950) with charitable status (number 1119743). The directors of the company, who are also charity Trustees, present their annual report and examined accounts for the year ended 31 May 2020 ('the accounts') and confirm that these accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime as per the Companies Act 2006 and in accordance with FRS102 Statement of Recommended Practice. The Trustees, officers and principal addresses of the company are as listed on pages 3 & 4, as are particulars of the company's professional advisers in the period. The Trustees are mindful of the Charity Commission's advice in respect of 'public benefit' and consider that the Trust's activities are entirely in accord with the Commission's guidance.

Aims of Snowflake

Snowflake aims to provide a night shelter for genuinely homeless people in Hastings & St Leonards using Church buildings, and Church communities and members of the wider local community as volunteers, through the coldest period of the winter and, as part of this initiative

- With respect and without discrimination, and in a non-judgemental way, to engage church communities and members of the local community generally with some of the most vulnerable people in Hastings & St Leonards in line with Christian principles
- To assist in enabling homeless people move on to appropriate accommodation
- To establish the funding and administrative support necessary to enable the provision of such a shelter to continue in future years.

The need for a shelter had been established in 2007 at a meeting of statutory and other relevant organisations held upon the initiative of Rev John Cavanagh OFM Cap, a Franciscan priest working in the Borough on Social Outreach. Soup kitchen facilities were organised prior to the Snowflake Night Shelter being launched in winter 2012/13. In this, its eighth year, the Snowflake Night Shelter ran nightly from end-November 2019 to mid-March 2020, 110 nights in all (cf 110 in 2018/2019).

Objectives of Snowflake

The formal Objects of Snowflake, as defined in its Memorandum of Association are:

1. To provide and promote the provision of accommodation shelter and housing and any ancillary facilities, food, clothing, physical, mental, educational and spiritual care and support for people who through age, physical or mental illness, youth, alcohol, or drug addiction or dependency, and/or poverty are unable to make adequate provision for themselves
2. To provide and encourage the provision of facilities for medical rehabilitation and treatment, spiritual help and guidance and educational training.

Ethos, Access & Inclusion

The Trustees firmly believe that God's is a living word and the Snowflake Night Shelter is an outworking of faith in action. The Trustees are also aware of the great community spirit in Hastings.

& St Leonards and have been delighted to welcome Volunteers not only from the Christian faith, but also those of many other faiths and those who profess no faith, but who wish to help and support those local people who are genuinely homeless and for a variety of reasons find themselves on the fringes of society.

The Night Shelter is promoted through a variety of local Church communities, organisations and statutory authorities and provides:

- A warm bed, hot drinks and meals
- Hospitality and engagement with willing Volunteers to facilitate wellbeing and positive self esteem
- Shelter from the winter weather
- In liaison with specialist agencies, encouragement and practical support in accessing relevant longer-term solutions to individual housing needs.

After due enquiry as to individual circumstances to confirm their *bona fides*, Snowflake welcomed 52 eligible Guests to its night shelter (61 in 2018/2019) operated by various paid staff and 166 active volunteers (165 in 2018/19) working a three-shift system at each of the seven venues (a separate venue each night – see above for addresses). For the first time, and to ensure due supervision and security for both Guests and Volunteers, TMS Protection Limited were employed to provide overnight supervisory staff in addition to Volunteers.

Snowflake is committed to safeguarding and promoting the safety and welfare of its Staff, Guests and Volunteers, and appropriate training and guidance is provided and regularly monitored. Feedback is sought and received from both Guests and Volunteers as well as Staff. Snowflake is an equal opportunities employer. Whilst undeniably Christian in origin and outlook, Snowflake welcomes those of all faiths and none, and does not permit proselytization in the Shelter.

Review of Activities & Achievements.

In this, its eighth year of operation of the Night Shelter was characterised by a number of very significant developments and the Corona Virus pandemic has put the future of communal Night Shelters into question.

- The Night Shelter
 - The night shelter being open until mid-March as a direct consequence of feedback received from both Guests and Volunteers
 - 52 Guests were welcomed to the Shelter on at least one night.
 - The average occupancy of the Shelter was 10.
 - The average length of stay was 20 nights.
- Improved Guest outcomes
 - While it is becoming ever more difficult for Guests to move into their own accommodation due to the lack of local authority housing and increased rents by private landlords, nevertheless we were delighted that 20 of our Guests had been enabled to move on in their lives.
 - This has been the first year when all the Guests had accommodation to move on to, and none reverted back onto the streets when the Shelter closed.

- Staffing/Volunteers
 - Two new members of staff were employed this year, both of whom were previously Guests.
 - The Snowflake Trust teamed up with the Kent, Surrey and Sussex Community Rehabilitation Company to offer places for minor offenders on the Community Payback Placement scheme.
- Greater awareness of Snowflake amongst the local population of Hastings & St Leonards
 - The new website and Database have been well received and are far more efficient and easier for Staff and Volunteers to use. There were of course initial teething problems which were resolved by our IT Support – FAT Promotions
 - Social Media in general developed further.
 - An amazing 24 abseilers braved the wind and rain at Newhaven to complete an abseil of the cliffs, the first to be organised by the Snowflake Trust Ltd, to raise funds for the Shelter.
- Grant-making Trusts supporting the night shelter.
 - The generous support of the Sussex Community Foundation and various other local and national trusts has continued
- More organisations fundraising for the night shelter
 - Local churches and a plethora of other organisations continue to support the night shelter.
 - We were delighted to be asked by students at Saxon Mount School to give them a talk on homelessness, after which they decided to fund raise for the Shelter as part of their National Citizen Service (NCS).
- Strategy/Development
 - On 23rd March 2020, the PM announced a lockdown in the UK, ordering people to “stay at home” and this became law on 26th March 2020. The Trustees are currently in the process of planning for the Winter Night Shelter for 2020/2021 and are in regular contact with officers of the Hastings Borough Council’s Housing Department concerning what the Shelter might need to offer.
 - The latest announcement from the Government on concerning rough sleepers published 24th May 2020 stated, “Thanks to the efforts of charities, local government and other partners, in just over 2 months, more than 90% of rough sleepers known to councils at the beginning of the pandemic have now been offered accommodation where they can remain safe and able to protect themselves during the crisis”. We do not know for how long councils will be accommodating rough sleepers due to the pandemic.
- Involvement with the Hastings Borough Council “Rough Sleeper and Street Community Working Group” & other similar organisations
 - The Snowflake Chair, on behalf of Trustees, continues to lead the way in endeavouring to coordinate services for local people who are homeless so as to ensure the best possible support and outcomes for them throughout the year; sadly, not all such organisations seem willing to cooperate, leading to disjointed and, at times, potentially inappropriate services being available.
- Financial Security
 - Whilst fundraising for the future will be necessary, at the financial year-end the Trust was in an excellent financial position.

Future Plans

Given the current situation with the Corona Virus, planning for the future is exceedingly difficult. The Snowflake Trust may have to adapt and change the way that it helps rough sleepers. The Trustees will be discussing the way forward for the Trust when more concrete information is made available by the Government.

Financial Review of the Year

The accounts which form part of this report, are prepared on an accrual's basis in accordance with the Charity Commission's Regulations 2008 and the applicable SORP (see above), reflect the income generated and the expenditure incurred by the Trust.

The underlying excess of income over expenditure for the year, amounted to £1,107. Net Assets as at 31 May 2020 were £51,023 (£49,916 at 31 May 2019), mostly in cash, including the depreciated value of the new Snowflake van. The Trustees consider it appropriate that a 'going concern' basis of accounting be adopted.

Reserves Policy

It is the Trustees' policy to seek to retain year-end cash reserves at such a level as to enable an early decision about future operation to be possible. The Trustees estimate this level to be approximately £30,000 of unrestricted reserves (see above).

Fundraising

A Trustee leads the trust's fundraising initiatives, supported by other Trustees, Staff, Volunteers, organisations and other supporters as necessary.

Pension Liability

All employees were offered the opportunity of joining the government sponsored NEST pension scheme. For this year, contributions were agreed at 4% (staff) and 7% (Trust).

Structure, Governance & Management

The Trust became a company limited by guarantee with charitable status with effect from 28 September 2006. Its governing documents are the company's Memorandum and Articles of Association.

Governing Body

- The directors of the company limited by guarantee are charity Trustees and form the Governing Body of the Trust. One Trustee is also Company Secretary. All Trustees (Directors) give their time freely and no remuneration or expenses were paid to them in the year other than by way of office supplies used.

Recruitment & Training of Trustees (Directors)

- All Trustees are appointed by the Board normally for a term of three years. Trustees may be re-appointed at the end of their term of office. The Board reviews its constituency on a regular basis, analysing the skills available to it and identifying any gaps there might be.

The Board seeks nominees from a wide range of local organisations, Volunteers and supporters to ensure an appropriate, wide-ranging skill base is available to the Board. Potential Trustees are interviewed by a sub-group of Trustees and may subsequently be recommended for appointment to the Board. A full induction programme, including instruction in respect of Board policy and procedures and any specific requirements appropriate for the individual Trustee, is managed by the Company Secretary.

- Ongoing training is provided via professional organisations, attendance at seminars and regular liaison with statutory authorities and other relevant organisations.
- John Reid left the Board during the year and we are grateful for his contribution.

Organisational Management

- The Trustees as directors of the company limited by guarantee and Trustees of the charity are legally responsible for the overall management and control of the Trust and normally meet monthly throughout the year.
- Individual Trustees also take a particular interest in various aspects of the Trust's activities, including liaison with other charities, fundraising, health & safety, safeguarding, employment, volunteer liaison, data protection and public benefit issues.

Risk management

- The Board is responsible for the management of risks faced by the charity and undertakes detailed considerations of risk on a regular basis. Risks are identified and assessed, and controls established. A formal review of the Charity's risk management processes is undertaken annually.
- The Trustees recognise that systems can provide reasonable but not absolute assurance that major risks have been adequately managed. However, through risk management processes established for the Trust, the Trustees are satisfied that the major risks have been identified and appropriate steps taken to mitigate them.

Appointment of an Independent Examiner

- *As a company limited by guarantee* - the directors understand that for the year ending 31 May 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. Accordingly, the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.
- *As a charity* – the Trustees understand that, as the Trust's gross income in the year is more than £25,000, they are required to have the accounts independently examined – see page 13 for the relevant certificate.

Statement of Trustees' Responsibilities

As indicated above, the Trustees (who are also directors of the company limited by guarantee for the purposes of company law) are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

- Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year. In preparing those financial statements the trustees 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;
- 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 going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the Trustees has confirmed that so far as they are aware, there is no relevant audit information of which the charity's examiner is unaware and that they have taken all steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the charity's examiner is aware of that information.

(Original signed)
Andrew Charles Crighton
Chair of Trustees

Independent Examiner's Report to the Trustees of The Snowflake Trust Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st May 2020 which are set out on pages 14 to 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors 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 under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company'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 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 company as required by section 386 of the 2006 Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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 A Gill FCA BFP

McPhersons CFG Limited
23 St Leonards Road
Bexhill on Sea
East Sussex
TN40 1HH

Dated 7th May 2021

THE SNOWFLAKE TRUST LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MAY 2020

		Unrestricted funds	
		2020	2019
	Notes	£	£
Income from:			
Grant-making trusts	2	19,032	14,000
Church and other communities	2	12,101	20,698
Donations	2	30,583	17,177
Bank interest	2	20	25
Other	2	2,972	4,055
Total income		64,708	55,955
Expenditure on:			
Charitable activities	3	63,601	66,255
Net (expenditure)/income for the year/ Net movement in funds		1,107	(10,300)
Fund balances at 1 June 2019		49,916	60,216
Fund balances at 31 May 2020		51,023	49,916

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE SNOWFLAKE TRUST LIMITED
BALANCE SHEET
AS AT 31 MAY 2020

	Notes	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	5		13,539		18,052
Current assets					
Debtors	4			161	
Cash at bank and in hand	4	<u>37,484</u>		<u>31,703</u>	
		37,484		31,864	
Creditors: amounts falling due within one year					
	4	<u>0</u>		<u>0</u>	
Net current assets			37,484		31,864
Total assets less current liabilities			<u>51,023</u>		<u>49,916</u>
Income funds					
Unrestricted funds	4		<u>51,023</u>		<u>49,916</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 May 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees

(Original signed)
A C Crighton
Trustee (Chair of Trustees)

(Original signed)
Mrs S Davies
Trustee (Honorary Treasurer)

Company Registration No.059503950

NOTES TO THE ACCOUNTS – YEAR ENDED 31 MAY 2020

1. Accounting Policies

1a. Basis of Accounting

The accounts have been prepared in accordance with the Charity's memorandum and articles of association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102. The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1b. Going Concern

As shown in the Balance Sheet the charity (company) had net assets of £49,916 (£60,216 in 2018) at its year end. Accordingly, the Trustees (directors) consider that the going concern basis is appropriate in the preparation of the financial statements.

1c. Incoming Resources

Income from grant-making trusts and donations from other organisations and individual supporters are shown in the accounts on a received basis ie when their receipt has been achieved. Due allowance is made within the accounting records where income is specific to a particular element of the Trust's activity. There have been no receipts where the donor has expressed the wish for the donation to form part of the capital of the Trust.

1d. Resources Expended

All expenditure is accounted for within the time period to which it refers.

1e. Capitalisation of Fixed Assets and Depreciation

Depreciation is provided to write off the cost of the van over five years and any other capital items over three years. Items acquired which will lose significant value immediately upon purchase, or whose purchase individual cost is less than £500 are written off in the year of acquisition. As at 31 May 2020 the Trust has no capital commitments.

2. Analysis of Total Income, all Attributable to Charitable Activity

2018/19		2019/2020
£14,000	From Grant-Making Trusts	£19,032
£20,698	From Church & Other Communities	£12,101
£8,230	Personal Donations Direct to Snowflake	£12,444
£8,947	Personal Donations via websites	£18,139
£3,500	Sale of Van	
£580	Other Income & Bank Interest	£2,993
£55,955	TOTAL INCOME	£64,709

3. Analysis of Total Funds Expended in Furtherance of the Charity's Objects

2018/19	Revenue Expenditure	2019/20
£18,808	Salaries, NI & Pension Costs	£17,861
£14,389	TMS Protection Ltd (Overnight cover)	£24,516
£1,111	Office Expenses	£1,301
£11,530	New Website	
£530	Website & IT	£1,337
£1,000	Office Rent	£1,053
£531	Fees	£769
£768	Laundry & Bedding	£594
£4,361	Food	£4,291
£2,030	Storage & Transport	£1,529
£2,361	Insurance	£2,343
	Recruitment Expenses	£950
	Training Costs	£570
£3,155	Grants	
£4,513	Depreciation on Van	£4,513
£1,168	Other Costs	£1,974
£66,255	TOTAL	£63,601

4. Detailed balance sheet as at 31 May 2020

31 May 2019		31 May 2020
	Liabilities	
£0	HMRC	£0
£0	Other	£0
£0	TOTAL LIABILITIES	£0
	Assets	
£18,052	Van	£13,539
£30,814	Cash at Bank	£37,014
£889	Petty Cash	£470
£161	HMRC & Prepayments	0
£49,916	TOTAL ASSETS	£51,023
£49,916	NET ASSETS	£51,023
£60,216	Balance of Capital Account B/Fwd	£49,916
(£10,300)	Excess of Income over Expenditure	£1,107
£49,916	BALANCE AS AT YEAR END	£51,023
	Being:	
£0	Van replacement Reserve	£0
£30,000	General Reserve	£30,000
£19,916	Operating Reserve	£21,023
£49,916	TOTAL RESERVES AT YEAR END	£51,023

5. Tangible fixed assets

	Motor vehicle £
Cost	
At 1 June 2019	22,565
Additions	0
Disposals	0
At 31 May 2019	<u>22,565</u>
Depreciation and impairment	
Charge for the year	4,513
At 31 May 2020	<u>9,026</u>
Carrying amount	
At 31 May 2020	<u>13,539</u>

6. Grants paid.

The grants paid are to individual guests for travel costs and maintenance grants enabling otherwise homeless people to travel 'home' to their families and/or for other purposes approved by the trustees (e.g. resources for use by Guests over the Summer when the shelter is not open).

7. Volunteers

Volunteers assist in the operation of the night shelters and work a three-shift system at each of the seven venues. There were approximately 180 active volunteers.

8. Trustees

None of the trustees received any remuneration or benefits from the charity during the year. The only trustee reimbursement of expenses has been where the trustee has been acting as agent for the charity.

9. Employees

The average monthly number of employees during the year was 2 (2019: 2).

There were no employees whose annual remuneration was £60,000 or more.

The charity made employer pension contributions totalling £1,320 during the year.

10. Related party transactions

There were no related party transactions requiring disclosure.