



Registered Charity no: 1158704

**Annual Report and Financial Statements  
for the year ending 31 March 2017**

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The annual report & accounts were formally accepted at the  
AGM of Host Nottingham on Thursday 7 December 2017

## HOST Nottingham: A Brief History

HOST Nottingham was established in response to the growing number of destitute asylum seekers who needed to have some short-term accommodation in the city and the need to provide a support network for informal hosts. In the last six years we have hosted in excess of 100 guests and have had the privilege of working with more than 40 hosts.

We achieve our aims by recruiting and supporting volunteer ‘hosts’ who have a spare room where destitute asylum seekers and others, or ‘guests’ as they are called, can stay for a period of time while they work with our partner agencies to develop a future plan of action. The scheme is flexible and works around the needs of the ‘host’ families who offer a room for a week, a month or in many some cases considerably longer.

Most referrals come from the NNRF Anti-Destitution Worker with every potential ‘guest’ being assessed to ensure that both they and their ‘hosts’ are suitable (and compatible) regarding safety and physical and mental health issues. We also have guests referred from Advisors at NNRF who are usually newly recognised refugees and we have had referrals from other agencies including the Red Cross.

These are all short-term placements and most of the guests are supported by Staff and Volunteers at the NNRF to ensure that their legal and other needs are being met. It is always hoped that there will be a place to which the guests can be referred, be that Section 4 or Section 95 or a place in one of the Nottingham Arimathea Trust properties.

Most guests are eligible to attend the NNRF Anti-Destitution food and cash groups, which provide a food parcel and a hot meal every Saturday and £20 in cash for clients every 4 weeks. All guests are provided with a bus pass for around 10 days each month and some who are able to ride, can obtain bicycles. In addition, we aim to develop meaningful activities to stop days from becoming empty and endless, to bring some purpose and enjoyment into our clients’ lives.

HOST Nottingham is also actively involved with awareness raising and campaigning for a just asylum system, working closely with all our partners to tackle homelessness among asylum seekers and refugees in Nottingham.

## **Annual report – achievements & performance**

### **Chair's Report**

We have had a very busy and productive year, with our fair share of stressful as well as good situations. We are very aware that the overall climate, which has been cultivated by the Home Office for many years, is one of non-welcome and dis-belief for those seeking asylum and sanctuary in the UK. With fewer solicitors who specialise in Immigration Law and the increasingly heavy workload on them, cases are taking longer to complete and the Home Office are taking not weeks or months, but sometimes years to make decisions on cases presented to them. These may be initial applications, or appeals or fresh claims. The stress on the clients is immense and it is difficult to really understand and appreciate the further toll that this takes on them, most of whom are already suffering untold stress and traumas from their journeys fleeing their homes and arriving in the UK. It is also hard to calculate what it means for guests in this position to be welcomed into a stranger's home, made to feel at home and to find some peace and security.

#### **Hosts:**

This year we have welcomed 7 new hosts and have hosted 24 guests and two families. We now have 21 hosts registered with us, but obviously not all of them are available all of the time. Some have requested to only host for a few days, some to only host women and all need to have holidays and breaks! Owing to the nature of our work we usually have very little notice when someone is referred to us for hosting. It is usually 24 hours, but sometimes less. This makes additional demands on both our hosts and guests. We try to take time to explain the nature of hosting to guests, for most of whom it is not something that they initially understand or of which they will have any experience. To be welcomed into a home to share with people, who you have never met, is in sharp contrast to the experience which most of them have had during their journey to seek sanctuary! When we have received a referral form from the referring agency, we try to go over what hosting involves and how it works and ensure that guests realise that this is a safe place where they can settle for the specified period of time. We are aware that some of our hosting situations do throw up some difficulties which we try to work through with our hosts, but we are always indebted to our hosts for their adaptability and welcome, but aware that very quick referrals make their own pressures.

#### **Guests:**

This year we have increasingly been asked to host Newly Recognised Refugees (NRR). These are people who have eventually been given their Refugee status after mostly a very long wait, but who have not been sent their National Insurance Number (NINO) or Biometric Card (BRP) with their papers. Without these vital pieces of information they cannot move forward. They cannot register for accommodation, claim benefits to which they are at last entitled or in any way begin their new life. However, the Home Office still ensure that they have to leave their Section 4 or 95 accommodation after 21 days of receiving their status. If these people were not hosted, they would again be street homeless and back in a place of despair and anxiety. Some think that they can perhaps sneak back into their old accommodation and sofa surf in G4S accommodation, but soon realise that this is illegal and will not only put them in serious difficulties, but may also affect others in the house. We know that usually we will be asking hosts to take this person for 6/8 weeks, although sometimes it is less. During this time they will continue to work with an advisor or other agencies to try and obtain these essential documents. Once they have been received most guests are then offered a room in the YMCA where they can

stay until they are perhaps able to find more permanent accommodation. We are working with advisors to see if they can sometimes give us more notice that their client may require hosting at a certain date which will give us a little more time to plan the accommodation and contact prospective hosts.

In addition to NRR, we continue to host destitute Asylum Seekers (AS) who are planning to submit a fresh claim or appeal. However, the time that they may require for hosting can be longer than the three months, which is the maximum that hosts usually offer. We are deeply grateful to some hosts who have felt able to extend their initial agreement to host for a definite period, but are very aware that for the majority this is not possible. We have been able to move guests around to different hosts, although we feel that this is not ideal for them, as they have to get to know new hosts and perhaps new areas of the City. We are particularly grateful to the hosts in West Bridgford who have formed themselves into a 'Hub' and have sometimes been able to sort out the moves between themselves. This has proved to be really valuable for guests, hosts and Co-ordinator!

This year we have also hosted at least two complete emergencies where in both cases families have arrived at the Forum having been 'dropped off' and did not know where they are or what they have to do. They have been taken into homes for a matter of hours for a meal, a brief opportunity to sleep and then a lift to the Coach at 2.00am to get to Croydon the next day to seek asylum! Again this window of welcome and safety in possibly some of the most anxious time for them, has proved to be so very important.

At our last AGM, we mentioned that we had been asked to host two young men who had come through Calais and been sent to a 'relative' by Social Services without provision of appropriate accommodation. This year we have had a similar situation of a young man who Social Service 'dumped' with his uncle where he had to sleep for six months on the lounge floor of a small house where his relatives had 6 small children. When he turned 18 Social Services suddenly found his records, but it was too late for them to provide him with any support - either accommodation, financial or other support. Also because he had not been enabled to seek asylum and so had to do so as an adult. Since making his application he has waited more than six months for the decision, he has not been able to access any other accommodation or support during this time, so has been hosted. We are deeply grateful to the group of hosts who have taken this young man in and given him support and safety for more than 9 months. As of a week ago we are happy to report that Hope into Action have provided him with a flat and are supporting him until he receives his decision from the Home Office and is hopefully able to access housing and benefits. The trauma that this young man has been through while he has been in the UK has been hugely alleviated by the generosity and warmth of the various hosts and we are deeply grateful to them.

### **Project Co-ordinator:**

We have been deeply grateful to Shingai who has had now been with us for the last 14 months as our Project Co-ordinator. She has really taken hold of this role, worked tirelessly with guests and hosts and made herself available at very short notice on many occasions. We are conscious that she is only employed with us for 15 hours per weeks and has another very demanding role as Campaign Coach with Friends of the Earth. Shingai has always gone the extra mile whenever possible and is valued by guests and hosts, as well as our Management Committee and Trustees.

**Clothes Bank:**

Again we have had a very busy and productive year with the Clothes Bank. We have helped in excess of 1,200 clients to find clothes for them and their families. We are particularly grateful to Rita Cannon who has taken on the responsibility for the rota and ordering of clothes etc. We are very grateful to those who provide us with clothes and sometimes bedding, but we also find it difficult when bags of clothes are left outside or sometimes inside the Clothes Bank. Usually the clothes are good, but they may not be suitable for our clients so we then need to sort them and pass them on. We do ask that if people have clothes to offer, they let us know what they have and we can then confirm whether or not we need them as we have very little space for storage. Our arrangement with SHAREWEAR has been a great bonus and we are able to place orders with them in the middle of the week for items, which have been requested by clients and then they are delivered on Fridays. We are still looking for VOLUNTEERS so if you know of or hear of any people who would be prepared to give a couple of hours and week or even every other week, Rita would be glad to hear from them!

**Sharing Our Experiences:**

We have been very pleased to be able to provide some advice and support for a new hosting project in Derby, which is about to take in their first guests. It has been a privilege to share some of our experiences with them and we are particularly grateful to four of our hosts who attended an evening of training with the first hosts of Host Derby. The sharing of experiences was very much appreciated. We shall look forward to following their progress! We have also been asked by a local author to allow her to interview hosts and guests and she will be using the material (anonymously) for a play, which she will be writing.

**Management Committee:**

The Management Committee is a voluntary group that meets for a couple of hours every two months alongside our Trustees. We are very grateful to all the members of this group for their work and support throughout the year. This year Maggie Jones and Jason McCormack have resigned as Trustees, having been members of the organisation from its inception, and we have greatly valued their support. However, we have been pleased to welcome Roger Van Schaick and Lee Harrison onto the Committee during the last year and have greatly valued their contribution. We are now looking forward to welcoming Maralyn Bird and Paul Scotting who will be joining us at our next meeting.

In conclusion, I would like to thank a number of people and organisations who have supported and advised us over the last year: Nottingham and Nottinghamshire Refugee Forum who provide us with office space and a great deal of invaluable advice; NACCOM (the No Accommodation Network) who, through their membership, are available for advice and support; Gemma Pillay for her knowledge and advice over many of our referrals; Rose Wambui, who has had to withdraw from the Management Committee for personal reasons; and most of all our **hosts** for all that they offer to our guests, and for enabling Host to be an organisation of which we are immensely proud and which continues to give hope to people for whom hope, respect and welcome are not the usual gifts that they are offered.

**Jane Henson**  
**Chair**

## Project Co-ordinator's Report

*"For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in,"*

Matthew 25:35

### My Reflections of the Year

I was a novice on what coordinating a hosting project was, and I still consider myself one as I am constantly learning something new from every placement. Co-ordinating a hosting project has no set manual and every placement is authentic. It keeps me on my feet with some days more challenging than others. It is not a typical 9-5 job and this is what I enjoy most about being a project co-ordinator. In my 27 years of being a Catholic I have heard the bible quote above recited ad nauseam. It is only when I joined Host Nottingham that I got a clearer and practical understanding of what Christ 'meant.' I have to count myself fortunate to witness how people actively and practically further social change through hosting.

I could never do any justice in explaining a host placement in this report, however I will try my best. A guest who so often has been rejected, judged, isolated and been made homeless is embraced and welcomed in a home as a guest. For some of our guests it will be the first time in a long time that they have had a room they can call their own, where they can have their own privacy. A hosting placement will be a time they can think and work towards their case without worrying about where they will spend the night. Whether it be a short-term or long-term placement, both the host and the guest have found the placement to be quite rewarding.

I would like to acknowledge the flexibility that our hosts have and their sense of understanding. Host work is quite fluid and unpredictable as the length of a placement is dependent on decision makers who are beyond our control. I am grateful to hosts who have hosted someone urgently with barely any notice or stretched 2-week placements to 3 months plus placements. Hosts who have managed a placement and created support networks to ensure that they share their experiences with fellow newly signed up hosts. My role is a 15 hours (2 days) a week role therefore the success of this project has been the commitment of our hosts.

Our hosts have gone beyond providing a room for their guest. Some have accompanied our guests to the Job Centre, the doctor, the Home Office Reporting centre. Some have played a pivotal role in advocating for better standards for refugees and asylum seekers in Nottingham through writing to their Councilors or MPs. We are forever grateful to hosts who have listened attentively and non-judgmentally as our guests have shared their journeys and traumatic experiences. I have enjoyed seeing guests form new relationships with host that extend beyond the placement. This is not to say that hosting does not go with its own challenges, we have seen hosts and guests figuring out a way to communicate due to language barriers. We have had our hosts support our guests through some of the most difficult times of their lives, for instance when the guest is frustrated with their solicitor or when the guest receives a refusal letter.

My first referral was a young man from Iran who needed a place to stay in order to gather some evidence for his case. I remember accompanying him with the hosts to his new home. It was such a blessing to watch him feel at home in Nottingham and work towards

his case. I remember in one of our meetings he would always refer to his hosts as his English Parents! In a country where he had had to travel by himself with his young sister and leave his family back home, he felt welcomed and at home.

I recall a woman who was waiting for her appeal decision; within a week of her host placement she received a refusal. A placement, which was anticipated to last a month, ended up being a seven-month placement. Throughout the placement we witnessed the guest who was often quite reserved, feel at home and develop her social networks locally.

January 2017 was a challenging month as we were faced with young men from Calais becoming street homeless. Host managed to bridge the gap between the young men being homeless and the social services who were trying to find suitable accommodation for them. Like most host emergency placements, our hosts barely had any notice in taking these young men in. We are forever grateful for their cooperation. Our hosts became an anchor for these young men and befriended them and showed them around their new city of Nottingham.

This year we have received great support from the wider community. Two groups of young people raised over £700 for the organisation during the summer! 12 volunteers have volunteered in the clothes bank at the Refugee Forum. Through the clothes bank we have supported over 1200 clients in the refugee forum. This year we have had the privilege of coordinating 36 placements, hosting 24 guests and 2 families. We have ensured that people are not street homeless for roughly 1300 nights!

***Shingai Mushaybasa***  
***Host Co-ordinator***

## Reflections from Hosts and Guests

### A young person's perspective on hosting

*My family has been hosting for around six months now and in that time have housed three different guests. My mum first discussed the idea after seeing a news article about hosting families in London and since we had a spare room upstairs, we wanted to do our bit to help. Having previously lived with lodgers, me and my sisters were used to growing up in a busy house with extra people and coming from a home of all females, we hoped to provide a safe refuge for other women and make them feel welcome in a new community.*

*Our first guest ended up staying around 3 months and whilst we didn't know what quite to expect, she quickly became integrated with the family. Many guests may feel as equally apprehensive about living with a complete stranger and so we did our best to put them at ease. We have been cooked delicious Kurdish meals and experienced traditional spiced coffee from Chad, smells I will forever associate with these women and the kindness they showed in my time spent with them. Some of them attended college, learning English or getting their own qualifications. Our most recent guest from Zimbabwe had dreams of becoming a nurse or a social worker.*

*Despite being in the middle of my exams, these women caused very little disruption to my daily routine and instead improved my knowledge of global affairs and appreciation for new cultures. Knowing we have provided comfort and friendship during a time of uncertainty for these people has allowed me to feel less helpless when seeing terrors on the news, as well as grateful that I have been able to play a role in stories less covered by the media but are equally as heart breaking. We hope to continue hosting for as long as we are needed.*

Rachael, 17

### Some Guest Referral Agencies:

*Host Nottingham has been a real lifeline for some of our most vulnerable clients facing homelessness post grant of asylum. Without their help many of our clients would be on the streets whilst waiting for benefits they are entitled to. The work they do is invaluable to our clients. Hannah Boyce - Advice Services Team Leader*

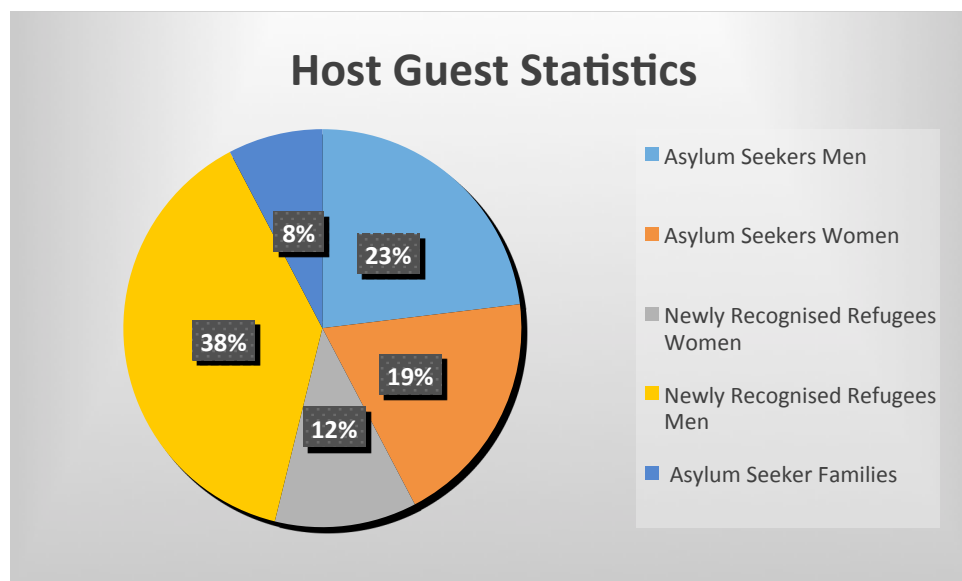
*Host is an amazing scheme, which is much needed. On a number of occasions they have provided accommodation and support to our service users who would otherwise be homeless. Elizabeth Pritchett - The Youth Project*

### Guest Reflection:

*I was really desperate from life when Host helped me to stay at Lee and Richard's house. Those people are really amazing and their hearts were opened as well as their house. They treated me as part of their family. I owe Host and everyone who gave me a helping hand when I was really destitute. I have been travelling over many miles to find a home, but it is not easy. I do not have enough words to thank Host and really appreciate what everything that Host has done for me, and I wish that one day I can help other people who are in need. My thanks to everyone. Shaimah - Guest.*

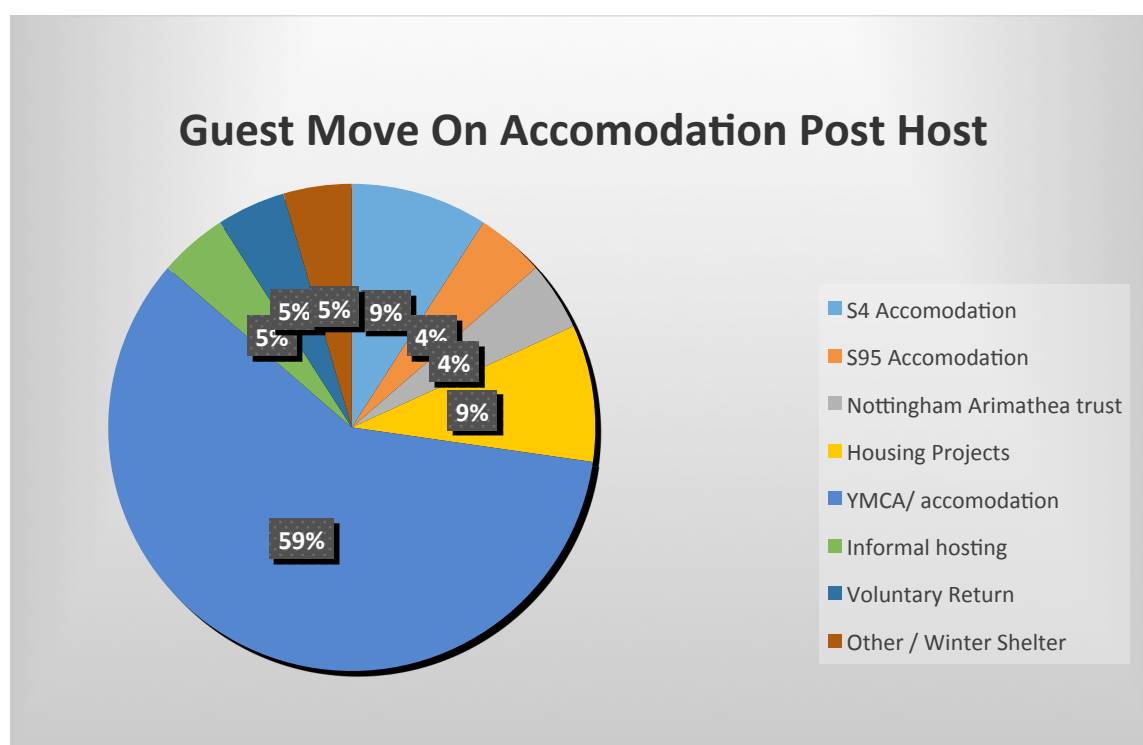


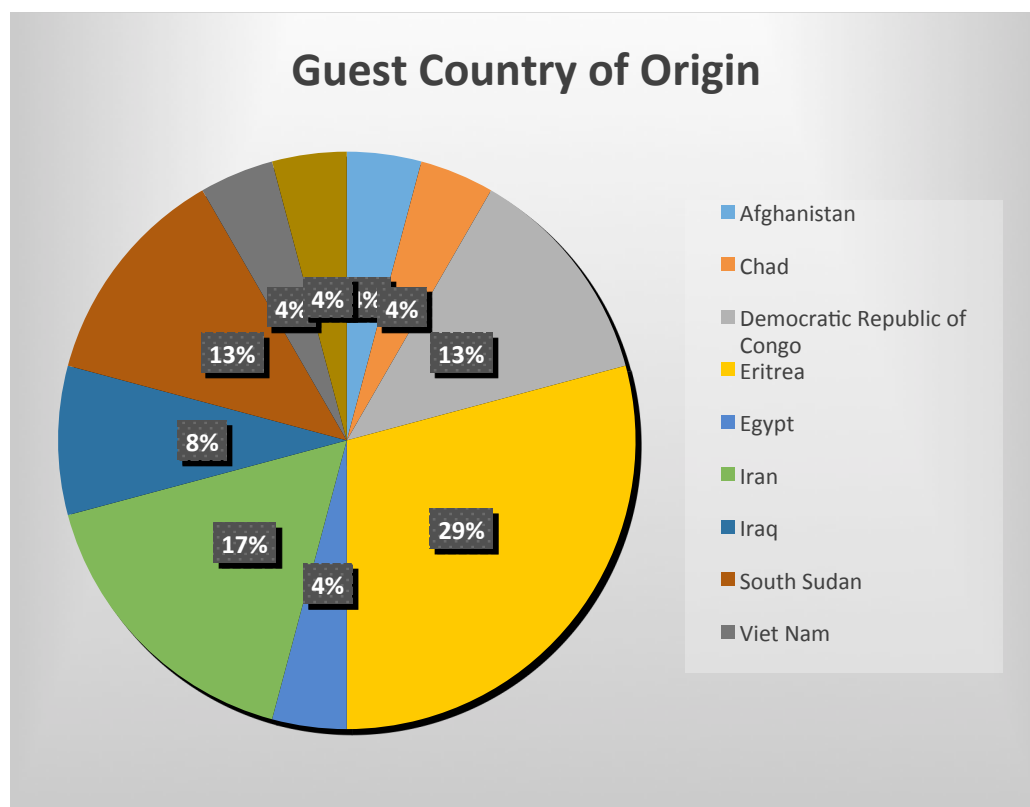
## Host Nottingham Statistics



<b>Asylum Seekers Men</b>	<b>6</b>
<b>Asylum Seekers Women</b>	<b>5</b>
<b>Newly Recognised Refugees Women</b>	<b>3</b>
<b>Newly Recognised Refugees Men</b>	<b>10</b>
<b>Asylum Seeker Families</b>	<b>2</b>

## Guest Move on Time





## Treasurer's report

We started the year with £4,365 in the bank. Grants received in this financial year comprised £5,371 from the Boots Charitable Fund, and £5,463 from Nottingham and Nottinghamshire Refugee Forum's Community of Identity funding. We also increased our fundraising and individual donation income to £4,340; comprising a very generous donation from Mapperley Park Open Gardens group who raised £3,100 from their bi-annual event; and £1,240 from individuals. A special thank-you goes to Jenny Moran and Lee Harrison for their regular donations to the organisation.

The main item of expenditure was the Project Coordinator wages and travel expenses for guests. Given that we operate out of an office space provided by NNRF, our office expenditure and overheads are incredibly low and for that we are very grateful.

At the end of the financial year our closing balance was £5,600, with a further £107 in petty cash. The trustees seek to maintain a minimum of £1,000 in reserves to comply with the current reserves policy, leaving £4,600 in operational reserves.

**Stuart Brown**  
Treasurer

## Trustees report for the year ending 31 March 2017

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Jane Henson	Chair	
Stuart Brown	Treasurer	
Rita Cannon	Trustee	
Margaret Jones	Trustee	Resigned November 2017
Jason McCormack	Trustee	Resigned November 2017
Roger Van Schaick	Trustee	Appointed December 2017

### Charity number

The charity was registered with the Charity Commission for England and Wales, number 1158704, on the 29 September 2014.

### Registered and principal address

The Sycamore Centre  
33A Hungerhill Road  
Nottingham  
NG3 4NB

### Bankers

The Cooperative Bank  
P O Box 250  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

### Independent examiner

Estelle Fisher  
35 Mere Road  
Erdington  
Birmingham  
B23 7LH

### Structure, governance and management

The charity is governed by a constitution adopted on the 29 September 2014

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

## **Trustees report (continued) for the year ending 31 March 2017**

### **Objectives and activities**

#### **The charity's objectives**

1. The relief of need for refugees and asylum seekers living in the city of Nottingham, county of Nottinghamshire and surrounding areas.
2. The advancement of the education of the public in general about the issues relating to refugees and those seeking asylum through campaigning and other appropriate means

#### **The charity's main activities**

- a) the provision of a referral into accommodation services for destitute asylum seekers,
- b) assistance in accessing legal advice/support,
- c) the provision of volunteer mentor and befrienders,
- d) developing and providing meaningful activities to improve the lives of clients
- e) such other means as the trustees identify

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention and relief of need.

#### **Achievements and performance**

Please see annual report pages 2 - 10

#### **Financial review**

The net payments for the year were £13,871, including net receipts of £15,174. There were no restricted funds.

#### **Reserves policy**

At the beginning of the year we adopted a 'reserves policy' which sought to ensure sufficient reserves are maintained to cover the winding up costs should it be desirable or necessary to cease activity. These will be sufficient to cover staff redundancies, rent and utility costs and any professional fees likely to be incurred.

Signed on behalf of the board of trustees:

Signed:  .....

Date: 7 December 2017

Name: Stuart Brown

**Independent examiner's report to the trustees of:****HOST Nottingham Registered Charity number 1158704**

The Sycamore Centre,  
33A Hungerhill Road, St Ann's, Nottingham NG3 4NB

**I report to the trustees on my examination of the accounts of HOST Nottingham for the year ended 31 March 2017.****Responsibilities and basis of report**

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible, but not required, to be subject to an independent examination, it is my responsibility to examine the accounts 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 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 Trust 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.

**Signed: Estelle Fisher**

Name: Estelle Fisher CMIIA (Certified Member, Institute of Internal Auditors)  
Membership number: 55575

Address: 35, Mere Road, Erdington, Birmingham B23 7LH

**Date: 13 November 2017**

**HOST Nottingham**  
**Receipts and Payments Accounts for the year ending**  
**March 31 2017**

	2016/17	2015/16
	£	£
<b>Receipts</b>		
Donations	4,340	1,594
Grants		
*NNRF COI	5,000	6,000
*NNRF COI grant (15/16)	463	
*Boots charitable fund	5,371	10,834
Bank interest		2
<b>Total receipts</b>	<u>15,174</u>	<u>7,596</u>
<b>Payments</b>		
Wages	8,804	6,545
Clothes Bank	308	
Insurance (16/17 & 17/18)	2,743	
Payroll costs	191	234
Travel (Staff)	15	
Travel (Staff)	79	
Travel (Guests)	-	
Travel (Guests)	845	507
Publicity / Website	359	85
Office Expenses	121	74
Volunteer expenses	173	8
Misc expenses	233	88
<b>Total payments</b>	<u>13,871</u>	<u>7,541</u>
<b>Surplus</b>	<b>1,303</b>	<b>55</b>

Statement of Assets and Liabilities	2016/17	2015/16
Cash in bank	5,600	4,365
Cash in hand	107	39
less Liabilities due in year	-	-
<b>Total</b>	<u>5,707</u>	<u>4,404</u>
Represented by bank balance b/f	4,365	4,347
Cash in hand b/f	39	2
Surplus income over expenditure	1,303	55
	<u>5,707</u>	<u>4,404</u>

\* Unrestricted funds

**Notes to the HOST Nottingham accounts for the year ended 2016/17**

**1 Accounting policies**

**Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

**Taxation**

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**2 Reserves**

The trustees seek to maintain a minimum of £1000 in reserves in accordance with the current reserves policy. The reserves target has been met for 2016/17.