



LEWES DISTRICT CHURCHES **HOMELINK**

Charitable Incorporated Organisation

TRUSTEES' ANNUAL REPORT  
&  
FINANCIAL STATEMENT

for the period ended

31st DECEMBER 2018

Registered Charity Number 1174895

Office address: 208 High Street, School Hill, LEWES, East Sussex, BN7 2NS

The Board of Trustees of Lewes District Churches HOMELINK (registered charity number 1174895) presents its Report and Financial Statement for its first year, from the date of its registration by the Charity Commission on 29th September 2017 to 31st December 2018.

**1 Charity objects**

The object of the Charity is 'the relief of persons in housing need who are in financial hardship, elderly or sick, and are resident or seeking residence in the area of the Lewes District Council'.

**2 Incorporation**

Lewes District Churches HOMELINK is a Charitable Incorporated Organisation (CIO), set up in September 2017 at the instigation of the Board of an unincorporated Charity of the same name (charity number 1068735, hereafter referred to as 'the Trust'). The CIO has the same objectives as the Trust, and is governed in accordance with the Commission's foundation model constitution.

**3 Governance**

The foundation trustees of the CIO were all trustees of the Trust at the time of application, although some have since retired. Henceforward, up to 12 trustees may be appointed by the Churches Together groups in Lewes, Newhaven and Seaford, and in addition a further 4 trustees may be co-opted by the Board. The Board has met four times during the first fifteen months.

**4 Charitable activities**

Preparations have been taking place during this year towards transferring the operations of the Trust to the CIO. The Commission has authorised the Board to make decisions to transfer assets and liabilities, and some bank accounts have been set up. The transition to the CIO has begun in early 2019, but there remains much further work to be done.

The principal charitable activity of the CIO, as of the Trust, will be the provision of interest-free loans to people seeking rented accommodation in the Lewes District area. Loans will cover the deposit and/or first month's rent, together with any legal costs incurred, and will generally be repayable by monthly instalments over periods of 3-5 years.

In addition a limited number of small non-repayable grants will be made available to help with some of the costs of setting up home in a new place; or to pay for short-term lodgings for people upon release from Lewes Prison, or otherwise at a stressful time in their lives.

The CIO will continue the Trust's longstanding working partnership with Lewes District Council's Housing Department, and the majority of applicants to HOMELINK will come through referrals from the Department.

Given the extensive growth of the Trust's work in the last five years, the CIO Board is aware of the need to focus on future-proofing the work, by strengthening the paid administration to provide more support for the officers and office staff. Funding has been sought by developing and extending the Trust's existing partnerships with other charities for this purpose.

5 Finance

The CIO's financial statement for the period is set out on page 3 below. There was no income or expenditure during this period.

The assets to be transferred from the Trust in due course are expected to comprise mainly loans to tenants and cash at bank. It is understood that, as at 31st December 2018, the Trust's balance sheet includes some 355 loans to tenants (valued at £352,000) and bank balances of £131,000, of which £80,000 relates to restricted and designated funds.

6 Reserves policy

The trustees will need to hold reserves for cash flow reasons, i.e. to ensure they can fund new tenant loans in advance of expected income from donations and grants. Reserves may also be needed to supplement other forms of income when the demand for loans is particularly acute.

It is expected that the Board will inherit free reserves equivalent to some four months' worth of new loans. In addition, the regular inflow from repayments of earlier loans would be expected to continue to make money available for recycling into new loans.

The trustees are also aware that it is difficult to attract voluntary donations from year to year to cover salary and office costs. They are therefore open to setting aside some large donations and legacies to meet such costs in advance of the immediate need for the funds.

7 Public interest

The trustees will have regard to the Charity Commission's guidance on public interest, to ensure that services are open and accessible to all groups of homeless people.

8 Trustees

The trustees who held office during the year and up to the date of this report were:-

Mrs Joan Wignall ( <i>Chair</i> )	Mr Terence Howell
Mrs Christine Tutt ( <i>Secretary</i> )	Mrs Jane Lee ( <i>from January 2019</i> )
Mr John Howes ( <i>Treasurer</i> )	Dr Elizabeth Mandeville ( <i>to November 2018</i> )
Mrs Ethane Ashling-Perry	Mr Malcolm Mazey
Fr Ian Byrnes ( <i>to November 2018</i> )	Rev Martin Miller ( <i>to June 2018</i> )
Mr John Cornish	Rev Jacqueline Parson ( <i>from August 2018</i> )
Mrs Linda Fisher	Mr Bryan Perry ( <i>to June 2018</i> )
Mrs Rita Harper ( <i>to June 2018</i> )	Mrs Joanna Slaughter ( <i>from January 2019</i> )

# Lewes District Churches HOMELINK (CIO)

## STATEMENT OF FINANCIAL ACTIVITIES

Period ended 31st December 2018

Income

Expenditure

**Total  
2018  
£**

NIL

NIL

-

## BALANCE SHEET

As at 31st December 2018

Assets

Liabilities

**Total  
2018  
£**

NIL

NIL

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Signed on behalf of the trustees on 25th April 2019

**J Wignall**

Chair

**J R Howes**

Treasurer

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**INDEPENDENT EXAMINER'S REPORT**

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I report to the trustees on my examination of the financial statement of the CIO for its first financial year to 31st December 2018, as set out on page 3 above.

**Responsibilities and basis of report**

As the trustees of the Charity, you are responsible for the preparation of the financial statement in accordance with the requirements of the Charities Act 2011 ('the Act').

**Independent examiner's statement**

I have completed my examination. I confirm that there have not yet been any financial transactions relating to the objects of this Charity and its charitable activities.

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 annual report and financial statement to be reached.

Signed: **Paul V. Lawrence**

Name: Paul V. Lawrence

Date: 26th April 2019

Address : 1 Bayfield Place, Orpington, Kent, BR6 7FA