



Annual Report

2016/17



Executive Summary

SoundCafe Leicester (SCL) is a registered charity providing a safe creative space for adults who are homeless, at risk of homelessness, vulnerable or socially isolated as a consequence of their living arrangements.

SCL offers opportunities to promote feelings of well-being, confidence and self-esteem by enabling people to take part in creative activities such as singing together, poetry, crafts, drawing and painting.

Over 30 volunteers including Samaritans support SCL's work. Since the launch of SCL in October 2014 the numbers of people, our guests, attending have grown from 18 to over 40 per session.

SCL welcomes everyone regardless of race, religion, sexual orientation, gender or ability. SoundCafe provides the opportunity to explore the Christian faith for those who wish to do so.

SoundCafe's Patrons are: the Bishop of Leicester, the Rt Rev Martyn Snow; Mrs Janet Arthur; and Cllr Manjula Sood, Assistant City Mayor.

Other supporters include: The West Leicester Mission Partnership, St. Martin's House, Leicester Cathedral, The Samaritans and Groby Sings.

The trustees of SCL include those with experience of working with rough sleepers, long term homeless, socially isolated people, those with drug or mental health issues and those who are destitute. This experience has shown us that we need to provide creative solutions to meet the diverse needs of those who are or were once homeless.

Homelessness and the effects of it cannot be solved by a short term stay in a hostel nor by one organisation. Therefore, SCL is developing a range of services and opportunities:

- a choir combining the talents of guests and volunteers
- café sessions
- listening projects to enable and empower guests to feel heard and understood
- arts and crafts expression
- adult literacy combined with "gain a voice" through poetry and song
- campaigning to raise the profile of the target group
- a client survey regularly to monitor the outcomes and collect our guests' stories and hear the changes they are making in their lives

SCL is aware of similar projects work in other parts of the UK and know that with the right support and backing we can offer respect, dignity and security to those suffering from and surviving homelessness in Leicester.

Roz Burch, Chair of Trustees

c/o St Martins House, Peacock Lane Leicester

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soundcafeleics@gmail.com

SoundCafe Leicester is a charity registered in England and Wales.

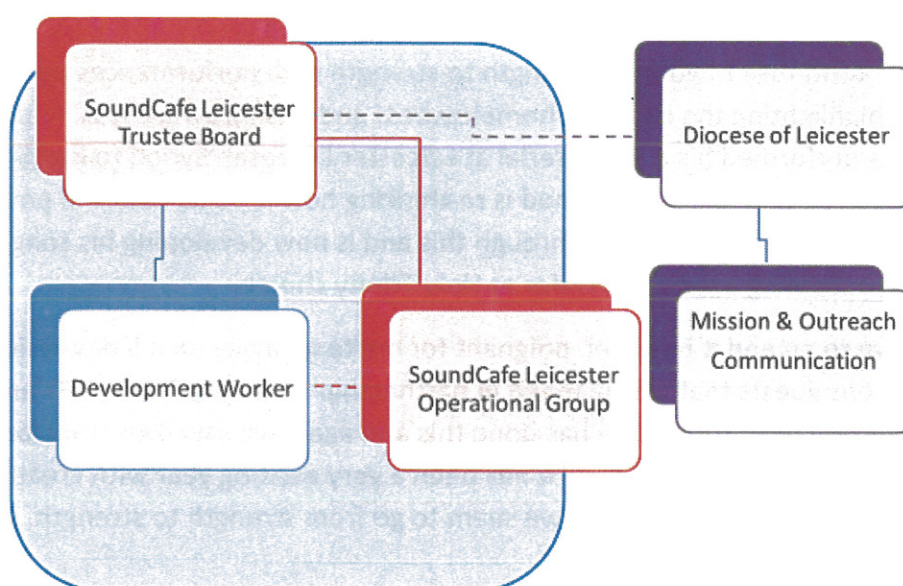
Registered number: 1162987

The main aim of SoundCafe

SoundCafe aims to inspire people who are homeless or socially isolated by providing a safe creative space to explore, grow and express their artistic talents. We are a diverse and inclusive community who are learning to reflect on our experiences, that through this, personal lives may be transformed and empowered.

Structure:

SoundCafe Leicester



Paid staff – Line management is by Chair of Trustees

We were supported by Karen Rooms, Canon Missioner at Leicester Cathedral, during the interview process and our appointment of Development Worker Rachel Griffiths has proved a key step forward, enabling SoundCafe to achieve far more than we could have anticipated. Rachel very soon became the essential ingredient this year to sorting our priorities, policies and strategy. Regular communication inside or outside Supervision sessions have given us a very supportive relationship which is always focussed on SoundCafe's values and aims. Rachel's attention to detail, her grasp of what SoundCafe is and does and then what is needed to achieve our aims gives Trustees the right balance of understanding about operational issues along with the necessary strategic overview. Our joint bid-writing to a range of grant-giving trusts with help from Jon Cook included our successful bid for resources to fund the Development Worker.

Activities Report – Operational matters by SCL's vice-chair and Chaplain

SoundCafe has had an incredibly busy year building on last year's activities and ensuring that our guests are provided with the maximum potential during our sessions to explore their creative gifts and develop them. In particular we have introduced SoundCafe 'Specials' where we might highlight a particular theme or honour a festival that is being celebrated in wider society. These have been hugely popular.

We have continued to invite visiting professional musicians to the sessions but have also allowed more space for our own guests to showcase their skills which has been identified by our guests as being something they wanted to do. We are very proud that our sessions this year have been shaped more and more by our guests as they share ideas with us and reflect how SoundCafe should be developed.

The SoundCafe choir continues to go from strength to strength with performances outside of our SoundCafe sessions highlighting the issues of homelessness and raising awareness. In particular one of our guests has performed his own material at Leicester Diocesan Synod to highlight the issues of homelessness. As a result of this Synod is re-thinking how it holds issues of poverty within the diocese. Mikey was hugely empowered through this and is now developing his song writing ability and exploring becoming a worship leader at Holy Trinity church.

As the year has drawn to an end it has been poignant for me to go away on a 3 day residential in Derbyshire with 5 of our guests that was planned in partnership with Holy Trinity's Triangle project. This is the second year SoundCafe has done this and again we saw lives transformed as they began to realise their potential. All in all it has been a very exciting year with creative initiatives from our volunteers and guests as we seem to go from strength to strength. Well done everyone! *Helen Hayes*

Major Events in 2016-17

Recruitment of Development worker Rachel Griffiths

Consolidation of our policies and activities including: Developing the pastoral team; Supporting the needs and training of volunteers

Performances – 2nd Concert at Leicester Cathedral, Carolathon,

Development of arts, creative writing, karaoke, quizzes, "special" themed weeks including 'Old Time Musical', 'Summer Special', 'Remembrance Day', 'Saints Festivals' Homelessness Sunday; Racial Justice Day and World Poetry Day to name a few. We also remember 'this day in history' and identify with key anniversary dates. Guests have joined in with this and music and poetry has been themed to the days.

Visiting musicians including Sax Quartet, Fosse Music Collective, and Local artists

Reflection times when national tragedies have hit and impacted on the life of others – helping guests to connect with wider society

SoundCafe Choir's Achievements 2016-2017

Emily Owen's Book Launch "Still Emily"

Leicester Street Choirs Festival – SoundCafe choir sang at The Curve

West Leicester Mission Partnership outreach event - Westcotes Park Community Carol Sing
"Carols in the Park" with SoundCafe Choir

Holy Apostles Carol Service led by SoundCafe Choir – culmination of Christmas Tree Festival
which SoundCafe designed a tree for

SoundCafe Carol-a-long SoundCafe performance at Leicester Cathedral

Raising Awareness of Homelessness

Mikey performed songs and poetry he had written to tell the story of homelessness at Diocesan Synod

John N presented Bishop Martyn with the oils of healing at his welcome service and John also took part in Radio 4's Listening Project

Helen Hayes and Audrey Gregory (volunteer) attended Her Majesty the Queen's Garden Party acknowledging the work of SoundCafe

Fund raising has been particularly successful during the year with our volunteers planning events such as Carol Knill's 60's Night in 2016 and another in 2017 planned by Chris Beange.

Partnership work with other providers

SoundCafe and Triangle 3 day residential at Heathy Lea in Derbyshire

Trustees

SoundCafe's Trustees are:

Mrs Roz Burch (chairperson)

Revd. Helen Hayes (vice-chair and chaplain)

Mr Geof Pearce (health and safety focus)

Mr David Piper (secretary and pastoral focus)

Mrs Sandie Sobieraj (treasurer)

SCL is governed by a board of Trustees who all act on a voluntary basis. The Trustees between them have over 30 years of experience of working in the not-for-profit sector in a variety of settings. Trustees have experience of health & safety, running charities, providing advice and support services for homeless and vulnerable adults, financial and educational management.

How SoundCafe Leicester recruits trustees:

- By reviewing the skills and experience needed
- By seeking appropriate people in the community – especially from Groby Sings, our own contacts and networks and West Leicester Mission Partnership churches

Volunteers

Volunteers come from the local community and further afield. The volunteers provide befriending and practical support to SCL guests. Volunteers with skills in the arts, music, literacy and professional qualifications are also be specially recruited to help with the day to day running of SCL café sessions and the choir. Two volunteers coordinate the teams of volunteers and the development worker audits for training needs and has arranged training workshops in response to the needs. Volunteers are encouraged to take an active part in our development with weekly “circle time” feedback and through our steering group. The steering group is currently undergoing a change to better reflect the way we can respond to ideas and suggestions.

Our Teams of Volunteers

The future recruitment of volunteers will be tailored to the identified gaps in support required to run SCL.

<u>Team</u>	<u>Leader</u>
Welcome Team	Geof Pearce
Catering	Carol Knill
Front of House - upstairs	Chris Beange
Pastoral	David Piper
Music & Choir	Rev. Helen Hayes
Sound system	Caroline George/ Heather Newcombe
Poetry	Richard Byrt
Art	Pat Pearce
Crafts	Gwen Toon
Volunteer Co-ordinator	Cathy Goddard/Carol Knill

The Objectives of SoundCafé Leicester

A Safe Creative Space is our “strapline”

*Inspiration within **SoundCafe***

*multiplies its' **Creativity** and*

*feeds its **Diversity** while regular*

***Reflection** leads to*

***Empowerment** of both its' guests*

and of its' volunteers”

(This statement is our Impact Statement from a Transformational Index training session held in 2016)

Behind-the-scenes Activities this Year

- Implementation of a Safeguarding framework and code of conduct – all volunteers and guest helpers have signed up to our new Safeguarding policy and a supporting code of conduct for how we will treat one another and work together.
- Training for our volunteers in personal safety awareness
- This last year has also seen us run SoundCafe at alternative venues including St Andrew's Jarrom Street and the Community Hall at St James the Greater. We have shown the adaptability of our sessions to move venue and still offer the welcome, valued support and special opportunities that SoundCafe offers to everyone.

Achievements and Outcomes /Benefits

Monitoring and Evaluation

We measure outcomes by the number of (marginalised), choir members, musicians, poets and artists attending our sessions. We are currently using the 'Transformational Indexing' matrix provided by the Diocese of Leicester to develop our monitoring framework. In January 2017 we undertook a baseline survey of all guests attending SoundCafe across the four weeks of the month. This has provided a basis from which to assess where our guests come from; their 'homelessness' background and experience; and how they see their current living arrangements.

Outcomes

People's lives have been transformed by SCL, [summary guest "journeys"](#) are outlined in appendix I.


In supporting our guests on their journey of transformation, we hope that they will:

- achieve a heightened sense of self esteem
- gain confidence as they develop new skills and showcase what they can achieve
- return to work or meaningful activities
- engage positively with society and other partner agencies
- engage positively in relationships with others through mutual help and support

Local society's attitude towards people who are homeless is also being transformed; SCL has an 'asset based' approach, which concentrates on things people *can* do rather than those they cannot and how this has a positive effect all round.

Finance Report including independent examiner's report:

Receipts & Payments Account	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Year 2	Shown on Charity Commission form
Receipts					Rounded to the nearest pound	
Donations from Individuals and companies	£ 4899.11 £ 157.56	-	-	-	£ 4899 £ 158	1
Growth Fund			£13500.00		£13500	1
Donations at SoundCafe Sessions	£ 302.53	-	-	-	£ 302	1
Monthly standing order donations	£ 616.00	-	-	-	£ 616	1
Grants	£10000.00	-	£15029.00	-	£25029	1
HMRC Gift Aid	£ 547.55				£ 548	4
SoundCafe Events	£ 1012.92	-	-	-	£ 1013	2
Donations for CDs, mugs and hedgehogs	£ 418.00	-	-	-	£ 418	2
Refund and Float repaid	£ 1 18.00				£ 118	3
Total Income	£18071.67		£28529.00		£46601	
Payments						
Room Hire – St Martins House and St Andrews House		-	£4679.20	-	£ 4679	1
Development Worker Salary, Payroll and equipment costs		-	£6401.32	-	£ 6401	2
Parking at Sessions			£ 252.50		£ 253	2
Consultancy and Support at Sessions	£2610.00				£ 2610	3
Refreshments at Sessions	£ 358.23				£ 358	3
Christmas Lunch and Special Events	£ 188.29				£ 188	3
Arts, Crafts and Writing Groups	£ 116.82				£ 117	3
Arts Festival	£ 278.13				£ 278	3
Sound and IT Equipment for Sessions	£1081.23				£ 1081	4
Equipment and First Aid for Sessions	£ 216.22				£ 216	4
Stationery, Postage and Printing			£ 173.69		£ 174	5
Advertising			£ 343.72		£ 344	5
Fundraising Costs and Commission Paid	£1291.74				£ 1292	6
Volunteers – Training and Uniform	£ 746.58				£ 747	7
Insurance			£ 451.33		£ 451	8
Refund and Bank Charges	£ 55.00				£ 55	9
Total Expenditure	£ 6942.24		£12301.76		£19244	

Agreed RBurch 20.6.17
 20.6.17.

SoundCafe Leicester (Registered charity 1162987)

Financial statement for the year March 10 2016– March 09 2017

SoundCafe Leicester balance to carry forwards at 10 March 2017

Details	Amount
Income 2016 -2017	£46600.67
Less Expenditure 2016 -2017	£19244.00
Balance as at 09 March 2017	£27356.67
Add Cash brought forward from 2015 - 2016	£15211.25
Total cash to carry forward for 2016 - 2017	£42567.92

Details	Amount
CAF Bank Balance at 09 March 2017	£ 29867.19
Co-op Bank Ltd Balance at 09 March 2017	£ 4247.01
Petty Cash – held by Treasurer at 09 March 2017	£ 125.51
Petty cash – held by Development Worker at 09 March 2017	£ 54.69
Growth Fund balance at 09 March 2017	£ 8273.52
Total of Funds held by SoundCafe Leicester at 09 March 2017	£42567.92

Details	Amount
Restricted Funds – held at CAF Bank	£ 7952.72
Restricted Funds – held by Growth Fund	£ 8273.52
Total of Restricted Funds	£16226.24
Unrestricted Funds – CAF Bank	£21914.47
Unrestricted Funds – Co-operative Bank	£ 4247.01
Unrestricted Funds – Petty Cash	£ 180.20
Total of Unrestricted Funds	£26341.68
Total of Funds held By SoundCafe Leicester at 09 March 2017	£42567.92

Notes to accompany the Financial Report – presented to the trustees of SoundCafe Leicester on 22 June 2017

A total of £46,601 was received in the 12 months from March 10 2016.

The net result of the year was an excess of receipts over payments of £27,357 which with the funds carried over from the end of the previous year, amounts to £42,568 to carry forward on 10 March 2017.

Of these funds £26,341 is classed as unrestricted and £16,227 as restricted.

The accounts have been prepared on an Income and Expenditure basis in accordance with the 'Charities Statement of Recommended Practice'

Funding

In the summer we were delighted to receive a Tier 2 Growth Fund Grant of £40,500, from the Leicester Diocese Board of Finance. This is to be paid over three years beginning in November 2016 and will be used to fund a part-time development worker as well as paying some of the basic costs of running SoundCafe.

We needed Match Funding for this project and in 2016/2017 received a total of £15,029 from 2 grants. (The Anchor Foundation and the Henry Smith Charity.) A further £9,250 should be received from the Henry Smith Charity in the next financial year as they provided 2 years match funding.

We have six 'Friends of SoundCafe Leicester' who support us with monthly payments into our account.

The remainder of the money is raised from donations and fundraising activities for which we must thank all our supporters.

We are extremely grateful to the 'Church of the Martyrs for their ongoing support and provision of office space for our Development Worker.

Reserve policy

It is the intention of SoundCafe Leicester to maintain a balance on unrestricted funds of three months operating costs, which equated in March 2016 to £3,000.

At the Trustee meeting on 20 December 2016 it was agreed that the reserve should be increased to £8,000. This is to reflect the higher operating costs associated with becoming an employer and developing the charity.

Investment Policy

Apart from maintaining the reserve Fund the majority of the charity's unrestricted funds are to be spent in the short term on our charitable objectives, so at the present moment there are no funds available for long term investment.

Trustee Remuneration and Related Party Transactions

No member of the trustee board received any remuneration or travel costs during the year. No trustee or any person related to the charity had any personal interest in any transaction entered into by the charity during the year.

Volunteers

We are really grateful to our volunteers and helpers who work so hard to make SoundCafe Leicester such a welcoming, diverse and creative charity.

We have plans for de-escalation and First Aid training in the next financial year.



At the moment we are not able to pay the travel expenses of our volunteers and helpers.

Assets

SoundCafe Leicester owns no land, building, furniture investments or trading stock. We own a small amount of equipment necessary for the running of the charity but this has only a small financial value.

Liabilities

At the end of this financial year there was a liability of £307 for the hire of a room and refreshments in March. This was shown under B5 of the Charity Commission Statement.

Fund Accounting

- Unrestricted Funds are available at the discretion of the trustees in furtherance of the charitable aims of the charity.
- Restricted Funds are subjected to restrictions on their expenditure imposed by the donor.

Sandie Sobieraj

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUNDCAFE LEICESTER CIO

I report on the accounts of the Charity for the year ended 9th March 2017.

Respective responsibilities of trustees and examiners

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees 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 our 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 trustees 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 connection with my examination, no matter has come to my attention:

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



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Date: 26th May 2017

Summary – report from the Chair of Trustees: Looking ahead

SoundCafe is developing to such an extent that we are now completing a Business Plan for our future, with a view to considering offering more sessions and providing more in-depth pastoral oversight and care, among other things.

Now that our Development Worker has got the measure of the charity, and is ensuring that we have the appropriate policies and practices in place, I believe that these signs of growth are not far ahead.

Meanwhile we continue to look outward to future co-operative partnerships – with several possibilities in sight. We continue to review our systems so that we listen to both guests and volunteers to help guide our direction and we have every reason to be optimistic for the coming year and more.

My thanks must go to our sterling team of volunteers, without whom SoundCafe would be nowhere. Their dedication and commitment is amazing and we hope that their enthusiasm will continue while we change and flourish.

I am aware, along with my fellow Trustees, that the Trustee team is now at a stage of needing to review our needs so that the necessary roles are fulfilled. This will form part of our Business Planning. It is a step change to be writing our Business Plan which we hope to complete in September 2017 – and yet it is also an indicator of our development which is both exciting and perhaps a little daunting! This combination of the roller-coaster that is SoundCafe continues to stimulate and energise us – long may that continue. *Roz Burch.*

*Agreed at Annual General Meeting
20th June 2017, RB*

Some of SoundCafe Leicester's Guests' "journeys"

Hannah *"I love the music and the poetry especially when we all sing together ... I have made some new friends. SoundCafe helps me to feel less lonely and more confident."*

Simon *"As a military veteran it is sometimes difficult to open up to people but SoundCafe has taught me the healing power of talking is immensely strong. SoundCafe was my escape from the problems of living in a hostel"*

Paul *"We're not misfits and hobos,
We're just ordinary people
Trying to get along in life.
We're like everybody else trying to deal with strife."* Paul wrote this poem at SoundCafe

Diane *"I usually find it difficult to talk in a group ... I look forward to coming to SoundCafe ... it is welcoming and it gives some structure to my week, and I feel I can offload here and still be accepted."*

Chris *"There's a lovely welcome here, and I feel more peaceful after I have been. I now have the confidence to stand up and read my poetry."*

Jacob *"I feel relaxed and free here."*

Stuart *"There are people with similar experiences, and it helps to sit down and talk through things together. You can be yourself here for a couple of hours ... I now help out with setting up and I get a lot of satisfaction from being able to do something myself."*

Martyn *sometimes sits and shakes on his worst days and doesn't want anyone near him: "It's somewhere to get me away from the humdrum of the city centre"*

Alice *came to be in Leicester to be near her son but the housing arranged for her fell through leaving her without a place to live. "Coming to SoundCafe has made me more confident and encouraged me to look after myself better so I feel healthier. I have found some temporary work, and started volunteering too." Alice has since been offered a tenancy.*

Thank You to our Donors

The following people and organisations have made a difference to SoundCafe Leicester this year with donations in cash or “kind”

Leicester Holme Project

6 “Friends” of SCL with regular donations

Carol Knill

Leicester Street Choirs Festival

Market Harborough PCC

Diocese of Leicester – Growth Fund

Bishop of Leicester’s hospitality and social justice fund

Anchor Foundation

Cantamici Choir

Holy Trinity Ashby-de-la-Zouch PCC

Henry Smith Charity

Lakeland Ltd

Chris Beange

The Samaritans (Leicester)

The Church of the Martyrs

St Martins House, Leicester

Thank You, Thank You, Thank You, Thank You, Thank You, Thank You, Thank You!