



**ANNUAL  
REPORT  
2011**

**THE OBJECTS OF  
OPEN DOOR - COLCHESTER  
ARE**

- 1 Advancing the Christian Faith; and
- 2 The provision of facilities, resources, and practical support, with the object of improving the conditions of life for those in need in Colchester.

# **OPEN DOOR - COLCHESTER**

## **ANNUAL REPORT**

**2011**

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## **CHAIRMAN'S REPORT**

This year has been an unusual year in many ways, following the resignation of Anna Marsh as Director in February 2011. In the intervening months the Team Leaders, helpers and Executive Committee have worked hard to keep the work of Open Door going to support our visitors. We have been trying to find a new Director and on 5 February this year, the Executive Committee were very pleased to appoint Simon Heard as the new Director of Open Door – Colchester. Simon has been attending Colchester Baptist Church since June 2011, and has been one of our regular helpers since September. We are delighted to welcome Simon to head up the very enthusiastic and caring team who run Open Door. He has already gained the trust and respect of our visitors and is working well with all our Leaders and helpers. It will be interesting to see how he feels the Lord is leading him to take this work forward in the coming months. We are all looking forward to working with Simon in the future.

In September we had our 25<sup>th</sup> Anniversary celebrations which consisted of a service of thanksgiving for God's faithfulness to Open Door over the years, led by Rev Nick Lear; this was attended by current visitors and some helpers from the past and was a really happy occasion. An informal party was held in the church lounge for those who were unable to attend the church service. A beautiful cake was made for the occasion by a supporter, decorated by a doorway with an open door! The Anniversary was also marked by producing a booklet which included some of the history of Open Door and comments, articles and poems from a number of Staff members, and Visitors - looking back in this way can be helpful as the Organisation looks forward to its ongoing role in our Community.

Following some advertising within Colchester Baptist Church, we have had several new helpers who have offered their service on the three teams. Nick Lear is now a regular helper on the Friday team and we have two younger members of the church, Chris and Joe, who help on Monday and Friday. The team on Mondays still needs some more help to replace two helpers of long-standing who had to stand down for health reasons. It is really good to see these people coming forward willing to work in Open Door in this way.

My thanks must go to Essex Fairway Charitable Trust for their continued support financially over the last year, enabling us to remunerate our Director; and also to many other organisations who give us donations. I would like to thank them for their generosity.

Our links with Colchester Police and Community Support Officers continue for which we are very grateful. It is good to be able to work with the Officers in the town centre, encouraging those who may not have anywhere to go during the day to come in to the Centre, helping them to stay off the streets and to be able to offer them love and friendship.

We have appointed a new Secretary to the Executive Committee: William Butcher, one of our Trustees, has agreed to fill that role which Graham Courtier has been filling in recent years. I would like to thank William for his willingness to help with Open Door in this way, and I would like to take this opportunity to thank Graham Courtier for all his work as Acting Secretary. I have really appreciated his support and advice over the years. We will continue to work with Graham as he continues as a Trustee and Team Leader on Monday. My thanks must also go to our Treasurer, Ted Drake for looking after our finances so diligently, and for the other Trustees who oversee the work of Open Door.

The number of people who come through the doors each day continues to remain at about 40-50, showing the value of this kind of Centre. We believe there is still a need for Open Door to continue and we look forward to seeing how this work will develop in the coming year.

Fiona Prentice  
February 2012

# CONSTITUTION AND MANAGEMENT

Open Door- Colchester was constituted as a charity separate from Colchester Baptist Church on 25 November 2003 and registered with the Charity Commission on 22 January 2004 (registered number 1101675)

Open Door - Colchester is managed by an Executive Committee of between 5 and 12 members, including

- Honorary Officers (Chairman, Secretary and Treasurer) elected at each Annual General Meeting.
- Ex Officio, the Senior Minister for the time being of Colchester Baptist Church.
- Nominated members, who are practicing Christians, and the majority of whom are members of Colchester Baptist Church, appointed by the Deacons of that Church..

Membership of the Executive Committee during 2011 consisted of

- Fiona Prentice, Honorary Chairman.
- Graham Courtier, Acting Honorary Secretary.
- Ted Drake, Honorary Treasurer.
- Nick Lear, Senior Minister of Colchester Baptist Church.
- Gill Balfour
- William Butcher.
- Billy Campbell.
- Rob Urand.
- Bob Woodcock.

These are the Trustees of Open Door - Colchester.

The day to day work of Open Door is controlled by the Director. Currently, Open Door opens three days a week with groups of helpers led by three Team Leaders, Graham Courtier, Rob Urand and Anna Williams. All three have many years of experience and are held in high regard by the Trustees and the daily visitors to Open Door.

## **THE PUBLIC BENEFIT**

In carrying out our activities throughout the year, Open Door - Colchester has always considered the Guidance of the Charity Commission on public benefit (particularly the specific guidance for charities with the advancement of religion as part of their objects).

Open Door has always welcomed newcomers and our services have always been available to all who wish to use them, regardless of their religious beliefs or lack thereof.

A number of our visitors are very regular in their attendance, thus demonstrating that our services and facilities are valuable to them. The warmth of the welcome they receive and the loving interest in their welfare shown by all the helpers is much appreciated. A number of “case histories” are given on the next page.

## CASE STUDIES

A: Severely addicted to alcohol - ongoing cycle of ASBO offences and prison: friendly when sober, but then soon feels depressed and goes back to drink. Experience of past failures leads to unwillingness to join queue for rehab treatment, but fully aware of continuing need - hope that, in time, our encouragement and friendship will lead to more positive action.

B: Homeless for several years - mental health issues means he is jobless also. Intelligent, and accepts Christian belief, but impatient and belligerent at times when frustrated - requires Team to exercise a fine balance between acceptance of behavioural quirkiness and insistence on conformity to what is acceptable within the group.

C: Someone who has drifted down over the years due to drug usage and unconventional mode of life; not helped by his antagonism towards family and authorities. Respects what Open Door provides, but not yet showing willingness to conform more to the norms others try to live by.

D: Widow caught up in spiralling debt, and finds planning her finances very difficult. Support through Open Door has initiated a regular arrangement whereby she is paying off her debts on a weekly basis. She has also been battling with alcoholism since her husband's death, but with help from Open Door and Sunday 'Cornerstone' (Christian) meetings she has now been able to cope without alcohol for several months.

E: Unemployed for several years, after his job at the Barracks ended, he is a loner with low self-esteem, but values Open Door for the support it offers as a refuge, and for the Team Members who he is happy to talk with.

F: Has many issues with drug addiction, both in the past and present, and continues to be on a methadone programme, and street drugs. He tries hard to beat the latter but is easily led and taken advantage of by some 'friends' who take his money and persuade him to 'use'. He also has mental and physical health problems and relies on Open Door to support and befriend him almost every day - which we are happy to do as he is a kind, gentle and honest man.

G: Her child has been under the oversight of Social Services for a few years: as a child herself she had no parenting background, so she has found it difficult to parent her child properly. However, after much input from Social Services and others, including work and support from Open Door, the child is due to come off all support soon.

H: Was disowned by his family some years ago due to his drug habit - he is now on a methadone programme but still dabbles with street drugs. He is a pleasant man who values Open Door, but is easily led and despite help from several Staff he still finds he has to take drugs, albeit at a lesser level. He has been trying to contact his Mother, with help from one Staff Member, but with no success to date.

I: He has battled with drug and alcohol addiction, alcohol being the main problem - but will switch to drugs to try to stop drinking. An intelligent man who has interest in current affairs, and has Christian belief, but the combination of homelessness and alcohol can make him difficult at times - in contrast to others when he can be charming and grateful for the support of Open Door over a number of years.

## **Open Door in 2011 : Comments of a Team Leader**

Open Door has functioned for the greater part of the 2011 year without a Director, and there will be differing views on how this has affected the efficiency and outcomes of its service - the impression of this Team Leader may well not be the same as that of our visitors, or of an independent observer. But without any conscious bias, the volunteers believe that the purposes of Open Door have continued to be met: the visitor numbers have remained substantially unchanged (typically about 50 per session), and their comments confirm that the organisation is as valued as ever - in one specific instance, many expressed thanks for the Christmas lunch given to some 70 visitors! But the willingness to give unhurried time, listening to individuals who want to open up about the problems that loom large in their lives, has continued without interruption.

How differently an independent observer would see things is not known - possibly an OFSTED-style inspection would be beneficial to the administration and outputs of the organisation, but that is a decision for the future.

A key role of the Director has been considered to be to facilitate co-ordination and consistency between the different teams of volunteers. However, by maintaining Team Leaders meetings during the year, and sharing a common purpose, the outside observer (we believe) would not have discovered significant loss of harmony or cohesion in the work of Open Door. The potential is there, though, for a persuasive visitor to choose which leader to ask for, based on his or her impression of who is most likely to be a 'soft touch' or overlook infringements of the rules - and this is where the availability of the Director will help ensure a consistent response to such situations.

In the past year the fact that three or four of those on the Executive Committee have also worked, part time at least, as Volunteers for Open Door has helped ensure close liaison between Team Members and Trustees. The broader lines of communication between Open Door and other NGO's have not all been maintained as much as desired, but when a Director takes post this aspect is expected to be addressed. Similarly, there has been limited 'PR' activity, but a verbal presentation at the CCVS Volunteers Day, and a stand at a Seeking God's Blessing on Colchester conference at Plume Avenue URC did help communicate to others the role of Open Door and provide opportunity for liaison with other organisations.

# Financial Policies

## **Investments**

The funds possessed by Open Door – Colchester are relatively small and it has been considered appropriate to hold funds not immediately needed for current expenses to be placed on deposit. These funds are placed in an account with the **Affirmative Deposit Fund for Charities** (ADFC) operated by Epworth Investment Management (associated with the Methodist Church) in order to obtain as high a rate of interest as practicable in current markets. .

No other investments are held.

A current account (which earns nominal interest) is held with the CAF Bank and a further current account to facilitate assistance to Visitors is held at the Co-operative Bank.

## **Reserves**

The question of what reserves (if any) should be held was considered early in 2005. The Executive Committee decided that it would be prudent to aim to hold a balance of funds of around six months' expenditure. This would allow for an orderly winding-down of operations should this ever prove necessary. The balance of funds at the end of 2011 was rather higher than this.

No reserves for particular contingencies are held.

## **Grants**

Open Door – Colchester does not normally make large grants to individuals or to organisations. Small gifts and loans are made to individual Visitors in appropriate cases at the discretion of Team Leaders and of the Director to assist with living expenses, travel costs, etc..

## Treasurer's Report

The Accounts for the year ended 31 December 2011 follow this Report and should be read with the accompanying notes.

The increase in funds over the year arose because our Director resigned early in the year and we were not able to replace her during the year.. The substantial grants received from the Essex Fairway Charitable Trust have had a major impact on the finances of Open Door and this impact continued in 2011 with the receipt of a further grant from that source. Open Door is very thankful for this generosity. The continuing support of Colchester Baptist Church (through a donation and allowing the use of their premises without charge) and other Churches in Colchester and District is much appreciated.

We are once again grateful to Michael Baker FCCA for his work in Examining the Accounts.

A handwritten signature in black ink, appearing to read 'E A Drake', written in a cursive style.

E A Drake  
Honorary Treasurer  
February 2012

# OPEN DOOR - COLCHESTER

## Accounts for the Year ended 31 December 2011

### 1. Receipts and Payments: General Fund

<i>2010</i>		<i>2011</i>
	<b>Receipts</b>	
	<b>Donations and Grants</b>	
<i>1000</i>	Colchester Baptist Church	1000
<i>882</i>	Other Churches	470
<i>6714</i>	Other Bodies	7200
<i>905</i>	Individuals	1510
<i>9501</i>	<b>Total Donations and Grants</b>	<b>10180</b>
	<b>Receipts from Activities</b>	
<i>1664</i>	Refreshments	1825
<i>160</i>	Saturday Coffee Mornings	0
<i>1708</i>	Fund raising	0
<i>416</i>	Loans refunded by Visitors	161
<i>0</i>	Donations for History Booklet	101
<i>10</i>	Miscellaneous	0
<i>3958</i>	<b>Total receipts from Activities</b>	<b>2087</b>
<i>172</i>	<b>Interest on Deposit and Current Accounts</b>	<b>232</b>
<i>199</i>	<b>Income Tax refunded on Gift-Aided Donations</b>	<b>224</b>
<i>13830</i>	<b>Total Receipts</b>	<b>12723</b>
	<b>Payments</b>	
	<b>Direct costs of supporting Visitors</b>	
<i>914</i>	Payments and loans to or on behalf of Visitors	455
<i>1395</i>	Food and Refreshments	1397
<i>2309</i>	<b>Total Direct Costs</b>	<b>1852</b>
	<b>Costs of running Open Door</b>	
<i>10240</i>	Director's remuneration and National Insurance	1165
<i>681</i>	Staff traveling expenses refunded	673
<i>401</i>	Telephone line rental and calls	509
<i>461</i>	Insurances	475
<i>0</i>	Payment to Colchester Baptist Church re History	100
<i>182</i>	Administration materials, etc.	206
<i>244</i>	Miscellaneous costs	170
<i>12209</i>	<b>Total Running Costs</b>	<b>3298</b>
<i>14518</i>	<b>Total Payments</b>	<b>5150</b>
<i>-688</i>	<b>Increase in Funds over the Period</b>	<b>7573</b>
<i>14516</i>	<b>Balance brought forward from previous year</b>	<b>13828</b>
<i>13828</i>	<b>Balance carried forward</b>	<b>21401</b>

# OPEN DOOR - COLCHESTER

## Accounts for the Year ended 31 December 2011

### 2. Receipts and Payments: ASK Friendship Group

<i>2010</i>		<i>2011</i>
	<b>Receipts</b>	
<i>15</i>	Donations	0
<i>169</i>	Payments by Members	75
<i>203</i>	Receipts from Saturday Coffee Mornings	0
<b><i>387</i></b>	<b>Total Receipts</b>	<b>75</b>
	<b>Payments</b>	
<i>0</i>	Food and refreshments	2
<i>31</i>	Net cost of outings	0
<i>183</i>	Craft materials	0
<i>79</i>	Miscellaneous costs	31
<b><i>293</i></b>	<b>Total Payments</b>	<b>33</b>
<b><i>94</i></b>	<b>Increase in Funds over the period</b>	<b>42</b>
<b><i>256</i></b>	<b>Balance brought forward from previous year</b>	<b>350</b>
<b><i>350</i></b>	<b>Balance carried forward</b>	<b>392</b>

### 3. Loans from Visitors

<i>2010</i>		<i>2011</i>
	<b>Receipts</b>	
<i>9553</i>	Loans received from or on behalf of individual Visitors	10013
<b><i>9553</i></b>	<b>Total Receipts</b>	<b>10013</b>
	<b>Payments</b>	
<i>9263</i>	Payments made on behalf of individual Visitors	10423
<b><i>9263</i></b>	<b>Total Payments</b>	<b>10423</b>
<i>290</i>	Net increase/(decrease) in Loans over the period	(410)
<b><i>1938</i></b>	<b>Balance brought forward from previous year</b>	<b>2228</b>
<b><i>2228</i></b>	<b>Balance carried forward</b>	<b>1818</b>

# OPEN DOOR - COLCHESTER

## Accounts for the Year ended 31 December 2011

### 4. Statement of Assets and Liabilities at the end of the Period

<i>2010</i>		<i>2011</i>
	<b>Assets at the end of the Period</b>	
<i>1056</i>	CAF CafCash Account	1071
<i>312</i>	Co-operative Bank Current Account	313
<i>14906</i>	Deposit with the ADFC	21635
<i>132</i>	Cash/cheques held	592
<b><i>16406</i></b>	<b>Total Assets</b>	<b>23611</b>
	less	
<i>2228</i>	Outstanding Loans from Visitors	1818
<b><i>14178</i></b>	<b>Net Assets</b>	<b>21793</b>
	<b>Representing</b>	
	Balances on Receipts and Payments Accounts:	
<i>13828</i>	General Fund	21401
<i>350</i>	ASK Friendship Group	392
<b><i>14178</i></b>	<b>Total Funds</b>	<b>21793</b>

# OPEN DOOR – COLCHESTER

## Notes on the Accounts for the Year ended 31 December 2011

- 1. Accounting Policy** As Open Door has a low turnover, the Accounts are presented on a “receipts and payments” basis and accord with S.42(3) of the Charities Act 1993.
- 2. Status** Open Door – Colchester became a Registered Charity (No 1101675) on 22 January 2004.
- 3. Donations and Grants** Large amounts include £1000 from Colchester Baptist Church (2010: £1000), £6000 from the Essex Fairway Charitable Trust (2010: £5000), £500 from the Essex Police Authority from their Police Property Act Fund, £500 from Mrs J Ross and £500 from Colchester High School. At the end of the year, there were three individuals making donations on a monthly basis (2010: three).
- 4. ASK Friendship Group** This group was started in May 2008.
- 5. Loans from Visitors** These have been provided by individual Visitors as part of assistance with their personal budgeting and are expended entirely for the benefit of those Visitors.
- 6. Income Tax refunded** A number of individual donations have been made under the Gift Aid Scheme. Tax refunded relates to the year to 31 December 2010 under the current repayment arrangements imposed by HM Revenue and Customs.
- 7. Insurances** As an independent entity, it is necessary for Open Door to have a range of insurances. Insurances held include Public and Employer’s Liabilities, Trustee’s Indemnity and Legal expenses. Insurance for risks associated with buildings and contents is held by Colchester Baptist Church, in whose premises Open Door operates.



E A Drake  
Honorary Treasurer  
February 2012

## Statement by the Independent Examiner

In accordance with the provisions of the Charities Act 1993, I have examined the Accounts for the year ended 31 December 2011 of Open Door – Colchester as set out above.

This examination did not extend to a comprehensive audit of those Accounts.

I confirm that the Accounts accord with the accounting records of Open Door – Colchester and that those records satisfy the requirements of the Act. I am not aware of any matter to which attention needs to be drawn in order to obtain a proper understanding of the Accounts.

*M. G. Baker*

Signed

*18/03/12*

Date

M G Baker FCCA

118 Chapel Road, West Bergholt, Colchester, CO6 3EZ