

The Booth Centre
Report and Financial Statements
31 March 2011

The Booth Centre
Manchester Cathedral
Manchester
M3 1SX

Registered Charity No. 1062674

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The Booth Centre Trustees' Annual Report

Legal and Administrative Details

Constitution

The Booth Centre was established as a charitable trust, constituted by a trust deed, on 18 April 1997 and on 1 June 1997 the Trust took over the running of the Booth Centre.

The Booth Centre Trust is registered with the Charities Commission (Registration Number 1062674). The Trust is managed by a board of trustees, who act as the administrative body.

Trustees

The trustees who have served during this period are:-

John Garrard (Chair)
Elaine Concannon
David Dennehy
Rogers Govender (Dean of Manchester)
Joe Gravett
Alan Newton
James Openshaw
David Wraxall

Judy White (Secretary) retired 8 November 2010

Address

The Trust's address is:-
The Booth Centre
Manchester Cathedral
Manchester
M3 1SX

Bankers

The Trust's bankers are:-
The Co-operative Bank plc
Olympic House
6 Olympic Court
Salford
M5 2QP

Independent Examiner

The Trust's independent examiner is:-
J.E. Atherden FCA

The Booth Centre Trustees' Annual Report

Legal and Administrative Details - continued

Appointment of Trustees

The Trustees may convene and appoint a new Trustee to hold office for a period of four years. Trustees are appointed through residence, occupation, employment or otherwise have specialist knowledge of the area of benefit or who are able by virtue of their personal or professional qualifications to make a contribution to the pursuit of the objectives or management of the charity.

New Trustees attend the Volunteer's induction, which covers the history of the centre, the aim, the main policies, guidelines and working practices. They then work in the centre during a drop-in and an activity session in order to see how it works in practice, to meet the people who use the centre and the staff and volunteers. Each Trustee receives an induction pack, which includes information about their legal responsibility in the Charity Commission booklet, the constitution, financial statements, annual report, budget and recent management committee papers. They are also given information about their role as a Trustee and what is expected of them. They are also given information about other Trustees and are introduced to them.

Risk Assessment

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Organisational Structure

The Trustees form the Management Committee of the charity and are responsible for the setting and reviewing of policies, finances and strategic direction.

The Trustees delegate the day to day management of the charity to the co-ordinator. The co-ordinator manages the paid staff including project workers, sessional workers and the finance worker.

The volunteers are organised and managed by a project worker.

The Booth Centre Trustees' Annual Report

Objectives and activities

The Booth Centre aims:

- To provide a welcoming and accepting environment for people who are homeless.
- To empower people to make informed choices and enable them to make positive changes to their lives.
- To provide positive experiences in order to help people build self respect and self confidence and to look to the future.

The Booth Centre does this through:

- Running Café sessions, which are open and accessible.
- Providing advice to help people to resolve their problems.
- Organising activities that are creative, educational, therapeutic, healthy, challenging and enjoyable and giving people the chance to work for nationally recognised qualifications.
- Helping people to move on and gain employment, education, training or voluntary work in the community.

