

STARFISH WINTER NIGHT SHELTER
2017/2018

Proposal for Tamworth Borough Council

1. Introduction

1.1 Following the successful trial Winter Night Shelter run by the Starfish Project in February 2017, the Starfish Project Trustees and the Tamworth Covenanting Churches have decided to operate a Winter Night Shelter for 3 months in 2017/2018. The Shelter will be open to homeless persons and rough sleepers from 1st December 2017 through to 28th February 2018.

2. Operation of the Scheme and its Timelines

2.1 The overall responsibility for the Shelter would rest with the Starfish Trustees working through a Steering Team of four. The Steering Team comprises:

Revd Dr Steve Jonathan – Chair of the Starfish Trustees;

Revd Father Michael White – Parish Priest for the Catholic Parish of St John the Baptist with Sacred Heart;

John Larkin – Project Manager for the Starfish Project (John also acted as Project Co-ordinator for the one month trial Winter Night Shelter in February 2017); and
Jack Brierley – Starfish Company Secretary

2.2 The Trustees are currently advertising for a paid Shelter Co-ordinator, who will have day to day responsibility for the running of the scheme, in conjunction with the Steering Team. The Co-ordinator will be paid £10 per hour and will be employed from 1st October 2017 to 31st March 2018. During those 6 months, the Co-ordinator will work around 430 hours. The closing date for applications for the Shelter Co-ordinator post is 3rd July 2017. A Job Description and Person Specification have been prepared and will be circulated to applicants. It is estimated that the cost of this post will be around £6,000.

2.3 Working under the Shelter Co-ordinator will be a Venue Co-ordinator for each of the seven Churches which will provide the shelter accommodation on one night per week, on a rotating basis. In each of the churches there will be teams of volunteers working in three shifts – evening shift, overnight shift and the morning breakfast shift. Most of these volunteers worked in the trial Shelter earlier this year and have acquired a lot of experience during the trial.

2.4 The seven churches around Tamworth, which will provide the shelter accommodation are:

St John's Catholic Church, Tamworth

Baptist Church, Belgrave;
St Barnabas Church, Mile Oak
Elim Church, Glascote
St Peter's Church, Glascote Heath
Holy Trinity Church, Wilnecote
St Andrew's Methodist Church, Leyfields

3. Health and Safety

3.1 All participating churches have their own comprehensive Health and Safety regimes

4. Safeguarding

4.1 Many of the Venue Co-ordinators and Volunteers have undergone Safeguarding, Listening and First Aid training through their own churches and through Starfish itself.

4.2 Starfish is also looking at securing additional training on safeguarding and dealing with aggressive behaviour.

4.3 Starfish Volunteers all hold Enhanced DBS certificates

5. Insurance

5.1 All seven hosting churches have taken out additional public liability and property insurance cover in connection with the Night Shelter.

6. Financial Management and Value for Money

6.1 As a registered charity (Charity registered number 1149803), Starfish is well aware of its financial responsibilities and is always prudent in its financial dealings, seeking value for money, wherever possible. In any event, all charities are legally charged with the duty of financial prudence.

6.2 The Starfish Treasurer, Peter Jenkinson, is a retired Accountant of many years standing. Starfish also retains the services of Phillip Barnes & Co, the Tamworth based firm of Accountants and Business Advisors.

7. Compliance

7.1 Starfish is a Company Limited by Guarantee (Company Number 7004934). Its Company Secretary, Jack Brierley, has many years experience of acting as a Company Secretary and is also a qualified Chartered Secretary. One of his main duties as Company Secretary is to ensure that everything done complies with charity law, company law and the general law. He was formerly a local authority Chief Officer – Borough Secretary (Head of Administrative and Legal Services).

8. Competency

8.1 As will be seen above, the Starfish Project is well established and organised and has been running for over 10 years. Its Trustees are all registered with Companies House and the Charity Commission and are all competent in their own fields.

8.2 The Trustees comprise 6 Ministers directly appointed by the Tamworth Covenanted Churches, 5 Starfish Centre Co-ordinators, the Starfish Project Co-ordinator, the Company Secretary and one representative from the Starfish Vision Group.

9. Requests for the Borough Council to consider

9.1 These can be summarised as:-

- a. Financial assistance towards the cost of employing the Shelter Co-ordinator (paragraph 2.2)
- b. The direct provision of training (paragraph 4.2)
- c. Referring homeless persons and rough sleepers to the Shelter Co-ordinator – this will also be a responsibility for other Shelter partner organisations, we shall be contacting
- d. Onward support in securing long term accommodation for our guests – the homeless persons and rough sleepers
- e. Any Officer support the Council is able give

10. Conclusion

10.1 It is hoped that this submission is acceptable to the Council, but please let us know if there is any further information which is needed.

10.2 If it would be helpful, one or two of us are prepared to attend your meeting to formally present this proposal and to answer any questions there might be.

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