

**StopGap Sheffield**

**Trustees' Annual Report and Accounts  
2024-25**

**Trustees' Annual Report and Financial Report for the period  
1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025**

**Charity Reference and Administration**

**Registered Number:** 1146601

**Registered:** 27 March 2012

**Registered office:**  
Sheffield Cathedral  
Church Street  
Sheffield S1 1HA

**Trustees (including officers):**

Jo Abbott (Chair)

Louise Finnigan (Secretary)

Souleymane Bah

Timothy Renshaw

Aimee Lowe

Wendy Robson

**Administrator (part time):**

Liz Grasso

**Bankers:**

Virgin Money

**Note: Public Benefit:**

In compiling this report and in exercising their powers and duties, the Trustees have had due regard to the guidance on public benefit published by the Charity Commission.

## **Structure, Governance and Management**

### **Governing Document:**

StopGap Sheffield is a Charitable Association whose constitution was adopted on the 4<sup>th</sup> October 2011 and amended by a Resolution passed at a Special General Meeting on the 28<sup>th</sup> February 2012.

### **Governance and Management:**

The Charity is managed and administered by trustees comprising its officers and other trustees elected at the last Annual General Meeting or co-opted during the year.

All Trustees must retire at each Annual General Meeting but are eligible for re-election. The day to day running of the Charity is the responsibility of its officers (the Chair, Secretary and Treasurer).

The Trustees meet regularly and receive reports from the officers and from other appropriate persons on the operations of the Charity, its finances, fundraising and governance. The trustees take decisions regarding strategic and policy direction, significant items of expenditure and other major issues.

### **Reserves**

The trustees feel that it is necessary to hold a minimum of £5,000 in reserves: to cover all foreseeable expenses for several months and to ensure that StopGap can continue to offer a basic minimal emergency service for its most vulnerable clients for the following season.

## **Objectives, Activities and Achievements**

### **Charitable Objectives:**

The objectives of StopGap Sheffield (hereinafter referred to as StopGap), as stated in its constitution, are 'the relief of poverty of the homeless, temporary homeless and rough sleepers in the City of Sheffield by the provision of overnight emergency accommodation and related support services.

### **Method of operation**

StopGap arranges and pays for short-term overnight accommodation in Sheffield for those who may otherwise find themselves on the streets or sleeping rough.

Accommodation is in hotels that have been approved both by the Rough Sleeper Service, Framework, and ourselves. We do not possess, hire, or otherwise provide our own accommodation.

StopGap liaises closely with various local voluntary sector agencies accepting referrals from them of individuals as appropriate (and subject to availability in all cases), usually for one night at a time and usually for a maximum of 3 nights per individual.

Individuals are asked to report back to the referral agency, or to another appropriate agency, the following day; and must be re-referred by an appropriate agency for a subsequent night's stay.

StopGap itself does not select, engage with or interview people directly. We have no office or permanent staff, other than a part-time administrator, and no volunteers.

**Achievements for the year 1 July 2024 to 30 June 2025:**

As a charity, Stop Gap have also:

- Continued with their “Sponsor a Room” campaign.
- Produced a newsletter update to our supporters with detailed case studies of people that we have helped.
- The Trustees continued to meet regularly via Microsoft Teams.

**Issues:**

The main challenges we have faced this year are the number of National Asylum Support Service (NASS)<sup>1</sup> leavers.

In 2023/24, these were the main group that accessed StopGap’s services (17 out of 41 of the people we placed in accommodation). This was closely followed by non-priority need.

This last year, 2024/25, has seen a drop in people accessing StopGap’s services, but again, the main reason is NASS leavers accounting for 8 out of the 20 people who were placed. This was closely followed by eviction.

A reason for fewer users of StopGap this year has been our strict criteria of who qualifies for a StopGap bed in a hotel. The criteria was based on a risk assessment. However, our main emphasis remains people made recently homeless and who are prepared to work with Framework and other agencies, thus, hopefully, preventing long term homelessness.

Another potential reason for the drop in StopGap users this year is the staffing changes at Framework, and their new staff becoming familiar with the StopGap criteria.

A lack of permanent accommodation for StopGap users continues to be a problem. Hence, our 3 day maximum stay isn’t always long enough to secure accommodation.

**People placed through StopGap:**

During the 12-month period from 1 July 2024 to 30 June 2025, StopGap provided a total of 57 bed nights for a total of 20 people.

MONTH	NO. OF PEOPLE PLACED	GENDER	AGE	NATIONALITY	NO.OF BEDNIGHTS USED	REASON FOR HOMELESSNESS
JULY	3	Male- 3 Female-	18-25- 25-40-2 40+ - 1	Kurdish-1 British- 1 Eritrean- 1	9	Eviction- Relationship Breakdown-1 NASS leaver-2 Non-Priority need- Other-

<sup>1</sup> The National Asylum Support Service (NASS), administers the support provided to eligible asylum seekers including housing and financial aid while their claims are processed.

<b>AUGUST</b>	1	Male-1 Female-	18-25-1 25-40- 40+-	British-3	3	Eviction- Relationship Breakdown- NASS leaver- Non-Priority need- End of Tenancy - 1 Other-
<b>SEPTEMBER</b>	2	Male-1 Female- 1	18-25- 25-40-2 40+ One not recorded	Czech Republic-1	6	Eviction- Relationship Breakdown-2 NASS leaver- Non-Priority need- Other-
<b>OCTOBER</b>	4	Male-2 Female-2	18-25- 25-40-4 40+	Sudanese-2 Ghanian-1 Eritrean-1	11	Eviction- Relationship Breakdown-1 NASS leaver-2 Non-Priority need- Other-
<b>NOVEMBER</b>	0					
<b>DECEMBER</b>	1	Male-1	18-25-1 25-40- 40+	Sudanese- 1	3	Eviction-1 Relationship Breakdown- NASS leaver- Non-Priority need- Other-
<b>JANUARY</b>	3	Male-1 Female-2	18-25-3 25-40- 40+-	Eritrean- 3	5	Eviction- Relationship Breakdown- NASS leaver-2 Non-Priority need-1 Other-
<b>FEBRUARY</b>	0					
<b>MARCH</b>	2	Male-2 Female-	18-25- 25-40-2 40+-	Sudanese-2	6	Eviction- Relationship Breakdown- NASS leaver-2 Non-Priority need- Other-
<b>APRIL</b>	3	Male-3 Female-	18-25- 25-40-1 40+	Sao Tome and Principe- 1 British- 2	9	Eviction-3 Relationship Breakdown- NASS leaver- Non-Priority need- Other-1
<b>MAY</b>	0				0	
<b>JUNE</b>	1	Male- 1 Female-	18-25-1 25-40- 40+	Eritrean-1	3	Eviction-1 Relationship Breakdown- NASS leaver- Non-Priority need- Other-
<b>TOTALS</b>	20	Male-15 Female-5	18-25-6 25-40-11 40+-1	British-6 Eastern European-1 African-13 Middle East-1 Other-	57	Eviction-5 Relationship Breakdown-4 NASS leaver-8 Non-Priority need-1 Other-1

**Summary:**

Of the people who were placed, the main reason for using StopGap beds is NASS leavers (8), followed by eviction (5).

Most referrals came via Framework's rough sleeper service on weekdays. However, other agencies, such as St Wilfrid's Centre, the Archer Project, the Snowdrop Project, and City of Sanctuary can refer to Framework during office hours to access StopGap accommodation.

As in previous years, we have continued to give priority to those people who are most likely to be able to engage with services to increase their chances of obtaining longer-term accommodation in the near future. Statistics consistently show that a significant proportion of people that are seen are currently engaging with other services after accessing the StopGap scheme, principally by signing up to Framework's Rough Sleeper service.

**Case study:****Zahra**

Framework received a telephone referral for someone who was going to be roofless from the City of Sanctuary. Framework went to go and meet them to see if they could help.

Zahra was originally from Iran. She moved to England and claimed asylum. Whilst she was seeking asylum, she was provided with accommodation in Sheffield. Once she was granted leave to remain in the UK, her accommodation was no longer valid and she was made homeless.

She had spoken to Sheffield City Council and although they could help her look for accommodation in the long term, they could not look at temporary accommodation for her. This was because Zahra was not considered to have any significant mental health or physical health issues, so did not qualify for temporary accommodation. As she had no family in the UK she had nowhere else to go.

Using StopGap, Framework was able to book Zahra into a hotel for a maximum of three nights. During this time, Framework could look at options for her.

After two nights in the hotel, Zahra moved into St Wilfrid's supported accommodation. This is a great outcome for Zahra thanks to StopGap.

**Fundraising:**

We were awarded a grant of £750 from the Queen Victoria and Johnson Memorial Trust in November 2024, and £2,000 from the Harry Bottom Trust in January 2025.

The Trustees constantly review funding needs at their Trustee meetings.

We aim to produce at least one newsletter or information update annually, generally in the period leading up to Christmas.

We also have a website ([www.stopgapssheffield.org](http://www.stopgapssheffield.org)) through which it is possible to make online donations, as well as a Facebook page.

Finally, can I take this opportunity to thank our Independent Examiner, Dr Peter Cromar, who carries out a thorough job, voluntarily, on our accounts.

Thank you to all of the homelessness agencies that StopGap work with - StopGap couldn't do our work without your knowledge, help and expertise.

Thank you also to Liz Grasso, our part-time Administrator, and our Trustees.

**Declaration-**

The Trustees of StopGap Sheffield declare that they have approved the above Trustees' Annual Report, and the following have signed on behalf of all of the Trustees-

**Signatures-**

Full Name - Jo Abbott (Chair)

Signature-

Dated-

Full Name - Louise Finnigan (Secretary)

Signature-

Dated-

**RECEIPTS AND PAYMENTS FOR THE 12 MONTHS ENDING 30<sup>TH</sup> JUNE 2025**

	<b>UNRESTRICTED FUNDS 2024-25 £</b>	<b>TOTAL FUNDS 2024-25 £</b>	<b>TOTAL FUNDS 2023-24 £</b>
<b>Receipts</b>			
Subscriptions	75	75	50
Donations	1491	1491	2427
Grants	2790	2790	1500
<b>Total Receipts</b>	<b>4356</b>	<b>4356</b>	<b>3977</b>
<b>Payments</b>			
Self-Employed Administrator	4800	4800	4800
Administration	148	148	108
Sundries			85
Trustee Insurance	443	443	431
Accommodation costs	3915	3915	6500
<b>Total Payments</b>	<b>9306</b>	<b>9306</b>	<b>11924</b>
<b>Excess of payments over receipts</b>	<b>-4950</b>	<b>-4950</b>	<b>-7947</b>
<b>BALANCE SHEETS AS OF 30<sup>TH</sup> JUNE 2025</b>			
<b>Employment of Assets</b>			
<b>Current Assets:</b>			
Virgin Bank	23893	23893	28843
<b>Total</b>	<b>23893</b>	<b>23893</b>	<b>28843</b>
<b>Assets employed:</b>			
Accumulated Fund as 1 <sup>st</sup> July 2024	28843	28843	36790
Deficit for the year	4950	4950	7947
<b>Accumulated Fund as at 30th June 2025</b>	<b>23893</b>	<b>23893</b>	<b>28843</b>

**Statement of Independent Examiner-**

I have examined the books and records of StopGap Sheffield, and find the statement of income and expenditure for the year ended 30th June 2025, and the balance sheet as at 30th June 2025, to be a true and fair reflection of the organisation's affairs.

Dr Peter Cromar - *P. Cromar*  
 Dated- *22.1.2026*