

Thame Senior Friendship Centre

England & Wales · Charity number 1039978

Details

| | |
|-------------|---|
| Other names | THAME AND DISTRICT DAY CENTRE, THAME DAY CENTRE AGE CONCERN, Thame Senior Friendship Centre |
| Status | Registered |
| Legal form | Other |
| Registered | 1994-08-05 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | Thame Town Cricket Club Church Road Thame OX9 3AJ |
| Phone | 01844 212080 |
| Email | info@thameseniorfriendshipcentre.com |
| Website | www.thameseniorfriendshipcentre.com |

Activities

Objects: RELIEF OF ELDERLY PEOPLE IN ANY MANNER WHICH IS NOW OR HEREINAFTER MAY BE DEEMED BY LAW TO BE CHARITABLE WITHIN THAME AND DISTRICT.

Activities: Social interaction, for frail and or socially isolated older people, providing help and support to vulnerable older adults. A hot two course meal is provided. Activities include , quizzes, bingo, entertainment, speakers, outings, summer garden party & special Christmas lunch. Open three days per week, Tuesday, Wednesday and Friday 50 weeks of the year.

Classification

- **How:** Provides Services
- **What:** Recreation, Other Charitable Purposes
- **Who:** Elderly/old People

Geography

- **Area of benefit:** THAME AND DISTRICT
- Oxfordshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £64,719 | £82,923 | - | - |
| 2024-03-31 | £67,389 | £90,470 | - | - |
| 2023-03-31 | £57,352 | £89,802 | - | - |
| 2022-03-31 | £59,800 | £64,532 | - | - |
| 2021-03-31 | £33,230 | £37,876 | - | - |

Trustees

| Name | Role | Appointed |
|------------------------------|-------|------------|
| Ann Elizabeth Millar | Chair | 2025-02-25 |
| ANN MIDWINTER | | 2017-02-08 |
| Alison Biddle | | 2025-07-01 |
| Bernice Chapman-Carswell | | 2024-07-19 |
| Lynette Alexandra Bretherton | | 2024-07-19 |
| Samantha King | | 2025-09-23 |
| Susan Jane McGarry | | 2025-09-23 |
| Valerie Symonds | | 2018-04-07 |

Thame Senior Friendship Centre

England & Wales - Charity number 1039978

Accounts

Thame Senior Friendship Centre

(Registered Charity No. 1039978)

Financial Accounts for the Year ended 31st March 2025

Thame Senior Friendship Centre Trustees Report for the year ended 31st March 2025

Thame Senior Friendship Centre was formerly known as Thame & District Day Centre and was founded in 1986, originally sited within the Community Hub (Thame Cottage Hospital) in East Street Thame. Due to the changes in healthcare and the need to treat patients closer to home, Buckinghamshire Healthcare NHS Trust were under significant pressure to release extra clinic capacity. Therefore, the Board of Trustees took the decision to move to a new build, Thame Town Cricket Club in March 2019 with a license to occupy for the next 25 years. Thame Senior Friendship Centre, Town Council and Thame Town Cricket Club have collaborated to ensure the elderly community of Thame and surrounding villages have a service which suits the needs of its members in the 21st Century.

Aims of the Thame Senior Friendship Centre

The main aims of the Charity are:

- To provide a caring, sociable and flexible environment to meet the needs of the individual.
- Liaise and support family members/carers.
- Promote choice, dignity and independence, respecting the rights of our members families/carers.
- Work with all healthcare providers to provide support for our members.

Trustees and officers

The following served as trustees during the year:

- Alison Champken-Woods (Chair)
- Nigel Champken-Woods (Vice-Chair)
- Valerie Symonds (Secretary)
- Keith Tattersfield (Treasurer) (resigned Sept 2024)
- Lynette Bretherton (joined July 2024 as Treasurer)
- Nichola Dixon
- Ann Millar (joined Feb 2025)
- Bernice Chapman-Carswell (joined July 2024)
- Natasha Butler (joined July 2024)
- Janice Ingram (resigned Feb 2025)
- Ann Midwinter
- Claudia Baker (resigned Sept 2024)

Ensuring our work delivers our aims

We review our aims, objectives, and activities each year. We have witnessed an overall decline in the health of our members and a greater need for dementia support over the last financial year. We continue to support members across both Thame Senior Friendship Centre and the Memories (Dementia) Café. Our services are constantly adapting to our changing environment especially with families and carers dealing with dementia.

The focus of our work

Our main objectives for the year continued to be supporting the older community of Thame and surrounding villages. However, our strategies have had to change to accommodate those individuals with dementia as referrals continue to increase. From January 2024, a second session each week at the Memories Café has commenced allowing members and their carers to attend together, establishing a network of support which has been so positive and we look to develop this further. Understanding and developing our offering to accommodate those needs has meant the development of a Strategic Plan following the effective recruitment of several new trustees throughout the year.

During 2024 and to date in 2025, we continued to work with other local agencies including:

Oxfordshire County Council, The Rycote Practice, Thame Town Council, Thame Cricket Club, League of Friends of Thame Hospital, Oxfordshire Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses etc...

We are part of the BOB (Buckinghamshire, Oxfordshire & Berkshire West) VCSE Ageing Well Subgroup and actively involved in workforce research within the voluntary sector and we remain a vital service for the local community.

How our activities deliver public benefit

All our charitable activities focus on supporting the older community of Thame who may otherwise be isolated, allowing them social interaction, building new relationships etc, and in doing so, improving their mental health, sharing experiences, giving them a space where they are listened to and cared for. We continue to actively work to identify the most effective way to support and further the charitable purposes for public benefit.

Who used and benefitted from our services

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. Members are now coming from a wider catchment area than has previously been the case. The

Memories Café is used by people with a dementia diagnosis, or who are waiting for a dementia diagnosis, and their carers. With the unique offering we now have with the Memories Café, we are also seeing members travel to attend. The Friendship Centre is used by older people, mostly over 75 who are isolated due to mobility or other health issues, loss of spouse, living a long way from family, moved to the area recently to be near family but without a network of friends.

Thame Senior Friendship Centre provides the following:

- A friendly volunteer will collect/take members home.
- The opportunity to make new friendships and renew old ones.
- A variety of fun activities/relaxing social time.
- A glass of sherry followed by a hot two-course lunch, catering for dietary needs.
- A combination of entertainment and speakers after lunch.

The Thame Senior Friendship Centre continues to receive funding from Thame Town Council annually and growth continues to be a focus within the Strategic Plan.

Memories (Dementia) Café provides:

- An offering once a week where family members get a short respite period of 3 hours
- An offering once a week where family members attend with the member to socialise and enjoy time with their loved ones in a supported environment.
- Provision of tea/coffee/biscuits
- A variety of activities including painting, colouring, dominoes etc.
- Entertainment & Exercises on a timetabled basis

The service we offer locally has quickly become part of the community in the centre of Thame and continues to see growth.

Financial Review

Overall, the financial position remains relatively unchanged from the previous year, a significant operating loss. However, due to some difficult decision making and work on the part of the trustees, there are some clear improvements and reason for optimism for the future.

The Deputy Manager who was recruited in the previous year has now become the Manager of the Memories Café meaning we have retained those skills and areas of experience but spread the cost of salaries over a greater provision. We have seen reductions in food costs due to good resourcing and stock management. Rent and Utilities have increased, however new terms have been negotiated to allow for stability for 2 years regarding the rent. The Utilities bills will be reducing due to the completion of a payment schedule which was in place to pay for previously undercharged water bills.

Transport is the biggest cost change. It became apparent that the Minibus owned by the Centre was sadly not the best option going forward. Difficulties in recruiting

drivers of a vehicle so large, alongside ongoing maintenance and insurance costs meant the decision was made to sell this asset and re-evaluate the provision going forward. The sale of the asset makes up the majority of the reduction in deficit to loss in this financial year.

Principal Funding Sources

We continue the work identified in the 2023/24 report, adapting and changing to ensure sustainability, identifying opportunities and engaging with as much of the community as we can to promote our work. Thame Town Council continues to allocate a grant of £10,000 to Thame Senior Friendship Centre. Over the last year, we have received financial support from Oxfordshire Community and Voluntary Action Communities Fund to support the addition of the second day after a need was clearly identified within the local area.

The Board of Trustees continues to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Planning for the Future

Successful recruitment of younger trustees, identified as a need in the previous year is bringing a new dynamic to the Trustee Board and the development of the Strategic Plan gives clear direction for the future.

Going forward, the charity needs to continue to engage within the local community and actively engage with the wider Oxfordshire Community.

Both TSFC and Memories Café continue to receive donations from the local community and the recruitment of some younger trustees and volunteers is allowing for greater fundraising opportunities to be considered. It has been identified that 2026 will be the 40th year of the charity and a significant fundraising drive is planned to celebrate.

The Board of Trustees continues to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Structure

At the end of the 2024/25 year, the Board of Trustees had 9 members who meet quarterly and are responsible for the strategic direction and policy of the charity, There have been several resignations and recruits within this year altering the dynamic and giving a new focus for the future. The 9 members are from a variety of professional backgrounds which are relevant to the work of the charity.

The day-to-day responsibility for the provision of the service lies with the Chair/Board of Trustees. The two Managers (one now solely focused on TSFC and the other on the Memories Café), have overall operational management of their service respectively, the supervision of staff/volunteers ensuring good practice and the opportunity to develop new skills. The management structure continues to be benefitted by the inclusion of a registered nurse and several volunteers from a nursing background.

Governance

The constitution is the overarching document for the charity. All other information and documentation is undergoing continuing review as part of the Strategic Plan and to ensure all newer trustees have a comprehensive understanding of what is in place and requiring further consideration.

Recruitment & Appointment of Trustees

All members of the Board of Trustees are involved in the planning, decision making and monitoring work with some Trustees taking an active role in the day-to-day work of the Centres. They give their time voluntarily and receive no benefits from the charity. There is good representation of the traditional business skills and healthcare skills in an effort to maintain a broad mix. A successful recruitment drive has taken place during this year as identified as a need, allowing for the resignation of others who for varying reasons seek to step away.

Trustee Induction & Training

Trustees initially have 1:1's with a member of the Board and then attend a Trustee Meeting to seek approval from the Board as a whole. Information on becoming a trustee is provided along with the constitution, strategic and sustainability plan, and accounts.

Risk Management/Policies

Risk Assessments and policies of the Charity continue to be under review to ensure they reflect the necessary requirements of the services they provide.

Volunteers/Staff/Community

2024/25 has been a difficult year for our members, volunteers and staff. Members mobility and the aging demographic trend of those using the services provided is changing. Many are coming to the service at a later time in life and are then with us for a shorter period of time than has been previously seen, as overall health deteriorates and greater provision is required. However, the time that members are with us is rewarding for all and should not be underestimated.

The last couple of years have been a challenge and the operating deficit clearly shows that. However, plans for 2025/26 and beyond gives clear reason for optimism.

With strong retention of volunteers and a gradual stream of new recruits, alongside the wonderful staff, all involved have ensured our members have continued to be supported when most needed. The Board of Trustees would like to thank them all. The community of Thame continues to play a major role in what can be provided for the members of both services and we are thankful to it as a whole.

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)

Statement of Financial Activities for the year ended 31 March 2025

| | Note | <u>Total Funds</u> 2025 £ | <u>Total Funds</u> 2024 £ |
|--|----------|-------------------------------------|-------------------------------------|
| <u>Incoming Resources</u> | | | |
| Subscriptions | | 33,375 | 30,934 |
| Grants | | 16,165 | 10,000 |
| Donations | | 10,754 | 25,425 |
| Income from Investments | | 880 | 1,030 |
| Total Incoming Resources | 3 | 61,174 | 67,389 |
| <u>Resources Used</u> | | | |
| Activities of the Charity | | 46,095 | 50,223 |
| Administration Expenses | | 36,828 | 40,247 |
| Total Resources Used | 4 | 82,923 | 90,470 |
| Profit on Sale of Asset | 5 | 3,545 | - |
| Net (Outgoing resources) | | - 18,204 | - 23,081 |
| Balance brought forward at 1 April 2024 | | 98,654 | 121,735 |
| Balances carried forward at 31 March 2025 | | 80,450 | 98,654 |

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)

Balance Sheet as at 31 March 2025

| | 2025 | 2024 |
|-------------------------|-------------|--------------|
| | £ | £ |
| Minibus | 0 | 5942 |
| Bank Deposit Account | 6627 | 86368 |
| Current Account | 72248 | 9942 |
| Cash | 1575 | |
| | <hr/> 80450 | <hr/> 102252 |
| Current Liabilities | 0 | 3598 |
| | <hr/> 80450 | <hr/> 98654 |
| <u>Funds</u> | | |
| Unrestricted Funds | <hr/> 80450 | <hr/> 98654 |

The accounts were approved on 31 March 2025

Lynette Bretherton
Treasurer

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)
For the year ended 31 March 2025

Notes to the Financial Accounts

1 Constitution

The Constitution of the Charity was adopted on 28 April 1994 and registered with the Charities Commission on 5th August 1994 as Thame & District Day Centre. The Constitution was amended & name change adopted on 9 January 2020. The change of name to Thame Senior Friendship Centre was registered with the Charities Commission on 2 June 2020.

2 Accounting Policies

The accounts have been prepared on a cash basis.

3 Incoming Resources

| | 2025 | 2024 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Subscriptions | 33375 | 30934 |
| Grants | 16165 | 10000 |
| Donations | 10754 | 25425 |
| Bank Interest | 880 | 1030 |
| Total Incoming Resources | <u>61174</u> | <u>67389</u> |

4 Resources Used

| | 2025 | 2024 |
|-------------------|-------------|-------------|
| | £ | £ |
| Salaries | 36,828 | 40,247 |
| Food | 11,053 | 14,992 |
| Transport | 2,712 | 4,916 |
| Entertaining | 4,979 | 4,050 |
| Stationary | 1,057 | 280 |
| Sundries | 1,636 | 103 |
| Rent | 14,200 | 12,500 |
| Depreciation | | 1,980 |
| Insurance | 909 | 3,254 |
| Professional Fees | 726 | 562 |
| Utilities etc | 7,852 | 7,586 |
| Bank Charges | - | 222 |
| IT | 262 | |
| Training | 318 | |
| Advertising | 612 | |

Total resources used

82,923

90,470

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Full Name: Lynette Bretherton

Position: Treasurer

Date:

Thame Senior Friendship Centre

England & Wales - Charity number 1039978

Accounts

Thame Senior Friendship Centre

(Registered Charity No. 1039978)

**Financial Accounts for
the Year ended 31st
March 2024**

Thame Senior Friendship Centre Trustees Report for the year ended 31st March 2023

Thame Senior Friendship Centre was formerly known as Thame & District Day Centre and was founded in 1986, originally sited within the Community Hub (Thame Cottage Hospital) in East Street Thame. Due to the changes in healthcare and the need to treat patients closer to home, Buckinghamshire Healthcare NHS Trust were under significant pressure to release extra clinic capacity. Therefore, the Board of Trustees took the decision to move to a new build, Thame Town Cricket Club in March 2019 with a license to occupy for the next 25 years. Thame Senior Friendship Centre, Town Council and Thame Town Cricket Club have collaborated to ensure the elderly community of Thame and surrounding villages have a service which suits the needs of its members in the 21st Century.

Aims of the Thame Senior Friendship Centre

The main aims of the Charity are:

- To provide a caring, sociable and flexible environment to meet the needs of the individual.
- Liaise and support family members/carers.
- Promote choice, dignity and independence, respecting the rights of our members families/carers.
- Work with all healthcare providers to provide support for our members.

Trustees and officers

The following served as Trustees during the year:

Alison Champken-Woods (Chair)
Nigel Champken-Woods (Vice-Chair)
Nichola Dixon
Laura Fellowes
Claudia Baker

Valerie Symonds (Secretary)
Janice Ingram
Ann Midwinter
Keith Tattersfield (Treasurer)

Ensuring our work delivers our aims.

We review our aims, objectives, and activities each year and independent living for our members is becoming more of a challenge through 2024 after the Covid -19 pandemic. Some of our members have experienced difficulty in seeing a GP and anecdotally we are being told that they receive telephone consultations with other healthcare professionals rather than a GP. Promised home visits have not taken place for those who have significant mobility issues and complex health conditions. We have witnessed an overall decline in the health of our members over the last financial year. We continue to support members across both the Thame Senior Friendship Centre and Dementia Café.

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

Our services are constantly changing and adapting to our changing environment especially with families and carers dealing with dementia.

The focus of our work

Our main objectives for the year continued to be supporting the older community of Thame and surrounding villages. However, our strategies have had to change to accommodate those individuals with dementia as it appears referrals are increasing and we will be looking to increase this service going forward in 2024. We now have a service which allows those with early onset dementia who attend the Friendship Centre to transfer to the dementia café when the time comes.

During 2024 we continued to work with other local agencies including:

Oxfordshire County Council, The Rycote Practice, Town Council, Thame Cricket Club, League of Friends of Thame Hospital, Oxford Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses. Age UK dementia advisers, Oxfordshire Community & Voluntary Action (OCVA) OCVA Communities of Practice in South Oxfordshire, Buckinghamshire, Oxfordshire, and West Berkshire (BOB) VCSE Ageing Well Subgroup.

We are part of the BOB VCSE Ageing Well Subgroup and actively involved in workforce research within the voluntary sector and we remain a vital service for the local community. Due to the active part we play within the community and BOB VCSE we are looking longer term to work with the local health sector in the rotation of both student nurses/occupational therapists.

How our activities deliver public benefit

All our charitable activities focus on supporting the older community of Thame and surrounding villages and to identify the most effective way to support and further the charitable purposes for public benefit. The service which has seen the most increase in referrals is “Memories” the dementia café which has resulted in the service moving from Thame Barns to Thame Snooker Club

Who used and benefited from our services.

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. It is becoming apparent that our members are now coming from a wider catchment area and in view of the new Integrated Care System, this should see organisations/charities working closer together across

boundaries. It is envisaged cross boundary working should improve within the Integrated Care System, but progress is slow.

Thame Senior Friendship Centre provides the following:

- A friendly volunteer will collect/take members home.
- We now have our own minibus which has been part funded by South Oxfordshire District Council (SODC)
- New friendships are made, and old ones renewed.
- A variety of fun activities/relaxing hour
- A glass of sherry followed by a hot two-course lunch, catering for dietary needs.
- After lunch a combination of entertainment and speakers after lunch.

Over the last year we have received financial support from Oxfordshire Community and Voluntary Action Communities Fund to support the “Memories” dementia café and demand is certainly on the increase within our local area. It has become apparent that whilst there is a dementia centre in the north of the county in Banbury, it is an hour away by motorway. The community wants the service to be local which is confirmed by families and carers.

“Memories” Dementia Café provides:

- Family members a short respite period of 3 hours.
- Dementia Adviser attends every second week.
- Members have tea/coffee/biscuits.
- A variety of activities including painting, colouring, dominoes etc.
- Entertainment
- Exercises

The service we offer locally is different to other services in where members spend 3 hours with us to allow family members/carers to have some “me time” and do not have to worry about loved ones.

It has quickly become a service which is now part of the community in the centre of Thame with easy access and is supported by the Thame Snooker Club who are very community orientated in helping their local community.

A few comments from questionnaires about “Memories”

“Giving mum a place she’s happy and I know whilst she’s there she’s safe. Also good to meet other carers”.

“Regular communication, wonderful advice and planning. Social life is wonderful”.

“The chance for a break”.

“Perfect, the team are chatty, friendly and are aware of everybody’s individual needs. So eternally grateful for this service”.

“Could the service grow, a larger session or maybe more than one a week”.

Financial Review

Overall costs have increased significantly mainly due to the increase in rent and utilities but almost all costs have increased due to the “cost of living”. The membership fee has been increased this year and it expected that they will have to increase in the next financial year 2024/5 for both the Friendship Centre and Dementia Café.

We continue to operate at a loss which is less than the last financial year, but it cannot continue at this level so significant decisions will have to be taken in 2024/5 to ensure the sustainability of both the Friendship Centre and Dementia Café. Some difficult decisions will have to be taken with a new strategic document as to a way forward. We have actively engaged with some local companies, and it is hoped that we can encourage some younger trustees to take an active part in the Board of Trustees.

We have recruited a new Deputy Manager who whilst a retired nurse is still on the active register which will complement the current manager. They will help to ease the workload of the Manager and Chair of Trustees and will actively manage the Dementia Cafe. Having a qualified nurse is of great advantage as to monitor our members and link with health professionals in both primary and secondary care. We now work with social prescribers to ensure our services are delivered to those in need.

Principal Funding Sources

It is envisaged going forward, our charity will need to adapt and change to ensure sustainability and grant funding will be sought from various sources including the Oxfordshire Community Fund. Thame Town Council continues to allocate a grant of £10,000 to Thame Senior Friendship Centre. We are actively working to reduce our overall outgoings by changing providers, but we need to look at sponsorship and the engage with a younger generation via social media. It is essential to find a Trustee with fundraising and sustainability experience.

The Board of Trustees continue to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Planning for the Future

Going forward Thame Senior Friendship Centre needs to continue to engage within the local community and actively engage with the wider Oxfordshire Community.

The purchase of a minibus with the help of a grant from South Oxfordshire District Council has proven to be very successful and is in constant use and is now seen around the town every Wednesday and Friday. This has proven to be a great asset to the Centre but like many other services we need to recruit more volunteer drivers.

Certain services within Oxfordshire appear to have been centred around Banbury which is a significant distance from the members we aim to serve and are unable to travel that distance and need services locally.

TSFC continues to receive donations from the local community, and we have been one of the Town Mayors charities over the last 2 years and the donation will be facilitating afternoon entertainment for our members.

Structure

The Board of Trustees currently has 9 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The 9 members are from a variety of professional backgrounds which are relevant to the work of the charity.

The day-to-day responsibility for the provision of the service lies with the Chair/Board of Trustees, the Manager has overall operational management of the Centre, the supervision of staff/volunteers ensuring good practice and the opportunity to develop new skills. The management structure has been enhanced significantly since the appointment of a deputy manager at the beginning of the year. It cannot be underestimated the significance a qualified nurse can make in providing a professional service within the local/wider community.

Governance

Thame Senior Friendship Centre is a small charity, and the key function is one of governance rather than management.

The constitution is the overarching document for the charity and over the next year apart from some difficult decisions, all information and documentation will need to be reviewed.

Recruitment & Appointment of Trustees

All members of the Board of Trustees are involved in the planning, decision making and monitoring work with some Trustees taking an active role in the day-to-day work of the Centre. They give their time voluntarily and receive no benefits from the charity. There is good representation of the traditional business skills and healthcare skills in an effort to maintain a broad mix. To ensure this, applications can be made online via the website to become a trustee, however, the Young Trustee Programme at the Oxford has ceased which has in the past proven very beneficial for TSFC. The local community can put forward a potential Trustee.

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Trustee Induction and Training

Trustees initially have 1:1's with the chair of Trustees and can shadow them/any other Trustee if required. Information on becoming a Trustee is provided along with the constitution, strategic and sustainability plan, and accounts.

Risk Management/Policies

Risk Assessments and policies will require review and updating because of the continuing variants of Covid-19 and to reflect the necessary requirements for any future pandemics.

Volunteers/Staff/Community

2023/4 has continued to be a difficult year for our members, volunteers and staff. Our members mobility continues to be adversely affected due to the restrictions and many members continue to struggle. Whilst we have some new members, many continue to experience a deterioration in their overall health and having to go into care facilities, especially those with dementia.

I would like to thank the Board of Trustees, Thame Town Council, Cricket Club, Thame Snooker Club, Oxfordshire Association of Care Providers, Oxford Community Foundation, Communities Fund, South Oxfordshire District Council, BOB VCSE Ageing well subgroup and local businesses for all their support which has supported Thame Senior Friendship Centre and the dementia cafe. This combined with the financial support from donations and grants has meant that services have continued despite the difficulty in the cost of living. The last couple of years have been a significant challenge and we have witnessed an operating deficit again this financial year, although it was less than the previous financial year.

Finally, the Board of Trustees would also like to thank the Manager, Deputy Manager, staff and volunteers for their continued support as without them TSFC and especially the new service "Memories" the dementia café could not continue. Everyone has ensured our members have continued to be supported during some difficult times. The community of Thame continues to also play a significant part in both services so thank you Thame.

Independent Examiner's Report

To the Trustees of Thame Senior Friendship
Centre

I report to the trustees on my examination of the accounts of Thame Senior Friendship Centre 'The Trust' for the year ended 31st March 2024 that are set out on pages 9 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ["The Act"].

I report in respect of my examination of the Thame Senior Friendship accounts carried out under section 145 of the 2011 Act in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5){b}.

Basis of examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in accordance with the examination giving me cause to believe that any material respect;

1. Accounting records were not kept in respect of the Trust required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Keith Green FCA
Reporting Accountant

18/09/2024

Thame Senior Friendship
Centre
(Registered Charity
Number: 1039978)

**Statement of Financial
Activities
for the year ended 31
March 2024**

| | Note | <u>Total Funds 2024</u> £ | <u>Total Funds 2023</u> £ |
|--|----------|--------------------------------------|--------------------------------------|
| <u>Incoming Resources</u> | | | |
| Subscriptions | | 30,934 | 26,470 |
| Grants | | 10,000 | 23,000 |
| Donations | | 25,425 | 7,671 |
| Income from Investments | | 1,030 | 211 |
| Total Incoming Resources | 3 | 67,389 | 57,352 |
| <u>Resources Used</u> | | | |
| Activities of the Charity | | 50,223 | 48,103 |
| Administration Expenses | | 40,247 | 41,699 |
| Total Resources Used | 4 | 90,470 | 89,802 |
| Net (outgoing resources) | | (23,081) | (32,450) |
| Balance brought forward at 1 April 2024 | | 121,735 | 154,185 |
| Balances carried forward at 31 March 2024 | | £98,654 | £121,735 |

Thame Senior Friendship Centre
(Registered Charity Number:1039978)

Balance Sheet
as at 31st March 2024

| | <u>2024</u> £ | <u>2023</u> £ |
|-------------------------|------------------|------------------|
| Minibus | 5,942 | 7,922 |
| Bank Deposit Account | 86,368 | 113,813 |
| Current Account | 9,942 | 0 |
| | <hr/> 102,252 | <hr/> 121,735 |
| Current liabilities | 3,598 | 0 |
| | <hr/> 105,850 | <hr/> 121,735 |
| <u>Funds</u> | | |
| Unrestricted Funds | 98,654 | 121,735 |
| | <hr/> £98,654 | <hr/> £121,735 |

The accounts were approved on [30th March] 2024

Keith Tattersfield FCA
Treasurer

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)
for the year ended 31 March 2024

Notes to the Financial Accounts

1 Constitution

The Constitution of the Charity was adopted on 28 April 1994 and registered with The Charities Commission on 5th August 1994 as Thame & District Day Centre.

The constitution was amended & name change adopted on 9 January 2020. The change of name to Thame Senior Friendship Centre was registered with the Charities Commission on 2nd June 2020

2 Accounting Policies

The accounts have been prepared on an accruals basis.

3 Incoming Resources

| | <u>2024</u> | <u>2023</u> |
|---|----------------|----------------|
| | £ | £ |
| Subscriptions | 30,934 | 26,470 |
| Grant - Oxfordshire County Council | | 13,000 |
| Grant - Thame Town Council | 10,000 | 10,000 |
| Government Coronavirus Fund/DWP "Kickstart" | | |
| Donations | 25,425 | 7,671 |
| Bank interest | 1,030 | 211 |
| Total incoming resources | £67,389 | £57,352 |

4 Resources Used

| | <u>2024</u> | <u>2023</u> |
|-----------------------------|----------------|----------------|
| | £ | £ |
| Salaries | 40,247 | 41,699 |
| Rent and food | 27,492 | 26,655 |
| Transport | 4,916 | 7,529 |
| Entertainment | 4,050 | 3,100 |
| Stationery | 280 | 620 |
| Sundries | 103 | 1,318 |
| Covid (Infection Control) | | |
| Depreciation | 1,980 | 2,608 |
| Insurance | 3,254 | 1,876 |
| Utilities | 7,586 | 3,835 |
| Professional Fees | 562 | 562 |
| Total resources used | £90,470 | £89,802 |

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: 

Full Name: Alison Champken-Woods

Position: Chair of Trustees

Date: 26th September 2024

Thame Senior Friendship Centre

England & Wales - Charity number 1039978

Accounts

Thames Senior Friendship Centre

(Registered Charity No. 1039978)

**Financial Accounts for
the Year ended 31st
March 2023**

Thame Senior Friendship Centre Trustees Report for the year ended 31st March 2023

Thame Senior Friendship Centre was formerly known as Thame & District Day Centre and was founded in 1986, originally sited within the Community Hub (Thame Cottage Hospital) in East Street Thame. Due to the changes in healthcare and the need to treat patients closer to home, Buckinghamshire Healthcare NHS Trust were under significant pressure to release extra clinic capacity. Therefore, the Board of Trustees took the decision to move to a new build, Thame Town Cricket Club in March 2019 with a license to occupy for the next 25 years. Thame Senior Friendship Centre, Town Council and Thame Town Cricket Club have collaborated to ensure the elderly community of Thame and surrounding villages have a service which suits the needs of its members in the 21st Century.

Aims of the Thame Senior Friendship Centre

The main aims of the Charity are:

- To provide a caring, sociable and flexible environment to meet the needs of the individual.
- Liaise and support the carers of members.
- Promote choice, dignity and independence, respecting the rights of our members and their carers.
- Work with Care Managers, health professionals, statutory and voluntary organisations to provide support for our members.

Trustees and officers

The following served as Trustees during the year:

| | |
|-----------------------------------|--------------------------------|
| Alison Champken-Woods (Chair) | Valerie Symonds (Secretary) |
| Nigel Champken-Woods (Vice-Chair) | Janice Ingram |
| Nichola Dixon | Ann Midwinter |
| Laura Fellowes | Keith Tattersfield (Treasurer) |
| Claudia Baker | |

Ensuring our work delivers our aims.

We review our aims, objectives, and activities each year and we worked very differently to support our members during the Covid -19 pandemic. We had to adapt to a changing environment, review the success of key activities for our vulnerable elderly community and adapt the service we provide which we accomplished successfully. Whilst we kept all our members safe during the pandemic, it has become evident that since we returned to some

sort of normality our members have suffered significantly post pandemic. However, the focus of our work and our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages.

The focus of our work

Our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages. However, our strategies have had to change not only to accommodate those individuals with dementia but due to the impact post Covid-19 our membership has fluctuated significantly. It is evident that the elderly now have some significant mobility issues and are having to deal with long term medical conditions.

During 2023 we continued to:

- Work with other local agencies including, Oxfordshire County Council, The Rycote Practice, Thame Town Council, Thame Cricket Club, League of Friends of Thame Hospital, Oxford Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses.
- Age UK dementia advisers, Oxfordshire Community & Voluntary Action (OCVA) OCVA Communities of Practice in South Oxfordshire, Buckinghamshire, Oxfordshire, and West Berkshire Integrated Care System (BOB) VCSE Ageing Well Subgroup.

Since the beginning of the Covid pandemic we have actively engaged with many organisations, and we are now part of the BOB VCSE Ageing Well Subgroup so we can influence the part the voluntary sector plays within health care. We have been actively involved in workforce research within the voluntary sector and we remain a vital service for the local community.

How our activities deliver public benefit

All our charitable activities focus on supporting the elderly community of Thame and surrounding villages and to identify the most effective way to support and further the charitable purposes for public benefit. The service which has seen the most increase in referrals is “Memories” the dementia café which has resulted in the service moving from Thame Barns to Thame Snooker Club

Who used and benefited from our services.

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. It is becoming apparent that our members are now coming from a wider catchment area and in view of the new Integrated

Care System, this should see organisations/charities working closer together across boundaries.

Thame Senior Friendship Centre provides the following:

- A friendly volunteer will collect/take members home.
- We now have our own minibus which has been part funded by South Oxfordshire District Council (SODC)
- New friendships are made, and old ones renewed.
- A variety of fun activities/relaxing hour
- A glass of sherry followed by a hot two-course lunch, catering for dietary needs.
- After lunch a combination of entertainment and speakers after lunch.

“Memories” Dementia Café provides:

- Family members a short respite period of 3 hours.
- Dementia Adviser attends every second week.
- Members have tea/coffee/biscuits.
- A variety of activities including painting, colouring, dominoes etc.
- Entertainment
- Exercises

Financial Review

It has continued to be difficult to plan or develop services post pandemic as our income has been significantly reduced due to members not returning for numerous reasons. This is mainly due to members having passed away or latterly residing in Nursing Homes or Assisted Living facilities. However, our member numbers are gradually increasing to pre-pandemic levels and income has been steadily increasing. We are currently recruiting a Deputy Manager which will help to ease the workload of the Manager and Chair of Trustees.

Overall costs have increased significantly mainly due to the increase in rent and utilities but almost all costs have increased due to the “cost of living”. We continue to have reserves in the form of a legacy, and it has been decided to consider the possibility of investing some funds for a longer-term investment. The Trustees have agreed not to increase the membership fee per day.

Principal Funding Sources

Over the years principal funding has been from Oxfordshire County Council but this has been reduced to zero over the last 5 years and Thame Town Council has over the last 3

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years agreed to meet some of the shortfall. 2023 was the last year of funding from Oxfordshire County Council so further funding opportunities would be in the form of grants via Oxford Community Foundation/Fund and other grant opportunities. It is essential to find a Trustee with fundraising and sustainability experience.

Due to TSFC starting “Memories” Dementia Cafe late in 2021, this new service was not supported by the grant from OCC and was started by using reserves for TSFC. It became apparent very quickly the need for such a service and we applied for funding from OCVA to support the service going forward. Our application was successful which has supported the cost of renting a room, different activities, and entertainment for our members.

The Board of Trustees continue to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Plans for the Future

Going forward Thame Senior Friendship Centre needs to continue to engage within the local community and actively engage with the wider Oxfordshire Community. We are currently in the process of recruiting a Deputy Manager which may be difficult due to the employment market.

The available modes of transport in the south of the county, south of the M40 was and remains poor. The purchase of a minibus with the help of a grant from South Oxfordshire District Council has proven to be very successful and is in constant use and is now seen around the town every Wednesday and Friday. This has proven to be a great asset to the Centre but like many other services we need to recruit more volunteer drivers.

In September 2022, “Memories” Dementia Café was based in Thame Barns next to Thame Cricket Club. It became apparent after the first year and the recurrent circulation of varying strains of Covid-19 plus an increase in referrals, the room in Thame Barns was too small. Therefore, discussions took place with Thame Snooker Club which is based in the centre of Thame. They had a room which was 4 times the size and therefore suited our needs much better, would be easier to manage any further outbreaks of Covid and was competitively priced. The service continues to be supported by a Dementia Adviser for Oxfordshire who attends every second Monday to provide support and advice to family members/families.

Certain services within Oxfordshire appear to have been centred around Banbury which is a significant distance from the members we aim to serve and are unable to travel that distance and need services locally.

TSFC continues to receive donations from the local community, and we have been one of the Town Mayors charities over the last 2 years and the donation will be facilitating afternoon entertainment for our members.

Structure

The Board of Trustees currently has 9 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The 9 members are from a variety of professional backgrounds which are relevant to the work of the charity.

The day-to-day responsibility for the provision of the service lies with the Chair/Board of Trustees and the Manager has overall operational management of the Centre, the supervision of staff/volunteers ensuring good practice and the opportunity to develop new skills.

Governance

Thame Senior Friendship Centre is a small charity, and the key function is one of governance rather than management.

The constitution is the overarching document for the charity and since the appointment of some new Trustees all information and documentation has been reviewed.

Recruitment & Appointment of Trustees

All members of the Board of Trustees are involved in the planning, decision making and monitoring work with some Trustees taking an active role in the day-to-day work of the Centre. They give their time voluntarily and receive no benefits from the charity. There is good representation of the traditional business skills and healthcare skills in an effort to maintain a broad mix. To ensure this, applications can be made online via the website to become a trustee, however, the Young Trustee Programme at the Oxford has ceased which has in the past proven very beneficial for TSFC. The local community can put forward a potential Trustee.

Trustee Induction and Training

Trustees initially have 1:1's with the chair of Trustees and can shadow them/any other Trustee if required. Information on becoming a Trustee is provided along with the constitution, strategic and sustainability plan, and accounts.

Risk Management/Policies

Risk Assessments and policies require review and updating because of Covid-19 to reflect the necessary requirements for any future pandemics.

During the pandemic, Thame Senior Friendship Centre also received some infection control funding from Oxfordshire County Council due to the Centre opening with all the infection control processes in place to ensure the members remained safe and well.

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Volunteers/Staff/Community

2022/3 continued to be a difficult year for our members, volunteers and staff who all had to adapt to a different time and ways of working. Our members mobility continues to be adversely affected due to the restrictions and many members continue to struggle. However, during the pandemic all members remained well but shortly after members returned to the Centre in May 2021, it became apparent that members were experiencing a deterioration in their overall health and having to go into care facilities.

I would like to thank the Board of Trustees, Thame Town Council, Thame Town Cricket Club, Oxfordshire Association of Care Providers, Oxford Community Foundation, Public Health England/Thames Valley, South Oxfordshire District Council, and local businesses for all their support which facilitated the opening of Thame Senior Friendship Centre. This combined with the financial support from donations and grants has meant that Thame Senior Friendship Centre was one of a few Centres who opened in 2021/2. The last couple of years have been a challenge and we have witnessed an operating deficit this financial year.

Finally, the Board of Trustees would also like to thank the Manager, staff and volunteers for their continued support as without them the Centre could not continue, and everyone has “stepped up” to ensure our members have been supported over a very difficult period of time. The community has also played a significant part with the introduction of a new service “Memories” the dementia café and the new volunteers who have signed up to help so thank you Thame.

Independent Examiner's Report

To the Trustees of Thame Senior Friendship
Centre

I report to the trustees on my examination of the accounts of Thame Senior Friendship Centre 'The Trust' for the year ended 31st March 2023 that are set out on pages 9 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ["The Act"].

I report in respect of my examination of the Thame Senior Friendship accounts carried out under section 145 of the 2011 Act in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b).

Basis of examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in accordance with the examination giving me cause to believe that any material respect;

1. Accounting records were not kept in respect of the Trust required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Keith Green FCA

12/10/2023

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Reporting Accountant

| Statement of Financial Activities for the year ended 31 March 2023 | | | |
|---|----------|-------------------------------------|-------------------------------------|
| | Note | <u>Total Funds</u> 2023 £ | <u>Total Funds</u> 2022 £ |
| <u>Incoming Resources</u> | | | |
| Subscriptions | | 26,470 | 17,800 |
| Grants | | 23,000 | 31,708 |
| Donations | | 7,671 | 10,280 |
| Income from Investments | | 211 | 12 |
| Total Incoming Resources | 3 | 57,352 | 59,800 |
| <u>Resources Used</u> | | | |
| Activities of the Charity | | 48,103 | 26,479 |
| Administration Expenses | | 41,699 | 38,053 |
| Total Resources Used | 4 | 89,802 | 64,532 |
| Net (outgoing resources) | | (32,450) | (4,732) |
| Balance brought forward at 1 April 2023 | | 154,185 | 158,917 |
| Balances carried forward at 31 March 2023 | | £121,735 | £154,185 |

Thame Senior Friendship Centre
(Registered Charity Number:1039978)

Balance Sheet
as at 31st March 2023

| | <u>2023</u> | <u>2022</u> |
|-------------------------|-----------------|-----------------|
| | £ | £ |
| Minibus | 7,922 | 10,430 |
| Cricket club rent | 0 | 10,000 |
| Bank | 113,813 | 133,755 |
| Petty cash | 0 | 0 |
| | <u>121,735</u> | <u>154,185</u> |
| Current liabilities | 0 | 0 |
| | <u>121,735</u> | <u>154,185</u> |
| <u>Funds</u> | | |
| Unrestricted Funds | 121,735 | 154,185 |
| | <u>£121,735</u> | <u>£154,185</u> |

The accounts were approved on [30th March] 2023

Keith Tattersfield FCA
Treasurer

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)
for the year ended 31 March 2023

Notes to the Financial Accounts

Constitution

The Constitution of the Charity was adopted on 28 April 1994 and registered with The Charities Commission on 5th August 1994 as Thame & District Day Centre.

The constitution was amended & name change adopted on 9 January 2020. The change of name to Thame Senior Friendship Centre was registered with the Charities Commission on 2nd June 2020

Accounting Policies

The accounts have been prepared on an accruals basis.

Incoming Resources

| | <u>2023</u> | <u>2022</u> |
|---|----------------|----------------|
| | £ | £ |
| Subscriptions | 26,470 | 17,800 |
| Grant - Oxfordshire County Council/OCVA | 13,000 | 10,000 |
| Grant - Thame Town Council | 10,000 | 10,000 |
| Government Coronavirus Fund/DWP "Kickstart" | | 11,708 |
| Donations | 7,671 | 10,280 |
| Bank interest | 211 | 12 |
| Total incoming resources | £57,352 | £59,800 |

Resources Used

| | <u>2023</u> | <u>2022</u> |
|-----------------------------|----------------|----------------|
| | £ | £ |
| Salaries | 41,699 | 27,275 |
| Rent and food | 26,655 | 19,805 |
| Transport | 7,529 | 2,600 |
| Entertainment | 3,100 | 1,990 |
| Stationery | 620 | 550 |
| Sundries | 1,318 | |
| Covid (Infection Control) | | 6,829 |
| Depreciation | 2,608 | 223 |
| Insurance | 1,876 | 2,860 |
| Utilities | 3,835 | 2,400 |
| Professional Fees | 562 | |
| Total resources used | £89,802 | £64,532 |

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DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: *A Champken-Woods*

Full Name: Alison Champken-Woods

Position: Chair of Trustees

Date: *13/11/23*

Thame Senior Friendship Centre

England & Wales - Charity number 1039978

Accounts

Thame Senior Friendship Centre

(Registered Charity No. 1039978)

**Financial Accounts for
the Year ended 31st
March 2022**

Thame Senior Friendship Centre Trustees Report for the year ended 31st March 2022

Thame Senior Friendship Centre was formerly known as Thame & District Day Centre and was founded in 1986, originally sited within the Community Hub (Thame Cottage Hospital) in East Street Thame. Due to the changes in healthcare and the need to treat patients closer to home, Buckinghamshire Healthcare NHS Trust were under significant pressure to release extra clinic capacity. Therefore, the Board of Trustees took the decision to move to a new build, Thame Town Cricket Club in March 2019 with a license to occupy for the next 25 years. Thame Senior Friendship Centre, Town Council and Thame Town Cricket Club have collaborated to ensure the elderly community of Thame and surrounding villages have a service which suits the needs of its members in the 21st Century.

Aims of the Thame Senior Friendship Centre

The main aims of the Charity are:

- To provide a caring, sociable and flexible environment to meet the needs of the individual.
- Liaise and support the carers of members.
- Promote choice, dignity and independence, respecting the rights of our members and their carers.
- Work with Care Managers, health professionals, statutory and voluntary organisations to provide support for our members.

Trustees and officers

The following served as Trustees during the year:

| | |
|-------------------------------|-------------------------|
| Alison Champken-Woods (Chair) | Valerie Symonds |
| Nigel Champken-Woods | Janice Ingram |
| Nichola Dixon | Ann Midwinter |
| Laura Fellowes | Keith Tattersfield |
| Claudia Baker | Katie Purbrick-Thompson |
| Leslie Vasquez | |

Ensuring our work delivers our aims

We review our aims, objectives and activities each year and this has continued to be particularly difficult due to the Covid-19 pandemic. Since the move to new premises in 2019 followed by the pandemic, outcomes for our members have meant that we have had to work very differently to support our members going forward which we have accomplished successfully. During the pandemic we have had to adapt to a changing environment, and we

have had to review the success of key activities for our vulnerable elderly community and adapt the service we provide. The focus of our work and our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages.

In order to continue supporting our members remotely, the Board of Trustees agreed not to furlough any staff during the pandemic.

The focus of our work

Our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages. However, our strategies had to change as during the pandemic and 'lockdowns' our waiting list for individuals wanting to attend TSFC increased significantly to a total of 23 of which 50% had a confirmed diagnosis of dementia. This became a cause of concern for the Board of Trustees as individuals with dementia could not be accommodated within the current service at TSFC.

During 2022 we continued to:

- Supply fish and chips once a week to our members until 14th May 2021
- Work with other local agencies including, Oxfordshire County Council, Town Council, Thame Cricket Club, Oxford Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses.

How our activities deliver public benefit

All our charitable activities focus on supporting the elderly community of Thame and surrounding villages and to identify the most effective way to support and further the charitable purposes for public benefit.

Who used and benefited from our services

During the pandemic, we continued to support our members remotely and re-opened TSFC on Tuesday 18th May 2021. A number of our members decided not to return to us, but a significant number of members returned to us even though we continued to restrict numbers per day and take appropriate infection control measures.

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. In normal circumstances the centre provides the following:

- A friendly volunteer will collect/take members home

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- New friendships are made, and old ones renewed
- A variety of fun activities/relaxing hour
- A glass of sherry followed by a hot two-course lunch, catering for dietary needs
- After lunch a combination of entertainment and speakers after lunch

During the pandemic Public Health England now known as the UK Health Security Agency, were pivotal in the Centre re-opening as were Oxfordshire County Council and Oxfordshire Association of Care Providers.

When the pandemic started Thame Senior Friendship joined regular webinars with Oxfordshire Association of Care Providers who provided regular updates and support. This continues on a monthly basis and has proven to be invaluable.

Financial Review

It has continued to be difficult to plan or develop services and income has dropped due to the reduction in subscriptions and a number of members deciding not to return to the Centre. During the pandemic we recruited a new Manager and delayed recruiting a Deputy Manager until the summer of 2022.

Over the year the overall costs have reduced due to closure and aside from a prudent amount in reserves in the form of a legacy it has been decided to consider the possibility of investing some funds for a longer-term investment.

Principal Funding Sources

Over the years principal funding has been from Oxfordshire County Council but this has been reduced significantly over the last 5 years and Thame Town Council has over the last 3 years agreed to meet some of the shortfall. Oxfordshire County Council wish to see Thame Senior Friendship Centre become self-funding which has been difficult and the need for a Trustee with fundraising and sustainability experience is essential.

The Board of Trustees continue to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Plans for the Future

Going forward Thame Senior Friendship Centre needs to recruit and appoint a Deputy Manager which may be difficult due to the employment market.

Due to Thame Senior Friendship Centre being in the most southern part of Oxfordshire, bordering Buckinghamshire the Centre relied upon the use of Meadowcroft minibus on a Friday and Community Car on Tuesday and Wednesday. The available modes of transport in the south of the county, south of the M40 was and remains poor. The minibus had become unreliable, and the Community Car was becoming costly. A grant application was submitted

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to South Oxfordshire District Council for part funding of a minibus which was successful. This is in use every Wednesday and Friday and we now use the Community Car on a Tuesday only, due to a lack of volunteer drivers. Signage has been added to the minibus so is now advertising our presence in Thame and we have been supported locally by Thame Cars who have agreed to free servicing and a local company are allowing us to store the minibus securely when not in use. This has proven to be a great asset to the Centre.

As previously mentioned, serious consideration was given to setting up a dementia café for those individuals living with the disease and their family members/carers. As our waiting list had increased with 50% having a confirmed diagnosis of dementia the Board of Trustees agreed to support a dementia café called “Memories” from September 2022 in Thame Barns next to Thame Cricket Club. It was at this time that Thame Senior Friendship Centre received a donation from the Ludlow Trust which funded the start-up and funding for the coming year. It became apparent very quickly that this service was vital to the local community with numbers beginning to increase and families now rely on this service every Monday morning from 10am to 1pm. The Dementia Adviser for Oxfordshire attends every second Monday to provide support and advice to family members/families.

Certain services within Oxfordshire appear to have been centred around Banbury which is a significant distance from the members we aim to serve and are unable to travel that distance and need services locally.

It has also become apparent on talking to family members that a number of elderly parents had been relocated to Thame due to the pandemic and the need to be near family.

During 2021/2 The Board of Trustees of Thame Senior Friendship Centre applied to be part of the Government ‘Kickstart’ scheme via Oxford City Council. We were accepted onto the scheme with interviewing candidates in Oxford and Aylesbury. The funding from the Department for Work and Pensions supported an individual to work with us as a support worker for a period of 6 months from July through to December 2021. This scheme worked really well for us, and we supported the training at the Centre along with 1:1 and cohort training via the Oxford Hub. After six months, this ultimately led to the individual gaining permanent work at the John Radcliffe, Oxford University Hospital NHS Trust.

Structure

The Board of Trustees currently has 9 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The 9 members are from a variety of professional backgrounds which are relevant to the work of the charity.

The day-to-day responsibility for the provision of the service lies with the Chair/Board of Trustees and the Manager has overall operational management of the Centre, the

supervision of staff/volunteers ensuring good practice and the opportunity to develop new skills.

Governance

Thame Senior Friendship Centre is a small charity, and the key function is one of governance rather than management.

The constitution is the overarching document for the charity and since the appointment of some new Trustees all information and documentation has been reviewed.

Recruitment & Appointment of Trustees

All members of the Board of Trustees are involved in the planning, decision making and monitoring work with some Trustees taking an active role in the day-to-day work of the Centre. They give their time voluntarily and receive no benefits from the charity. There is good representation of the traditional business skills and healthcare skills in an effort to maintain a broad mix. In order to ensure this, applications can be made online via the website to become a trustee, applicants come via the Young Trustee Programme at the Oxford, or the local community puts forward a potential Trustee.

Trustee Induction and Training

Trustees initially have 1:1's with the chair of Trustees and can shadow them/any other Trustee if required. Information on becoming a Trustee is provided along with the constitution, strategic and sustainability plan and accounts.

Risk Management

Risk Assessments were reviewed and updated because of Covid-19 and all policies have been changed to reflect the necessary requirements in view of the pandemic. This facilitated the re-opening of the Centre on May 18th, 2021, which was supported by Public Health England and Oxfordshire Association of Care Providers.

During the pandemic, Thame Senior Friendship Centre also received some infection control funding from Oxfordshire County Council due to the Centre opening with all the infection control processes in place to ensure the members remained safe and well.

Volunteers/Staff/Community

2021/2 continued to be a difficult year for our members, volunteers and staff who all had to adapt to a different time and ways of working. On re-opening it was evident that our members mobility had been adversely affected due to the restrictions and were now struggling. However, during the pandemic all members remained well but shortly after members returned to the Centre in May, it became apparent that members were experiencing a deterioration in their overall health and having to go into care facilities.

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I would like to thank the Board of Trustees, Thame Town Council, Cricket Club, Oxfordshire Association of Care Providers, Oxford Community Foundation, Public Health England/Thames Valley, South Oxfordshire District Council, and local businesses for all their support which facilitated the opening of Thame Senior Friendship Centre. This combined with the financial support from donations and grants has meant that Thame Senior Friendship Centre is one of a few Centres who opened in 2021/2 and continue to support the elderly community. Unfortunately, many centres have not re-opened.

Finally, the Board of Trustees would also like to thank the Manager, staff and volunteers for their continued support as without them the Centre could not continue, and everyone has “stepped up” to ensure our members have been supported over a very difficult period of time. The community has also played a significant part with the introduction of a new service “Memories” the dementia café and the new volunteers who have signed up to help so thank you Thame.

Independent Examiner's Report

To the Trustees of Thame Senior Friendship
Centre

I report to the trustees on my examination of the accounts of Thame Senior Friendship Centre for the year ended 31st March 2022 that are set out on pages 9 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ["The Act"].

I report in respect of my examination of the Thame Senior Friendship accounts carried out under section 145 of the 2011 Act in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145{5}{b}.

Basis of examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in accordance with the examination giving me cause to believe that any material respect;

1. Accounting records were not kept in respect of the Thame Senior Friendship Centre as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Keith Green FCA
Reporting Accountant

8/6/2022

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)

**Statement of Financial Activities
for the year ended 31 March 2022**

| | Note | <u>Total Funds</u> 2022 £ | <u>Total Funds</u> 2021 £ |
|--|----------|-------------------------------------|-------------------------------------|
| <u>Incoming Resources</u> | | | |
| Subscriptions | | 17,800 | 1,395 |
| Grants | | 31,708 | 29,700 |
| Donations | | 10,280 | 2,107 |
| Income from Investments | | 12 | 28 |
| Total Incoming Resources | 3 | 59,800 | 33,230 |
| <u>Resources Used</u> | | | |
| Activities of the Charity | | 26,479 | 10,347 |
| Administration Expenses | | 38,053 | 27,529 |
| Total Resources Used | 4 | 64,532 | 37,876 |
| Net (outgoing resources) | | (4,732) | (4,646) |
| Balance brought forward at 1 April 2020 | | 158,917 | 163,563 |
| Balances carried forward at 31 March 2022 | | £154,185 | £158,917 |

Balance Sheet
as at 31st March 2022

| | <u>2022</u> | <u>2021</u> |
|-------------------------|-----------------|-----------------|
| | £ | £ |
| Minibus | 10,430 | |
| Cricket club rent | 10,000 | 20,000 |
| Bank | 133,755 | 138,917 |
| Petty cash | 0 | 0 |
| | <u>154,185</u> | <u>158,917</u> |
| Current liabilities | 0 | 0 |
| | <u>154,185</u> | <u>158,917</u> |
| <u>Funds</u> | | |
| Unrestricted Funds | 154,185 | 158,917 |
| | <u>£154,185</u> | <u>£158,917</u> |

The accounts were approved on [30th March] 2022

Keith Tattersfield FCA
Treasurer

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)
for the year ended 31 March 2022

Notes to the Financial Accounts

Constitution

The Constitution of the Charity was adopted on 28 April 1994 and registered with The Charities Commission on 5th August 1994 as Thame & District Day Centre.

The constitution was amended & name change adopted on 9 January 2020. The change of name to Thame Senior Friendship Centre was registered with the Charities Commission on 2nd June 2020

Accounting Policies

The accounts have been prepared on an accruals basis.

Incoming Resources

| | <u>2022</u> | <u>2021</u> |
|---|-----------------------|-----------------------|
| | £ | £ |
| Subscriptions | 17,800 | 1,395 |
| Grant - Oxfordshire County Council | 10,000 | 12,000 |
| Grant - Thame Town Council | 10,000 | 10,000 |
| Government Coronavirus Fund/DWP "Kickstart" | 11,708 | 7,700 |
| Donations (inc. Ludlow Trust) | 10,280 | 2,107 |
| Bank interest | 12 | 28 |
| Total incoming resources | <u>£59,800</u> | <u>£33,230</u> |

Resources Used

| | <u>2022</u> | <u>2021</u> |
|-----------------------------|-----------------------|-----------------------|
| | £ | £ |
| Salaries | 27,275 | 25,370 |
| Rent and food | 19,805 | 8,321 |
| Transport | 2,600 | 89 |
| Entertainment | 1,990 | 0 |
| Stationery | 550 | 1,200 |
| Sundries | | 2,026 |
| Covid (Infection Control) | 6,829 | 0 |
| Depreciation | 223 | 0 |
| Insurance | 2,860 | 0 |
| Utilities | 2,400 | 870 |
| Total resources used | <u>£64,532</u> | <u>£37,876</u> |

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: *A Champken-Woods*

Full Name: Alison Champken-Woods

Position: Chair of Trustees

Date: *15/4/22*

Thame Senior Friendship Centre

England & Wales - Charity number 1039978

Accounts

Thame Senior Friendship Centre

(Registered Charity No. 1039978)

**Financial Accounts for
the Year ended 31st
March 2021**

Thame Senior Friendship Centre Trustees Report for the year ended 31st March 2021

Thame Senior Friendship Centre was formerly known as Thame & District Day Centre and was founded in 1986, originally sited within the Community Hub (Thame Cottage Hospital) in East Street Thame. Due to the changes in healthcare and the need to treat patients closer to home, Buckinghamshire Healthcare NHS Trust were under significant pressure to release extra clinic capacity. Therefore, the Board of Trustees took the decision to move to a new build, Thame Town Cricket Club in March 2019 with a license to occupy for the next 25 years. Thame Senior Friendship Centre, Town Council and Thame Town Cricket Club have collaborated to ensure the elderly community of Thame and surrounding villages have a service which suits the needs of its members in the 21st Century.

Aims of the Thame Senior Friendship Centre

The main aims of the Charity are:

- To provide a caring, sociable and flexible environment to meet the needs of the individual.
- Liaise and support the carers of members.
- Promote choice, dignity and independence, respecting the rights of our members and their carers.
- Work with Care Managers, health professionals, statutory and voluntary organisations to provide support for our members.

Trustees and officers

The following served as Trustees during the year:

| | |
|-------------------------------|-----------------------------|
| Alison Champken-Woods (Chair) | Valerie Symonds |
| Nigel Champken-Woods | Janice Ingram |
| Nichola Dixon | Katherine Purbrick-Thompson |
| Ann Midwinter | Laura Fellowes |
| Keith Tattersfield | Leslie Vasquez |
| Claudia Baker | |

Ensuring our work delivers our aims

We review our aims, objectives and activities each year and this has been particularly difficult due to the Covid-19 pandemic. Since our move to new premises in 2019 followed by the pandemic, outcomes for our members has meant that we have had to work very differently to support our members going forward which we have accomplished successfully. During the pandemic we have had to adapt to a changing environment, and we

have had to review the success of key activities for our vulnerable elderly community and adapt the service we provide. The focus of our work and our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages.

In order to continue supporting our members remotely, the Board of Trustees agreed not to furlough any staff during the pandemic.

The focus of our work

Our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages. However, our strategies had to change due to the pandemic and 'lockdowns' which saw us supporting our members remotely until such time as we were able to open again. Due to this we were awarded government coronavirus funding which was used to help change strategy and to meet our objectives which included:

- Purchase insulated bags for delivering hot food
- Supply fish and chips once a week to our members from November 2020 until 14th May 2021
- Provide a Christmas hamper to our members
- A voucher to our volunteers who would not claim for travel/deliveries
- A cream tea and Easter Egg to members at Easter
- Activity packs to our members weekly
- A schoolboy from Abingdon provided a weekly fact sheet for his Duke of Edinburgh Award.
- Work with other local agencies including, Oxfordshire County Council, Town Council, Thame Cricket Club, Oxford Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses.

How our activities deliver public benefit

All our charitable activities focus on supporting the elderly community of Thame and surrounding villages and to identify the most effective way to support and further the charitable purposes for public benefit.

Who used and benefited from our services

Prior to closure on 17th March 2020, we had 63 members attending per week on a Tuesday, Wednesday and Friday. Of those 63, 3 members had transferred from the dementia friendly centre at Holton nr. Wheatly which closed in September 2019.

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. It had become apparent that our waiting list had started to grow and the percentage of those on the waiting list had a confirmed diagnosis of dementia. Data for 2020/21 indicates an increase in referrals and in February 2021, Dementia Oxfordshire were supporting 1,977 individuals with dementia.

In normal circumstances the centre provides the following:

- A friendly volunteer will collect/take members home
- New friendships are made, and old ones renewed
- A variety of fun activities/relaxing hour
- A glass of sherry followed by a hot two-course lunch, catering for dietary needs
- After lunch a combination of entertainment and speakers after lunch

However, during the pandemic this changed and whilst most of the year saw us closed, we did manage to open for one month in October/November when South Oxfordshire was in tier 2, and we worked closely with a number of organisations to do this. Public Health England were pivotal in the Centre re-opening as were Oxfordshire County Council in providing PPE free of charge.

When the pandemic started Thame Senior Friendship joined regular webinars with Oxfordshire Association of Care Providers who provided regular updates and support.

Financial Review

It has continued to be difficult to plan or develop services and income has dropped significantly due to the reduction in subscriptions. However, our administration/staffing costs have been reduced due to the retirement of the Centre Manager and the deputy post is currently vacant.

Over the year the overall costs have reduced due to closure and aside from a prudent amount in reserves in the form of a legacy it has been decided to consider the possibility of investing some funds for a longer-term investment.

Principal Funding Sources

Over the years principal funding has been from Oxfordshire County Council but this has been reduced significantly over the last 5 years and Thame Town Council has over the last 3 years agreed to meet some of the shortfall. Oxfordshire County Council wish to see Thame Senior Friendship Centre become self-funding which has been difficult and the need for a Trustee with fundraising and sustainability experience is essential.

The Board of Trustees continue to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Plans for the Future

Going forward Thame Senior Friendship Centre needs to recruit and appoint a Deputy Manager which may be difficult due to the employment market.

On Fridays, Thame Senior Friendship Centre rely on the use of Meadowcroft minibus which has become unreliable, so consideration has been given to purchasing our own minibus and applying for funding from a number of different sources.

Serious consideration needs to be given in trying to set up a dementia café for those individuals living with the disease and their family members/carers. During the pandemic our waiting list has increased to 23 individuals with 50% having a confirmed diagnosis of dementia. Services appear to be centred around Banbury which is a significant distance from the members we aim to serve.

The Board of Trustees explored the possibility of Thame Senior Friendship Centre applying to be part of the Government 'Kickstart' scheme via Oxford City Council. The funding from the Department for Work and Pensions will support an individual to work with us as a support worker for a period of 6 months and training will be provided by the Oxford Hub and the Centre. This will ultimately lead to the individual gaining permanent work either with the Centre or another employer.

Structure

The Board of Trustees has 11 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The 11 members are from a variety of professional backgrounds which are relevant to the work of the charity.

The day-to-day responsibility for the provision of the service lies with the Chair/Board of Trustees and the Manager has overall operational management of the Centre, the supervision of staff/volunteers ensuring good practice and the opportunity to develop new skills.

Governance

Thame Senior Friendship Centre is a small charity and the key function is one of governance rather than management

The constitution is the overarching document for the charity and since the appointment of some new Trustees all information and documentation has been reviewed.

Recruitment & Appointment of Trustees

All members of the Board of Trustees are involved in the planning, decision making and monitoring work with some Trustees taking an active role in the day-to-day work of the Centre. They give their time voluntarily and receive no benefits from the charity. There is good representation of the traditional business skills and healthcare skills in an effort to maintain a broad mix. In order to ensure this, applications can be made online via the website to become a trustee, applicants come via the Young Trustee Programme at the Oxford, or the local community puts forward a potential Trustee.

Trustee Induction and Training

Trustees initially have 1:1's with the chair of Trustees and can shadow them/any other Trustee if required. Information on becoming a Trustee is provided along with the constitution, strategic and sustainability plan and accounts.

Risk Management

Risk Assessments were reviewed and updated because of Covid-19 and all policies have been changed to reflect the necessary requirements in view of the pandemic. This facilitated the opening of the Centre in October/November 2020 for a period of a month before restrictions were in place again late 2020. The opening was supported by Public Health England, Oxfordshire Association of Care Providers.

Volunteers/Staff/Community

2020/21 has been a difficult year for our members, volunteers and staff who have all had to adapt to a different time and ways of working. I would like to thank the Board of Trustees, Cricket Club, Oxfordshire Association of Care Providers, Oxford Community Foundation, Public Health England/Thames Valley, local businesses for all their support which facilitated the opening of Thame Senior Friendship Centre if only for a month during the financial year. This combined with the financial support from the Government Coronavirus Community Fund facilitated regular visits to our members and the delivery of hampers and weekly fish and chips..

Independent Examiner's Report

To the Trustees of Thame Senior Friendship
Centre

I report on the accounts of the League for the year ended 31st March 2021 that are set out on pages 6 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act whether particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Keith Green FCA
Reporting Accountant

2021

Thame Senior Friendship Centre

(Registered Charity Number: 1039978)

Statement of Financial Activities
for the year ended 31 March 2021

| | Note | <u>Total</u> <u>Funds</u> 2021 £ | <u>Total</u> <u>Funds</u> 2020 £ |
|--|----------|---|---|
| <u>Incoming Resources</u> | | | |
| Subscriptions | | 1,395 | 34,908 |
| Grants | | 29,700 | 18,400 |
| Donations | | 2,107 | 5,840 |
| Income from Investments | | 28 | 60 |
| Total Incoming Resources | 3 | 33,230 | 59,208 |
| <u>Resources Used</u> | | | |
| Activities of the Charity | | 10,347 | 34,276 |
| Administration Expenses | | 27,529 | 49,168 |
| Total Resources Used | 4 | 37,876 | 83,444 |
| Net (outgoing resources) | | (4,646) | (24,236) |
| Balance brought forward at 1 April 2020 | | 163,563 | 187,799 |
| Balances carried forward at 31 March 2021 | | £158,917 | £163,563 |

**Thame Senior Friendship Centre
(Registered Charity Number:1039978)**

**Balance Sheet
as at 31st March 2021**

| | <u>2021</u> | <u>2020</u> |
|-------------------------|----------------|----------------|
| | £ | £ |
| Cricket club rent | 20,000 | 20,000 |
| Bank | 138,917 | 145,189 |
| Petty cash | 0 | 374 |
| | <hr/> 158,917 | <hr/> 165,563 |
| Current liabilities | 0 | (2,000) |
| | <hr/> 158,917 | <hr/> 163,563 |
| <u>Funds</u> | | |
| Unrestricted Funds | 158,917 | 163,563 |
| | <hr/> £158,917 | <hr/> £163,563 |

The accounts were approved on [23rd March] 2021

Keith Tattersfield FCA
Treasurer

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)
for the year ended 31 March 2021

Notes to the Financial Accounts

Constitution

The Constitution of the Charity was adopted on 28 April 1994 and registered with The Charities Commission on 5th August 1994 as Thame & District Day Centre.

The constitution was amended & name change adopted on 9 January 2020. The change of name to Thame Senior Friendship Centre was registered with the Charities Commission on 2nd June 2020

Accounting Policies

The accounts have been prepared on an accruals basis.

Incoming Resources

| | <u>2021</u> | <u>2020</u> |
|------------------------------------|----------------|----------------|
| | £ | £ |
| Subscriptions | 1,395 | 34,908 |
| Grant - Oxfordshire County Council | 12,000 | 8,400 |
| Grant - Thame Town Council | 10,000 | 10,000 |
| Government Coronavirus Fund | 7,700 | 0 |
| Donations | 2,107 | 5,840 |
| Bank interest | 28 | 60 |
| Total incoming resources | £33,230 | £59,208 |

Resources Used

| | <u>2021</u> | <u>2020</u> |
|-----------------------------------|----------------|----------------|
| | £ | £ |
| Salaries | 25,370 | 32,910 |
| Rent and food | 8,321 | 24,224 |
| Transport | 89 | 6,441 |
| Entertainment | 0 | 3,968 |
| Stationery | 1,200 | 1,879 |
| Sundries | 2,026 | 2,747 |
| Christmas lunch | 0 | 2,515 |
| Stores | 0 | 822 |
| Cricket club fixtures less grants | 870 | 7,938 |
| Total resources used | £37,876 | £83,444 |

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: *A Champken-Woods*

Full Name: Alison Champken-Woods

Position: Chair of Trustees

Date: *19/12/21*