

# MID SURREY DEMENTIA CARE TRUST

England & Wales · Charity number 1051814

## Details

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Other names	THE CONSERVATORY CLUB
Status	Registered
Legal form	Other
Registered	1996-01-31
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	2 Kelmscott Place Ashted KT21 2HD
Phone	01372270138
Email	<a href="mailto:info@midsurreydementiacare.co.uk">info@midsurreydementiacare.co.uk</a>
Website	<a href="http://www.midsurreydementiacare.co.uk">www.midsurreydementiacare.co.uk</a>

## Activities

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**Objects:** (1) RELIEF OF AGED POOR SICK OR DISABLED WITH PARTICULAR REFERENCE TO THOSE NEEDING CARE AS A RESULT OF DEMENTIA. (2) ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT.

**Activities:** We operate the Conservatory Club, attached to Fairfield Centre, Leatherhead, where we run a managed social club for up to 8 people with memory difficulties each day, between 10.00 - 3.00pm, Monday to Friday. While these people with memory difficulties are at the Club, their carers enjoy 5 hrs/day of free time

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, People With Disabilities

## Geography

- Area of benefit: SURREY
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,034	£72,164	-	-
2024-03-31	£47,320	£46,375	-	-
2023-03-31	£34,623	£36,879	-	-
2022-03-31	£18,227	£22,995	-	-
2021-03-31	£19,019	£17,557	-	-

## Trustees

Name	Role	Appointed
<b>Glynis Peterkin</b>	Chair	2014-01-15
Caroline Anne Walton		2023-04-14
Elizabeth Ann Slater		2018-09-24
HILARY ELAINE ARGO HILLS		
Noel Timothy Tennent		2023-07-03
Susan Elizabeth Bond		2023-05-05

**MID SURREY DEMENTIA CARE TRUST**

England & Wales - Charity number 1051814

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# Accounts

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**Mid Surrey Dementia Care Trust**  
**Charity No 1051814**  
**Annual Report 2024–2025**

**WHAT WE DO**

The Trust was set up by deed dated 13 December 1995 for general charitable purposes, with particular reference to those who need care as a result of living with dementia. The Trust owns and maintains a conservatory where it runs a small social club for people in the early and middle stages of dementia; the club's location in the conservatory has given rise to its name: The Conservatory Club.

The Club operates five days a week and is open from 10am to 3pm each weekday, with capacity for up to eight members to attend daily. A senior club manager runs the Club from Monday to Thursday with a second club manager running it on Friday; each club manager is assisted daily by a volunteer. Potential members initially attend a free trial day to allow a mutual assessment of whether the club is appropriate for their needs and, if so, further assessment takes place over the following month before membership is agreed and confirmed.

The conservatory is adjacent to the Fairfield Centre in Leatherhead, a social centre for the over-60s run by Mole Valley District Council (MVDC). Conservatory Club members and staff are also members of the Fairfield Centre in order to access its catering and other facilities while enjoying their own discrete club room in the conservatory.

As a precaution against the risk of potential closure of the Club (described later in this report), and to ensure that we would be withdrawing our service to those relying upon it from as few people as possible, the trustees decided in February 2024 to quietly run down membership of the Club. At one point, it appeared that closure might take place as early as May 2026 when the Leatherhead redevelopment works might begin but, as that date was pushed further and further back, the decision to close to new members was rescinded in the first quarter of this year. However, the staffing issues described in the Management section below prevented us adding new members for a few months and consequently membership levels this year have been slightly lower than last year.

At the start of the year, 78% of available places were booked and this level dropped slightly during quarters 2 and 3. We ended the year with 74% of available places booked but daily attendance levels have remained high throughout at 92% to 94% of the booked places. Daily activities include arts, crafts, games, quizzes, music and general conversation and reminiscence to help members maintain their mental and physical activity, communication skills and interest in life. Our members have also joined in with the Fairfield Centre's special lunches and events.

An important aspect of the club is that it provides carers with a 5-hour period of respite from the unremitting task of caring. This respite helps many to continue caring for their loved one at home for longer than might otherwise have been possible, often to the end of life.

**MANAGEMENT**

The Trust's six Trustees manage as a team through bi-monthly meetings, regular communication and personal contact.

Staff, Trustees and Club volunteers are all DBS checked and subscribed to the DBS update service, which enables us to monitor all DBS checks on an annual basis.

Both GDPR and Safeguarding policies and associated required procedures are in place.

Our challenge this year has been the absence due to ill-health of our Senior Club Manager whose illness took many months to identify and whose eventual diagnosis led her to offer her resignation. During the months leading to her diagnosis, the trustees' determination to keep the Club open led to the employment of a temporary manager and the eventual recruitment of a new permanent Senior Club Manager, who has been in place since 4<sup>th</sup> November 2024.

## **FINANCES**

Our finances this year, including the reserve fund, have been considerably depleted. In last year's report, we stated the risk to our finances from heavy costs that might arise due to the possible future relocation of the Club and perhaps the setting up in new premises. We had, however, not anticipated the rapid decline in the health of our Senior Club Manager and the high cost of employing temporary cover for her role, plus the agency fee incurred for the recruitment of a permanent replacement manager.

Although our reserve fund had ideally been set aside to cover the cost of replacement or repair of the conservatory, the trustees decided that the priority during this year was the continued operation of the Club and so voted to allocate some of the reserve funds for that purpose.

We were also challenged by the combination of rising staff costs, increased catering charges at the Fairfield Centre and inflationary increases in respect of insurance, publicity materials and other service providers. The daily fee for Club attendance had been held at £23 since 2019 while the previously mentioned running costs had been increasing but, even with membership levels on the higher side, the daily fee was no longer covering our running costs and left us little leeway to continue to afford operating should membership levels fall. Hence, we increased our daily fee to £35 with effect from 1<sup>st</sup> January 2025.

We were grateful to receive donations from Hallett London Limited, the Ernest Hecht Foundation, Age Sentinel Trust, the Bookham Fetcham and Effingham Nurses Association Trust, The Meeting Place Bookham, Menzies, Ranmore Charitable Trust, Hakim Fry, Ashted WI and from personal supporters.

## **OUR BUILDING**

There are two areas where water has been leaking into the conservatory during very heavy rainfall and, in conjunction with the Fairfield Centre, we have attempted to resolve both. We are hopeful that the repairs have been successful, but we cannot be certain as rainfall has been at low levels since they were completed.

MVDC has renewed our lease for the courtyard area that our conservatory stands upon although it is for a much shorter term than the original 20-year lease that expired on 10<sup>th</sup> January 2024. Our new lease is for 3 years and expires on 9<sup>th</sup> January 2027.

MVDC has advised us that the major building redevelopment works planned for the Swan Centre in Leatherhead are likely to begin in Spring 2027 and, although the courtyard area is not part of the redevelopment area, it will be required for

construction access at certain times during the redevelopment. We await definitive information on dates and plans in order to make a final decision on how we will proceed in respect of operating the Club in the conservatory. See further details under Closure Risks below.

## **RISKS**

A major risk lies in the potential closure of the Club but the most significant risks on a day-to-day basis are injury to and security of members, and fire. Staffing the Club also presents a significant risk.

### **Security of members, risk of injury, fire**

There is always a risk of injury to our members, some of whom are unsteady on their feet or have failing eyesight, and to volunteers and staff. Members must be able to walk unaided for at least a short distance. An on-going dialogue is maintained with each carer about a member's state of health and behaviour. We require carers to make a signed commitment that they will inform us of any changes in a member's behaviour. We also require a carer's signed authority that we may administer medication, which must be provided in a container with the correct dosage along with details of potential side-effects.

Confidential records and photographs are kept of all members as a check for changes or trends that may indicate a need for action. In the event of accident or injury, the Fairfield Centre Manager, or deputy, is the responsible First Aid Officer and they are based within easy reach of the conservatory. We hold records of the medication that a member is taking so that this information can be supplied, should a doctor or paramedic have to be called upon.

Risk of fire is low and the conservatory opens onto a large brick courtyard through doors that give easy access to it.

### **Funding security**

As described earlier in this report, we have had a very costly year and our reserves have been called upon to maintain the Club's operation. The increase in the daily fee should ensure that our higher running costs will be covered, providing always that Club membership remains at current levels or higher. Donations help us to fund activity for our members beyond the daily running costs and we will continue to use them for that. However, where we can, we will also seek to build up our reserves to ensure that we can meet our commitments to MVDC under the termination terms of our lease, should the redevelopment plans for the Swan Centre result in our permanent relocation from the conservatory.

As we have seen this year, the major risk to our finances lies in staff costs and our ability to afford the provision of a full service to our members or, indeed, to continue operating at all should we find ourselves in a similar position in the coming year or beyond.

### **Shortage of members**

Although this is currently not a problem, we are mindful that this can change throughout the year. Low membership levels would result in a loss of income, which could mean that we are unable to operate the club on a daily basis.

### **Staffing the Club**

Paid employees: Our vulnerability in this area was made clear when our Senior Club Manager was absent for a number of months this year prior to her eventual retirement on health grounds. The high cost of employing a temporary manager depleted our finances, as did the recruitment process that led to the employment of a replacement manager. Stand-in managers, including the trustees can be appointed for short absences but our resources will be severely strained should we again find ourselves in a similar situation with the senior club manager's position.

Volunteers: The club cannot operate on any day without a volunteer in place to assist the club manager. We ended the year with five volunteers in place covering Monday to Friday but in the knowledge that our Monday volunteer was stepping down. There has been a degree of turnover in respect of Monday volunteering and we have been seeking a permanent volunteer for that day for many months. All of our volunteers and the trustees step in to provide cover when necessary and we are in the process of building up a volunteer bank that we can call upon as needed.

### **Risk of Closure**

While MVDC has renewed our lease, as described above it is very much for the short term as it is not yet known how operation of the Club in the conservatory will be affected by the redevelopment works that are currently going through MVDC's planning process.

MVDC has suggested to us that we might only be required to vacate the conservatory for relatively short periods of time (perhaps a week or two at a time but maybe a little longer) to allow access for construction vehicles carrying equipment and materials to the redevelopment site. Should that be the case, it will be very disruptive and unsettling for our members were we to keep opening and closing the Club and we would potentially be looking at the Club's permanent relocation to best meet our members' needs.

It may also be that we will anyway be required to permanently vacate the conservatory. The redevelopment plans still have a long way to go in the planning process and it is not yet possible for MVDC to advise us on that. Plus, the new unitary local authority will be in existence from May 2026 and that reorganization brings with it its own uncertainty about how local services will continue to be provided.

Added to all this uncertainty is the age of the majority of trustees who are in their mid- to late-70s and are looking to retire rather than commit to many years further service to the Trust, and so will not be available to oversee its relocation and ongoing operation. Should the need for alternative premises arise, and younger trustees not present themselves, the Club is at threat of closure.

### **OUR PARTNERS**

We work with Surrey County Council Adult Social Care, MVDC and other voluntary organizations including CSVA. MVDC manages the Fairfield Centre to which our conservatory is physically attached; we use their catering services and our members enjoy many of the events that take place there. MVDC also provides a Community Bus service for some of our members.

### **OUR PLANS FOR 2025/26**

Given the uncertainty about the redevelopment plans, combined with the setting up of the Unitary Authority and how it will want to run services, we must continue to plan either for closure of the Club or for its future operation, which itself depends on our success in recruiting new trustees.

### **REVIEW**

The Conservatory Club provides members with the opportunity to socialize, which is vital to their wellbeing, and provides carers with some much-needed respite from their caring responsibilities. Living with dementia can be very isolating and a key aspect of the Club is the social interaction that it provides to our members who respond well to the activities and the friendly, relaxed atmosphere in the conservatory. We are thankful that we have been able to continue providing the support that brings benefit both to our members and to their carers.



Glynis Peterkin, Chairman  
4<sup>th</sup> August 2025

**MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025**

	2025	2024
	£	£
<b>GENERAL FUND (Unrestricted)</b>		
Income - Receipts		
Members attendance	37,343	41,321
Donations	10,127	5,343
Job Retention Scheme	-	-
Bank Interest	564	656
Tax refund	-	-
	<hr/>	<hr/>
<b>TOTAL RECEIPTS</b>	<b>48,034</b>	<b>47,320</b>
Expenditure - Payments		
Charitable Activities		
Staff costs and cleaning	28,349	23,180
Members' lunches & refreshments	15,990	16,217
Fairfield Centre Membership	670	
Equipment and repairs	411	302
Outings and activities	1,337	1,711
Sundries - Membership refunds	-	-
	<hr/>	<hr/>
	<b>46,757</b>	<b>41,409</b>
Management and Administration		
Insurance	809	704
Administration incl Accounting	4,416	2,959
Agency Fees	18,955	
Website & Mobile phone	668	-
Training	-	1,303
Bank Charges	168	
Other	391	
Fundraising	-	-
	<hr/>	<hr/>
	<b>25,407</b>	<b>4,966</b>
<b>TOTAL PAYMENTS</b>	<b>72,164</b>	<b>46,375</b>
<b>NET PAYMENTS/RECEIPTS FOR THE YEAR</b>	<b>- 24,130</b>	<b>945</b>
Bank and cash balances 1st April 2024	<hr/>	<hr/>
	41,394	40,449
Bank and cash balances 31st March 2025	<hr/> <hr/>	<hr/> <hr/>
	17,264	41,394
Bank current Account	-	362
Bank Savings		17,406
Petty Cash	O/S	220
	<hr/>	<hr/>
	17,264	

**MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)**

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2025**

	2025 £	2024 £
TOTAL CASH FUNDS 31 March 2025	<u>17,264</u>	<u>41,394</u>
<b>General Fund (Reserve Fund)</b>		
Balance brought forward 1 April 2025	13,914	12,969
Net (payments)/receipts for the year	<u>- 24,130</u>	<u>945</u>
	- 10,216	13,914
Net Transfer from Conservatory Replacement Fund - Note 1	12,000	-
	<u>1,784</u>	<u>13,914</u>
Balance carried forward 31 March 2025	<u>1,784</u>	<u>13,914</u>
<b>Conservatory Replacement/Repair Fund (Designated) - Note 1</b>		
Balance brought forward 1 April 2025	27,480	27,480
Transfer from General Fund	<u>- 12,000</u>	<u>-</u>
Balance carried forward 31 March 2025	<u>15,480</u>	<u>27,480</u>
TOTAL FUNDS 31 MARCH 2025	<u>17,264</u>	<u>41,394</u>
DEBTORS 31 March 2025	-	-
CREDITORS 31 March 2025	<u>4,189</u>	<u>1,146</u>

Note 1 . Due to the limited life expectancy of the conservatory building, the Trustees have created a Conservatory Replacement Fund, to replace or repair the conservatory or to provide alternative accommodation.

Note 2

The Creditors includes the amount owed to HMRC £932.87 for PAYE  
Payment due to Howell Jones for legal fees in accs £3,256

On behalf of the Trustees



G Peterkin (Trustee)



N T Tennent (Trustee)

Date 15th July 2025

**MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)**

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31ST MARCH 2025**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts did not accord with the accounting records

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



J Whittaker Bsc  
Chartered Accountant  
10 Taleworth Road  
Ashted Surrey KT21 2PT

Date 15<sup>th</sup> July 2025

**MID SURREY DEMENTIA CARE TRUST**

England & Wales - Charity number 1051814

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# Accounts

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# Mid Surrey Dementia Care Trust

Charity No 1051814

## Annual Report 2023–2024

### What we do

The Trust was set up by deed dated 13 December 1995 for general charitable purposes, with particular reference to those who need care as a result of living with dementia. The Trust owns and maintains a conservatory where it runs a small social club for people in the early and middle stages of dementia; the club's location in the conservatory has given rise to its name: The Conservatory Club.

The Club operates five days a week and is open from 10am to 3pm each weekday, with capacity for up to eight members to attend daily. A senior club manager runs the Club from Monday to Thursday with a second club manager running it on Friday; each club manager is assisted daily by a volunteer.

Potential members initially attend a free trial day to allow an assessment of whether the club is appropriate for their needs and, if so, further assessment takes place over the following month before membership is mutually agreed and confirmed.

The conservatory is adjacent to the Fairfield Centre in Leatherhead, a social centre for the over-60s run by Mole Valley District Council (MVDC). Conservatory Club members and staff are also members of the Fairfield Centre in order to access its catering and other facilities while enjoying their own discrete club room in the conservatory.

Membership this year has been high with 88% of available places booked and attendance levels at 91% of the booked places. Daily activities include arts, crafts, games, quizzes, music and general conversation and reminiscence to help members maintain their mental and physical activity, communication skills and interest in life. On occasion, and when appropriate to their needs, members also join in with the Centre's classes and social events. As funds allow, members are also taken on outings such as lunches out, walks around the town and visits to local garden centres.

An important aspect of the club is that it provides carers with a 5-hour period of respite from the unremitting task of caring. This respite helps many to continue caring for their loved one at home for longer than might otherwise have been possible, often to the end of life.

### Management

The trustees manage the affairs of the Trust as a management team through bi-monthly meetings, regular communication and personal contact.

Our Fundraising Trustee and our Treasurer retired in June 2023 and August 2023 respectively and we were fortunate to recruit two new trustees in April and May followed by the appointment of a new Treasurer in early July bringing the Board of

Trustees to six: a new Deed of Appointment and Retirement was completed in November.

Staff, Trustees and Club volunteers are all DBS checked and subscribed to the DBS update service which enables us to monitor all DBS checks on an annual basis.

Both GDPR and Safeguarding policies and associated required procedures are in place.

## **Finances**

Our bank balances have remained healthy due to the level of membership referenced earlier, and also donations received during the year. We have been able to run the day-to-day operation of the Trust without needing to draw on our reserve funds.

We have been fortunate to receive donations from the Ernest Hecht Foundation, Age Sentinel Trust, the Royal British Nurses Association, The Girdlers and Liveries Company, from personal supporters and also the families of past members through *In Memoriam* donations. Plus, many local organizations have nominated us to receive donations from their own fundraising events: Leatherhead Horticultural Society, Ashted WI, Liberham Lodge Care Home and Ashted Walking Group.

## **Our Building**

There are two areas where water leaks into the conservatory during very heavy rainfall and we repair them as best we can but neither leak results in damage that might cause us to close the Club on any given day. Given the potential relocation to alternative premises described later in this report, the trustees have taken the decision to not carry out expensive work on the conservatory to address the leaks more permanently.

The term of our 20-year lease with MVDC for the courtyard area that our conservatory stands upon expired on 10<sup>th</sup> January 2024 and discussions with the Council began in June 2023 with a view to renewing it. MVDC made clear that a new lease would be granted but that it would have to be for a much shorter term due to major redevelopment planned for Leatherhead town centre. The extent of the redevelopment works will require the Trust to vacate the conservatory on safety grounds, most likely in May 2026.

## **Risks**

### **DAY-TO-DAY RISKS**

The most significant risks on a day-to-day basis are injury to and security of members, and fire. Staffing the Club also presents a significant risk as described below.

- There is always a risk of injury to our members, some of whom are unsteady on their feet or have failing eyesight, and to volunteers and staff. Members must be able to walk unaided for at least a short distance. An on-going dialogue is maintained with each carer about a member's state of health and behaviour. We require carers to make a signed commitment that they will inform us of any changes in a member's behaviour. We also require a carer's signed authority that

we may administer medicine, which must be provided in a container with the correct dosage along with details of potential side-effects.

- Confidential records and photographs are kept of all members as a check for changes or trends that may indicate a need for action. In the event of accident or injury, the Fairfield Centre Manager, or deputy, is the responsible First Aid Officer and they are based within easy reach of the conservatory. We hold records of the medication that a member is taking so that this information can be supplied, should a doctor or paramedic have to be called upon.
- All who are in regular contact with members are DBS checked.
- Risk of fire is low and the conservatory opens onto a large brick courtyard through doors that give easy access to it.
- Funding security: Members pay a daily fee of £23 and membership at this year's level has enabled us to cover our running costs. As mentioned earlier, donations have been used to fund members' outings and special events at the Fairfield Centre and we have closed the year with a healthy balance and been able to maintain our reserve fund. We will consider increasing our daily rate should costs rise to the extent that we find our reserve fund being significantly depleted by regular calls upon it to cover our running costs.
- Shortage of members: Although this is currently not a problem, we are mindful that this can change throughout the year. Low membership levels would result in a loss of income, which could mean that we are unable to operate the club on a daily basis but at the close of the year we had a waiting list for places. However, please see comments under Costs Risk below.
- Staffing issues: our vulnerability in this area was made clear when our senior club manager was absent for a month due to a health issue that persists despite her return to work. Stand-in managers were appointed during her absence and, with the help of our volunteers and the trustees filling in where necessary, we kept the Club open but this did emphasize our vulnerability in respect of both paid staff and volunteers. During the coming year the trustees will be considering options to strengthen our base of paid staff.

The club cannot operate on any day without a volunteer in place to assist the club manager and although we have been fortunate to have four volunteers in place covering Monday to Thursday, unfortunately, during 2023/24 we have not been able to recruit a volunteer to work on a Friday. Consequently, during the past year, the trustees have been operating a rota to cover the Friday role but the trustees were all put under extra pressure when the Manager's health issue arose in autumn 2023.

Ideally, we would like to build up a bank of volunteers available to assist at the

club and we are always trying to think up new ways of attracting them including our registration with Central Surrey Voluntary Action (CSVA) who also have our “volunteer needed” leaflets in their Dorking office. So far, with little success.

## **MAJOR RISKS**

### **Closure Risk**

As our 2023/24 reporting year drew to a close, negotiations with MVDC were still ongoing on a new short-term lease that would, allowing for notice, take us up to the start of redevelopment in Leatherhead when we will have to vacate the conservatory. MVDC cannot guarantee that we will be able to return to the conservatory post-redevelopment and the Council is unable to offer us alternative premises. The trustees feel that we must plan for a permanent relocation but we are at risk of being unable to find alternative premises that would meet our needs.

At the likely time of the termination of our lease, the majority of trustees will be in their mid- to late-70s and be looking to retire rather than commit to many years further service to the Trust and they will not be available to oversee its relocation and ongoing operation.

The major risk is that unless both alternative premises and new, younger trustees present themselves, the Club will have to close. As a precaution against closure of the Club and to ensure that we withdraw our service to those relying upon it from as few people as possible, the trustees decided in February 2024 to quietly run down membership of the Club and, should spaces become available, not invite new members to attend but to allocate those spaces to existing members should they request additional days.

### **Costs Risk**

Over the next couple of years, we will be facing the cost of:

- finalizing the new short-term lease with MVDC. Michèle
- potentially, the cost of dismantling the conservatory and making good the courtyard area upon which it is built should MVDC require it.

and should new trustees be in place:

- the permanent relocation of the Conservatory Club and the setting up of new permanent premises.

At present, we have no idea what level of costs might be incurred in the next two to three years but it is highly possible that our current reserves will all be needed to see us through this coming unsettled period. This will leave us vulnerable in terms of affording the provision of a full service to our members, particularly if daily fees reduce as members leave and are not replaced. Our efforts will be focused on planning for these eventualities during the 2024/25 year so that we have a plan, either for closure of the Club or for our future operation.

### **Our partners**

We work with Surrey County Council Adult Social Care, MVDC and other voluntary organizations including CSVA. MVDC manages the Fairfield Centre to which our

conservatory is physically attached; we use their catering services and our members enjoy many of the events that take place there. MVDC also provides a Community Bus service for some of our members.

### **Our plans for 2024/25**

As described above, our efforts during 2024/25, will be focused on planning for the Club's future, or its closure should our efforts to recruit more trustees and volunteers be unsuccessful.

We will also be recruiting a new paid staff member to work alongside our current Senior Club Manager on a job share basis.

### **Review**

The Conservatory Club provides members with the opportunity to socialize, which is vital to their wellbeing, and provides carers with some much-needed respite from their caring responsibilities. Living with dementia can be very isolating and a key aspect of the Club is the social interaction that it provides to our members who respond well to the activities and the friendly, relaxed atmosphere in the conservatory. The increase in our membership and the fact of our waiting list are evidence of the need that exists in the local communities that we serve and we are thankful that we have been able to provide the support that brings benefit both to our members and to their carers.



Glynis Peterkin, Chairman  
19<sup>th</sup> August 2024

MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
<b>GENERAL FUND (Unrestricted)</b>		
Income - Receipts		
Members attendance	41,321	33,285
Donations	5,343	1,202
Job Retention Scheme	-	-
Interest	656	136
Tax refund	-	-
	<hr/>	<hr/>
<b>TOTAL RECEIPTS</b>	<b>47,320</b>	<b>34,623</b>
Expenditure - Payments		
Charitable Activities		
Staff costs and cleaning	23,180	19,831
Members' lunches & refreshments	16,217	13,585
Equipment and repairs	302	251
Outings and activities	1,711	1,646
Sundries	-	394
	<hr/>	<hr/>
	<b>41,409</b>	<b>35,707</b>
Management and Administration		
Insurance	704	631
Administration	2,959	199
Website	-	295
Training	1,303	-
Fundraising	-	47
	<hr/>	<hr/>
	<b>4,966</b>	<b>1,172</b>
<b>TOTAL PAYMENTS</b>	<b>46,375</b>	<b>36,879</b>
<b>NET (PAYMENTS)/RECEIPTS FOR THE YEAR</b>	<b>945</b>	<b>- 2,256</b>
Bank and cash balances 1 April 2024	<hr/>	<hr/>
	<b>40,449</b>	<b>42,705</b>
Bank and cash balances 31 March 2024	<hr/>	<hr/>
	<b>42,403</b>	<b>40,449</b>
	<hr/>	<hr/>
	<b>40,449</b>	
	<hr/>	
	<b>945</b>	
	<hr/>	
	<b>41,394</b>	
	<hr/>	
Bank current Account	1,392	
Bank Savings	39,442	
Petty Cash	560	
	<hr/>	
	<b>41,394</b>	

MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2024

	2024 £	2023 £
TOTAL CASH FUNDS 31 March 2024	<u>41,394</u>	<u>40,449</u>
<b>General Fund (Reserve Fund)</b>		
Balance brought forward 1 April 2023	12,969	15,225
Net (payments)/receipts for the year	<u>945</u>	<u>- 2,256</u>
	13,914	12,969
Transfer to Conservatory Replacement Fund - Note 1	-	-
	<u>13,914</u>	<u>12,969</u>
Balance carried forward 31 March 2024	<u>13,914</u>	<u>12,969</u>
<b>Conservatory Replacement/Repair Fund (Designated) - Note 1</b>		
Balance brought forward 1 April 2023	27,480	27,480
Transfer from General Fund	-	-
	<u>27,480</u>	<u>27,480</u>
Balance carried forward 31 March 2024	<u>27,480</u>	<u>27,480</u>
TOTAL FUNDS 31 MARCH 2024	<u>41,394</u>	<u>40,449</u>
DEBTORS 31 March 2024	-	368
CREDITORS 31 March 2024	<u>1,146</u>	<u>626</u>

Note 1 . Due to the limited life expectancy of the conservatory building, the Trustees have created a Conservatory Replacement Fund, to replace or repair the conservatory or to provide alternative accommodation.

Note 2 The Debtor in March 2023 Was Sheldon and payment was received  
The Creditors includes the amount owed to HMRC for PAYE £778 and £368 overpaid by Mark Burgess for Kent Diprose

On behalf of the Trustees



G Peterkin (Trustee)



N T Tennent (Trustee)

Date 1st July 2024

MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31ST MARCH 2024**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts did not accord with the accounting records

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



J Whittaker Bsc  
Chartered Accountant  
10 Taleworth Road  
Ashtead Surrey KT21 2PT

Date

1<sup>st</sup> July 2024

**MID SURREY DEMENTIA CARE TRUST**

England & Wales - Charity number 1051814

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# Accounts

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# Mid Surrey Dementia Care Trust

Charity No 1051814

## Annual Report 2022–2023

### What we do

The Trust was set up by deed dated 13 December 1995 for general charitable purposes, with particular reference to those who need care as a result of living with dementia. At that time, the Alzheimer's Society (ALS) was given free use of a conservatory owned and maintained by the Trust to operate a small social for people in the early and middle stages of dementia. ALS ceased operating the club in July 2003 and since September 2003 the Trust has run the club for people with memory difficulties (our members); its location in the conservatory has given rise to its name of the Conservatory Club.

The club operates for five days a week and is open from 10am to 3pm each weekday, with capacity for up to eight members to attend daily. A senior club manager runs the Club from Monday to Thursday with a second club manager running it on Friday; each club manager is assisted daily by a volunteer.

Potential members and their carers are asked to complete a short assessment form to ascertain whether the Club can provide their required level of service, given that personal care is not provided. The assessment is followed by an invitation to the potential member to attend for a trial day to allow an initial mutual assessment of whether the club is appropriate for their needs and provides a comfortable environment for them. If so, further assessment takes place over the following month before membership is agreed and confirmed.

The conservatory is adjacent, and physically attached, to the Fairfield Centre in Leatherhead, a social centre for the over-60s run by Mole Valley District Council (MVDC). Conservatory Club members and staff are also members of the Fairfield Centre where they benefit from hot lunches, refreshments and other facilities while enjoying their own discrete club room in the conservatory.

Members' daily activities include arts, crafts, games, quizzes, gentle floor games such as hoops, looking through newspapers and magazines, music and general conversation to help maintain their mental and physical activity, communication skills and interest in life. On occasion, and when appropriate to their needs, members also join in with the Centre's classes and social events. As funds allow, members are also taken on outings such as lunches out, walks around the town and visits to local garden centres.

An important aspect of the club is that it provides carers with a 5-hour period of respite from the unremitting task of caring. This respite helps many to continue caring for their loved one at home for longer than might otherwise have been possible, often to the end of life.

## Management

Five trustees remained in place throughout the year, managing the affairs of the Trust as a management team through bi-monthly meetings, regular communication and personal contact. Sadly, our Fundraising Trustee and our Treasurer gave notice of their intention to retire from the Board, in June and July 2023 respectively: we are seeking replacements to be in place from as early as possible in our 2023/24 accounting year.

Staff, Trustees and Club volunteers are all DBS checked and subscribed to the DBS update service which enables us to monitor all DBS checks on an annual basis.

A GDPR policy and required procedures are in place. Members, carers, next of kin, staff and volunteers have all given their consent for the Trust to hold the personal information that they have supplied to us.

## Finances

Our bank balances have remained healthy during the year, helped by a steady increase in membership levels that saw booked attendance at the Club increase from 55% in April 2022 to 100% in January 2023, remaining at full capacity for the remainder of the accounting year. The year ended with a waiting list for places at the Club, not only from new members seeking to attend but existing members wanting extra days.

In the few years prior to the COVID-19 pandemic, we were very fortunate to have benefited from several large donations that have helped us to keep the Club open during the period at the start of the year when membership levels were low. During 2022/23, we have seen a drop in donations, although we have been able to maintain the level of funds held for either a replacement for the conservatory or the costs involved in relocating the Club as described in the Risks section later in this report.

We have been fortunate to receive donations from Waitrose, through their in-store donations programme, from the Ernest Hecht Foundation, from personal supporters and the families of past members through *In Memoriam* donations.

We attended Ashted Rotary Village Day in June 2022 when the event was held for the first time since the COVID-19 pandemic. We had decided to use the day as a publicity opportunity but our collecting boxes were out and people very kindly gave generously to us.

## **Our Building**

There are two areas where water leaks into the conservatory but both only manifest when rain is very, very heavy. We have reported one leak to MVDC as it lies in deterioration of the damage to the gutter between our building and the Fairfield Centre which was caused during MVDC's installation of a fire alarm in the conservatory some years ago.

The second leak occurs at floor level and is the result of damaged sealant where the conservatory meets the courtyard floor. The plan is to replace the sealant during summer 2023.

## **Main risks and how we manage them**

The most significant risks on a day-to-day basis are injury to and security of members and fire. We are also mindful of the risks associated with our ability to attract and retain volunteers and fluctuating membership numbers, which affect our funding levels.

- There is always a risk of injury to our client members, some of whom are unsteady on their feet or have failing eyesight, and to volunteers and staff. Members must be able to walk unaided for at least a short distance. An on-going dialogue is maintained with each carer about a member's state of health and behaviour. We require carers to make a signed commitment that they will inform us of any changes in a member's behaviour. We also require a carer's signed authority that we may administer medicine, which must be provided in a container with the correct dosage along with details of potential side-effects.
- Confidential records and photographs are kept of all members as a check for changes or trends that may indicate a need for action. In the event of accident or injury, the Fairfield Centre Manager, or deputy, is the responsible First Aid Officer and is based within easy reach of the conservatory.
- All who are in regular contact with members are DBS checked.
- Risk of fire is low and the conservatory opens onto a large brick courtyard through doors that give easy access to it.
- Funding security: As mentioned earlier in this report, donations helped us keep the Club open until membership levels increased and the 2022/23 year ended with Club membership at full capacity. At the full level of membership, the members' payment of the daily fee of £23 enables us to cover our running costs and use funds that are gifted to us for members'

outings and special events at the Fairfield Centre. It also means that we have sufficient funding to maintain the conservatory in good order. We can call on our reserves if membership levels decrease but at the close of the year we had a waiting list for places.

- Shortage of members: Although this is currently not a problem, we are mindful that this can change throughout the year. Low membership levels would result in a loss of income, which could mean that we are unable to operate the club on a daily basis. New members come to us through personal recommendation of other users, through referral by the local authority, through our advertising leaflets and internet searches and we will pursue all these avenues to increase our membership levels should this be necessary.
- Shortage of volunteers: The club would not be able to operate on any day without a volunteer in place to assist the Club Manager and we are fortunate that we have had four very committed volunteers working with us during 2022/23. A fifth volunteer joined us in March 2023 but this increase in our volunteer numbers was offset by another sadly leaving us because of pressure of her paid work in the care sector as her free day that enabled her to volunteer with us was regularly being called on by her employers. Trustees always help if a volunteer is not available, but we would prefer to build up a bank of volunteers available to fill in and we are always trying to think up new ways of attracting them. We are registered with Central Surrey Voluntary Action (CSVA) who also have our “volunteer needed” leaflets in their Dorking office

### **Longer-term risks**

In previous reports we have stated the potential risk that our lease with MVDC would be terminated when it ends in January 2024. That risk has been addressed by MVDC’s offer of a new short-term lease covering the period from January 2024 to October 2025 when redevelopment of the Swan Centre is likely to begin but the prospect of the redevelopment raises fresh concerns.

The longer-term risks lie in the Trust’s ability to continue operating the Conservatory Club during the major redevelopment works and the uncertainty about the Club’s future location once the redevelopment has been completed.

Over the next couple of years, we will be facing the cost of:

- negotiating a new short-term lease with MVDC
- relocating the Conservatory Club during the period of redevelopment at the Swan Centre

- potentially, the cost of dismantling the conservatory and making good the courtyard area upon which it is built should we not be able to return to the conservatory post-redevelopment.
- setting up new permanent premises for the Club if we cannot return to the conservatory.

At present, we have no idea what level of costs might be incurred in the next two to three years but it is highly possible that our current reserves will all be needed to see us through this coming unsettled period and this will leave us vulnerable in terms of being able to afford the provision of a full service to our members. Our efforts will be focused on planning for these eventualities during the 2023/24 year so that we have a clear plan for our future operation, including for funding.

## **Our partners**

We work with the local branch of the Alzheimer's Society, Surrey County Council Adult Social Care, MVDC and other voluntary organizations including Central Surrey Voluntary Action. MVDC manages the Fairfield Centre to which our conservatory is physically attached: we use their catering services and our members enjoy many of the events that take place there. MVDC also provides a Community Bus service for some of our members.

## **Our plans for 2023/24**

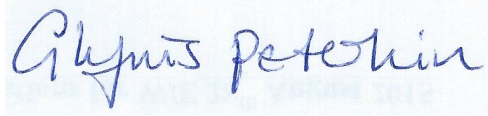
In addition to the planning mentioned above concerning the Swan Centre redevelopment and the renegotiation of our lease, we will continue our efforts to:

- have a full complement of members each day and raise our public profile to attract more members should membership numbers decrease.
- raise our public profile to attract more volunteers.
- ensure we always have volunteers available to open the Club each day.
- increase our fundraising activity, especially considering expected future costs.
- arrange appropriate training for existing and new staff and trustees.

## **Review**

The Conservatory Club provides members with the opportunity to socialize, which is vital to their wellbeing, and their carers with some much-needed respite from their caring responsibilities. Living with dementia can be very isolating and a key aspect of the Club is the social interaction that it provides to our members who respond well to the activities and the friendly, relaxed atmosphere in the conservatory. The increase in our membership and the fact of our waiting list are evidence of the need that exists in the local communities

that we serve and we are thankful that we have been able to provide the support that brings benefit both to our members and to their carers.

A handwritten signature in blue ink that reads "Glynis Peterkin". The signature is written in a cursive style and is set against a light blue, textured background.

Glynis Peterkin, Chairman  
7<sup>th</sup> August 2023

MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
<b>GENERAL FUND (Unrestricted)</b>		
Income - Receipts		
Members attendance	33285	8493
Donations	1202	3544
Job Retention Scheme	-	6164
Interest	136	4
Tax refund	-	22
<b>TOTAL RECEIPTS</b>	<b>34623</b>	<b>18227</b>
Expenditure - Payments		
Charitable Activities		
Staff costs and cleaning	19831	15812
Members' lunches & refreshments	13585	4621
Equipment and repairs	251	257
Outings and activities	1646	154
Sundries	394	312
<b>TOTAL PAYMENTS</b>	<b>36879</b>	<b>22995</b>
NET (PAYMENTS)/RECEIPTS FOR THE YEAR	(2,256)	(4,768)
Bank and cash balances 1 April 2022	42705	47473
Bank and cash balances 31 March 2023	40449	42705

MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2023

2023	2022
£ 40449	£ 42705
<b>TOTAL CASH FUNDS 31 March 2023</b>	
<b>General Fund (Reserve Fund)</b>	
Balance brought forward 1 April 2022	19993
Net (payments)/receipts for the year	(4,768)
Transfer to Conservatory Replacement Fund - Note 1	-
Balance carried forward 31 March 2023	15225
<b>Conservatory Replacement/Repair Fund (Designated) - Note 1</b>	
Balance brought forward 1 April 2022	27480
Transfer from General Fund	-
Balance carried forward 31 March 2023	27480
<b>TOTAL FUNDS 31 MARCH 2023</b>	<b>42705</b>
<b>DEBTORS 31 March 2023</b>	<b>552</b>
<b>CREDITORS 31 March 2023</b>	<b>723</b>

Note 1: Due to the limited life expectancy of the conservatory building, the Trustees have created a Conservatory Replacement Fund, to replace or repair the conservatory or to provide alternative accommodation.

On behalf of the Trustees

G Peterkin (Trustee)  
*G Peterkin*

J P Kester (Trustee)  
*J P Kester*

Date

15th July 2023

**MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)  
INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31ST MARCH 2023**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or

- the accounts did not accord with the accounting records

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



J Whittaker Bsc  
Chartered Accountant  
10 Talworth Road  
Ashted Surrey KT21 2PT

Date 17th July 2023

**MID-SURREY DEMENTIA CARE TRUST (Charity Commission registered number 1051814)**

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31ST MARCH 2023**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

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**Independent examiner's statement**

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J Whittaker Bsc  
Chartered Accountant  
10 Taleworth Road  
Ashted Surrey KT21 2PT

Date *17<sup>th</sup> July 2023.*