

Present	Nigel Legg (Chair), Peter Leigh, Philip Rose (minutes), Julia Jones (Manager), Liz Brown (Manager) Paul Wilson, Virginia Wiseman, Brenda Woolnough, Sue Flack, Florence Ellis, Mark Jones (Treasurer), Sarah Bluckert	
Apologies	Gill Waters	
Agenda Item	Discussion & decision	Action by & date
1. Minutes of the last meeting	Agreed	
2. Chairman's Report	Nigel introduced Florence who explained that she had previously worked for South Norfolk Council and had experience of grant funding, and that she had subsequently served as a Councillor for South Norfolk Council, including time as the Chair. Nigel said that he felt that it was increasingly important that we maintain a presence to support the elderly in our communities. He said that while we had previously struggled with client attendance numbers over the 3 days, that he was pleased that we were generally full on both of the 2 days that we were now open and thanked all staff and volunteers for all their hard work. Nigel's main concern over the next year is to look at the finances which is not sustainable in the longer term and that the Trustees would need to be looking at this moving forward including identifying means of raising funding/grants which tend to be available for 'one off' projects but not for overall running costs.	
3. Treasurer's report	Mark said that the overall deficit for last year was circa £10,000. Income has held up pretty well although not a direct comparison against previous years due to the effects of covid etc. The biggest component was salaries. Rent has also increased by around £3000, while food costs have also increased. Most other costs are similar to the previous year. Mark noted that energy costs in the hospitality sector have gone up 300%. Mark felt that we were in a good strong cash position with around £82000 in the general fund and friends account, which would currently allow for 7 to 8 years' worth of trading at current income/expenditure levels. Mark noted that our payroll provider held around £3000 to cover any shortfalls in payroll.	

	<p>Going forwards Mark said that our costs per person were around £38 per person as opposed to bringing in £28 i.e. a £10 deficit per person. Peter suggested that there may be a better place to hold our 'savings' so that we could at least earn some income from our savings. There had been a reduction in our insurance costs as we had changed our provider. Payroll could also be another potential saving and Mark said that HMRC do provide basic free software for this purpose rather than using Sage.</p>	
4. Managers' report	<p>Liz said that we are generally full on both Monday and Wednesday. There was a short period when we had no personal budget clients (those referred through Social Services) so Julia had a word with them. We now have 2 clients on personal budget although one has recently passed away. In the last 12 months we have celebrated Remembrance Day with a display of poppy coasters made by the clients as well as the Queens Platinum jubilee. We have had a good mix of other activities including a science session, Jack the pony, bugs and critters, a creative arts project with display at Little Plumsted, Panto, an outing to Wymondham Garden centre in May and Foundry Nursery in June. Due to a number of cases of Covid in February we closed for the week and there were no further cases. Liz and Julia said that we have a great band of volunteers and that the Rugby Club has a new chair who is quick to respond to any problems. There was a problem with the Rugby Club water supply (from a borehole) and as a result of this we now only use bottled water for drinks and cooking. There have been some issues with cleaning as the Rugby Club has had problems retaining cleaners. Ensuring that there are enough drivers can be tricky especially as many need a front seat and use 4 wheeled walkers which are difficult to fit in some cars and difficult/heavy to handle. The use of frames does tend to put some volunteers off driving. Sometimes we have single person runs which isn't as cost effective. We have a waiting list and many clients we take on want second days so we try to concentrate on people in the immediate area. One of our volunteer drivers, Graham Ford, is over 80 and has been driving for 19 years.</p>	

5. Client report/comments (Brenda)	Unfortunately Barbara Brown is unwell and is really sad not to be at the meeting to pass on her report, but hopefully given time she will feel better and be able to participate again. Brenda said that she had no complaints to pass on from the clients and that all were very happy with the service and meals provided.	
6. Volunteer report/comments	Paul said that the mix of staff and volunteers generally works very well, and that he has never heard a complaint from a client.	
7. Election of Management Committee	Ginny, Sue, Brenda, and both Managers were elected to the Management Committee. Liz suggested that it might be a good idea to have another member from the volunteers and in particular from the drivers.	
8. Election of Trustees	<p>Nigel said that it had often been difficult to get and keep Trustees and that both the Treasurer and Secretary should by virtue of their position be a Trustee. Nigel is very grateful to Florence volunteering as a Trustee as we do need more outsider input and expertise. There was a short discussion we agreed the following:</p> <p>Nigel was nominated by Phil and seconded by Peter Julia nominated Phil as Secretary Seconded by Liz Phil nominated Mark as Treasurer and Ginny Seconded Phil nominated Paul as Vice Chair seconded by Mark Gill waters would like to continue as a Trustee.</p> <p>Florence spoke briefly about her previous work doing fundraising and said that even small fund raising is money in the bank.</p>	
9. Election of the Fundraising Committee	This wasn't discussed but please see minute 4. of the Trustees meeting of the same date.	
10. AOB	<p>Paul mentioned that the Day Centre is registered with Google business which is free and that this had shown that the Day Centre had 101 hits in June with 86 looking for location/directions.</p> <p>Charities Commission – Paul is currently the single contact.</p> <p>Peter asked that we reiterate to the rugby club that any communications between the rugby club should be via the Trustees.</p>	
11. Next meeting	20 th June 2024	

SWARDESTON DAY CENTRE

INCOME AND EXPENDITURE ACCOUNT

Year to 31 March 2023

	<u>Year to</u> <u>31 March 2023</u>		<u>Year to</u> <u>31 March 2022</u>	
	£	£	£	£
<u>Income :</u>				
NCC Fees	3,113			
Fees, lunches and transport	47,675		43,209	
Grant	0		5,000	
Donations and misc income	1,600		595	
Transfer (J.Jones)	150			
Furlough Support			3,930	
		52,538		52,734
<u>Expenditure :</u>				
Salaries	32,494		28,421	
Rent	8,482		5,304	
Food and supplies	5,781		3,167	
Transport and mileage claims	5,319		2,259	
Recreational activities	5,169		3,866	
Web site and IT costs	961		616	
Repairs, consumables and minor equipment	247		357	
Equipment : major	580		399	
Insurance	2,222		1,861	
Gifts : Christmas, birthdays and Easter	0		666	
Stationery, post, telephone and sundries	0		276	
Training	350		24	
Promotional expenses	100		215	
Other	1,098		0	
		62,803		(47,431)
(Deficit)/Surplus of Income over Expenditure		(10,265)		5,303
		=====		=====

SWARDESTON DAY CENTRE**BALANCE SHEET****As at 31 March 2023**

	<u>31 March 2023</u>		<u>31 March 2022</u>	
	£	£	£	£
<u>Assets and Liabilities</u>				
Bank Balance		3,744.87		5,938.44
Debtors		0		1,656.30
Cash in Hand		285.13		235
Cash for salaries		3,000.00		
Creditors-re Rent		(4,465.00)		
		<u>2565.00</u>		<u>7,830</u>
		=====		=====

Represented by :

General Fund

Balance brought forward	7,830	2,527
(Deficit)/Surplus for Year	(10,265)	5,303
Transfer from Friends Fund	5,000	
		<u> </u>
<u>Balance at Year End</u>	<u>2,565</u>	<u>7,830</u>
	=====	=====



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

SWARDESTON DAY CENTRE

On accounts for the year
ended

31 MARCH 2023

Charity no
(if any)

1065872

Set out on pages

1, 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

M. A. Jones

Date:

6 / 12 / 23

Name:

M A JONES

Relevant professional
qualification(s) or body

FCCA

(if any):

Address:

33 CANTLEY LANE
CRINGLEFORD
NORWICH NR4 6TA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.