



Chalgrove Area

Board of Trustees

Annual Report for the year April 2021 to March 2022

Note: In response to government direction in managing the Covid-19 Pandemic, all ACCA services were suspended after the Tuesday Club meeting on 17th March 2020 until September 2021.

Structure, governance and management

Age Concern Chalgrove Area is an unincorporated association granted charitable status in November 1998 (No 1073799) and became independent of Watlington on 1st April 1999. Registered Address: 9 Langley Road, Chalgrove, Oxford OX44 7SZ.

Its governing document is the Constitution originally prepared by Age Concern England (now Age UK) with additional Regulations as formulated and agreed by the Trustees at the inception of the organisation in 1998 and revised in July 2019 for adoption at the July 2019 Annual General Meeting

Policies and Procedures

All existing policies and procedures remain in date. A new Policy for Operating the Minibus was agreed in 2020.

Trustees

The charity did not hold an Annual General Meeting in 2021. Trustees appointed as Officers until the 2020 Annual General Meeting (AGM) (Bill O'Donnell, Chairman; Judith Bennett, Deputy Chairman; Geraldine Davidson, Treasurer; Ann Pritchard, Secretary; Judy Martin; Maggie Lindley; Edward Pooley; Gillian Walker; Nancy Lee; Tony Ace), it was agreed, should continue their roles until the 2022 AGM.

In August 2021, Tony Ace resigned and was replaced by Anthea Dudley, and Bill O'Donnell resigned as Chair and Trustee. Judith Bennett, as Vice Chair, took over the responsibility of the organisation pro tem. In March 2022, Gill Walker resigned as Trustee and was replaced by Alma Fitzgerald.

After 7 years in the role, Gerry Davidson stood down as Treasurer at the end of the financial year 2020-21. The many elements of the role are onerous and so it was agreed, when the Day Centre resumed activity in September 2021 that a finance team should be set up, sharing the tasks between

them. Nancy Lee took over salaries; Maggie Lindley, a trained book-keeper, took over the keeping of online accounts spreadsheets, using the Charity Commission's template; the weekly cash desk is now run by Judith Bennett, Geraldine Davidson, Alma Fitzgerald and Nancy Lee.

In the light of our use of electronic communications, and most of the Trustees being volunteers who are present each Tuesday, it was agreed that the Trustees would meet two-monthly from September 2021. We are fortunate that the Trustees are a very committed and able group.

Staff

The charity continued to employ several professional staff, and paid them throughout the cessation of activity. Naheed Qureshi is Day Centre Manager for Tuesday activities. Wanda Pilgrim continued to run the Friday Club with Gill Thomas as her assistant, and Rita Reynolds remains in post as admin officer. In the autumn of 2021, Wanda Pilgrim and Gill Thomas indicated that they wished to retire in December. As there was no-one willing to take on the roles, and the charity was losing money by running the Friday Group, it was decided sadly to end its operation. All members who attended this group also attend on a Tuesday.

It should be noted that throughout the 20 month closure, the Manager, Naheed Qureshi, kept in regular weekly contact with our members to try to alleviate their isolation, and made 'distanced' visits when this was permitted.

Our well received Tuesday meals continue to be provided by Jeanette Barrington. During the same 20 month period referred to above, Jeanette provided hot meals each Friday for our most vulnerable members. There were delivered by two volunteers from our community.

Objectives and activities

Main objectives

Age Concern Chalgrove Area aims to promote the wellbeing and enjoyment of all older people in Chalgrove and the surrounding villages. It is particularly focused on minimising social isolation for the elderly.

Main Activities

Age Concern Chalgrove is dedicated to providing companionship and entertainment to the members, who could perhaps otherwise be remote or completely removed from outside contact and village activities. Our main efforts comprise the Tuesday Day Care Centre.

Shopping trips, Musical entertainers, Keynote speakers and other events are also in the programme. Shopping trips were suspended in the autumn because of concern about Covid-19 issues; they resumed in the spring of 2022, after all members, staff, volunteers and Trustees had had booster vaccinations and most had received a fourth dose.

Membership numbers dropped after resumption of activity in September, mostly owing to nervousness and some members having moved away or into homes. The number attending the Tuesday Club averages 21.

Tuesday Day Centre

Our Tuesday Day Centre continues to be popular with an interesting and varied programme ably managed by Naheed Qureshi. We are blessed with a host of volunteers who deliver these services. We have held two special events since re-opening. On 7th September, when the Day Centre resumed, we had a special lunch and a popular local singer to entertain. We made the day as festive

as possible, and, thanks to a grant from ASDA, lunch for the members was free. Because of the Omicron variant, it was deemed that our usual Christmas lunch and party may not be sensible for our vulnerable members. We postponed the event until March 15th, when we had a Christmas lunch, mulled wine, crackers, Christmas table napkins and our local singer to entertain. Despite it being three months later, it was a very successful and joyous occasion.

Friday Day Centre

As stated above, owing to the retirement of the Friday staff, the Group ceased operation in December.

Volunteers

Apart from professional Day Centre management and catering, all of ACCA's services are provided by volunteers. We are blessed with a goodly number of kind and giving volunteers who make it all happen. About 15 regularly assist at each Tuesday Club and there is a rota of volunteer minibus drivers. After the Covid-related closure, we were fortunate in recruiting two new drivers and one escort to join the team. There are too many to mention individually but we thank each and every one of them.

Major events

Closure

Because of Covid-19 and the 20 month closure, we held no fun-raising events between March 2020 and September 2021. All energies went into re-opening. In 2022, however, we plan to hold a Quiz Night in November. In the meantime, we run raffles and other money-raising events as part of our Tuesday Day Centre.

Future Plans

In April 2021 we received the second small grant from Oxfordshire County Council – £7,000. The final grant of £6,000 will arrive in April 2022. We hope that OCC may again allow groups such as ours to bid for future money, but to date this is uncertain. We hope to find funding from one of the large organisations who award grants, but finding one whose criteria we meet is not an easy task.

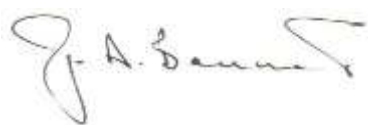
Financial review

The charity's financial position is given in the 2021-22 accounts. At close of year, the charity posted an operating surplus of £25,843. In addition, £65,716 is held as reserved funds for minibus replacement and other items as itemised in the Cash Reserves Policy.

Summary

Although the number of attending members has dropped, the charity continues with an interest filled programme for the socially isolated of Chalgrove and environs each week. This is only ever possible by the efforts of the army of volunteers we are blessed to have. So many thanks are owed to our volunteers, our small staff and my fellow Trustees.

The Trustees continue to provide sound and financially prudent management.



Judith Bennett OBE

Acting Chairman

Age Concern Chalgrove Area

May 2022

UNRESTRICTED FUNDS 2021-22

Charity dormant due to COVID-19 restrictions

<u>A1 Receipts</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>
Donations, legacies		£85.00	£287.50				£481.00	£13.00
Grants	£7,000.00							
SODC Lottery income	£26.00	£22.00	£25.50	£14.00	£14.00	£17.50	£13.00	£12.00
Fundraising events								
Interest on deposit account [see Restricted]								
Members' subscriptions						£25.00	£20.00	£5.00
Tuesday Members' lunch fees		£705.36				£574.00	£594.00	£711.00
Tuesday Members; beverage fees						£231.00	£235.00	£300.00
Friday Members' income						£150.00	£0.00	£241.23
Members' minibus fees		£34.00				£84.00	£84.00	£106.00
Income from outings and trips								
<u>Sub total</u>	£7,026.00	£846.36	£313.00	£14.00	£14.00	£1,081.50	£1,427.00	£1,388.23

A2 Asset and investment sales

Receipts from sale of fixed assets
 Receipts from sale of investments
 Loan repayments received
 Loans received from external funder

Sub total

Total receipts

A3 Payments

Cost of fundraising events						£0.00	£0.00	£37.75
Wages, salaries and national insurance	£449.38	£493.73	£399.88	£393.73	£393.93	£1,217.64	£818.65	£787.44
Pension contributions								
Rent/hire of rooms							£283.50	£410.00
Repairs and maintenance								
Printing, stationery and computer supplies						£38.45	£43.20	£49.60
Telephone, internet and postage						£0.00	£0.00	£20.00

Insurance		£461.68					£174.00	£719.06
Grants and donations paid out								
Bank interest and charges	£8.00	£8.00	£8.00	£8.00	£48.00	£8.00	£8.00	£8.00
Lunch catering supplies						£461.50	£487.50	£695.50
Beverage costs						£13.45	£13.20	£19.60
Minibus fuel and maintenance				£541.84	£231.59	£314.52	£58.00	£201.92
Cost of outings and trips								£36.50
Friday club costs						£49.01	£104.00	£0.00
Administration costs						£0.00	£0.00	£0.00
Sub total	£457.38	£963.41	£407.88	£943.57	£673.52	£2,102.57	£1,990.05	£2,985.37

Total payments	£457.38	£963.41	£407.88	£943.57	£673.52	£2,102.57	£1,990.05	£2,985.37
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Month end CAF Bank balance	£33,429.46	£33,312.41	£33,217.53	£12,681.69	£506.00	£200.98	£1,147.98	£950.06
Previous month end CAF Bank balance	£26,860.84	£33,429.46	£33,312.41	£13,217.53	£12,681.69	£506.00	£200.98	£1,147.98
surplus/loss	£6,568.62	-£117.05	-£94.88	-£535.84	-£12,175.69	-£305.02	£947.00	-£197.92

[illegible]

<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>TOTALS</u>
£200.00		£1,203.00	£110.00	£2,379.50
				£7,000.00
£15.00	£12.00	£15.00	£12.00	£198.00
				£79.00
				£0.00
				£50.00
£231.00	£429.00	£600.00	£490.00	£4,334.36
£99.00	£144.00	£244.20	£220.23	£1,473.43
£292.00	£90.00	£0.00	£0.00	£773.23
£12.00	£46.00	£78.00	£68.00	£512.00
				£0.00
£849.00	£721.00	£2,140.20	£900.23	£16,799.52

£0.00	£0.00	£0.00	£0.00	£37.75
£1,178.54	£392.43	£392.43	£392.43	£7,310.21
£184.00	£452.00	£135.00	£180.00	£1,644.50
£8.20	£12.30	£29.80	£20.60	£202.15
£0.00	£0.00	£0.00	£23.80	£43.80

				£1,354.74
£8.00	£8.00	£8.00	£8.00	£136.00
£377.00	£338.00	£572.00	£429.00	£3,360.50
£8.20	£12.30	£16.30	£20.60	£103.65
£218.01	£207.46	£74.35	£601.30	£2,448.99
				£36.50
£83.50	£14.50	£0.00	£0.00	£251.01
£0.00	£0.00	£55.00	£80.00	£135.00
£2,065.45	£1,436.99	£1,282.88	£1,755.73	£17,064.80

£2,065.45	£1,436.99	£1,282.88	£1,755.73	£17,064.80
				-£265.28

£739.05	£659.80	£592.45	£523.15
£950.06	£739.05	£659.80	£592.45
-£211.01	-£79.25	-£67.35	-£69.30
£26,495.20	£25,672.41	£26,799.90	£25,843.10
£27,143.18	£26,495.20	£225,672.41	£26,799.90
-£647.98	-£822.79	£1,127.49	-£956.80
£27,234.25	£26,332.21	£27,392.35	£26,366.25
£28,093.24	£27,234.25	£26,332.21	£27,392.35
-£858.99	-£902.04	£1,060.14	-£1,026.10
£0.00	£0.00	£0.00	£0.00

**AGE CONCERN CHALGROVE AREA
CHARITY No. 1073799**

TO THE TRUSTEES OF AGE CONCERN CHALGROVE AREA

INDEPENDENT EXAMINER'S REPORT

I have examined all of the individual monthly sheets and bank statements for the year 2021/22 as they were unavailable but have examined the worksheet with the limited activity during part of the financial year.

Respective Responsibilities of Trustees and Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that the audit requirement under section 43(2) of the Charities Act 1993 does not apply. I have been appointed under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of the Act. It is my responsibility to examine the accounts, without performing an audit, and report to the trustees.

Basis of Examiner's Statement

This report is in respect of an examination carried out under section 43 of the Charities Act 1993 and in accordance with the directions given by the Charity Commissioners under section 43(7)(b). An examination includes a review of the accounting records kept by the charity trustees and a comparison of the accounts and making such enquiries as are necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's Statement

Based on the sheet at my disposal, no matter has come to my attention that gives me reasonable cause to believe that in any material respect accounting records have not been kept in accordance with section 41 of the Charities Act 1993 or that the accounts presented do not accord with those records or comply with the accounting requirements of the Charities Act 1993. No matter has come to my attention in connection with the examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts.

Glynn Leaney

GLYNN LEANEY

22 April 2022