

REGISTERED CHARITY NUMBER: 1083575

Report of the Trustees and
Receipts and Payments Accounts for the Year Ended 31st October 2020
for
Congleton Communicare

Congleton Communicare
Report of the Trustees
for the Year Ended 31 October 2019

The trustees present their report with the receipts and payments accounts of the charity for the year ended 31 October 2020.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The relief of persons who are registered with a Medical Practice based in Congleton who are in need by reason of their age, infirmity or disability, by the provision of a transport service for medical reasons and where the use of public transport would not be a realistic option.

ACHIEVEMENT AND PERFORMANCE

The purpose of the Charity is as stated above and operates in the following way. There is a specific telephone number (01260 270883) and persons requiring our assistance phone this number which will then be answered and acted upon by a Co-ordinator who will then ring around until they have found a driver who is both available at that time and is willing to undertake the journey.

There are currently 5 Co-ordinators who take it in turns on a weekly basis to respond to such requests. Each Co-ordinator will be on duty Monday to Friday between 10am and 5pm for that week. For this reason they receive a small honorarium to reflect the commitment this involves.

The number of drivers varies between 45 and 50 most of who are of retirement age. Experience has shown that our resources do not enable us to handle more than about 12 jobs a day although every effort is made to ensure that all reasonable requests are made and if drivers are available then the 12 job limit can be and is exceeded.

Journeys are not confined to the Congleton area but cover North Staffordshire, the Greater Manchester area and beyond. Drivers are encouraged to accompany their clients as much as possible and to wait until the client is ready to return home. However if this is likely to involve a wait of more than 2-3 hours then the drivers can go home and return later. Drivers are recompensed for the use of their car and the rate for this is 45p per mile. They are also recompensed for light refreshments and any parking charges incurred. They give their time freely.

Drivers are recruited as far as possible by recommendations from an existing driver or Trustee. We do not consider it necessary to insist that potential drivers have a DBS check but before appointment each driver is taken out for a short drive accompanied by a very experienced driving instructor who also checks driver's license, insurance etc. The same person also checks these documents annually at the AGM.

The service we offer is much appreciated by our clients some of whom have been with us for many years. We make no charge for our services but encourage donations. These are given freely and the donor receives an official receipt.

In the year ended 31st October 2020, the number of completed journeys was 1,310 and the total distance covered was 37,508 miles, of which some 16,313 (43%) were ones for which assistance from the NHS was received. Due to the Coronavirus (Covid 19) pandemic the amount of client requests for drivers and drivers volunteering their services has declined significantly. The level of satisfaction expressed by our clients is extremely high. We make no attempt to quantify this but it will approach 100%.

We obtain some financial assistance from the NHS. This is confined to journeys in the Greater Manchester area and beyond. It is currently at a rate of 35p per mile and is carefully scrutinised by the NHS Trust before payment is authorised. Due to the Coronavirus (Covid 19) pandemic the NHS decided that they would pay their suppliers with a mutually agreed block payment from April to October 2020 and for Congleton Communicare this was £812.13 a month paid in advance. The amount is based on the 2018-19 twelve-month average mileage claims plus 20%. Without this support it would not be possible to undertake many of the longer journeys. We also receive donations from private individual donors, churches and other bodies. These fluctuate markedly from year to year.

Congleton Communicare is appropriately insured via BHIB Insurance Brokers with a Charity Assured Choice provided by Malvern.

FINANCIAL REVIEW

Reserves Policy

The Charity has no physical assets and is not therefore necessary to allow for any expected replacements. However the income, which we receive from the NHS, is vital. This year they introduced a requirement for all their providers to have a written contract with them. It commenced on 1st April 2020 with a 1-year contract term and a 3-month notice period for termination. We have no reason to believe that this financial support might be withdrawn at short notice or an unexpected delay in our payment occur; however we consider it essential that sufficient monies are readily accessible to enable us to continue to offer our present level of service whilst alternative financial arrangements can be made. We consider that this would take in excess of 12 months.

There is currently no reason to believe that the Charity cannot continue as a going concern at least for the foreseeable future. As indicated above this might involve some curtailment of longer journeys.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Constitution adopted 12 November 1984 amended 5 September 2000.

Appointment of Trustees

The Trustees are made up of Chairman, Secretary, Treasurer and Co-ordinators. In addition a number of the more experienced drivers serve. There is no limit as to how long a Trustee may serve but all have to stand for re-election at the AGM. We are very conscious that there are no deputies for the positions of the three key officers but in common with many other voluntary bodies we find it difficult to replace such officers.

CONGLETON COMMUNICARE
Report of the Trustees
For the Year ended 31 October 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1083575

Principal Address

18 Atkins Close
Congleton
Cheshire
CW12 4WJ

Trustees

Mrs Janet Eaton	Chair
Mrs Sandra White	Trustee
Mrs Gillian Walshaw	Trustee
Mr Ray Booth	Trustee
Mr Hamish Howarth	Trustee
Mrs Janet Whitewright	Trustee
Mr Tim Lightfoot	Trustee
Mrs Beverley Holt	Trustee
Mrs Rita Pennington	Trustee
Mrs Mary Turner	Trustee

Bankers

The Royal Bank of Scotland (Congleton Branch closed – physical business conducted via NatWest Bank)
46 High Street
Congleton
Cheshire
CW12 1BE

Independent Examiner

Hammond McNulty LLP
Bank House
Market Square
Congleton
Cheshire
CW12 1ET

Approved by order of the board of Trustees on 16th February 2020 and signed on its behalf by:

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Mrs Janet Eaton – Chair

Independent Examiners Report to the Trustees of
Congleton Communicare

Independent examiners report to the Trustees of Congleton Communicare

I report to the charity Trustees on my examination of the accounts of Congleton Communicare (the Trust) for the year ended 31 October 2020.

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 examinations of the Trusts accounts carried out under section 145 of the Act and in carrying out my examinations I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

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

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Colin Higginson
FCCA, FMAAT
Hammond McNulty LLP
Bank House
Market Square
Congleton Communicare Cheshire
CW12 1ET

16th February 2021

Congleton Communicare
Charity No 1083575
Statement of Receipts and
Payments
for the year ended 31st October
2020

RECEIPTS

	<u>2019/20</u>	<u>2018/19</u>
	£	£
Clients Donations	16,690.83	28,435.45
Other Donations	8.93	109.20
East Cheshire NHS Trust etc.	10,786.86	9,453.85
Interest	6.59	102.36
AGM	72.00	62.00
TOTAL	<u>27,565.21</u>	<u>38,162.86</u>

PAYMENTS

Travel Expenses	16,878.86	30,015.26
Parking	74.20	217.70
Refreshments	462.78	731.70
Telephone	573.61	499.29
Postage	7.80	14.28
Printing and Stationery	34.84	492.30
Honoraria	525.00	1,200.00
Insurance	237.64	237.64
Other	260.95	194.91
AGM	528.20	303.50
TOTAL	<u>19,583.88</u>	<u>33,906.03</u>
NET SURPLUS	<u>7,981.33</u>	<u>4,256.83</u>

Congleton Communicare
Charity No 1083575
Statement of Assets and
Liabilities
31st October 2020

	<u>31/10/2020</u>	<u>31/10/2019</u>
	£	£
Balance brought forward	26,013.85	21,757.02
Surplus for the year	<u>7,981.33</u>	<u>4,256.83</u>
	<u>33,995.18</u>	<u>26,013.85</u>

ASSETS

Cash/Cheques in Hand	145.85	243.52
RBS	18,752.08	10,673.08
Leek United B.S.	<u>15,097.25</u>	<u>15,097.25</u>
	<u>33,995.18</u>	<u>26,013.85</u>