

**REGISTERED CHARITY NUMBER: 1083575**

**Report of the Trustees and**  
**Receipts and Payments Accounts for the Year Ended 31st October 2021**  
**for**  
**Congleton Communicare**

**Congleton CommuniCare**  
**Report of the Trustees**  
**for the Year Ended 31 October 2021**

The trustees present their report with the receipts and payments accounts of the charity for the year ended 31 October 2021.

**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.

**Public benefit**

The trustees have considered the Charity Commission's guidance on public benefit including the guidance 'public benefit: running a charity (PB2)'

**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 is usually between 45 and 50 most of who are of retirement age. However due to Covid 19 a few drivers decided to retire or delay returning to us, we currently have approx. 30 drivers. 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 31<sup>st</sup> October 2021, the number of completed journeys was 1,331 and the total distance covered was 38,419 miles, of which some 16,877 miles (44%) 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%.

**CONGLETON COMMUNICARE**  
**Report of the Trustees**  
**For the Year ended 31 October 2021**

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 November 2021 and for Congleton Communicare this was £812.13 a month paid in advance so for this financial year, one block payment was received in November 2020. Therefore, from December 2020 to date we reverted to claiming by the amount of miles we completed. 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 1<sup>st</sup> April 2020 with a 1-year contract term and a 3-month notice period for termination. It was reviewed and renewed in April 2021. 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.

On 31 October 2021 the charity held reserves of £40,313 (£33,995 on 31 October 2020).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is an unincorporated association registered with the Charity Commission; 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 2021**

**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
Mrs Rita Pennington	Trustee
Mrs Mary Turner	Trustee
Mrs Betty Alvarez	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 21<sup>st</sup> February 2022 and signed on its behalf by:

.....  
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 2021.

**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

21<sup>st</sup> February 2022

**Congleton Communicare**  
**Charity No 1083575**  
**Statement of Receipts and Payments**  
**for the year ended 31st October 2021**

**RECEIPTS**

	<b><u>2020/21</u></b>	<b><u>2019/20</u></b>
	£	£
	Unrestricted Funds	Unrestricted Funds
Clients Donations	18,134.60	16,690.83
Other Donations	1,752.88	8.93
East Cheshire NHS Trust etc.	5,907.43	10,786.86
Interest	390.10	6.59
AGM	-	72.00
<b>TOTAL</b>	<b><u>26,185.01</u></b>	<b><u>27,565.21</u></b>

**PAYMENTS**

Travel Expenses	17,288.65	16,878.86
Parking	53.90	74.20
Refreshments	340.09	462.78
Telephone	451.04	573.61
Postage	7.68	7.80
Printing and Stationery	300.86	34.84
Honoraria	775.00	525.00
Insurance	237.64	237.64
Idependent Examiner fees	240.00	60.00
Other	171.99	200.95
AGM	-	528.20
<b>TOTAL</b>	<b><u>19,866.85</u></b>	<b><u>19,583.88</u></b>
<b>NET SURPLUS</b>	<b><u>6,318.16</u></b>	<b><u>7,981.33</u></b>

**Congleton Communicare**  
**Charity No 1083575**  
**Statement of Assets and Liabilities**  
**31st October 2021**

	<b><u>31/10/2021</u></b>	<b><u>31/10/2020</u></b>
	£	£
	Unrestricted	Unrestricted
	Funds	Funds
Balance brought forward	33,995.18	26,013.85
Surplus for the year	6,318.16	7,981.33
<b>TOTAL FUNDS</b>	<b><u>40,313.34</u></b>	<b><u>33,995.18</u></b>
 <b><u>ASSETS</u></b>		
Cash/Cheques in Hand	314.10	145.85
RBS	24,522.20	18,752.08
Leek United B.S.	15,477.04	15,097.25
<b>CURRENT ASSETS</b>	<b><u>40,313.34</u></b>	<b><u>33,995.18</u></b>