

# Annual Report

2021 / 2022



# With grateful thanks to all of Cotswold Friends' Funders.

## *Gloucestershire Community*

### *Foundation:*

GCF Main Grants  
GCF Surviving Winter Programme  
GCF Coronavirus Recovery & Resilience Programme  
GCF Carers Gloucestershire Legacy Fund

### *Gloucestershire Funders:*

Barnwood Trust  
Julia and Hans Rausing Trust  
National Benevolent Charity

### *Gloucestershire County Council:*

GCC Active Communities  
GCC Active for Life  
GCC Covid Prevention Grant  
GCC Disabled Facilities Grant  
GCC Thriving Communities  
GCC 'Build Back Better'

### *District, Town & Parish Councils:*

Cotswold District Council  
Cirencester Town Council  
Moreton in Marsh Town Council  
Stow Town Council  
Bourton Parish Council  
Ebrington Parish Council  
Icomb Parish Meeting  
Little Rissington Parish Council  
Longborough Parish Council  
Mickleton Parish Council  
Naunton Parish Council

**Thanks also to our funders who ask to be anonymous.**

Active Gloucestershire  
Big Lottery Reaching Communities Fund  
Charles Hayward Foundation  
Chipping Campden Community Trust  
Co-Op Local Community Fund  
Disability Foundation Capital Fund  
D'Oyly Carte Charitable Trust  
Dulverton Trust  
Edward Gostling Foundation  
February Foundation  
Garfield Weston Foundation  
Grocers Charity  
HDH Wills Charitable Trust  
Henry Smith Charitable Trust  
Home Instead  
Honorary Company of Gloucestershire  
Lennox Hannay Charitable Trust  
Moore Friends  
Mid Counties Co-Operative Community Fund  
North Cotswold Rotary  
One Stop Community Partnership  
Police & Crime Commissioner's Fund  
Postcode Local Trust  
St James's Place  
Saintbury Charitable Trust  
Sir Jules Thorn Charitable Trust  
Summerfield Trust  
Tesco Community Fund

### *Businesses:*

Aldi, Moreton in Marsh  
Autoserve Ltd  
Daylesford Organic  
Kinghams Auctioneers and Valuers Ltd  
Midsummer Energy Ltd  
RWE Generation UK

Cotswold Friends also benefits from many community donations and gifts in kind to support our services and events. With grateful thanks to all our donors for their generous support of our work.

**REGISTERED COMPANY NUMBER: 05182191 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1106748**

**Trustees' Report and**  
**Unaudited Financial Statements for the Year Ended 31 March 2022**  
**for**  
**Cotswold Friends**

## **Cotswold Friends**

### **Contents of the Financial Statements for the year ended 31 March 2022**

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## **Cotswold Friends**

### **Trustees' Report for the year ended 31 March 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019).

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
05182191 (England and Wales)

**Registered Charity number**  
1106748

**Registered office**  
Moreton Area Centre  
High Street  
Moreton-in-Marsh  
Gloucestershire  
GL56 0AZ

**Trustees**  
Mrs D Bell  
Mr G R Benn  
Mrs C C Ewing  
Mr C I Ridgers  
Mr A F Noorani  
Mr G M Selwyn  
Dr N Moor – appointed 4 April 2022  
Mr C Dennis – appointed 13 June 2022

**Company Secretary**  
Mr C I Ridgers

**Independent examiner**  
Mark Skellum FCA  
Ballards LLP  
Chartered Accountants  
Oakmoore Court  
Kingswood Road  
Hampton Lovett  
Droitwich Spa  
Worcestershire  
WR9 0QH

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

Cotswold Friends is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 November 1978. Cotswold Friends has no share capital and is a registered charity with the Charity Commission.

### **Recruitment and appointment of new trustees**

Cotswold Friends is governed by a Board of Trustees which currently comprises a Chair and 7 Trustees. The Chair is appointed by the Board from the existing Trustees. Trustees are recruited with regard to the balance on the Board of individuals with relevant skills, experience, knowledge and qualifications. As well as looking for individuals with business/finance, health/social care, community and governance expertise, direct experience with the Charity is valued. Prior to inviting nominations and applications for Board membership, a skills audit review of existing members is undertaken in order to attract prospective members with the required experience, skills and knowledge. Trustees are appointed for an initial period of 3 years at the end of which they may be proposed for re-appointment for a further period of 3 years. At that point they may be retained as advisors to the Board. The Chair is elected for a 12 month period and then put to the vote to be decided by a majority of Trustees.

The Board of Trustees meets a minimum of six times a year and is responsible for the overall direction and control of Cotswold Friend's activities. Specifically, the Board is responsible for taking decisions on the strategic direction of the Charity, approving major expenditure, major developments and, through the Chair, giving support and supervision to the Chief Executive Officer (CEO).

### **Induction and training of new trustees**

On appointment each Trustee signs a Code of Conduct and completes a register of interests. They are given a Trustee Induction Pack that includes the Charity Governing Document – the Memorandum and Articles of Association, policies and procedures, including conflict of interest, and other guidance. The pack contains a Trustee job description and a copy of the Charity Commission Guidance Leaflet – 'The Essential Trustee: what you need to know'. New Trustees meet with the Chair and CEO to discuss:

- Their role and responsibilities
- Key documents including Memorandum and Articles of Association and the Cotswold Friends Strategic Plan
- Funding including the latest published accounts and current position
- The Charity's focus on outcomes

Trustees are also invited to an induction tour of all services.

### **Organisational structure and decision making**

The CEO leads the day to day management of Cotswold Friends on authority delegated by the Board of Trustees. The CEO and Executive Officers (Chair, Treasurer and Company Secretary) meet regularly to discuss and implement strategic and operational issues and to monitor and control the performance of the Charity against the Strategic Plan. This work is reported on at General Meetings of the Board.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Risk management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Day to day accounting and bookkeeping are undertaken by the Charity Administrator under the supervision of the CEO.

Financial Governance is managed through monthly reports from the Xero accounting software package which is linked to the Charity bank account and gives a real-time financial position. The monthly Variance Report shows income and expenditure against budget and allows the Charity Treasurer and Trustees to make adjustments to funding and costs as required. An external Bookkeeper runs the month-end reports and highlights any discrepancies with the Charity Administrator and CEO if necessary. An external Accountant produces the Accounts and Annual Report and all external reporting requirements are met. An Independent Examiner verifies the Accounts.

IT risks are managed via an external provider, M Technical. The Charity server and daily back-up are monitored, and cloud-based databases provide secure back-up for client and volunteer data. Any virus risks are managed by M Technical who look after the Charity software and hardware and provide both day to day remote staff technical support as well as on-site support and crisis management should this be needed. A provision is made in the budget in case this is required.

HR risks are managed by using an external provider, South West Council (SWC). SWC provide remote support for any HR issues and additional support for specific issues if needed. A provision is made in the budget for additional HR and legal support should this be required.

Risk Assessments at the main Charity office, and all project sites, are carried out annually and lead volunteers at projects, and individual lone working volunteers, are trained as required in risk and health and safety, including lone working and safeguarding. All volunteers are supervised and supported to use Charity policies and procedures correctly.

All Charity policies and procedures are reviewed and updated annually.

The Charity has an annual Health and Safety (H&S) inspection, fire review, and PAT testing. Accident books are used, and incidents are reported. If necessary, H&S is adjusted to reflect experience. A fire register is taken at all clubs, groups and meetings.

All volunteers are recruited using The Safe Recruitment Method which includes the completion of an application form, an interview, 2 references, an enhanced DBS check and compulsory training in policies and procedures.

### **Insurance**

The Charity insurance is reviewed annually and includes public liability, employee liability and professional indemnity cover.

## OBJECTIVES AND ACTIVITIES

### Reserves Policy

Cotswold Friends unrestricted reserves at the end of 2021-22 was £137,406, which equates to 3.7 months of Charity funding. **Please note**, this unrestricted reserve consists of £76K to be held as an emergency reserve (approximately 2 months funding) and £61K of funds which are committed to be used to support forward service provision in 2022-23.

Due to the risks outlined in a) to d) below the Charity aspires to hold a reserve equal to six months of operating costs.

This is necessary because:

- a) A source of income, e.g. a grant or community donation, may not be renewed due to economic circumstances beyond Cotswold Friends control and funds might be needed to give Trustees time to take action if income falls below expectations. The funding climate is increasingly challenging, and this risk has become more likely.
- b) There may be a need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received. The time taken for funders to process grant applications and make grant payments has increased in recent years, and is often longer than stated in grant guidelines, due to the impact of austerity and more recently Covid-19 on statutory funding and the increased number of applications grant makers now receive.
- c) There is a risk of an unforeseen emergency such as an unexpected large IT repair bill, e.g. for a computer virus cleanse.
- d) Cotswold Friends may need to cover unforeseen day-to-day operational costs, e.g. employing temporary staff to cover a long-term sick absence.

### Objectives and activities

The principal activity of Cotswold Friends is that of providing sustainable community services in the Cotswold District, in order to reduce isolation and loneliness and support independent living for older and vulnerable people.

North Cotswold in particular falls in the lowest 10% of areas in England in the National Deprivation Indices for Barriers to Housing and Services and the Cotswolds as a whole falls into the lowest 17%. The North Cotswolds is also the second most rural GP Network in England. In addition to the rural nature of North Cotswold, over 33% of the population are past retirement age against a national average of 18.5% and the 85+ age range is growing most rapidly. Across the Cotswolds, there has been an increase of 28% in people aged 65+ in the last 10 years, with the 70 to 74 year old age range growing most rapidly. The population of the Cotswolds has grown by 10% overall in this time.



## **OBJECTIVES AND ACTIVITIES**

### **Covid-19 Pandemic**

The charity continued to feel the effects of the pandemic in 2021/22, with ongoing challenges for all clients, volunteers, services and staff. All services went through a transition period, gradually reverting back to a pre-pandemic state as restrictions eased. Examples included befrienders who could at first meet clients outside and then later in their houses again. Some Lunch Clubs were able to start up outside with smaller groups until pubs re-opened indoors and the full Lunch Club programme could resume. Spikes in demand for the Transport Service continued in line with vaccination and booster campaigns. The Charity supported many people with complex needs through these difficult periods. Multiple revisions of Covid procedures and practice were required across the Charity to ensure a Covid secure environment for volunteers, clients and staff.

As people returned to their more normal working patterns, the influx of additional volunteers available during the lockdown periods began to recede and the Charity worked to rebuild its essential volunteer base. The Charity continued as a leader of voluntary support services in the area during this period. Staff and volunteer resource was also significantly affected by Covid infections and the necessary periods of self-isolation. Very sadly, both clients and volunteers were lost to Covid during this period and family and friends were supported by the Charity.

### **Charity Infrastructure**

The infrastructure of Cotswold Friends was redesigned between 2017-19 with all staff working from portable laptops and a cloud-based telephone network which can work remotely from any location. Both a contact management database and transport booking database were implemented to log all client and volunteer data, contacts and bookings which allow multiple staff to securely access and operate systems remotely.

The systems ensure continuity of care for all volunteers and clients, help the Charity manage GDPR and provide data security meeting all data protection standards. The systems also provide a rolling back-up to protect the Charity from loss of data.

This portable infrastructure allows the Charity, if needed, to move from an office-based to a home-based work environment with no change to Charity telephone numbers and without any loss of staff access to client and volunteer data, which enables continuity of support. All systems are robust and fit for purpose. Many staff worked increased hours to manage service changes and ongoing spikes in demand for services, such as during Covid vaccination campaigns. Referrals from statutory colleagues and members of the public increased, and the level of client support needed was often more complex. The staff of the Charity were once again exemplary and, under the leadership of the Chief Executive, were selfless in their efforts to ensure no client or potential client suffered unduly. With the volunteer workforce they were and will always remain the Charity's greatest asset.

## **OBJECTIVES AND ACTIVITIES**

### **Service Overview**

Client demand continued to increase with almost 2,000 clients being supported across seven services by the end of the financial period.

Cotswold Friends Services provide:

1. A Community Transport Service in the North Cotswolds to meet medical, practical and social need for those who are unable to drive or for whom public transport is difficult to use or not available. The North Cotswold has hardly any public transport and is restricted by the sparse population and rural geography. In addition, the acute hospitals are at the other end of the county in Cheltenham and Gloucester. Community Transport is vital to allow people to access services including hospitals, doctors, post offices and supermarkets.

The South Cotswold is more urban in parts, particularly around Cirencester, but in more rural areas was highly underserved for community transport. Since launching in Cirencester, the transport service has seen rapid growth in demand and now provides transport between Cirencester and more than a dozen surrounding villages, helping those in rural areas to access key local services.

By opening the transport service to serve the South of the county, Cotswold Friends hopes to access GCC funding for community transport and thereby support more vulnerable members of the community. The Trustees decision to extend the service to cover the South Cotswolds meets the Charity's Objects and Articles and was reported at the 2019/20 AGM.

Use of the Community Transport service requires people to become Members and pay a small annual subscription fee to contribute towards the costs of running the service. A Wheelchair Accessible Vehicle was introduced in 2019 to meet this growing community need, which mainly operates in the North Cotswolds.

2. A Befriending Service for those who are socially and/or geographically isolated and lonely due to older age frailty or specific long-term conditions, such as dementia, respiratory conditions, Parkinson's, stroke, arthritis and limited mobility etc.

3. A Carer Support Service for carers needing regular respite breaks to enable them to continue in their caring roles. The Charity offers Community Day Clubs for lonely or isolated people, which can provide a half day break for carers, and support for people living with memory problems, lonely or isolated. Carers are also offered support with transport, training, peer support, events attendance, social opportunities/community activities and onward referral to other agencies to meet specific needs such as financial support and the Carers Emergency Scheme.

4. A Community Activities Programme comprising: Lunch Clubs, Knit and Natter, Men-in-Sheds, Community Singing and Gentle Exercise such as walks and walking football. An events programme is also run which, outside of the constraints of the pandemic, consists of a Spring Coffee Morning, Summer Afternoon Tea, Autumn Event and a Christmas Lunch with Christmas food hampers for those who are unable to attend due to ill health. Transport and escorts are provided for activities and events where necessary.

## **OBJECTIVES AND ACTIVITIES**

### **Services Overview (continued)**

5. An Independence Support Service. Newly launched at the beginning of the financial year, this service helps people who have lost confidence to regain their independence and get out and about again. After lengthy periods of shielding during Covid lockdowns, it became clear that many older and vulnerable people had become too anxious or worried to leave their homes, with a significant negative impact on their mental and physical health and wellbeing. Volunteers support people to do their own shopping, pick up prescriptions, attend medical appointments and go for walks. The service provides a short-term intervention to give people the confidence to resume their daily lives, and can then refer clients on to other Charity services for longer-term ongoing support, such as transport and activities.

6. A Hospital Support Service. Newly launched at the beginning of the financial year, this service supports people through a hospital stay. Volunteers help people to prepare for their time in hospital, packing a bag and sorting out any arrangements as needed. Volunteers can visit the client in hospital and support their return home by ensuring that necessities such as food and heating are organised. The Community Transport Service can also help with the journeys to and from the hospital. Provision for this support in the North Cotswolds is seriously under-resourced and this service is responding to local need.

7. Intergenerational Projects. This service has developed from the Charity's Young Befrienders scheme which facilitated 16 to 18 year old students visiting older people in Care Homes. Young Befriending has been largely unavailable throughout Covid due to the severe restrictions in place in Care Homes so plans were developed to expand the Charity offering for young people. The service now includes 14 to 18 year olds and as well as restarting the Young Befrienders scheme, offers the opportunity to get involved with other volunteering opportunities such as marketing, fundraising, arts and crafts, supporting the Community Activities Programme and more.

All this work is undertaken freely by some 300 volunteers who are reimbursed (if required) solely for expenses. In the case of drivers for the Community Transport Service, travel expenses are met wholly by passengers, and in the case of carers requiring a personal care service, independent care workers and care agencies are paid directly by the client.

With over 40 years of experience of offering volunteer led community services Cotswold Friends understands the challenges facing the Cotswold community and how best to utilise limited resources for maximum community benefit.

Referrals for Cotswold Friends services come from GPs, Health Visitors, Social Workers, Occupational Therapists, Physiotherapists, Community Nurses, Social Prescribers, Dementia Nurses and Advisors, Community Agents, Support Workers, the Community Mental Health Team, Parkinson's Advisors, family, friends, neighbours and self-referrals. There are waiting lists across all Cotswold Friends services with volunteer recruitment an on-going priority for the Charity.

The value of Cotswold Friends to the referrer base continues to grow based on the quality of the volunteer led services provided, the responsiveness of the Charity to an individuals' needs and its reputation in the area.

## **OBJECTIVES AND ACTIVITIES**

### **Volunteers**

This has been a turbulent time for volunteering at the charity, with impact factors including an uplift due to volunteers joining during lockdown (many of whom stayed on with the charity), then reductions as people were required to return to work. Many original volunteers were unable to continue their roles at times and we sadly lost volunteers to Covid. Isolating due to Covid infection has also had a significant impact. All volunteers were advised regarding covid-secure procedures when undertaking their volunteering role.

However, throughout all of this, our volunteers have continued to be the beating heart of the organisation, cheerfully putting others before themselves and providing incredible service to those in need in their local community. There are waiting lists across all Cotswold Friends services with volunteer recruitment an on-going priority for the Charity.

300+ volunteers donated over 55,000 hours of service in the reporting period (equating to over 30 full-time staff members). Volunteers were supported by a small staff team of 10.8 full time equivalents. Based on the adult national living wage (£9.50 per hour) this volunteer time donation equates to £522,500.

Having received the prestigious Queens Award for Volunteering during this year, two of our volunteers proudly represented the charity at the Queen's Garden Party.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The Board of Trustees has set the following Charity priorities:

1. Funding services
2. Recruiting volunteers to grow service provision and meet need
3. Marketing services to clients to ensure that people in the North Cotswolds who need the Charity's services know about them
4. Charity governance, including financial governance

Overall funding in 2021/22 was able to start with a small surplus from the previous year due to monies provided by grants and trusts and by statutory service providers to support service provision during Covid. However, as the year progressed, the funding environment once again became more challenging as additional funding pots dried up, budgets became stretched for statutory funders and competition for funding from grants and trusts increased significantly. In addition, the Charity is minded to consider how, in the event of issues such as the pandemic and the ever real possibility of other major national challenges, it can better source and generate funding to continue supporting vulnerable communities in their time of need. Development of a sustainable funding plan is underway, a Fundraising Committee has been formed and a new section of the website has been developed to support the communication and promotion of fundraising options. As services continue to build and recover, Marketing and communication is key to ensure potential clients are aware of Charity services and campaigns were undertaken to facilitate this.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities (*continued*)**

#### **Services**

##### **Community Transport Service**

The Community Transport Service is a legally defined Car Sharing Scheme. Volunteer drivers transport clients in their own cars receiving HMRC approved mileage allowance payments directly from the clients they transport. This not for profit service allows the scheme to operate under Car Sharing Legislation rather than Private Hire Car Legislation. The purpose of the service is to enable people to live in their own homes for as long as possible by supporting independent living and preventing isolation and loneliness. The service is coordinated by a team of volunteer booking desk operators called 'The Bookings Desk Team' and 2 members of staff. The Booking Office is open between 9.30am and 3.30pm and takes bookings by email, telephone and drop-in visits. The team is managed by a dedicated Transport Service Manager who is under the immediate supervision and direction of the Chief Executive Officer. The Bookings Desk Team use software programs (CATTs and LYNX) to co-ordinate requests from clients, allocate drivers, calculate costs and generate statistical reports.

In 2018/19 a grant was received from the Garfield Weston Foundation to purchase a Wheelchair Accessible Vehicle (a VW CaddyLife) for the benefit of the Cotswold Community. This vehicle operates under a Section 19 permit with paid drivers and is staffed on demand.

In 2021 as lockdowns ended, dispensary/pharmacy and shopping requirements reduced, also reducing drives. Medical appointments were high as hospitals began to catch-up with delayed medical appointments and the service continued to support the Covid-19 vaccination programme. The service supported 1,500 transport clients, primarily those people vulnerable to Covid-19 by age or health condition, and the majority of service users remained cautious about social drives. Overall drive numbers dropped by 25% in 2021-22, but the number of drives from the previous year was inflated due to the service supporting prescription deliveries, food shopping trips and vaccination programmes. The expansion to Cirencester, which began at the end of 2020, showed continued growth in demand and by the end of the year was supporting some 350 clients in Cirencester Town centre and more than a dozen surrounding villages – validating the latent need for the service. Plans remain to launch in Tetbury, Fairford and Lechlade in 2022-23, further expanding the Charity's ability to support clients in the south of the county.

##### **Carer Support Service**

The Carer Support service is managed by the Support Services Manager who is under the immediate supervision and direction of the Chief Executive Officer. The service supported over 90 full time carers/cared for in 2021/22 with visits taking place when possible, telephone befriending and carer peer support. As with befriending clients, in the place of event invitations, gift bags and hampers were provided at intervals throughout the year. Our regular training courses such as Dementia Awareness, First Aid and Stress Awareness were also opened up to Carers to help support them in their caring role. Memory Clubs were re-opened as Community Day Clubs in October, to support not only clients living with dementia but all carers/cared-for and any other members of the local community in need of social interaction and company. Clubs now run three times a month in two locations and support over 20 people.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities (*continued*)

#### Befriending Service

The Befriending Service is managed by the Support Services Manager, who is under the immediate supervision and direction of the Chief Executive Officer. The Support Services Manager is supported by a Project Worker who also runs the Intergenerational Projects programme and Community Fundraising. The Befriending Service provides regular visits to older or vulnerable people who live alone to alleviate loneliness and isolation and support independent living. Visits are usually weekly, of one-hour duration and take place in the client's home. Some volunteers take their clients out to visit garden centers, cafes, shops etc. Some volunteers and clients enjoy board games/puzzles, others watch television together or just chat over a cup of tea. Remembering and talking about the past is important to many clients, especially those who are living with dementia. Community events, run four times a year, were unable to take place due to Covid. Clients look forward to these events as they provide a valuable opportunity to get together with others, so a project was developed to deliver Easter bags and Christmas hampers containing treats and handmade gifts and cards to ensure clients continued to feel connected to community.

As lockdown eased, there was a phased approach to face-to-face services returning, with outdoor visits at first, followed by indoor visits and trips out when allowed. Clients were sadly lost to Covid but over 60 individuals continued to receive support and a further 20 continued to receive Telephone Befriending. Waiting lists were high as Covid impacted on volunteer recruitment.

It has been noted that clients often present with more complex needs following Covid, which has resulted in a negative effect on mental and physical health and wellbeing for many. Everything possible was done to support both existing Cotswold Friends clients and new clients joining the Charity, to receive the support they needed. Clients were also regularly signposted to other local services.

Intergenerational Befriending, with sixth form students from Campden and Bourton schools visiting residents of local care homes has been unable to run through the majority of the Covid period. As a result of this, the Charity developed new options to engage with students, offering them other volunteering opportunities such as Marketing, Fundraising and art and craft projects. Videos, letters and cards were also sent to Care Homes when visits were not possible.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities (*continued*)**

#### **Community Activity Programme (CAP)**

Group activities are particularly effective at preventing loneliness and isolation and improving health and wellbeing. Not only are the benefits of the activity provided but also camaraderie, peer support, friendship and a sense of community and belonging. These group activities are less volunteer intensive and as such are a cost effective way of supporting large numbers of people. The CAP is managed by the CAP Manager who is under the immediate supervision and direction of the Chief Executive Officer. The CAP Manager is supported by a CAP Project Worker.

During the first half of the year, activities continued to be suspended due to Covid 19 with a few lunch clubs operating when lockdown lifted within Covid guidelines and hot meals been cooked and delivered to people who would benefit from them. The Community Activities Newsletter continued with issues every 6 weeks to all volunteers and clients. The Newsletter provided activity and connection to community throughout the lockdown periods and craft materials, ingredients, books and jigsaws were delivered to homes to enable people to participate in the activities. We received many positive comments about the Newsletter and the distribution list grew to over 2,000.

A small number of Lunch Clubs were able to resume outside, followed by the remainder re-opening in June and July as restrictions lifted in public houses. Client demand and engagement was high, Lunch Clubs were busy and new clubs were launched. Both Community Singing and Knit and Natter resumed by October. A new Men in Sheds project was launched in Chipping Campden, in conjunction with Campden Home Nursing. Over 350 clients benefit from the CAP programme, with many activities taking place on multiple occasions throughout each month.

#### **Independence Support Service**

The impact of Covid on the local community has been severe, and it became clear to the Charity that many people, particularly those that were shielding, or affected by the loss of family and friends, were struggling with the confidence needed to get out and about again. The Independence Service provides an initial assessment and a bespoke support plan, utilising volunteers to support clients as required, including helping them to complete complex online processes to access key services. Over 60 clients were supported in the first year of the service. The Independence Support Service was partially funded by a Crowdfunder campaign showing the support of the local community for the service.

#### **Hospital Support Service**

Only a small number of clients have been supported through this service so far, but it has been invaluable for those who have needed a friendly helping hand at a difficult and worrying time. More development work will be undertaken for this service in the coming year.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities (*continued*)**

#### **Final thoughts**

Finally, I would like to thank each and every member of the extraordinary team of staff at Cotswold Friends, whose dedication and commitment at all times, but particularly during the pandemic, set the standards to which many organisations can only aspire. They are truly a remarkable group whose commitment to supporting others in the community is exemplary.

I should like to record a special thank you to Amanda Howard who stepped down as CEO after leading and developing the Charity for over 5 years. Amanda's contribution to the Charity has been remarkable and she will remain a friend of the organisation in the future.

The Trustees were delighted to appoint Joanna Hammond into the CEO role, after five years experience working with the Charity in a Marketing role. Joanna brings huge commitment, dedication and skill to continue and develop the Charity's purpose and will lead the organisation forward through the next challenges.

Our remarkable volunteer workforce is the heartbeat of our organisation and we never cease to be amazed at and grateful for their selfless work to meet the needs of those who can be supported by our services. Their creativity, diligence and respect for everyone's well-being and safety shown continues to be exemplary in every regard. Our communities would be all the poorer without them.

And to our funders, we are grateful for your continuing support. Without your generosity our work would be impossible. Thank you for thinking of us and please be assured that your contributions are making huge differences to so many people's lives every day.

We live in challenging times but the Trustees and I feel confident that Cotswold Friends continues to make a material contribution to the fabric of our area in so many ways. We have demonstrated through the pandemic and beyond exactly how important our work is: we look forward to continuing for many years to come.

With our thanks to everyone who has supported us.

Approved by order of the board of trustees on 30 September 2022 and signed on its behalf by:



Mr G R Benn – Trustee & Chair of the Board



## **Independent Examiner's Report to the Trustees of**

### **Cotswold Friends for the year ended 31 March 2022**

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I report on the accounts for the year ended 31 March 2022 set out on pages fourteen to twenty four.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Skellum FCA  
Ballards LLP  
Chartered Accountants  
Oakmoore Court  
Kingswood Road  
Hampton Lovett  
Droitwich Spa  
Worcestershire  
WR9 0QH  
30 September 2022

Cotswold Friends

Statement of Financial Activities  
for the year ended 31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		23,770	12,589	36,359	61,071
<b>Charitable activities</b>					
Grants received		19,751	278,652	298,403	299,183
<b>Total</b>		<b>43,521</b>	<b>291,241</b>	<b>334,762</b>	<b>360,254</b>
<b>EXPENDITURE ON</b>					
Raising funds		2,109	317	2,426	2,969
<b>Charitable activities</b>					
Governance costs		-	6,668	6,668	1,634
Other		6,297	355,240	361,537	312,801
<b>Total</b>		<b>8,406</b>	<b>362,225</b>	<b>370,631</b>	<b>317,404</b>
Net gains/(losses) on investments		(3,665)	-	(3,665)	1,311
<b>NET INCOME/(EXPENDITURE)</b>		<b>31,450</b>	<b>(70,984)</b>	<b>(39,534)</b>	<b>44,161</b>
Transfers between funds	11	(93,955)	93,955	-	-
Net movement in funds		(62,505)	22,971	(39,534)	44,161
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		199,911	51,751	251,662	207,501
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>137,406</b>	<b>74,722</b>	<b>212,128</b>	<b>251,662</b>

The notes form part of these financial statements

# Cotswold Friends

## Balance Sheet 31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	-	8,156	8,156	18,379
Investments	8	76,958	-	76,958	80,623
		<u>76,958</u>	<u>8,156</u>	<u>85,114</u>	<u>99,002</u>
<b>CURRENT ASSETS</b>					
Debtors	9	-	7,719	7,719	7,693
Cash at bank		60,448	71,581	132,029	153,500
		<u>60,448</u>	<u>79,300</u>	<u>139,748</u>	<u>161,193</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	-	(12,734)	(12,734)	(8,533)
<b>NET CURRENT ASSETS</b>		<u>60,448</u>	<u>66,566</u>	<u>127,014</u>	<u>152,660</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>137,406</u>	<u>74,722</u>	<u>212,128</u>	<u>251,662</u>
<b>NET ASSETS</b>		<u>137,406</u>	<u>74,722</u>	<u>212,128</u>	<u>251,662</u>
<b>FUNDS</b>	11				
Unrestricted funds				137,406	199,911
Restricted funds				74,722	51,751
<b>TOTAL FUNDS</b>				<u>212,128</u>	<u>251,662</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30 September 2022 and were signed on its behalf by:

*Geoff Benn*

G R Benn - Trustee

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery            - 25% on cost

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

**2. SUPPORT COSTS**

	Staff costs £	Other £	Depreciation £	Totals £
Other resources expended	<b>258,918</b>	<b>92,396</b>	<b>10,223</b>	<b>361,537</b>
Governance costs	-	<b>6,668</b>	-	<b>6,668</b>
	<u><b>258,918</b></u>	<u><b>99,064</b></u>	<u><b>10,223</b></u>	<u><b>368,205</b></u>

**3. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2022</b> £	2021 £
Depreciation - owned assets	<u><b>10,223</b></u>	<u>10,223</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**5. STAFF COSTS**

	<b>2022</b> £	2021 £
Wages and salaries	<u><b>258,918</b></u>	<u>221,685</u>
	<u><b>258,918</b></u>	<u>221,685</u>

The average monthly number of employees during the year was as follows:

	<b>2022</b>	2021
Employees	<u><b>18</b></u>	<u>15</u>

No employees received emoluments in excess of £60,000.

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

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**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund 2021 £	Restricted funds 2021 £	Total funds 2021 £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	48,009	13,062	61,071
<b>Charitable activities</b>			
Grants received	121,085	178,098	299,183
<b>Total</b>	<u>169,094</u>	<u>191,160</u>	<u>360,254</u>
<b>EXPENDITURE ON</b>			
Raising funds	2,686	283	2,969
<b>Charitable activities</b>			
Governance costs	-	1,634	1,634
Other	124,721	188,080	312,801
<b>Total</b>	<u>127,407</u>	<u>189,997</u>	<u>317,404</u>
Net gains on investments	<u>1,311</u>	<u>-</u>	<u>1,311</u>
<b>NET INCOME</b>	42,998	1,163	44,161
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	156,913	50,588	207,501
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>199,911</u>	<u>51,751</u>	<u>251,662</u>

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

**7. TANGIBLE FIXED ASSETS**

	Land and buildings £	Plant and machinery £	Totals £
<b>COST</b>			
At 1 April 2021	<b>17,000</b>	<b>55,544</b>	<b>72,544</b>
Disposals	<b>(17,000)</b>	<b>(14,653)</b>	<b>(31,653)</b>
At 31 March 2022	<b>-</b>	<b>40,891</b>	<b>40,891</b>
<b>DEPRECIATION</b>			
At 1 April 2021	<b>17,000</b>	<b>37,165</b>	<b>54,165</b>
Charge for year	<b>-</b>	<b>10,223</b>	<b>10,223</b>
Eliminated on disposal	<b>(17,000)</b>	<b>(14,653)</b>	<b>(31,653)</b>
At 31 March 2022	<b>-</b>	<b>32,735</b>	<b>32,735</b>
<b>NET BOOK VALUE</b>			
At 31 March 2022	<b>-</b>	<b>8,156</b>	<b>8,156</b>
At 31 March 2021	<b>-</b>	<b>18,379</b>	<b>18,379</b>

**8. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1 April 2021	<b>80,623</b>
Revaluations	<b>(3,665)</b>
At 31 March 2022	<b>76,958</b>
<b>NET BOOK VALUE</b>	
At 31 March 2022	<b>76,958</b>
At 31 March 2021	<b>80,623</b>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2022 is represented by:

	Listed investment £
Valuation in 2022	<b>76,958</b>



Notes to the Financial Statements - continued  
for the year ended 31 March 2022

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other debtors	<u>7,719</u>	<u>7,693</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	8,029	6,842
Accruals	<u>4,705</u>	<u>1,691</u>
	<u>12,734</u>	<u>8,533</u>

11. MOVEMENT IN FUNDS

	At 1/4/21	Net movement in funds	Transfers between funds	At 31/3/22
	£	£	£	£
<b>Unrestricted funds</b>				
Unrestricted Funds	199,911	31,450	(93,955)	137,406
<b>Restricted funds</b>				
Befriending Fund	7,391	(15,420)	15,529	7,500
Independence Fund	20,000	(23,865)	7,365	3,500
Carer Respite Fund	1,250	(3,382)	15,049	12,917
Community Activities Programme	417	(300)	11,883	12,000
Mobility Bus Fund	12,749	(10,199)	1,700	4,250
Transport Fund	-	(17,717)	49,939	32,222
Intergenerational Fund	-	(483)	1,316	833
Hospital Fund	-	382	1,118	1,500
Restricted Funds	9,944	-	(9,944)	-
	<u>51,751</u>	<u>(70,984)</u>	<u>93,955</u>	<u>74,722</u>
<b>TOTAL FUNDS</b>	<u>251,662</u>	<u>(39,534)</u>	<u>-</u>	<u>212,128</u>

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

**11. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
Unrestricted Funds	43,521	(8,406)	(3,665)	31,450
<b>Restricted funds</b>				
Befriending Fund	23,494	(38,914)	-	(15,420)
Independence Fund	31,398	(55,263)	-	(23,865)
Carer Respite Fund	52,002	(55,384)	-	(3,382)
Community Activities Programme	80,398	(80,698)	-	(300)
Mobility Bus Fund	2,249	(12,448)	-	(10,199)
Transport Fund	86,396	(104,113)	-	(17,717)
Intergenerational Fund	8,048	(8,531)	-	(483)
Hospital Fund	7,256	(6,874)	-	382
	<u>291,241</u>	<u>(362,225)</u>	<u>-</u>	<u>(70,984)</u>
<b>TOTAL FUNDS</b>	<u>334,762</u>	<u>(370,631)</u>	<u>(3,665)</u>	<u>(39,534)</u>

**Comparatives for movement in funds**

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>			
Unrestricted Funds	156,913	42,998	199,911
<b>Restricted funds</b>			
Befriending Fund	20,138	(12,747)	7,391
Independence Fund	-	20,000	20,000
Carer Respite Fund	(6,263)	7,513	1,250
Community Activities Programme	9,464	(9,047)	417
Mobility Bus Fund	18,324	(5,575)	12,749
Transport Fund	(19)	19	-
Restricted Funds	8,944	1,000	9,944
	<u>50,588</u>	<u>1,163</u>	<u>51,751</u>
<b>TOTAL FUNDS</b>	<u>207,501</u>	<u>44,161</u>	<u>251,662</u>

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

**11. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
Unrestricted Funds	169,094	(127,407)	1,311	42,998
<b>Restricted funds</b>				
Befriending Fund	48,222	(60,969)	-	(12,747)
Independence Fund	20,000	-	-	20,000
Carer Respite Fund	33,084	(25,571)	-	7,513
Community Activities Programme	44,057	(53,104)	-	(9,047)
Mobility Bus Fund	2,190	(7,765)	-	(5,575)
Transport Fund	42,607	(42,588)	-	19
Restricted Funds	1,000	-	-	1,000
	<u>191,160</u>	<u>(189,997)</u>	<u>-</u>	<u>1,163</u>
<b>TOTAL FUNDS</b>	<u>360,254</u>	<u>(317,404)</u>	<u>1,311</u>	<u>44,161</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
<b>Unrestricted funds</b>				
Unrestricted Funds	156,913	74,448	(93,955)	137,406
<b>Restricted funds</b>				
Befriending Fund	20,138	(28,167)	15,529	7,500
Independence Fund	-	(3,865)	7,365	3,500
Carer Respite Fund	(6,263)	4,131	15,049	12,917
Community Activities Programme	9,464	(9,347)	11,883	12,000
Mobility Bus Fund	18,324	(15,774)	1,700	4,250
Transport Fund	(19)	(17,698)	49,939	32,222
Intergenerational Fund	-	(483)	1,316	833
Hospital Fund	-	382	1,118	1,500
Restricted Funds	8,944	1,000	(9,944)	-
	<u>50,588</u>	<u>(69,821)</u>	<u>93,955</u>	<u>74,722</u>
<b>TOTAL FUNDS</b>	<u>207,501</u>	<u>4,627</u>	<u>-</u>	<u>212,128</u>

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
Unrestricted Funds	212,615	(135,813)	(2,354)	74,448
<b>Restricted funds</b>				
Befriending Fund	71,716	(99,883)	-	(28,167)
Independence Fund	51,398	(55,263)	-	(3,865)
Carer Respite Fund	85,086	(80,955)	-	4,131
Community Activities Programme	124,455	(133,802)	-	(9,347)
Mobility Bus Fund	4,439	(20,213)	-	(15,774)
Transport Fund	129,003	(146,701)	-	(17,698)
Intergenerational Fund	8,048	(8,531)	-	(483)
Hospital Fund	7,256	(6,874)	-	382
Restricted Funds	1,000	-	-	1,000
	<u>482,401</u>	<u>(552,222)</u>	<u>-</u>	<u>(69,821)</u>
<b>TOTAL FUNDS</b>	<u>695,016</u>	<u>(688,035)</u>	<u>(2,354)</u>	<u>4,627</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

**Detailed Statement of Financial Activities  
for the year ended 31 March 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	36,359	61,071
<b>Charitable activities</b>		
Grants	298,403	299,183
<b>Total incoming resources</b>	<b>334,762</b>	<b>360,254</b>
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Staging fundraising events	2,426	2,969
<b>Support costs</b>		
<b>Staff costs</b>		
Wages	258,918	221,685
<b>Other</b>		
Other costs	99,064	82,527
<b>Depreciation</b>		
Plant and machinery	10,223	10,223
<b>Total resources expended</b>	<b>370,631</b>	<b>317,404</b>
<b>Net (expenditure)/income before gains and losses</b>	<b>(35,869)</b>	<b>42,850</b>
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	(3,665)	1,311
<b>Net (expenditure)/income</b>	<b>(39,534)</b>	<b>44,161</b>

This page does not form part of the statutory financial statements

## What our Volunteers say...

"My role is to make sure that everybody is happy and safe. The most interesting thing is watching people change over the weeks since they join.

To watch people evolve who may have been lonely at home, not having many interests outside the house, and give them a reason to join in and participate in community projects."



**Richard Hamer,**  
Men in Sheds Leader,  
Northleach

"I enjoy the companionship, the sociable nature of it. You get a group of regulars, you take them out, you have a chat. You understand about them and their families. We could talk about anything!  
It's nice to get out and about and to see people."



**Keith Rogers, Community Transport driver volunteer,**  
Willersey

"The thing I like about Cotswold Friends is, being new to the area, it's given me a way to get to know people and to find out what's going on in the area and discover opportunities. So it's great!  
I've learnt that I can actually help other people, even if I haven't got lots of time."



**Kay Grey, Independence Support volunteer,**  
Moreton

"What we've learned from volunteering is the tremendous knowledge and stoicism of the older generation who are disadvantaged in so many ways, especially with the lack of public transport.

Fortunately, Cotswold Friends and other organisations are helping to meet local needs.

What we enjoy about volunteering is meeting and helping people."



**Robert and Julie Young,**  
Community Transport Driver and  
Befriender volunteers, Chedworth



The Moreton Area Centre  
High Street, Moreton-in-Marsh  
GL56 0AZ  
Tel: 01608 651415

Web: [www.cotswoldfriends.org](http://www.cotswoldfriends.org)  
Email: [info@cotswoldfriends.org](mailto:info@cotswoldfriends.org)



Registered Charity No: 1106748, Company Limited by Guarantee No: 5182191, Registered in England  
& Wales, Date of Issue: October 2022