

**Kingsbridge and Saltstone Caring Limited**  
**Company limited by guarantee**

**Registration number 5879510**  
**Charity number 1119726**

**Directors' Report and Financial Statements**  
**for the Year Ended July 31<sup>st</sup>, 2021**

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## **Company Information (1)**

### **Directors /Trustees**



Sandy Gilbert (Chair)



Michael Knowles (Treasurer)



Jane Bray



Gill Whitmore



Peter Norris



Pauline Greaves

**Company Information (2)**

Company Number	5879510
Charity Commission registered number	1119726
Registered office	New Quay House Embankment Rd Kingsbridge Devon TQ7 1JZ
Accountants	James Cording and Co Ltd New Quay House Embankment Rd Kingsbridge Devon TQ7 1JZ
Business address	Quay House Ilbert Road Kingsbridge Devon TQ7 1DZ
Bankers	Lloyds Bank plc 65-67 Fore St Kingsbridge Devon TQ7 1PN

### **Statement from the Chair**

After our November 2020 AGM, Christmas happened and Covid continued. Kingsbridge and Saltstone Caring gave what support it could during the pandemic to its some 100 clients. Whilst on this topic, let us reflect upon some figures.

In November 2020 the charity recorded 94 clients with 3 new ones to add, 74 volunteers with 1 new recruit. In November 2021 we have 101 clients with 6 new to add, and 64 volunteers. It doesn't take a genius to realise that we need to address attracting new volunteers with some urgency. This was in spite of having to temporarily suspend, with great reluctance, the acceptance of new referrals during the peak of lockdown. We are currently examining reasons why it is so hard to attract new joiners to our cause.

During the height of the pandemic our 3-part time staff worked from home. Meetings continued via Zoom and volunteers supported clients by telephone. Client assessments were processed by telephone using a carefully designed protocol to ensure that nothing relevant was missed.

KASC continued to work with Kingsbridge Rugby Club who kindly suggested that they could cook and provide a hot meal service to our clients. This was funded by a collaborative effort from the local Masonic group, Lidstones Potatoes, donations from private individuals and vegetables from Tesco's. The Rugby Club provided furloughed staff who cooked at the onsite rugby ground kitchens. The meals were offered to all our clients and some 60 of them accepted the service. We had a force of kind local people who gave freely of their time to deliver the meals. This was so very much appreciated by our clients, it helped to break the monotony of lockdown and to have a face to face (albeit in a mask) encounter at their doorway. The meals were superb. The club even cooked very special birthday cakes. This gesture brought tears to the eyes of many of our lonely clients. Some figures for you, around 1800 delicious and nutritious 3 course meals were delivered.

This initiative was further enhanced by the children of Stokenham Primary School who designed colourful cards to send to imaginary older friends. These were posted in a box at Tesco's and then popped in as a surprise along with the hot meals.

There have been some changes in our office staff. Helen Baker left us but still continues to attend events and to be a solid KASC supporter. She was replaced by Rachel Kerecsenyi who has left recently in order to take up an NHS post that could offer her more hours. Happily, Rachel enjoyed her time with us and is not only an enthusiastic supporter but has now become a volunteer. We miss her but are so very grateful to retain her services as a valuable volunteer.

We are pleased that Anne Brunner-Ellis continues to work with us, bringing her many skills to the table. Anne is most caring, highly efficient and is a proven and talented wordsmith. Andy Walker, our other Charity Officer, on an SLA contract, maintains IT in good order, chases funding, writes a monthly operational report, deals with the unexpected, gives staff cover for holidays and sickness and has a watchful eye upon safeguarding issues. Andy and Anne both produce work well above the pay that we are in a position to offer. This is recognised and greatly appreciated.

During lockdown, in order to flag up the need for volunteers, we created a team to make a recruitment film. This consisted of Jonathan Harrison, a professional camera man living locally, Anne Brunner-Ellis, myself and Graham Smith of Age Concern who edited the piece. The idea emanated from CVS. I take this opportunity to thank all the clients and volunteers who gave of their time and willing participation to take part. The film can be found on You Tube, Facebook and be accessed via our website.

Also, as we were unable to hold fund raising events time was spent 'house keeping'. The Volunteer Handbook was examined, revised and updated. Funding and grants were pursued. Office procedures were examined and streamlined to become more cost and time efficient.

In May 2021, KASC returned to the office. It was noted that some of our former volunteers had decided to leave, (approximately 20) and we have had to work really hard to make up this shortfall.

On a more positive note, we celebrated 'getting back to normal', whatever that is, with a thumping good Fashion Show in September hosted by the boutique Threads and held at Avon Mill. It was a resounding success and nearly £1000 raised. This was followed by a great wine tasting evening held at the Crabshell, sponsored by Simon Harrow the landlord. Wine and vinicultural education was by courtesy of the new Calancombe Wine Estate near Modbury. A lively evening raised nearly £900. Trustee Gill Whitmore and myself are currently plotting and planning new events for 2022. KASC Volunteers will shortly receive an invitation to 'swing by' Washbrook Farm, Kingsbridge for some free hospitality and a chance to meet other volunteers and exchange (whilst maintaining client confidentiality) experiences. I do hope that we can also include some new faces who are thinking about joining us, it may give confidence and encouragement.

We said goodbye to Trustee Andrew Leach who moved out of the area, and currently our Board of Trustees consists of Jane Bray with her outstanding energy and invaluable administrative experience, Mike Knowles who is our most diligent Treasurer and takes all the notes at meetings, Peter Norris who gives legal advice, Pauline Greaves who has a wealth of knowledge about clients and volunteers and Gill Whitmore, events facilitator and a wizard at ticket sales.

I have been privileged to be the Chair which I have enjoyed but have decided to step down in order to provide better focus on the fund-raising events and to allow more time for other personal interests. Event organisation is the reason I joined KASC as a Trustee, I only stepped in to fill a gap for 3 months and find myself still here after some 2 years! We are a well-balanced hard working and productive team but could do with a bit more help. I close this statement by putting out a heartfelt plea for more people to consider joining as a Trustee. The only qualification needed is to care about what we do, a desire to make a difference and to attend a short meeting once a month

Leaving you with that thought.

Sandy Gilbert (Chair) – November 2021

**Directors Report**  
**For the Year Ended 31<sup>st</sup> July 2021**  
**Structure, Governance and Management**

Introduction

The Directors present their annual report and the financial statements for the year ended 31 July 2021.

The information with respect to the Directors and advisors forms part of this report. The financial statements comply with applicable Accounting Standards in the United Kingdom, and the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities” issued in March 2005, and the Charities act 2011.

Status

The Memorandum and Articles of Association of the Company/Charity were incorporated on 14 July 2006. The Company/Charity is registered with the Charity Commission under charity registration number 1119726.

Organizational Structure

Membership of the Company/Charity is open to individuals or organizations approved by the Directors, although membership can only be refused if the Directors, acting reasonably and properly, consider it to be in the best interests of the Company/Charity. At the year end the Company/Charity had 25 members.

New directors are identified and appointed by the Company/Charity by ordinary resolution, so as to achieve a balance of experiences appropriate to the charity’s needs. One third of the directors must retire each year but may offer themselves for re-election. The Directors meet monthly. These meetings are used to review the charity’s strategy, finances and operations.

**Financial Review**

Review of the Year

Total income for the year ending 31 July 2021 was £28,091 (2020: £45,141), whilst expenditure over the year was £21,710 (2020: £36,249).

The Directors wish to record their thanks to the many organizations and individuals who have supported the charity financially to date. These are too numerous to mention individually, but it is upon their generosity that the wellbeing of the charity depends.



### Reserves

It has been, and remains, the Directors aim to hold minimum reserves adequate to cover a minimum of six months office operations, and shut down and redundancy costs, in the unlikely event that the charity ceases to operate. The overall reserves as at the 31 July 2020 are represented by the general fund of £45,850 (2020: £39,930).

### **Public Benefit**

The Directors are entirely satisfied that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### **Objectives and Activities**

The primary activity of the charity is to promote the independence and wellbeing of older, isolated and vulnerable people in the towns of Kingsbridge, Salcombe and the surrounding area, covering 19 parishes in the South Hams District. Offering support not normally provided by the statutory authorities helps to preserve the independence of such people for as long as possible whilst delaying or avoiding the need for moving into a retirement home or becoming institutionalized. We do this by offering a befriending service, the aim of which is to reduce social isolation, to offer emotional and practical support and thereby to increase the ability of our clients to live well and to live independently.

Kingsbridge and Saltstone Caring (KASC) provides its emotional and practical support through regular weekly meetings with one of a team of volunteers, who have the opportunity of using their life skills and experience and are keen to provide friendship and support to those who need it. All volunteers are interviewed, and DBS checked, references are taken, and they attend an induction training session.

For many clients, the weekly meeting with their KASC volunteer may be the only social contact they have. Support provided by a KASC volunteer can include companionship, shopping, relief for carers to allow them to take a short break, reading post and signposting to other organisations. It may also be appropriate to encourage and support clients to engage in social activities, thereby encouraging independence and community involvement. This might include joining a luncheon club/memory café/blind club, coffee mornings, joining a walk and talk group, joining an art club, or going for simple social outings (e.g. for a cup of tea or a drive to the sea). Sometimes client circumstances change, and they may have to move into a residential home or go into hospital. Where appropriate, KASC volunteers may continue to support clients by visiting them in these settings, bringing items in from home they may need, or simply providing a friendly face and sympathetic ear. KASC support may also be short-term, to stand-in when a regular carer is not available, or to provide temporary support, for example when patients are discharged from hospital and unable to provide for themselves in the normal way.

In common with other charities our work in 2021 has been severely affected by the advent of COVID-19 which has restricted access to our clients. We tempered this by continuing contact via telephone and by providing lunches in conjunction with Kingsbridge Rugby Club. We have also been able to continue providing shopping where required, meeting in an outside space



providing government guidelines are adhered to, but we had to cease visits where we enter the client home although this service has now resumed.

KASC runs a small office within the Town Council Building in Kingsbridge, staffed by two part-time administrators. In addition, we employ the services of a Technical Consultant to provide IT support, research grant funding and cover for staff absences. The day to day running of the organisation includes recruitment and training of volunteers, generating awareness of the service we offer, seeking funding, and allocating and monitoring support to individual clients. Where appropriate we identify and report concerns, highlighted by volunteers, to the relevant health professional, or the statutory authorities, so that appropriate action can be taken to support clients that are at risk, have declining health, or have needs such as access to specialist aids. KASC primary aim remains, however, to support the wellbeing of people in our community through direct social contact.

### **Risk Management**

The Directors review routinely the risks facing the Charity and are satisfied that measures appropriate to mitigate the risks faced by a charity of the nature and scale of KASC are in place. The trustees have taken full cognizance of the provisions and requirements of the General Data Protection Regulation (GDPR) and have taken the necessary measures to ensure the charity is fully compliant. KASC is registered with the Information Commissioner's Office.

Appropriate measures have also been taken to protect our office at Quay House in the light of COVID-19 in accordance with Government guidelines.

### **Thanks**

The Directors would like to record their thanks to the many people and numerous companies and organisations which have been helpful to the Charity. In particular, Kingsbridge Town Council and its staff who have continued to support KASC most generously.

We are indebted to the staff in the office, Anne Brunner-Ellis and Rachel Kerecsenyi along with Consultant Andy Walker, for their caring and diligent work.

Finally, we thank KASC's volunteers, whose time, energy and life-experience is given week-after-week so selflessly to improve the well-being of our community.

This report is prepared in accordance with the provisions applicable to companies subject to the small companies' regime. This report was approved by the Members on 24th November 2021 and signed on their behalf by:

Sandy Gilbert

Chair

## **Accountants' report on the unaudited financial statements to the directors of KASC**

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

The company's directors (charity's trustees) are responsible for the preparation of the accounts. The directors 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 needed.

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 independent examiner's statement**

My examination was carried out in accordance with 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 the 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 statement 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 130 the charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the charities Act have 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.

**James Cording and Co Ltd**  
**New Quay House**  
**Embankment Rd**  
**Kingsbridge, Devon. TQ7 1JZ**

**November 2021**

**Statement of Financial Activities for the year ended 31 July 2021**

	<i>Notes</i>	<b>General Fund</b>	<b>Total Funds 2019-20</b>
<b>Income</b>			
Grants		£10596	£18200
Other		£17495	£26941
<b>Total Income</b>		<b>£28091</b>	<b>£45141</b>
<b>Expenditure</b>			
Staffing		£11656	£23525
Accommodation		£1556	£1732
Administration		£8959	£10992
<b>Total Expenditure</b>		<b>£22171</b>	<b>£36249</b>
<b>Net Incoming (Outgoing) Resources</b>		<b>£5920</b>	<b>£8892</b>
<b>Fund Balances</b>			
At 1 August 2020		<b>£39330</b>	<b>£31038</b>
At 31 July 2021		<b>£45850</b>	<b>£31038</b>

**The notes on page 14 form an integral part of these financial statements.**

**Balance Sheet as at 31 July 2021**

		<b>Notes</b>	<b>2020-21</b>	<b>2019-20</b>
<b>Current Assets</b>				
	Debtors & Prepayments	3	£275	£275
	Cash at Bank and in Hand			
	Lloyds Treasurers a/c		£35861	£29887
	COIF Deposit a/c		£10321	£10317
	Petty Cash		£129	£137
	<b>Total Assets</b>		<b>£46586</b>	<b>£40616</b>
<i>less</i>				
<b>Current Liabilities</b>				
	Creditors	4	£736	£686
	<b>Total Liabilities</b>			
<b>Net Assets</b>			<b>£45850</b>	<b>£39330</b>
 <b><u>Represented by:</u></b>				
	General Fund		£45850	£39330
	<b>Total Reserves</b>		<b>£45850</b>	<b>£39330</b>

The directors' statements required by Sections 475 (2) and (3) are shown on the following page which forms part of this Balance Sheet.

**The notes on page 14 form an integral part of these financial statements.**

**Balance Sheet (continued)**

**Directors' statements required by Section 475 (2) and (3) for the year ended 31 July 2021**

In approving these financial statements as directors of the company we hereby confirm:

(a) that for the year ended 31 July 2021 the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requiring that an audit be conducted for the year ended 31 July 2021, and

(c) that we acknowledge our responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime: -

The financial statements were approved by the Members on 24th November 2021 and signed on its behalf by

**Sandy Gilbert (Chair)**  
**Director**

**Michael Knowles (Treasurer)**  
**Director**

**The notes on page 14 form an integral part of these financial statements.**

**Notes to the financial statements for the year ended 31 July 2021****1. Accounting policies****1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.2 The Charity's funds**

A fund is a pool of unexpended resources, held and maintained separately from other pools because of the way in which the resources were originally received or the way in which they have subsequently been treated. A fund may be unrestricted or restricted as follows:

- (a) Unrestricted funds (or general funds) are expendable at the discretion of the Directors in furtherance of the objects of the Charity.
- (b) Restricted funds are received for a particular purpose, and expenditure is restricted to that particular purpose.

**2. Turnover**

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the UK.

**3. Debtors & Pre-Payments**

Kingsbridge Town Council rent pre-paid

**4. Creditors and Accruals**

Accruals and creditors	£623
HMRC Tax for July	£113

**5. Company limited by guarantee**

The Company liabilities are guaranteed by the Directors up to a maximum of £10 each.

## Detailed Schedule of Income and Expenditure

<b><u>INCOME</u></b>	<b><u>2020-21</u></b>	<b><u>2019-20</u></b>
Grants	£10,596	£18,200
Fund Raising	£24	£2,709
Donations	£11,644	£15,130
Westbank	£4,423	£5,897
Other Income (HMRC Gift Aid)	£1,055	£2,780
SeaMoor Lotto	£345	£370
	<hr/>	<hr/>
Bank interest	£4	£55
<b>Total Income</b>	<b>£28,091</b>	<b>£45,141</b>
 <b><u>EXPENDITURE</u></b>		
<b>Staffing (Incl. Volunteers)</b>		
Wages (Incl. Pension & NIC)	£11,154	£20,783
Training	£0	£0
Travel & Subsistence	£353	£2,603
DBS Checks	£149	£139
Recruitment	£0	£0
	<hr/>	<hr/>
	£11,656	£28,209
<b>Office Accommodation</b>		
Room Hire	£0	£0
Rates/Energy	£0	£0
Telecoms	£1062	£1,243
Insurance	£494	£489
Office Equipment	£0	£0
	<hr/>	<hr/>
	£1,556	£1,732
<b>PR</b>		
Advertising	£567	£592
Fund Raising Expenses	£0	£873
	<hr/>	<hr/>
	£567	£1,465
<b>Admin</b>		
Subscriptions	£35	£35
Printing/Photocopying	£79	£542
Postage	£8	£7
Sundries (incl petty cash)	£52	£248
IT costs	£2,799	£5,228
Consultancy fees	£4,530	£2,445
Audit and accountancy	£889	£1,022
	<hr/>	<hr/>
	£8,392	£9,527
<b>Total Expenditure</b>	<b>£22,171</b>	<b>£36,249</b>
 <b>Net incoming (outgoing) resources</b>	 <b>£5,920</b>	 <b>£8,892</b>