

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2020		31 st	December	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Helen Dixon	Vice Chairperson		Annual General Meeting
2	Adina Grace	Chairperson		Annual General Meeting
3	Robert Jones			Annual General Meeting
4	Yvonne Keeble	Minutes Secretary		Annual General Meeting
5	Russell Osman			Annual General Meeting
6	David Tetlow	Treasurer		Annual General Meeting
7	Pamela Cowler			Co-opted by Trustees on 08/01/2019
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Staff members: Janet Aylward (Co-ordinator) & Chris Archer (Co-ordinator)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED EACH YEAR AT THE ANNUAL GENERAL MEETING BY THE MEMBERSHIP.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

See the Chairperson's report and Treasurer's commentary, attached to this document, for any details.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The relief of the elderly, disabled, and/or vulnerable adults in any manner which now is or hereinafter may be deemed by law to be charitable, including the provision of minibus transport services to those that are predominantly disabled or ill, and in particular to provide or assist in the provision of day service facilities for the residents of Cricklade and the surrounding areas who have need of such facilities by reason of their age, disability, and/or vulnerability with the object of improving their conditions of life and promoting social inclusion

In carrying out their duties the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

See the Chairperson's report and Treasurer's commentary, attached to this document, for further details.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

See the Chairperson's report and Treasurer's commentary, attached to this document, for any details.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

See the Chairperson's report and Treasurer's commentary, attached to this document, for any details.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity has set aside designated reserves for

- Closure Reserve
- Unforeseen Operational Costs
- Potential Loss of Income
- Minibus Replacement

This policy was established in early 2019 and the amounts are reviewed by the Trustees annually. The remaining funds are the Charity's working capital, which, during the ordinary course of events, we would not expect to exceed 50% of our annual turnover.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

See the Chairperson's report, attached to this document, for any details.

Section F

Other optional information

None

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Adina E Grace

David N Tetlow

Full name(s)

ADINA ELIZABETH GRACE

DAVID NIGEL TETLOW

Position (eg Secretary, Chair, etc)

CHAIRPERSON

TREASURER

Date

26/6/2021

Cricklade Open Door Chair's Report 2020-21

This is my fourth year as chair of Open Door, and what a year it has been. We temporarily closed Open Door on the 18th March 2020, before the first lockdown started, as most of our members had made the decision to stay home. We reluctantly made the decision to place Chris and Jan, our two coordinators, on furlough to retain two excellent workers in preparation for the reopening. We are committed to opening Open Door as soon as we can, although as I write this, we still don't know when that will be, as we are dependent on the trustees of the hall to set a date for its reopening. When we do return to the Jenner Hall, we will have a new kitchen to prepare and serve hot lunches for our members so we have that to look forward to.

The Trustees have not been idle during the three lockdowns, meeting quarterly via Zoom, revising our information leaflet and maintaining contact with the co-ordinators who voluntarily have been in contact with our 33 volunteers at intervals over the period. In turn some of our volunteers have supported the members in a variety of ways from collecting prescriptions, contacting them by phone for a chat, proving books and jigsaws etc. I would like to thank the volunteers for being so committed to the work that Open Door does that they continued to do this outside of the Open Door framework. The new information leaflet will be distributed, by the trustees and volunteers, to every house in the area Open Door covers.

During the pandemic the minibus has been off the road and even though the engine has been started every week for a vehicle of its age this has not been in its best interest so the trustees have been looking at a replacement vehicle.

I would like to thank my fellow trustees for their support and understanding during the past year. To David for his grasp of the finances and meticulous accounts, to Yvonne our minutes secretary, to Bob and Russell who between them look after the minibus and drivers and Bob for his excellent advice on all matters relating to health and safety and ensuring we will have a safe environment for the members to return to. Helen for being my vice chair and dealing with Wiltshire County Council when necessary and generally being involved as much as ever. Pam Cowler who supports us all in any way she can.

I would also like to thank our delightful members who make all we do so worthwhile. We look forward to their return and a big celebration to mark the reopening and enjoyment of the friends and fellowship that Cricklade Open Door brings to them. We hear from the members how much they are missing Open Door and how much the work it does means to them all.

Adina Grace
June 2021

CRICKLADE OPEN DOOR ACCOUNTS – 2020



Overview

2020 was unprecedented both for the nation and for the Cricklade Open Door charity. First and foremost, has been the impact of the Covid-19 pandemic and few would have imagined the impact this would have on our ability to provide our service.

The Open Door centre opened on only 33 occasions in 2020 i.e., three times a week up to and including 19th March when the service closed as a result of the Covid-19 pandemic. We opened on 147 occasions in 2019. Members were served with 368 meals during this period, an average of 11.2 every day that the centre was open, and a 17% decrease compared to the same period in 2019.

The reduction in the number of days we were open reduced the income we receive from our core fundraising activities. Whilst action was taken to reduce our costs, some are not capable of being reduced (e.g., the minibus insurance cover, public liability, etc) and we have only been able to continue employing our two members of staff through the generosity of the Government Coronavirus Job Retention Scheme. They nonetheless have had to take a drop in income whilst they are on furlough. Wiltshire Council have also supported us with the continuation of their grant agreement from the Adult Care Commissioning team.

The second significant factor that affected us in 2020 is the bequest that was made to the Charity by Martin Read, in his will. The proceeds from his estate were £50,000 to be used for our general charitable purposes.

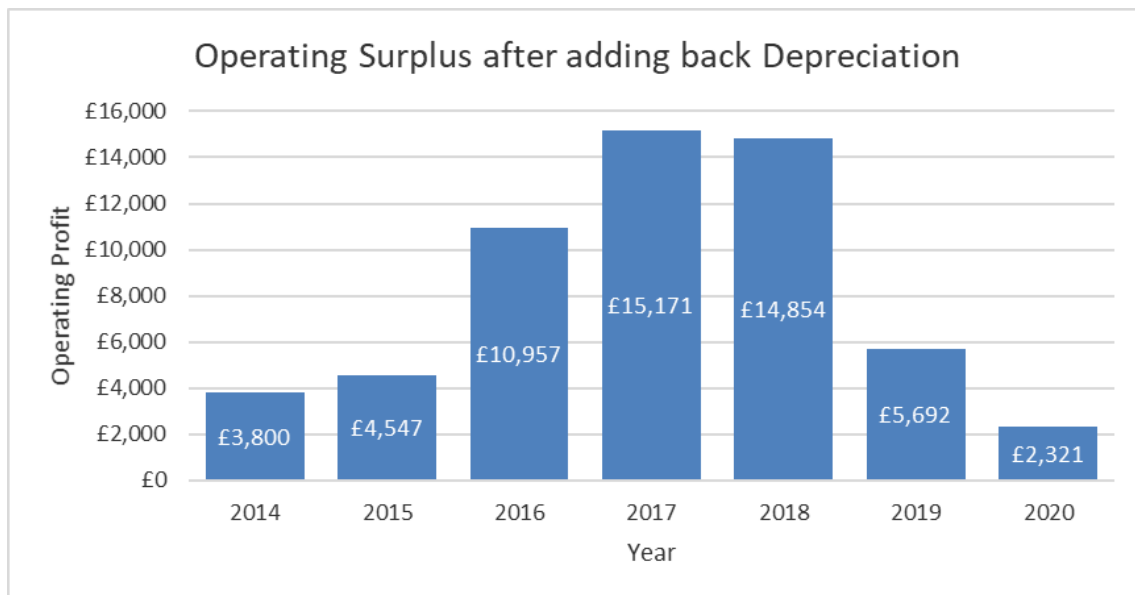
Finally, the approach to the accounts this year has been amended to move to a true receipts and expenditure basis and away from an “accruals basis”, which is more appropriate for an organisation such as ourselves. This means that for this year only our income will be higher than normal as the full payment from Wiltshire Council is credited in full. The corollary to this is that the grant is treated as a restricted reserve, until such time as the grant conditions have been met.

2020 Key Financial Performance Figures

- The Charity made a record operating surplus of £61,303.31 against a budgeted surplus of £1,362.
- This resulted in the balance sheet increasing to £127,793.62.
- We benefitted from our first ever legacy amounting to £50,000.
- Donations of £5,331.94 were 106.6% of the target and a 10.9% increase on last year's figure of £4,809.09.
- The Minibus made a loss of £2,405.00.
- We received record grants during the year.

Operating Surplus

The 2020 operating surplus was significantly higher than expected primarily due to the £50,000 bequest from which the charity benefitted. We have also received a Wiltshire Council grant despite not having provided a service so far in their financial year. If we ignore both these receipts, then our operating surplus is the lowest figure since 2008:

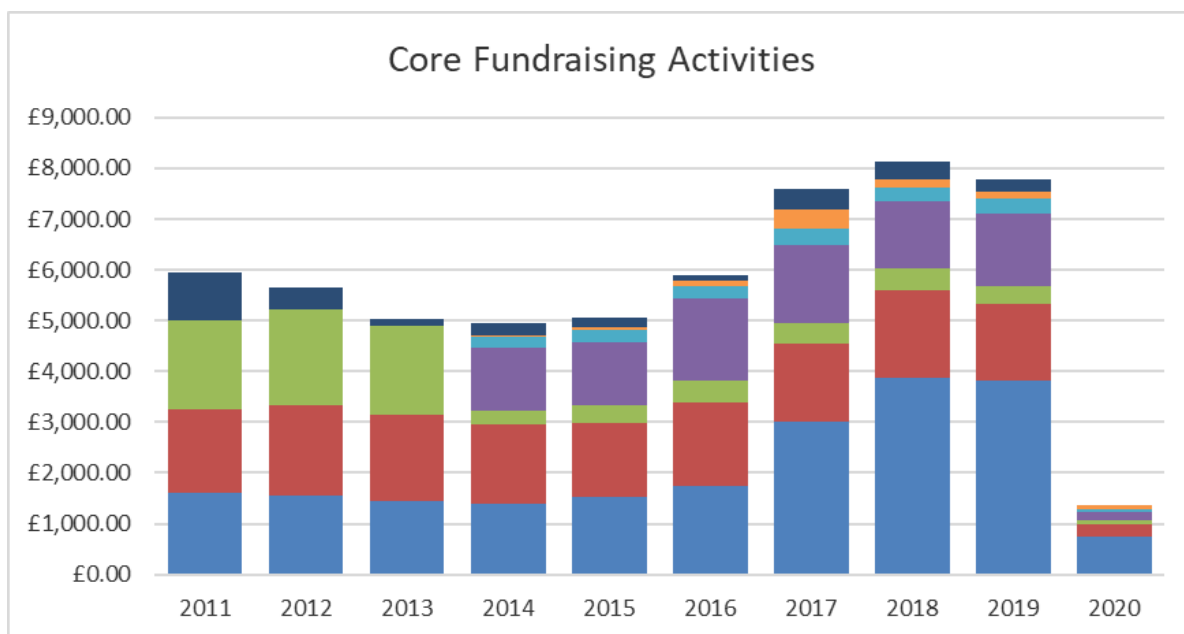


Key contributors to our finances are the grants for which we apply and our core fundraising activities. Taking the grants first:

- We were awarded £8,982 by Wiltshire Council in August 2020 notwithstanding the fact that we were closed and not providing a service. However, the status of the grant that we have received remains uncertain given our inability to meet some of the grant terms and conditions, which were only received in late October.
- We applied for the Government Coronavirus Job Retention Scheme grants from April through to December. Nine grant payments, totalling £7,428.62, were received.

The grants received in 2020 are the highest ever figure for the Charity, but much needed and appreciated at this time of crisis.

Moving on to our core fundraising activities, these include the money we raise from providing refreshments, raffles, bingo, bonus ball, book sales, quizzes and/or beetle drives and any other fund-raising activities such as a sales table. The following graph, despite lacking a legend, is informative and demonstrates the most important contributions (in order) continue to be refreshments, raffles, and the weekly bonus ball:



The amount raised from all our core fundraising activities was £1,374.91. The impact of being closed since late March can clearly be seen.

Balance Sheet

Our balance sheet is strengthened considerably as a result of the record grants we have received and the legacy:

Asset	31/12/2015	31/12/2016	31/12/2017	31/12/2018	31/12/2019	31/12/2020
Current Account	£1,400.29	£1,181.21	£4,814.44	£5,072.04	£3,145.54	£3,821.61
Petty Cash	£70.00	£70.00	£70.00	£70.00	£70.00	£0.00
Savings Account	£27,379.28	£33,895.02	£42,915.15	£57,941.06	£66,953.84	£123,972.01
Other	£1,042.13	£442.08	-£1,855.07	-£2,285.00	-£3,679.07	£0.00
Total	£29,891.70	£35,588.31	£45,944.52	£60,798.10	£66,490.31	£127,793.62

We have again reviewed our designated reserves in light of the record operating surplus. The reserve we put to one side should we ever have to close the service we provide has been increased to £3,000 (to meet our contractual liabilities) and the designated reserve to replace the Minibus has been increased by the amount of the legacy, which reflects Martin Read's expressed desire for us to replace our now tired Minibus. Whilst the reserve is now more than needed to purchase a new vehicle, what is left after the purchase will provide a good starting point for the subsequent replacement.

Donations

This year we just hit our donations target, which is a creditable performance given the circumstances. Underlying this however is a fall in the number of donations to 116 from last year's figure of 159 – a drop of 27%. It is difficult to judge whether this is a continuation of the falling number of donations we experienced in 2019 (a 17% fall) or simply down to the fact that we were closed for much of the year. However, the donations amount was in line with budget - we received £5,331.94, a 10.9% increase over 2019.

Notwithstanding the falling number of donations, we still have some important donors: Marion Parsons - £1,450 from the sale of her Cricklade Revealed booklets, which we help to publicise on our Facebook page and mLettings - £675 from the proceeds of their Christmas raffle, are both worthy of mention.

We currently have six regular standing orders for a total of £115 a month and a small one on an annual basis – this is two less standing order donations than last year, and the overall monthly amount has decreased by £20.

The Minibus

If we look at the Minibus income and expenditure items they are as follows:

Minibus fares	£464
Hiring charges	£34
Fuel Duty Rebate	£165
Road Tax Refund	£110
Income	£773

Fuel	£294
Minibus Insurance	£1,683
Maintenance Costs	£1,201
Road Tax	£0
Expenditure	£3,178

Minibus Operating Loss	£2,405
-------------------------------	---------------

The minibus was bought in late 2012 and we have nine whole years of experience running the bus. During this time, the minibus has only made an operating surplus on two occasions and, on a cumulative basis, has been run at an operating loss. The average annual operating loss is £567 a year and the higher than average loss in 2020 of £2,405 is primarily down to the lack of income through being off the road during the pandemic.

The minibus was first registered on 26th August 2008 and is now over 12 years old and has been written off in terms of the balance sheet. A brand-new Ford Transit 17-seater minibus currently costs around £48,000 plus VAT (we might not have to pay VAT), to which needs to be added the cost of a sliding step and rear tail lift.

2021 Budget

Given the current unprecedented nature of the pandemic it is exceedingly difficult to forecast when we might be able to return to our usual service levels. It is therefore recommended that we operate with the same budgets as we have done in 2020 and review them once we are able to open and have been providing our usual service for a period of at least three months.

A handwritten signature in blue ink, appearing to be 'DT', with a large, sweeping loop above it.

David Tetlow
Treasurer
January 2021

CRICKLADE OPEN DOOR - ACCOUNTS



Accounts period: 01/01/2020 to 31/12/2020

Revenue Account

2020

INCOME:	Accruals b/f	Receipts	Income	Budget	EXPENDITURE:	Accruals b/f	Payments	Expenditure	Budget
Grants	-£ 2,245.50	£ 16,410.62	£ 18,656.12	£ 8,982	Co-ordinator Wages	-£ 253.68	£ 11,018.25	£ 11,271.93	£ 13,400
Donations		£ 55,331.94	£ 55,331.94	£ 5,000	Rent	£ 1,225.00	£ 2,380.00	£ 1,155.00	£ 5,250
Gift Aid		£ 476.18	£ 476.18	£ 460	CRB Checks		£ -	£ -	£ 100
Interest on Savings		£ 36.17	£ 36.17	£ 30	Volunteer costs		£ 128.00	£ 128.00	£ 200
					Training costs		£ -	£ -	£ 250
Meals		£ 1,820.00	£ 1,820.00	£ 9,500	Cost of Meals	£ 918.00	£ 1,654.18	£ 736.18	£ 8,550
Refreshments		£ 819.05	£ 819.05	£ 4,000	Cost of refreshments		£ 85.19	£ 85.19	£ 450
Raffles		£ 246.50	£ 246.50	£ 1,500	Raffle expenses		£ -	£ -	£ 25
Bingo		£ 92.10	£ 92.10	£ 575	Bingo expenses		£ 14.25	£ 14.25	£ 225
Bonus Ball		£ 184.00	£ 184.00	£ 1,425	Quizzes/Beetle Drives		£ 80.55	£ 80.55	£ 170
Book sales		£ 49.95	£ 49.95	£ 300	Sales Table/Other		£ -	£ -	£ 200
Quizzes/Beetle Drives		£ 163.30	£ 163.30	£ 300					
Sales Table/Other		£ -	£ -	£ 500					
Whist		£ -	£ -		Whist expenses		£ -	£ -	£ 25
Special Events		£ -	£ -		Special Events		£ -	£ -	£ 350
					Grant expenditure		£ -	£ -	
					Stationery		£ 99.80	£ 99.80	£ 325
					Kitchen Supplies		£ 47.73	£ 47.73	£ 250
					Telephone		£ 125.50	£ 125.50	£ 125
					Insurance	-£ 46.17	£ 255.36	£ 301.53	£ 300
Minibus Fares		£ 464.00	£ 464.00	£ 2,500	Minibus Insurance	-£ 409.58	£ 1,273.76	£ 1,683.34	£ 1,200
Minibus Hire Charges		£ 34.00	£ 34.00	£ 650	Maintenance		£ 1,201.36	£ 1,201.36	£ 1,600
Fuel Duty Rebate		£ 165.41	£ 165.41	£ 350	Fuel		£ 293.71	£ 293.71	£ 1,350
					Road Tax		£ -	£ -	£ 165
Sundry Income		£ 110.00	£ 110.00		Sundry Expenses		£ 121.34	£ 121.34	£ 200
Total Income	-£ 2,245.50	£ 76,403.22	£ 78,648.72	£ 36,072	Total Expenditure	£ 1,433.57	£ 18,778.98	£ 17,345.41	£ 34,710
Excess of Income over Expenditure			£ 61,303.31	£ 1,362					

CRICKLADE OPEN DOOR - ACCOUNTS



Balance Sheet b/f		£66,490.31	as at 01/01/2020	Balance Sheet c/f		£127,793.62	as at 31/12/2020	2020
Investments:				Investments:				
Bank Current A/c	£	3,145.54		Bank Current A/c	£	3,821.61		
Savings A/c	£	66,953.84		Savings A/c	£	123,972.01		
Petty Cash	£	70.00		Petty Cash	£	0.00		
Y/E Accruals	-£	3,679.07		Y/E Accruals	£	-		
Reserves				Reserves				
Designated Reserves:				Designated Reserves:				
Closure Reserve	£	2,500.00		Closure Reserve	£	3,000.00		
Unforeseen Operational Costs	£	1,000.00		Unforeseen Operational Costs	£	1,000.00		
Potential Loss of Income	£	10,000.00		Potential Loss of Income	£	10,000.00		
Minibus Replacement	£	50,000.00		Minibus Replacement	£	100,000.00		
			£ 63,500.00				£ 114,000.00	
Free Reserves:				Free Reserves:				
Working Capital	£	2,990.31		Working Capital	£	13,793.62		
			£ 2,990.31				£ 13,793.62	
			£66,490.31				£127,793.62	

Notes to the Accounts:

- 1) Where a charity's annual income is over £25,000, the Trustees must arrange for an independent person or accountancy firm to carry out either an audit or an independent examination of the Charity's accounts. The trustees have agreed to present the accounts for an independent examination to be carried out in accordance with the Charity Commission Directions and guidance for examiners (CC32).
- 2) The investments making up the balance sheet value at the end of the year have been allocated, by the Trustees, to the reserve categories as shown above.

Accounts prepared by the Treasurer, David Tetlow, 1 Pleydells, Cricklade, Wiltshire, SN6 6NG

Accounts independently examined by Hayden Foxton, 3 Pleydells, Cricklade, Wiltshire, SN6 6NG on 2nd January 2021, there being no matter which came to my attention which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:

1. proper accounting records are kept (in accordance with Section 41 of the Charities Act 1993); and
2. accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

To be presented at the 2021 AGM