

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2021		31 st	December	2021

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	Pamela Cowler			Annual General Meeting
2	Helen Dixon	Vice Chairperson		Annual General Meeting
3	Adina Grace	Chairperson		Annual General Meeting
4	Yvonne Hill	Trustee	7/9/2021 to 31/12/2021	Annual General Meeting
5	Robert Jones			Annual General Meeting
6	Yvonne Keeble	Minutes Secretary		Annual General Meeting
7	David Tetlow	Treasurer		Annual General Meeting
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

26/3/2022

Cricklade Open Door Chair's Report 2022

Thank you all for coming today, it doesn't seem five minutes ago since we had our last AGM in September last year. This is my fifth year as chair I am not sure where the years go. Please do shout if you have had enough of me after all this time!

We held a big celebration to mark the reopening of Cricklade Open Door at the beginning of August last year which was well attended, more than well attended when I came the hall was full and really buzzing demonstrating just how much Open Door had been missed by our members. At that point had we had 43 returning members, since then we have gained 21 new members. This is a testament to the varied, stimulating and life enhancing programme Open Door provides and how the people of Cricklade view Open Door. Please continue spreading the word of just what a good experience Open Door is.

Since August our members have enjoyed a varied and interesting programme, the usual activities have resumed, games in the mornings, knitting group on a Monday morning, bingo on a Thursday afternoon and a hot lunch on each of the days we are open.

A new session that began was seated exercise classes this has proved very popular with our members and musically there was a Music and Mirth Old Time Musical Afternoon, 60's Music Morning, from Wiltshire Music Centre, Revd Shirley Danby visited with handbells, Music and Mirth Christmas Show and a harpist, from the Wiltshire Music Centre.

As usual food played a big part in the programme two lunches at Jicsaw Thai Restaurant, Christmas Lunch at The White Hart, Christmas Tea Party with 'in house' entertainment, a Valentine Tea Party and a Pancake Fun afternoon. Two more unusual events were the Coffee and Jigsaw Fundraising Morning and White Lodge Care Home residents visited with 'goodie' bags.

I would like to thank Jan and Chris for all the work they do throughout the year not just for the time they are actually in open Door but all the behind the scene work as well, especially when they provide lunches from our small kitchen.

Thank you to our fantastic volunteers without whom Open Door would be unable to function. Our drivers who bring our members to and from Open

Door and who willingly give up a whole day to drive and support our outings, and the volunteer who organises the driver's rota not an easy task I can assure you. A special mention here to Jonathon Hill in his new role as minibus manager and who has spent a great of time in sourcing a new minibus for us, of which more later. We also have amazing team of escorts who assist on the minibus.

Now to the committed volunteers who, by coming to Open Door every week, ensure that you all have an enjoyable time here. The list of tasks undertaken by them is endless, supporting Jan and Chris, cooking, playing games, chatting and joining in activities, the list goes on and on. The amount of volunteer hours given to Open Door between August and December is 1535.5 hours. Thank you one and all.

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 for his excellent advice on all matters relating to health and safety and ensuring our members and volunteers have a safe environment. Helen for being my vice chair and sounding board, Pam Cowler who supports us all in any way she can and our new trustee Yvonne Hill who has been active behind the scenes but has not been visible for health reasons, we wish her well and look forward to her return in the very near future.

Last but not least thank you, to you our delightful members who make all that we do so worthwhile. Your participation in events and fund-raising activities is much appreciated. We welcome your feedback and ideas and from what you are saying we seem to be on the right track, so please keep coming and tell your friends about us as well.

As to the coming year there is good news and not so good news. The not so good news is that Wiltshire Council have halved our grant for 2022-23 and ending it completely at the end of March 2023. We are in discussion with Wiltshire Council about alternative sources of funding but whatever the outcome Cricklade Open Door will survive. We have been fortunate to receive grants over the years from other sources and we continue to receive support from local businesses and the residents of Cricklade. Open Door is a true community facility and appreciated by the community and you the members

The good news we have placed an order for a brand-new minibus with money left to us in a legacy, this should be with us by the middle of April. Because it is brand spanking new, we have been able to make

adaptations specific to our member's needs which is a huge bonus. It will be more reliable, no tail lift problems or side step issues marvellous!! The bus will have a name "The Martin Read Minibus" with a duck motif in memory of Martin who was very fond of ducks.

Once again, my sincere thanks to everyone who makes Cricklade Open Door possible and the wonderful experience it is.

Adina Grace
18th March 2022

CRICKLADE OPEN DOOR ACCOUNTS – 2021

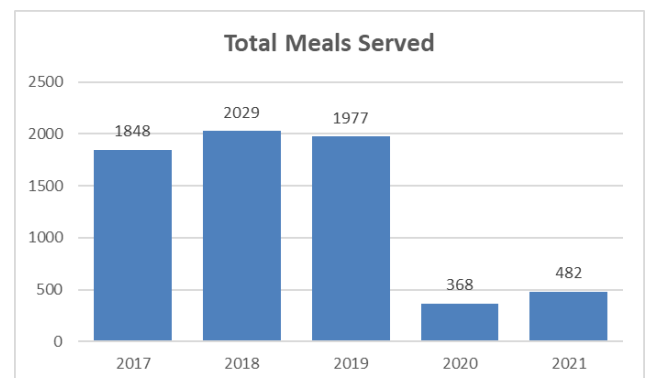
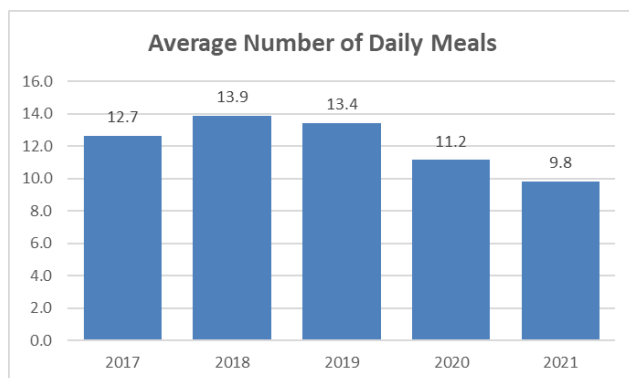


Overview

The first half of 2021 saw a continuation of the Covid-19 regulations that meant we were unable to provide a service to our members. However, the rules changed by the middle of the year, and we opened on 2nd August in a covid secure manner. So, like 2020, 2021 has been far from a “normal” year in financial terms, as will be seen from what follows.

The Open Door centre opened on only 59 occasions in 2021 i.e., three times a week from the beginning of August, when we recommenced our service, until the end of the year. We opened on 33 occasions in 2020, but 147 occasions in 2019, which is a better indicator of “normal” conditions.

Meals have been served on the majority, but not all, of the days we were open in 2021. The take up of meals continues to decline and the following graphs are informative:



Members were served with 482 meals in 2021, an average of 9.8 every day that meals were served, and the average is a 12.5% decrease on the previous year.

Being open for only 40% of our usual opening hours has meant a reduction in the income we receive from our core fundraising activities. Whilst we continued to focus on reducing our costs, some are not capable of being reduced (e.g., the minibus insurance cover, public liability, etc) and we were only able to continue employing our two members of staff through the generosity of the Government Coronavirus Job Retention Scheme. They nonetheless had to take a drop in income whilst they were on furlough. Wiltshire Council have also supported us with the continuation of their grant agreement from the Adult Care Commissioning team.

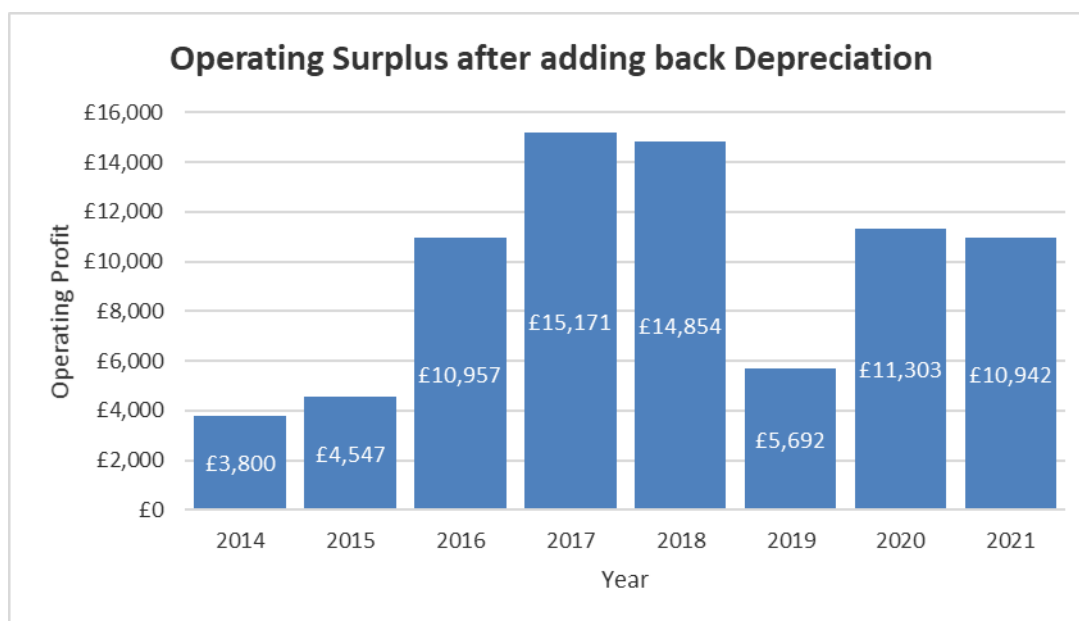
2021 Key Financial Performance Figures

- The Charity made an operating surplus of £10,942.19.
- The balance sheet correspondingly increased to £138,735.81.
- We received 7 Government Job Retention Scheme grants from the Government during the year, that amounted to £5,894.55.
- We received a grant from Wiltshire Council's Adult Care Commissioning team of £8,982.00.
- Donations of £6,994.90 were 140% of target and a 31.2% increase on last year's figure of £5,331.94.
- The Minibus made an operating loss of £2,122.33.

Operating Surplus

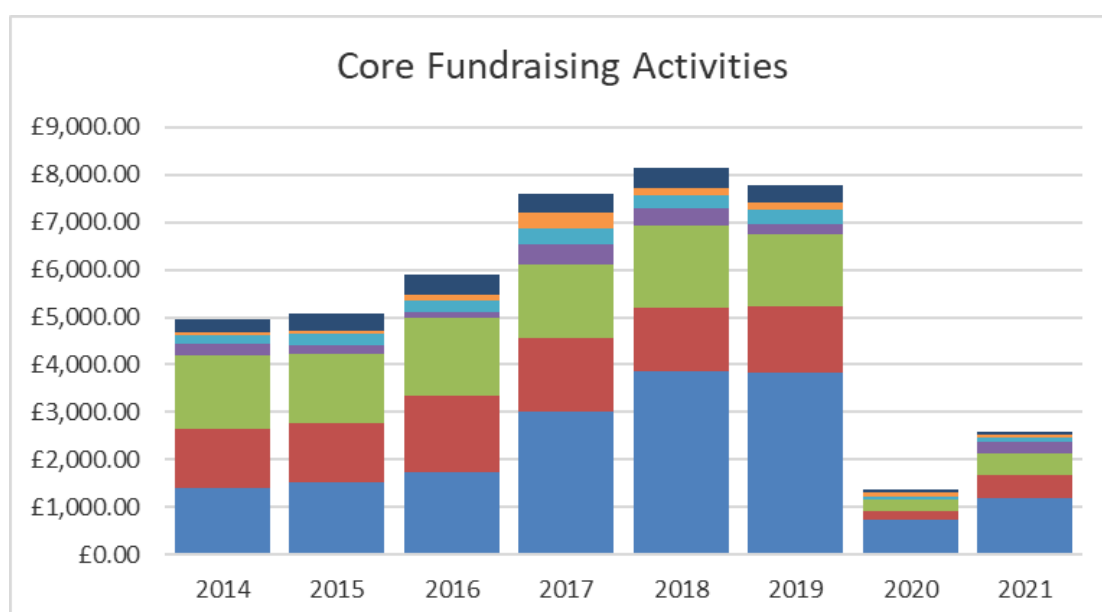
Last year we ignored the grant from Wiltshire Council but as we have again received a grant in 2021 for the provision of our services, we have restated last year's operating surplus to £11,303. To provide a better comparison to our results this year.

The following graph shows the Charity's operating surplus over the last eight years.



Key contributors to our finances are the grants for which we apply and our core fundraising activities. The grants received in 2021 have been, as was the case in 2020, significant. They are much needed and appreciated at this time of crisis, and without which we would have been reporting an operating loss.

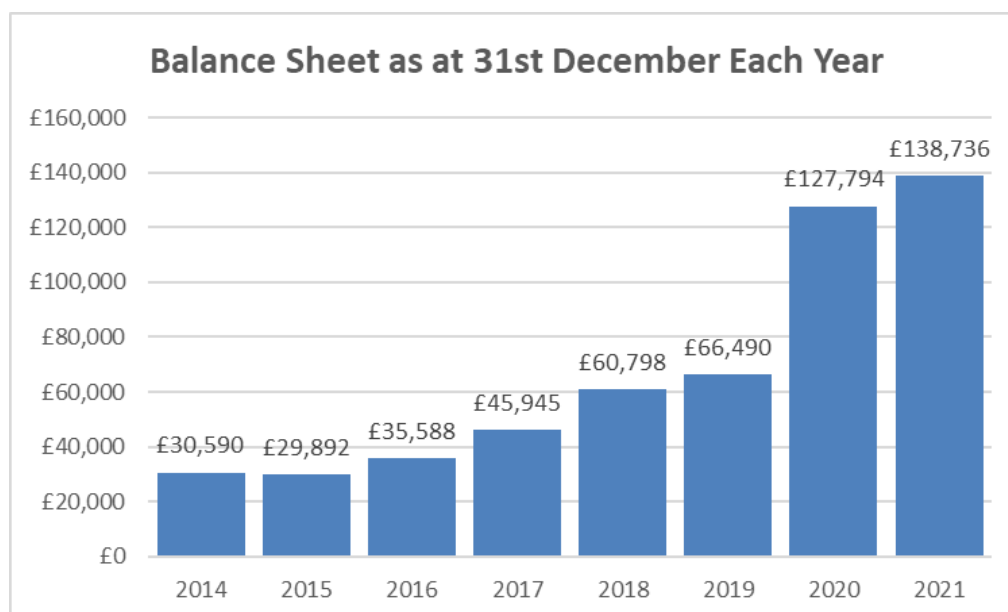
Our core fundraising activities include the money we raise from providing refreshments, raffles, bingo, bonus ball, book sales, quizzes and/or beetle drives and any other fund-raising activities such as a sales table. The following graph, despite lacking a legend, is informative and demonstrates the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



The amount raised from all our core fundraising activities was £2,592.79. The impact of only being open for 40% of our usual annual opening hours can clearly be seen.

Balance Sheet

Our balance sheet continues to grow:



The bulk of the funds (£132,966.46) are invested in a Lloyds Bank instant access deposit account, £70.00 is held as petty cash and the remainder is sat in a Lloyds Bank current account.

We have again reviewed our designated reserves. The reserve we put to one side should we ever have to close the service we provide has been increased to £3,250 (to meet our contractual liabilities). The other designated reserves have been held at their previous levels and will be reviewed again after we have purchased a replacement Minibus, planned for 2022. This means that our working capital has increased to a level that represents somewhere between six and twelve months anticipated expenditure.

Donations

This year we once again hit our donations target, which continues to be a creditable performance given the circumstances. We had 131 separate donations during 2021 compared to 116 from the previous year. This reflects the fact that we were open for more days. The corresponding figure for 2019 was 159.

In total £6,994.90 was donated to the Charity and this included a couple of larger donations - £1,404.00 from the Cricklade Open Gardens event, courtesy of Graham & Gloria Light, and £1,149.80 from the winding up of Cricklade Show. The remaining cash donations were well spread across a wide range of supporters. I should also mention that we are given many items that are of value, be they raffle prizes or more significant items like the kind donation of a flat screen TV and DVD player courtesy of Michael & Belinda Baverstock. We continue to write to personally thank each person who contributes £100 or more.

We currently have six regular standing orders for a total of £115 a month and a small one on an annual basis – the same as last year.

The Minibus

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

Minibus fares	£419
Hiring charges	£0
Fuel Duty Rebate	£348
Income	£767

Fuel	£327
Minibus Insurance	£1,224
Maintenance Costs	£1,173
Road Tax	£165
Expenditure	£2,889

Minibus Operating Loss	£2,122
-------------------------------	---------------

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 £752 a year and the higher than average loss in 2020 and 2021 of £2,405 and £2,122 respectively 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 13 years old and has been written off in terms of the balance sheet. A brand-new Vauxhall Movano 17-seater minibus currently costs around £47,500 plus VAT (we might not have to pay VAT). This includes all the options that we are likely to require.

2022 Budget

The Trustees have set a budget for next year, based on their best view of both income and expenditure against the background of a gradual recovery from the Covid-19 pandemic. The budget for 2022 shows a planned operating loss, which reflects increasing wage costs (driven by the continuing increase in the National Minimum Wage) and reduced attendance levels (as illustrated by the reducing number of meals served).

The planned operating loss is both a conservative estimate and a small fraction of our working capital.



David Tetlow
Treasurer
January 2022

CRICKLADE OPEN DOOR - ACCOUNTS



Accounts period: 01/01/2021 to 31/12/2021

Revenue Account

2021

INCOME:	Receipts	Income	Budget	EXPENDITURE:	Payments	Expenditure	Budget
Grants	£ 14,876.55	£ 14,876.55	£ 8,982	Co-ordinator Wages	£ 11,673.35	£ 11,673.35	£ 13,400
Donations	£ 6,994.90	£ 6,994.90	£ 5,000	Rent	£ 1,330.00	£ 1,330.00	£ 5,250
Gift Aid	£ 788.71	£ 788.71	£ 460	CRB Checks	£ -	£ -	£ 100
Interest on Savings	£ 12.45	£ 12.45	£ 30	Volunteer costs	£ 277.17	£ 277.17	£ 200
				Training costs	£ 120.00	£ 120.00	£ 250
Meals	£ 2,219.00	£ 2,219.00	£ 9,500	Cost of Meals	£ 395.65	£ 395.65	£ 8,550
Refreshments	£ 1,416.86	£ 1,416.86	£ 4,000	Cost of refreshments	£ 219.35	£ 219.35	£ 450
Raffles	£ 457.30	£ 457.30	£ 1,500	Raffle expenses	£ -	£ -	£ 25
Bingo	£ 95.70	£ 95.70	£ 575	Bingo expenses	£ 26.49	£ 26.49	£ 225
Bonus Ball	£ 469.00	£ 469.00	£ 1,425	Quizzes/Beetle Drives	£ 42.33	£ 42.33	£ 170
Book sales	£ 85.95	£ 85.95	£ 300	Sales Table/Other	£ 29.35	£ 29.35	£ 200
Quizzes/Beetle Drives	£ 114.00	£ 114.00	£ 300				
Sales Table/Other	£ 271.50	£ 271.50	£ 500				
Whist	£ -	£ -		Whist expenses	£ -	£ -	£ 25
Special Events	£ -	£ -		Special Events	£ 284.14	£ 284.14	£ 350
				Grant expenditure	£ -	£ -	
				Stationery	£ 304.60	£ 304.60	£ 325
				Kitchen Supplies	£ 60.04	£ 60.04	£ 250
				Telephone	£ 84.00	£ 84.00	£ 125
				Insurance	£ 96.00	£ 96.00	£ 300
Minibus Fares	£ 419.00	£ 419.00	£ 2,500	Minibus Insurance	£ 1,223.75	£ 1,223.75	£ 1,200
Minibus Hire Charges	£ -	£ -	£ 650	Maintenance	£ 1,173.04	£ 1,173.04	£ 1,600
Fuel Duty Rebate	£ 347.96	£ 347.96	£ 350	Fuel	£ 327.50	£ 327.50	£ 1,350
				Road Tax	£ 165.00	£ 165.00	£ 165
Sundry Income	£ 422.00	£ 422.00		Sundry Expenses	£ 216.93	£ 216.93	£ 200
Total Income	£ 28,990.88	£ 28,990.88	£36,072	Total Expenditure	£ 18,048.69	£ 18,048.69	£ 34,710
Excess of Income over Expenditure		£ 10,942.19	£ 1,362				

CRICKLADE OPEN DOOR - ACCOUNTS



Balance Sheet b/f		£127,793.62	as at 01/01/2021
Investments:			
Bank Current A/c	£	3,821.61	
Savings A/c	£	123,972.01	
Petty Cash	£	0.00	
Reserves			
Restricted Reserves			
Wiltshire Council Grant	£	8,982.00	
			£ 8,982.00
Designated Reserves:			
Closure Reserve	£	3,000.00	
Unforeseen Operational Costs	£	1,000.00	
Potential Loss of Income	£	10,000.00	
Minibus Replacement	£	100,000.00	
			£ 114,000.00
Free Reserves:			
Working Capital	£	4,811.62	
			£ 4,811.62
			£127,793.62

Balance Sheet c/f		£138,735.81	as at 31/12/2021	2021
Investments:				
Bank Current A/c	£	5,699.35		
Savings A/c	£	132,966.46		
Petty Cash	£	70.00		
Reserves				
Restricted Reserves				
Wiltshire Council Grant	£	2,245.50		
Creditors	£	1,757.00		
			£	4,002.50
Designated Reserves:				
Closure Reserve	£	3,250.00		
Unforeseen Operational Costs	£	1,000.00		
Potential Loss of Income	£	10,000.00		
Minibus Replacement	£	100,000.00		
			£	114,250.00
Free Reserves:				
Working Capital	£	20,483.31		
			£	20,483.31
				£138,735.81

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 3rd January 2022, 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 2022 AGM

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE OPEN DOOR

On accounts for the year
ended

31ST DECEMBER 2021

Charity no
(if any)

1124700

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 (other than that disclosed below*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Hayden Foxton

Date:

3rd Jan 2022

Name:

HAYDEN FOXTON

Relevant professional
qualification(s) or body
(if any):

Address:

3 PLEYDELLS

CRICKLADE

WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.