



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 11	Year 2020		Day 31	Month 10	Year 2021

## Section A

## Reference and administration details

**Charity name**

SOLEBAY CARE FUND

**Other names charity is known by**

**Registered charity number (if any)** 1144108

**Charity's principal address**

Solebay Health Centre

Teal Close, Reydon

Southwold Suffolk

**Postcode**

IP18 6GY

### 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	Catherine Ryan	Chairperson		
2	Rigby Whittaker	Trustee		
3	Rev Peter Trendall	Trustee	1.11.20-5.1.21	
4	Belinda Guise	Treasurer		
5	Sally Bird	Secretary		
6	Rita Woodcraft	Trustee		
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

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

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## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 28.6.2011, as amended 27.9.2011.
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by invitation drawn from the people with the skill, knowledge or experience and an interest in the aims & objectives of the Charity, subject to the 'disqualification from acting as a Trustee' check/confirmation and approval of the Board.

## 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.

The Charity was registered with the Charity Commission on 3.10.2011.

The Trustees have had regard on the guidance issued by The Charity Commission on public benefit in carrying out their duties during the year.

The Charity's income consists of donations from patients/families of patients of Solebay Health Centre GP Surgery & local people in the Solebay area of Suffolk and sponsorship & fundraising events completed by the local GP Practice, the Trustees &/or their associates and local people in the Solebay area.

Expenditure is requested by the Community Matron based at Solebay Health Centre GP Surgery and is authorised by at least two of the Charity's Trustees. The Charity's expenditure ranges from providing short term non NHS/Social Services funded services such as immediate 24 hour nursing care at home, to the fitting of key safes/alarms, giving recipients a rapid response to meet their urgent medical/social need.

The Charity maintains a very clear & transparent recording process of all income & expense items, which is subject to an independent annual examination.

With the help of the Community Matron, Trustees & local people, for the financial year ended 31<sup>st</sup> October 2021 the Charity received income of £87.3K which came mainly from donations. For the same period the Charity had expenses of £95.2K which provided local people with non NHS/Social Services funded immediate care, equipment and short term use of a self-contained flat located at the local Orwell Housing sheltered accommodation site in Reydon.

The direct costs associated with the Charity's work are kindly met by Solebay Health Centre GP Surgery and through voluntary donation of time.

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

The objectives of the Charity, which can be viewed on the Charity Commission website, are: *'To relieve suffering and provide essential medical care for those members of the population of the Solebay area of Suffolk, who require it by providing or assisting in the provision of equipment, facilities and services not provided by the statutory authorities.'*

This has been dealt with in the section above, entitled Structure, Governance & Management, under the sub heading additional governance issues.

**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)**

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

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

This has been dealt with in the section above, entitled Structure, Governance & Management under the subheading additional Governance issues.

**Summary of the main achievements of the charity during the year**

During 2020/21 the Charity spent £95,227.80 demonstrated through the independently examined accounts, and expenditure examples for the year 1.11.20 - 31.10.21 were as follows:

Nursing Care – £58.5K:

Expenditure ranged from 24 hour respite care to emergency carer cover for elderly people suffering from Dementia & Alzheimer's enabling the recipients to remain in their own homes rather than the trauma of hospital admission.

Key safes/Alarms - £156:

The Charity funded the installation/supply of key safes/alarms to enable immediate access for registered carers & to help keep the vulnerable recipients safe.

Care Home Fees – £3.1K:

The Charity was able to provide 24 hour respite care, in a place of their choice, for local people, including Dementia and Palliative care for those suffering from cancer.

Equipment - £1.8K:

The Charity paid for the following items for patients to use in their homes: 3 x kitchen trolleys, an Easy lift overbed table, a swivel bath seat and an electric Recliner chair.

Pitches View Costs – £62

This cost represented the final 3 months telephone rental in the self-contained flat located at the local Orwell Housing sheltered accommodation site in Reydon.

Stomp Sessions - £224

The cost of providing weekly music activities which the Charity funds at a local Care Home, which were reinstated in July 2021 after previously being suspended due to Covid restrictions.

Insurance - £423.38

For the Charity's annual liability insurance cover.

Community Bus - £5.5K

Donations to the transport provider of the Community Bus, to enable the continuation of a much needed service for the local community helped with driving by local volunteers.

Other – £25.3K

Included items such as £260 to fund a 'Walk & Talk' Group, £2.5K in costs to part fund the installation of a stairlift for local resident, £476 to fund the cost of an eye test & new spectacles for a patient (*as sadly no funds or relatives to help*), £216 for the Charity's annual website fee, a £19.6K donation to fund a Dementia Nurse (plus associated training & development costs) at the Solebay Health Centre and £196 to fund a community Xmas lunch.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees previously agreed to operate a reserve fund of £5K, as a prudent measure to help ensure any requests for immediate non NHS/Social Services funded nursing care/equipment could be made by the Charity.  
The balance of the Charity's reserve account as at 31.10.21 was £283K.

### Details of any funds materially in deficit

N/A

### 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.

The Charity's principal sources of funds come from bequeaths, public donations and sponsorship & fundraising events.

#### During 2020/21 examples of:

Donations included: Numerous bequeaths & public donations by cheque, cash, standing orders & via Virgin Money, a donation from the distribution of funds from the closure of 'Friends of Southwold Hospital' account, a local Common Lands Charity donation, a Co-Op in-store local community fundraiser, local Parish Council donations and a local Charitable Trust donation.

Sponsorship & fundraiser events included: a local community quiz night fundraiser, the proceeds from sales of a local book, an Easter raffle fundraising event, a pub quiz night fundraiser and a local cake selling & music fundraiser event.

Gift Aid: £2K received from HMRC re claim period 1.11.2018-30.10.2019.

Detailed in achievements section above.

The Charity operates 2 bank accounts with Barclays Bank Plc, a current account and a reserve account as mentioned in the reserves section above.

## Section F



## Other optional information

The Charity received many thank you letters & cards from grateful recipients/their families and several donations/bequeaths, which are a simple measure of the public benefit provided throughout the year.

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CATHERINE READ	BENJAMIN QUISE
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	23/8/22	

# **SOLEBAY CARE FUND**

**Year Ended 31 October 2021**

**Charity Number 1144108**



## **SOLEBAY CARE FUND**

### **CONTENTS**

<b>Independent Examiner's Report</b>	<b>3</b>
<b>Income and Expenditure Account</b>	<b>4</b>
<b>Bank Reconciliation</b>	<b>5</b>

## **SOLEBAY CARE FUND**

I report on the income and expenditure accounts of the charity for the year ended 31 October 2021, set out on page 4.

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

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year and that an independent examination is needed.

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
- to follow the procedures laid down in the general directions given by the Charity Commission
- to state whether particular matters have come to my attention

### **Basis of 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 therefore the report is limited to those matters set out in the statement below.

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

In connection with our examination, no matter has come to my attention which give any reasonable cause to believe that the required accounting records have not been kept and that there are no matters to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs R H Carter    F.C.C.A.  
37 Southwold Road  
Wrentham  
Beccles  
Suffolk  
NR34 7JE

26 April 2022

# **SOLEBAY CARE FUND**

## **Income & Expenditure Account for the year ended 31 October 2021**

	<b>Total 2020-21</b>	<b>Total 2019-20</b>		<b>Total 2020-21</b>	<b>Total 2019-20</b>
	<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>
<b>Income:</b>					
Donations	45,416.77	42,433.14	Nursing care	58,506.59	63,180.96
Fundraising	1,726.40	2,748.17	Key safes installed	156.00	403.85
BT MyDonate	8,336.05	4,289.96	Care home	3,117.28	16,184.96
Bequests	10,000.00	28,000.00	Equipment	1,870.27	2,548.86
Friends of S/wold Hospital	3,000.00	133,000.00	Pitches View costs	62.49	16,342.84
Community Bus	11,001.00	-	Stomp Sssions	224.00	825.00
Other	7,472.48	6,636.98	Personal exercise	-	678.00
Interest on reserve	391.03	687.23	Insurance	423.38	423.35
			Other (incl Admiral Nurse)	25,367.03	33,000.35
			Community Bus	5,500.76	15,500.00
Deficit for the year	7,884.07	-	Surplus for the year	-	68,707.31
				<b>95,227.80</b>	<b>217,795.48</b>

# SOLEBAY CARE FUND

As at 31 October 2021

	Current Account £	Reserve Account £	Total £
Opening Balance at 1 November 2020	40,639.94	302,755.38	343,395.32
Receipts	86,952.70	391.03	87,343.73
Expenses	(95,227.80)	-	(95,227.80)
Transfers	20,000.00	(20,000.00)	-
Closing Balance at 31 October 2021	<u>52,364.84</u>	<u>283,146.41</u>	<u>335,511.25</u>

## Balance per Bank statement

Unpresented cheques:			
100556	117.00		
100656	3.49		
100684	26.10		
100102	9.00		
101111	22.00		
101053	120.00		
101163	252.00		
101246	114.00		
101314	20.00		
		(683.59)	(683.59)
	<u>52,364.84</u>	<u>283,146.41</u>	<u>335,511.25</u>

Note: No reserve account statement has been received since 29.06.21 and the above balance is therefore as at that date.  
The current account is stated as at the end of October 2021.

# **SOLEBAY CARE FUND**

**Year Ended 31 October 2021**

**Charity Number 1144108**

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