

OTLEY ACTION FOR OLDER PEOPLE

England & Wales · Charity number 1150684

Details

Status Registered

Legal form Charitable company

Company number [08224902](#)

Registered 2013-02-04

Register [View on the Charity Commission register](#)

Contact

Address Otley Action for Older People
Crossgate
Otley
LS21 3AA

Phone 01943463965

Email info@otleyactionforolderpeople.org.uk

Website <http://www.otleyactionforolderpeople.org.uk/>

Activities

Objects: THE CHARITY IS ESTABLISHED TO RELIEVE THE FOLLOWING CHARITABLE NEEDS OF OLDER PEOPLE LIVING IN OTLEY, POOL & ARTHINGTON:- 1)TO RELIEVE POVERTY; 2)TO PRESERVE AND PROTECT GOOD HEALTH; 3)TO ADVANCE EDUCATION;AND 4)TO PROMOTE THE SOCIAL INCLUSION OF SUCH PEOPLE WHO ARE EXCLUDED FROM SOCIETY BECAUSE THEY ARE HOUSE-BOUND, OR WHO ARE UNABLE TO DRIVE OR EASILY ACCESS PUBLIC TRANSPORT AND TO ASSIST THEM TO INTEGRATE INTO SOCIETY BY SUCH MEANS AS THE TRUSTEES DEEM FIT.

Activities: Aims and ObjectivesThe charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:1) To relieve poverty2) To preserve and protect good health3) To advance education, and 4) To promote the social inclusion of such people who are excluded from society because they are house-bound.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Recreation, Other Charitable Purposes
- **Who:** Elderly/old People

Geography

- **Area of benefit:** OTLEY, POOL & ARTHINGTON
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£372,308	£339,881	-	-
2024-03-31	£403,427	£349,101	-	-
2023-03-31	£255,652	£255,035	-	-
2022-03-31	£242,397	£221,666	-	-
2021-03-31	£244,538	£217,136	-	-

Trustees

Name	Role	Appointed
Ailsa Bearpark		2015-07-15
Andrew Hinton		2025-06-30
Elspeth Jane Harrow		2025-11-24
Frank Jordan		2016-09-28
Gillian Chapman		2016-08-10
JOHN EVELEIGH		2012-11-26
Nigel James Gill		2015-07-15
PAM GILL		2012-11-26
Pauline Padden		2019-01-30

OTLEY ACTION FOR OLDER PEOPLE

England & Wales - Charity number 1150684

Accounts



Annual Report

2024-2025



Crossgate, Otley, LS21 3AA

Registered Charity Number 1150684

Company Number 8224902

tel: 01943 463965

website:

www.otleyactionforolderpeople.org.uk

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Aims and Objectives as Set Out in the “Articles of Association”

“The charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty
2. To preserve and protect good health
3. To advance education; and
4. To promote the social inclusion of such people who are excluded from society because they are house-bound, or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the trustees deem fit.”

Background

Otley Action for Older People (OAOP) is a long-established and successful community-based organisation working for the older population of Otley, Pool and Arthington. It was initiated in 1995 and granted charitable status in 1996. The original charity number was 1060379 and Otley Action registered with the Charity Commission at the time setting itself the clear objectives as listed in the original constitution.

OAOP is open to all people over 60 within the Otley, Pool-in-Wharfedale and Arthington areas. Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme (NNS) a network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independent living for older people.

OAOP primarily targets activities and services to the needs of low-income older people, older people with disabilities and those threatened by or experiencing social exclusion. However, there is an open-door policy and thus activities are open to people over the age of 60, except where there are defined criteria.

The organisation is in the North-West of the Leeds Metropolitan District. Otley, Pool and Arthington are set within a rural area and are outside the Leeds Regeneration Area.

According to the last census, there are over 4500 older people living within Otley (which equates to approximately 31% of the population in Otley, which stands at around 14,500). 3.1% were reported to be Black, Asian or a minority ethnicity in Otley.

OAOP currently has 1504 registered members, of which 0.6% are registered as Black, Asian or a minority ethnicity. 60% of our members are aged between 75 and 84 and 31% are aged over 85. These figures show that over 30% of the eligible population in Otley are registered with Otley Action.

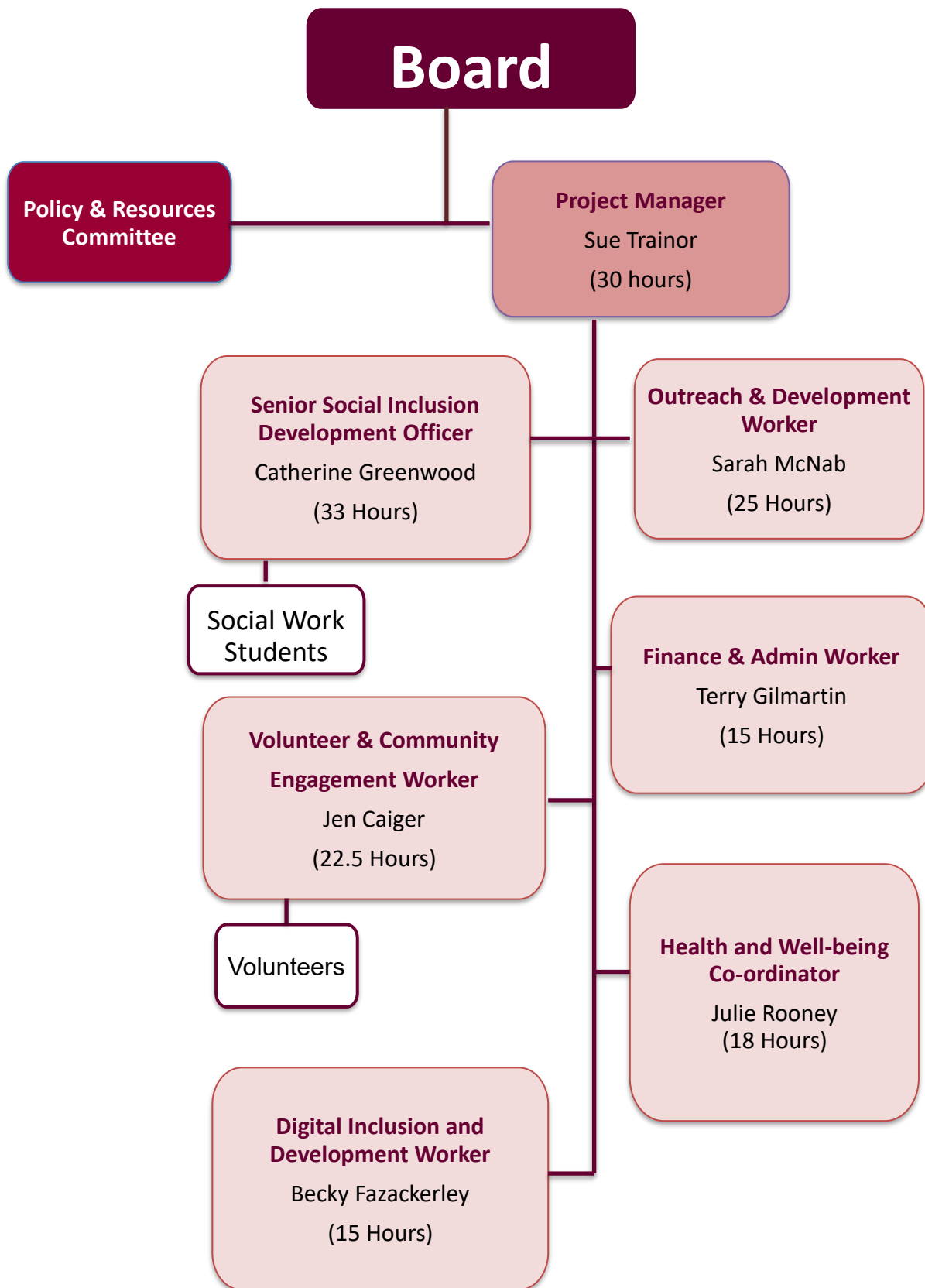
OAOP has seven staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and cultures. The volunteer workforce receives training and support and as such are competent and able to support our older people. The staff team organises, manages, and oversees the volunteers and provides practical and emotional support to them and our members. Our Board of Directors are made up of local older people and members of the local community. This ensures co-production in the development of services that we provide, and decisions made, and also provides governance of the organisation. We value our members and actively seek feedback from observation and consultation. Consultation and feedback from members are integral to our improvement policies and we actively seek this.

As an organisation, we have a continual improvement philosophy and a desire to increase the quality of services and outcomes available to older people in our community.

Otley Action for Older People (OAOP) provides activities and services for adults over the age of 60. The primary aims focus on social inclusion and equality. This is enacted by enabling reductions in poverty, increasing active participation and providing person-centred support for people to live in their own homes for as long as possible.

Services include home visits, assessments, information and signposting, transport to hospital and doctors' appointments, befriending, wheelchair hire, shopping, lunch clubs, exercise classes, social groups and outings.

Otley Action for Older People Structure 2024-2025



Otley Action for Older People Board of Directors

**Alisa Bearpark
(Chair)**



**Pauline Padden
(Treasurer)**



**Frank Jordan
(Secretary)**



Tim Dalby



Pamela Gill



Nigel Gill



John Eveleigh



Gill Chapman



Doris Gagen



Stuart Page



**Sue Trainor
(Company Secretary)**



Otley Action for Older People Staff Team



Project Manager	Sue Trainor
Senior Social Inclusion Development Officer	Catherine Greenwood
Outreach and Development Worker	Sarah McNab
Volunteer & Community Engagement Officer	Jen Caiger
Finance and Admin Worker	Terry Gilmartin
Digital Inclusion Development Worker	Becky Fazackerley
Health and Well-being Co-ordinator	Julie Rooney



Left to Right Catherine, Jen, Joe, Sarah, Sue, and Terry

Staff Changes in 2024-2025

Joe Woollin

Joe Woollin was the young dynamic Digital Inclusion Worker that revolutionised how Otley Action interacted with older people and digital support. Joe was an inspiration to all that worked with him and alongside him. His enthusiasm was contagious and for a 23-year-old young man he had a head on his shoulders way older than his years. We were fortunate to have Joe for 2 years but knew he was destined for greater things in the future.

We were very sorry to say farewell to Joe in February 2025, as he started an exciting new role with West Midlands Police Force. We all wish him the best with his future career, and he is missed by all staff, volunteers and service users at Otley Action. Good luck and do stay in touch!



Julie Rooney

Julie Rooney started work with Otley Action on the 1st July 2024 as the ENHANCE Co-ordinator. Julie was well known to Otley Action as she had been the lead Practice Nurse involved in “All Legs Allowed” the first Lindsey Leg Club in the North of England set up in 2017. This was a joint venture between the NHS, Lindsey Leg Club and OAOP. Unfortunately, due to the pandemic it closed and never re-opened.



However, as Julie was a highly respected worker when she announced her retirement from the NHS in 2024 the perfect opportunity arose at the same time; the ENHANCE project. Julie was looking for a part time role with Otley Action and this was a perfect match. As well as successfully running the project, in the past year Julie

has also set up the Hosiery and Leg Care group and developed the Dementia Café and the Chiropodist services.

Social Work Students on Placement in 2024-2025

Phoebe Thompson Second Year University of Leeds	(Passed)
Alisha Mehmood Second Year University of Leeds	(Passed)

Volunteers

We have a fantastic team of registered volunteers, with the eldest being 97! They bring a wealth of experience and expertise with them from diverse backgrounds, all with the common ethos of wanting to care for the older population of Otley, Pool and Arthington. Collectively, they are responsible for running the 15 Social Groups that we run every week.

There are currently 102 active volunteers registered with us. Our volunteers fall into several categories:

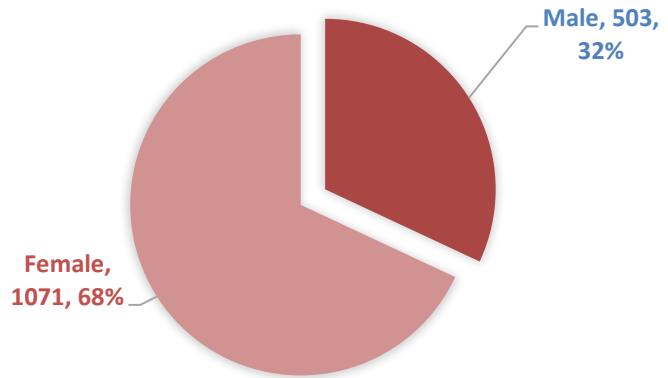
Befrienders	18
Car Scheme Drivers	23
Bus Drivers / Escorts	30
Reception / Admin	8
Group Work	27

Our volunteer workforce is fundamental to the work we do, without them Otley Action would not be the force that it is or have the presence in Otley it has. We have grown steadily over the years, and this is largely due to the hard work and dedication of our volunteer workforce. We continue to be amazed at the commitment of our volunteers. Whether it is going above and beyond as a befriender or taking a lady to a hospital appointment 100 miles away – no job is too big or small and our army of volunteers will find a way to make things happen.

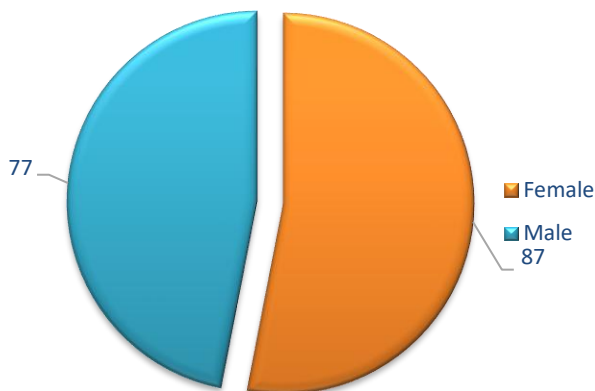
Otley Action for Older People Members

As of March 2025, we had 1574 members registered with Otley Action. There were 1071 women and 503 men. Of these members, 164 are registered as having memory loss. 87 of these are women and 77 are men.

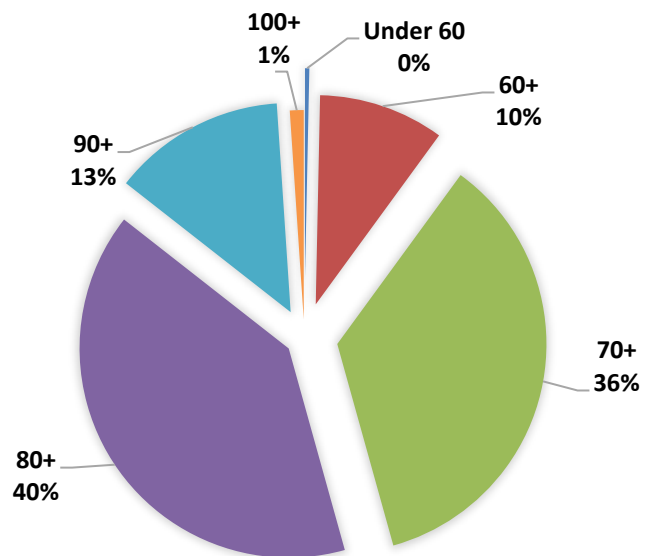
Gender of Service Users



Gender of Service Users with Memory Problems



Age Groups of Service Users



Chair's Remarks



As always, the last 12 months have flown by at Otley Action! So much to note and so much to celebrate. Our wonderful staff and volunteers have continued to ensure the organisation provides an excellent service to Otley residents. Regular dates for the lunch club and meal delivery services, so appreciated by our service users, and the other diary regulars of quiz, memory café, community and internet café are the very core of our numerous activities.

We are very fortunate to have such a strong team, led by Sue, bringing their expertise to provide all the other services that make Otley Action so special; with trips out, support with applications, renewals and coping with the internet to name but a few. Members of the board have enjoyed being part of the team, underpinning the work done week in week out.

It seems we have a powerful machine here, helping us all to keep going and looking forward to a bright future. Whatever your personal contribution is, board member, staff, volunteer or service user please keep doing what you do! Our success is based in being together.

Ailsa Bearpark

Chair of Otley Action for Older People

Project Manager's Report



Looking back on the past year there have been a lot of great achievements; thanks to the ongoing support from the Board, staff, volunteers, and the local community. It is this coming together that makes Otley Action so successful and a wonderful organisation to be a part of. There have been many milestones this year but here are a few of the standout moments, accomplishments, and happenings.

In April 2024 we were awarded a grant of £18,000 to deliver the citywide ENHANCE project in our area. The grant was funded by Leeds Community Health (LCH), and it was great that we could recruit Julie Rooney, a retired nurse, to carry out this work. In partnership with Leeds Older People's Forum, AVSED and the Yeadon Neighbourhood Team we were able to work with patients experiencing long term health conditions providing non-clinical interventions.

In June 2024, our brand-new bespoke Mercedes Sprinter minibus was finally delivered in time for the summer season. We are so grateful to all our funders and to the numerous groups and individuals that donated to us to bring this to fruition.

In September 2024 we were delighted when we received a call out of the blue and were informed that we were the fortunate beneficiaries of the Postcode Lottery and offered a grant of £70,000 as part of the Millionaire Street Grant Fund. We were very local to the winning postcode, and as a charity with a big impact in the local community they were satisfied that we met their criteria. We are endeavouring to put this money to good use supporting our members.

Our truly exceptional Digital Inclusion Worker Joe Woollin in his second year continued to wow staff, volunteers, and members alike. For a young man of 23 he had exceptional skills, patience, and a way with him that reassured you that you were not alone in your endeavours. In March 2025 whilst we were not surprised, we were sad to see him move on to pastures new with an exciting new role with West Midlands Police. His legacy is outstanding, as he identified and challenged digital inequalities in health care, banking and other industries. With Joe initially employed at the age of 21 and Terry our administration worker at the age of 74 demonstrates the values and inclusivity that Otley Action hold dear to.

There is much more that could be highlighted and so much that Otley Action can be grateful for, so it goes without saying a very big thank you to each one of you for the wonderful support that is always forthcoming.

Sue Trainor
Project Manager

Otley Action for Older People / Annual Report 2024/25

Otley Action Activities

Regular Services and Activities from 01/04/2024 – 31/03/2025

Advice and Information

- Registration of members
- Support for Individuals & community groups
- Signposting and referrals
- Newsletters

Transport and Mobility

- OAOP minibus transport
Volunteer Car Scheme
- Wheelchair Accessible
Transport – Wheelchair
Clamp
- Wheelchair and
equipment loan

Social Activities

- Fish and chip delivery service
- Meal Deliveries
- Lunch Club
- Mini-bus trips
- Christmas and Easter Parties
- Quizzes
- Art class
- Choir
- Memory Café
- Tai Chi
- Zumba
- Indoor Bowls
- Community Café
- Foot Health Care Clinic
- Bingo

Practical Help

- Shopping support
- Gardener vetting service
- Contractor's list
- Care and Repair referrals
- Volunteering
- IT and digital support

Social Care

- Home visiting and
assessments
- Befriending
- Telephone contact
- Blue Badge
- Bus Passes
- Attendance Allowance
applications
- Housing support
- Form filling and financial
queries

Health Activities

- Tai Chi classes
- Chair-based Exercise
- Zumba Gold classes
- Winter indoor bowls
- Outdoor Bowling
- Healthy Legs
- Chiropodist

Regular Groups and Activities - Timetable of Events

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Breakfast Café & Internet Support	Chippendale Centre	10am-11.30pm	12
Monday	Memory Café 1 st Monday of the month	Chippendale Centre	12pm	10
Monday	Quiz 2 nd Monday of the month	Chippendale Centre	12pm	22
Monday	Bingo	Labour Rooms	2pm	16
Monday	Welcome Space November-March	Chippendale Centre	1pm	10
Tuesday	Otley Luncheon Club	Chippendale Centre	12pm	25
Tuesday	Art Class	Chippendale Centre	2pm	14
Tuesday	Welcome Space November-March	Chippendale Centre	10am	10
Wednesday	Healthy Legs	Otley Action Offices	12-2pm	5
Wednesday	Pool Luncheon Club	Wharfedale Court	12pm	18
Wednesday	Chair Based Exercise	Chippendale Centre	3pm	18
Thursday	Choir	Black Horse Courtyard	11am	13
Thursday	Otley Lunch Club	Chippendale Centre	1pm	28
Thursday	Tai-chi	Beech Hill Church	2pm	18
Friday	Indoor bowling (Seasonal)	Otley Methodist Church	10am	16
Friday	Community Café	Chippendale Centre	12.30pm	20
Friday	Zumba Gold	Bridge Church	2pm	22
Friday	Foot Clinic Every other month 2 x sessions	Otley Action Offices	12.30pm	14
Friday	Welcome Space November-March	Chippendale Centre	12.30pm	14

What Happened in 2024-2025

ENHANCE

In March 2024 we partnered with AVSED in a bid for funding from Leeds Community Health for the citywide ENHANCE project to cover the Otley and Yeadon ward. The bid was successful, and our share of the pot was £18,000. The funding was to support Leeds Community Health (LCH) to reduce the time that health practitioners were spending visiting patients on non-medical interventions. This was a 12-month project working alongside Yeadon Neighbourhood Team.



Success story – AVSED

Lionel (*name changed*) phoned AVSED to absolutely sing our praises for helping him with the dentist appointment last week. He'd practised walking up the slight hill to the bus stop with his Physio and he did it on his own to attend his dentist appointment. He was very emotional and said it was the first time he'd been out on his own in over 40 weeks and couldn't have done it without the support of AVSED. He now wants to try and attend a social group and can't wait to start his life again thanks to his Enhance support from AVSED.

Success story – Otley Action for Older People

Annie (*name changed*) was referred to Enhance after developing severe weakness, slurred speech and problems swallowing. She was unable to leave her house or take care of her basic needs and, through conversations with her Enhance worker, it became clear she was also worried about her dog. Annie was supported to claim Attendance Allowance and to choose a carer to support her with her personal care, dog walking, her medication and preparing meals daily. Annie is feeling much happier and has extra income to put towards her care costs.



New Minibus for Otley Action

In June 2024, our brand-new bespoke Mercedes Sprinter minibus was finally delivered in time for the summer season. This was the culmination of 2 years of fundraising effort in which time we were able to raise the £85,000 required. A lot of consultation went into the design to ensure that we were able to get exactly what our service users deserved. We are indeed grateful to all our funders and to the numerous groups and individuals that donated to us. Many thanks to all our funders, our major funders being: The Big Lottery Awards for All; The Clothworkers Foundation; Bernard Sunley; The Mangoletsi Trust; West Riding Masonic Community Fund, whose support has been instrumental in achieving our goal. A big thank you also goes to all those groups and individuals that generously donated towards the vehicle without whose support this would not have been possible.



Hosiery and Leg Health Clinic

Julie has secured the service of Jen Earnshaw (Medi UK Ltd) Service Manager for our Hosiery and Leg Health drop-in sessions on a Wednesday from 12 noon until 2.30. Jen used to be our service provider for The Leg Club at OAOP a few years ago. This will be in partnerships with the G.P Practices in Otley. Anyone needing hosiery can attend our sessions – no appointment needed. Jen and Julie have a planning meeting on Wednesday 14th August at the Chippendale Centre and the intention is to start the weekly sessions on Wednesday 21st August. As Julie still holds a Nursing qualification, she can advise on all aspects of leg health and care.

Community Networking Lunch

Throughout the year Otley Action have continued to support the bi-monthly community network lunch. With Third Sector Consultancy facilitating the events we have met at various locations such as the Chippendale Centre, The Parish Church, Otley Methodist Church and Otley Courthouse. We now have over 30 community groups registered with regular attendance between 15-20. Funding has been attained by Otley Action to support the ongoing success of this network. OAOP applied to OTC for funding to support the Community Network lunches in the coming year. We have been awarded £420 to cover six lunches and will need to complete a brief evaluation in February 2025.

Year 3 End of Year Lottery Report – August 2024

Summary

We are now at the end of our third year of “Let’s Enable Otley” and about to enter our final year. We have seen significant advancements in most areas. Our I.T. support and Volunteer Co-ordinator have worked tirelessly together and have generally enabled our older people to become more confident and empowered thanks to the support of our outstanding volunteer workforce. It never fails to impress the level of commitment and the variety of skills that are being used by volunteers in support of our older people.

Since the start of the project, we have seen an unprecedented increase in the number of members registered with us and in March 2021 we had 1176 registered members and by March 2024 we had 1521. Thanks to the LEO project we are busier than ever, and we now need to prepare for the final year and beyond.

So much has been achieved this year and things couldn’t have gone better. We now have our brand-new accessible minibus with tail lift, more volunteers than ever to support this and we are working closely with other community groups which we are finding to be mutually beneficial. Our 2024 extensive consultation is now completed and the report available. This report is invaluable to the Board and will form the basis of our strategic planning from 2024 onwards. It will also inform the direction of our future funding strategy.

The Postcode Lottery

In September 2024 we were delighted when we were called out of the blue and informed that we were the fortunate beneficiaries of the Postcode Lottery. We were selected and offered a grant of £70,000 as part of the Millionaire Street Grant Fund. We were informed that as we are very local to the winning postcode, and we make a big impact in the local

area they were satisfied that we met their criteria. We are endeavouring to put this money to good use supporting our members.

Leeds Community Anchor Network (LCAN)

We joined the Leeds Community Anchor Network in 2023 as the lead organisation supporting the disadvantaged in Otley and Yeadon, distributing the Housing Support Fund to those effected by the financial crisis. We also administered the payments for the Welcome Spaces throughout the area. This has continued in this financial year and will continue into 2026. This is a partnership with Voluntary Action Leeds distributing government funding.

The Household Support Fund (HSF) is a central government fund. Leeds City Council (LCC) asked the Leeds Community Anchor Network (LCAN) to distribute money across the network and wider partners to cover all electoral wards of the city to support some of the most vulnerable families and individuals with food, fuel, and other essential costs. Otley Action were asked to support people in LS21. To the year ending 31st March 2025, we were awarded £10,500 of government funding to distribute. A lot of this money was awarded to local families to provide meals during the school holidays with nominations coming from local schools.

Leeds Digital Inclusion Fund

In October 2024 we were awarded £9,885 from the Leeds Community Foundation from the Leeds Digital Inclusion Fund. This money was to support local sheltered housing complexes in our area. The money was to pay for six Apple/Android tablets, internet connectivity, promotional materials and staff hours.

Lunch Club Grant Applications

In support of the three Otley action lunch clubs, we have been advised that our three-lunch club grant applications were successful. We have been awarded £1816.23 for the two Otley lunch clubs and £1556.77 for the Pool lunch club. The reason for the difference in amounts is because we do not pay rent for Pool.

July-August 2024 Consultation

In the spring of 2024, working with Third Sector Consultancy our four yearly consultation was set in motion. Events were held with staff, volunteers and service users to get an overview of our services from all angles. In August of that year the consultation report was

produced which we were able to share with our funders and the Board and was used to inform our Business Plan moving forward.

Otley Action for Older People ~ Consultation Report ~ July/Aug 2024

Executive Summary

Otley Action has grown significantly since the last full consultation 5 years ago, growing from around 1000 members to over 1500 members. Significant changes include moving to a new building in 2021, an increased role within the community, increased staffing from 3 to 6. We have continued to consult with people regularly. This has enabled us to improve services and update our annual business plan.

We have seen an increase in demand for our services which has happened alongside considerable reduction in local services and amenities. We are seeing people in greater need due to the cost-of-living crisis. We are now accessing more state benefits for members from £90,000 in 2019 to £210,000 in 2024. The regular users of Otley Action constitute 40% of membership. We will continue to look at ways to increase engagement in our services. It has been our aim with this consultation to further understand the needs of members, volunteers, staff and the wider community to address how we would like to develop and

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improve.

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One flaw in the consultation process is that we've not consulted with carers. We will aim to do this over the coming 6 months. We would like to thank all those who took part and gave us their suggestions.

Christmas at Otley Action

Wreath Making Class

Due to popular demand, the wreath making class made a return this year. Our florist Sam brought beautiful foliage and materials, and our members all made stunning wreaths to decorate their homes. Mulled wine and mince pies were served to get everyone in the festive spirit!



Christmas Party

Our annual Christmas Party was held on 5th December and was another great success. We had an unprecedented number of guests this year, but once we had a jiggle about with tables, we got everyone seated comfortably and the festive celebrations commenced. A lovely buffet was hand made by our dedicated volunteers, Emma James provided excellent entertainment and got everyone singing along, and an enthusiastic crowd up dancing! We wrapped up the party with a game of Bingo, coffee and mince pies and a visit from the man in red himself! A special thank you to all our volunteers for their help on the day and to Professional Leads for their support and help too and for providing the mince pies, Roses chocolates and Christmas Crackers.



Projects and Activities

Art Exhibition

On Friday the 28th of February we hosted an art exhibition at the Chippendale Centre from 12:30 to 2:30pm. Our fabulous art group led by Tracey Krupianka-Scott displayed their wonderful creations



Summer Fun Day

On Thursday 11th July we hosted a Summer Fun Day at Otley Rugby Club from 12 to 3pm. We had some fun stalls and games, lots of lovely fresh food and drinks and some great prizes up for grabs. The staff oversaw a stall or game on the day and entertainment was provided by a singing trio, Christopher and the Robins.

Short Break

We arranged a 3-night short break to Lytham from the 7th to 10th of October 2024. There were 8 service user who enjoyed a four-night break at the Clifton Park Hotel. The places were offered to people who had not yet been away with us and would struggle to go away independently. The cost of £390 per person covered dinner, bed, breakfast, fuel and daily support from our wonderful volunteers.

Skippko – Camera Connections

Skippko are an arts organisation based in Holbeck, South Leeds and were formed in 1988 by two female artists. For more than 30 years they have been committed to developing creative projects with communities across the North of England. In March 2025, Skippko worked in partnership with Otley Action to deliver 3 Camera Connections sessions. These

creative sessions were perfect for anyone who has always fancied having a dabble at photography, but no experience and didn't require expensive equipment! The sessions were delivered by Skippko and during the sessions, identity through portraiture was explored. The sessions were held on the 12th 19th and 26th March 1 to 3pm at the Chippendale Centre.

Leeds Community Anchor Network (LCAN)

LCAN have recruited community groups from all over the city to take part in a listening exercise, and we are representing LS21. We have received £1,100 for our participation in the project. Sarah has attended 3 'listening well' workshops to brainstorm the most effective way to communicate with people in our community and get the feedback LCAN require for their research and final report. The purpose of the project is to highlight people's likes and dislikes of their local communities and to look at how things can be improved. We will now engage with 20 to 30 people from LS21 and ask three key questions:

- "What word best describes your community?"
- "What do you love in your community?"
- "How can we make your community an even better place, now and for future generations?"

These responses will be recorded and reported back to LCAN. From the 20-30 people, we will aim to recruit around 10 people to take part in a focus group to delve a bit deeper into common themes that arise from the above three questions.

The final report will give insight into how people feel about the communities they live in across the city and it will shape the work that LCAN and VAL do over the course of the next 12 months.

Meal Deliveries

We deliver hot, two course meals Monday to Wednesday every week and we charge £5 for this. When the project was launched in spring 2023, we received a grant to subsidise these costs. However, the grant has since expired.

The demand for this service is also continuing to grow and we are now delivering up to 15 hot meals, Monday to Wednesday, every week.

Due to the meals no longer being subsidised, and because the number of people accessing this service has more than doubled, we unfortunately had to increase the cost of this service from £5 to £6, with effect from 1st May 2024.

OTC Mayoral Charity of the Year

In May 2024, the newly appointed Mayor Penny Robinson announced her charities for the coming year. Penny an avid supporter of ours chose Otley Action and the air Ambulance as her two charities.

Airport Tour

We enjoyed a landside tour of the airport last week. 9 service users enjoyed a great morning at the airport with a tour led by Dan King who is PRM manager and deals with passenger accessibility. The plan is to return for an airside tour in the early autumn.



Befriending

We currently have 22 active befrienders, who between them have 31 established befriender relationships with individual service users. Over the past year our befrienders have carried out approximately 450 shopping trips and conducted around 1400 home visits and telephone conversations. Home visits can also include going out for a cup of tea or participating in another activity together outside of the home, for example we have one befriender who enjoys playing chess a couple of times per week with his befriender.

One service user, Susan, who lives alone and due to her medical issues was rarely able to leave her home, was paired with a wonderful volunteer who visits her regularly and gets her out of her house when possible. Thanks to her befriender, Susan was recently able to join in with one of our day trips to a local Dogs Trust centre. Susan and her befriender have developed a lovely friendship, and both tell us how much they have benefited from meeting each other.

Men's Group Trips

Our Men's Group have enjoyed two exciting trips over the summer. In July they went to Bangers and Cash in Thornton Le Dale, and in August they went to Settle where they attended a talk at the Victoria Hall, followed by lunch which was provided by the hall. This was followed by an enjoyable walking tour of Settle, of which all the proceeds went to the Flowerpot Festival in Settle.

Here are a few pictures of the group enjoying the history of Settle!





Dementia Training

On Wednesday the 28th of February Sarah Prescott from Leeds Older Peoples Forum came to deliver a ‘Dementia Friends’ training session. 12 volunteers attended the training. Sarah has offered to revisit and deliver further training sessions for the staff and volunteers.

Training

Date	Training	Number of attendees
20 th August 2023	Food Hygiene	15
25 th /27 th October 2023	Excel Spreadsheets - Staff	7
28 th February 2024	Dementia Friends	13
24 th January 2024	Safeguarding Vulnerable Adults	12

Trips and Outings

- Filey Day Trip
- Autumn leaves country drive
- Stop off at the local tea rooms
- Salts Mill
- Gallery and Restaurant
- Washburn Heritage Centre
- Harlow Carr Gardens
- Lunch and a presentation
- Beverley Day Trip
- Pie and peas supper at the Chippendale Centre followed by a drive around the Leeds Christmas lights
- Black Sheep Brewery Tour
- Horticap – Harrogate Nursery Gardens, shop and tearoom

Otley Action Finance – Fundraising and Donations

Clothworkers Foundation

An application was submitted to the Clothworkers Foundation earlier in the year requesting £15,000 towards the final costs of the minibus. We were delighted to be informed in March that our application had been successful. We now await the grant agreement to be signed and returned before the funds can be released.

Lunch Club Grant Applications

Applications for the three lunch clubs have now been completed and submitted. We will be notified of the outcome of these applications in April/May.

Windmill Community Transport

Catherine applied to Windmill Community Transport for funds to support the short break in the Autumn. We have been awarded £339 towards our costs.

Carnival Stars

We have been approached by Nicola Horner regarding Otley Carnival to host the Carnival Stars throughout the summer holidays. We have agreed to host 2 students at a time on Tuesday and Thursday at our lunch clubs.

Millionaire Street – information for selected good causes

Each week People's Postcode Lottery players in a winning postcode share a £1 Million Millionaire Street prize. This prize is split between tickets in the full winning postcode. We are delighted that local good causes based in the Millionaire Street winning postcode areas for each month will be awarded a share of £1 Million too.

Why have you been selected?

It was great to be able to deliver the news that Otley Action for Older People has been selected to be offered a grant of £70,000 as part of the Millionaire Street Grant Fund.

‘Your organisation has been selected to be supported with a grant, either because you are a previous applicant to one of our Community Programmes Trusts, or because you are very local to the winning postcode, and we can see that you make a

big impact in your community. We understand from our research that you work within one of our priorities areas and have checked your record on Charities Commission or Companies House to review the governance of your organisation and are satisfied that this meets our criteria.'

The Factory Shop

The Factory Shop gave us a donation of £100.

Pool Methodist Charity shop

Pool Methodist church charity shop gave us a £100 donation.

Defibrillators

Over the year we also received a number of very generous donations from members and community groups following our campaign to raise funds for a defibrillator over the year. We managed to raise £1,390 towards the cost of the defibrillator and the training of over 20 people in how to use it. We are so grateful to those that generously donated to this very worthy cause.

Otley Action Finance – Fundraising and Donations Summary Table

Date	Project	Amount
02/04/2024	Leeds City Council – Core Funding	£17,384.41
09/04/2024	West Riding Masonic Charities - minibus	£15,000.00
17/05/2024	Leeds City Council – Lunch Club Grant	£1,556.77
17/05/2024	Leeds City Council – Lunch Club Grant	£1,816.23
17/05/2024	Leeds City Council – Lunch Club Grant	£1,816.23
22/05/2024	Bernard Sunley Foundation Minibus	£5,000.00
24/05/2024	Big Lottery - Main Grants	£26,368.00
05/06/2024	Windmill Community Transport – Grant towards mini break	£339.00
06/06/2024	Minibus sale – Mick Kirby	£5,500.00
12/06/2024	ENHANCE Funding	£4,500.00
18/06/2024	The Clothworkers Foundation	£15,000.00
01/07/2024	Leeds City Council – Core Funding	£17,384.41
09/07/2024	Housing Support Fund	£5,500.00
16/07/2024	Leeds City Council – MICE money intergenerational	£255.00
31/07/2024	DFT MAIN - BSOG	£403.79
07/08/2024	Pool Methodist Church Shop Donation	£100.00
07/08/2024	HMRC – Gift Aid	£2,414.65
28/08/2024	ENHANCE Funding	£4,500.00
30/09/2024	Leeds City Council – Core Funding	£17,384.41
31/10/2024	Postcode Lottery Grant	£70,000.00
01/11/2024	Leeds Community Foundation – Digital Inclusion	£9,885.34
22/11/2024	Big Lottery – Main Grants	£26,368.00
28/11/2024	CAF Vouchers – staff support	£500.00
06/12/2024	ENHANCE Funding	£4,500.00
11/12/2024	Sarah Jackson Fund – Christmas donation	£200.00
17/12/2024	Voluntary Action Leeds – Welcome Space Grant	£3,600.00
17/12/2024	Voluntary Action Leeds – Housing Support Fund	£5,000.00
01/01/2025	Leeds City Council – Core Funding	£17,384.41
28/02/2025	ENHANCE	£4,500.00

Otley Action for Older People Detailed Income and Expenditure Account For Year Ended 31st March 2025

	2025	2024
Income	£	£
Grants, Donations and Fundraising	286,864	329,673
Fees and Charges	8,027	9,915
Contributions to Activities	30,013	25,224
Luncheon Club	28,362	20,946
Community Car Scheme	2,068	2,549
Bank Interest	5,914	6,413
Student Placements	560	2,800
Employers Allowance	5,000	5,000
Sale of minibus	5,500	-
Introduction fee	-	657
Sponsorship	-	250
Total Income	372,308	403,427
Expenditure		
Office and Room Rent	20,365	10,000
Light and Heat	6,458	7,410
Subscriptions	648	551
Telephone	2,365	2,752
Printing, Stationery & Postage	1,894	1,685
Insurance	959	995
Repairs, Renewals & Refurbishments	4,364	5,218
Depreciation	21,594	-
I T Support & Equipment	6,755	4,241
Independent Examination	1,550	1,550
Professional Fees/Consultancy	10,800	13,898
Miscellaneous	734	476
Publicity	2,017	2,310
	80,503	51,086
Minibus & Van Expenses	6,618	7,154
Trips, Social Events & Activities	38,648	39,417
Luncheon Club	24,279	20,781
	69,545	67,352
Salaries	143,160	128,031
Employers National Insurance	11,178	10,137
Pension Contributions	29,728	26,168
Payroll Fees	1,233	1,124
Training	585	1,620
Volunteer Expenses	3,319	4,003
DBS Checks	630	509
	189,833	171,592
Total Expenditure	339,881	290,030
Net Surplus for the Year	32,427	113,397
Funds Brought Forward	349,101	235,704
Funds Carried Forward	381,528	349,101

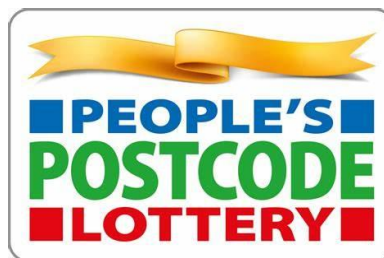
Leeds
Community
Foundation



THE CLOTHWORKERS'
FOUNDATION



Leeds Community
Healthcare
NHS Trust



Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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3.	Independent Examiners Report
4.	Statement of Financial Activities
5.	Balance Sheet
6.	Statement of Cashflows
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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA

OTLEY ACTION FOR OLDER PEOPLE**LEGAL AND ADMINISTRATIVE INFORMATION (CONTINUED)**

Bankers

Virgin Money
94 – 96 Briggate
Leeds
West Yorkshire
LS1 6ND

Monmouthshire Building Society
Monmouthshire House
John Frost Square
Newport
Monmouthshire
NP20 1PX

The Charity Bank Ltd
Fosse House
182 High Street
Tonbridge
Kent
TN9 1BE

Charities Aid Foundation
Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

Cambridge & Counties Bank
Charnwood Court
5b New Walk
Leicester
Leicestershire
LE1 6TE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report and accounts for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Timothy Dalby
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Relationships

Otley Action is part of the Leeds Neighbourhood Network Scheme a highly regarded network of 36 organisations supporting older people throughout the city of Leeds. We work closely with the other networks within the geographical boundary.

We joined the Leeds Community Anchor Network in 2023 as the lead organisation supporting the disadvantaged in Otley and Yeadon distributing the Housing Support Fund to those effected by the financial crisis. We also administered the payments for the Welcome Spaces throughout the area. This has continued in this financial year and will continue into 2026. This is a partnership with Voluntary Action Leeds distributing government funding.

Throughout the year we partnered with Leeds Older People's Forum and Leeds Community Health (LCH) on the ENHANCE Project. This relationship was ongoing throughout the year.

We also partner with the Big Lottery Fund are funded by them until August 2025.

We are part of the Local Care Partnership running projects in partnership with health and social care and the voluntary sector.

We work closely with Chevin Medical and Yeadon Health teams, the local medical centres. We partner with the social prescribing teams and regularly refer to and from them. Locally we are part of the Otley Community Group consisting of Otley Town Council, local schools, churches, food bank to name a few. Otley Action initiated a Community Network Lunch after the pandemic which has grown into a network of over 35 community groups that come together bi-monthly to share ideas and information.

Each year Otley Action provides placements for Leeds Beckett University and Bradford University for Social Work students, providing work supervision and mentoring. We have recently taken first year nursing students as part of their training.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

Otley Action continues to work with some of the most frail and vulnerable older people in society. By March 2025, our membership exceeded 1,500. Many of those accessing services being between 80 -100 years old. Almost 20% of our registered members are now over the age of 90. Members include older people with physical disabilities, wheelchair users and wheelie walker and stick users, visual impairment, and those with dementia, depression, and anxiety issues. Many of these people are housebound and socially isolated and desperately in need of social interaction. These older people are unable to get out of their own homes without support and suitable transport that considers individual needs.

We continued to partner with Leeds City Council and Voluntary Action Leeds responding to the financial crisis by taking lead roles as a Welcome Space provider and a Housing Support Fund distributor.

Otley Action received Household Support Funding (HSF) again in October 2024. A small pot of money to support individuals and families experiencing difficulties.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

The Household Support Fund (HSF) is a central government fund. Leeds City Council (LCC) asked the Leeds Community Anchor Network (LCAN) to distribute money across the network and wider partners to cover all electoral wards of the city to support some of the most vulnerable families and individuals with food, fuel, and other essential costs. Otley Action were asked to support people in LS21.

In June 2024 our brand-new bespoke Mercedes Sprinter minibus was finally delivered in time for the summer season. This was the culmination of 2 years of fundraising effort in which time we were able to raise the £85,000 required. A lot of consultation went into the design to ensure that we were able to get exactly what our service users deserved. We are indeed grateful to all our funders and to the numerous groups and individuals that donated to us.

In April 2024 we were invited to apply for a grant to join the city-wide ENHANCE project which had been running for two years. We partnered with AVSED and submitted a joint bid for the allocated amount of £40,000. The bid was successful, and we agreed to accept £18,000 for our part of the work with AVSED taking the lead. The project was managed by Leeds Older People's Forum and funded by Leeds Community Health (LCH). We were able to appoint Julie Rooney, a semi-retired nurse to the post which involved working with the Yeadon Neighbourhood Team. Throughout this time, we worked with numerous individuals in the community that were experiencing long term health conditions but also had non-clinical issues that they needed support with.

In September 2024 we were delighted when we were called out of the blue and informed that we were the fortunate beneficiaries of the Postcode Lottery. We were selected and offered a grant of £70,000 as part of the Millionaire Street Grant Fund. We were informed that as we were very local to the winning postcode, and we make a big impact in the local area they were satisfied that we met their criteria. We are endeavouring to put this money to good use supporting our members.

In October 2024 we were awarded £9,885 from Leeds Community Foundation from the Leeds Digital Inclusion Fund. This money was to support local sheltered housing complexes in our area. The money was to pay for 6xApple/Android tablets, internet connectivity, promotional materials and staff hours.

In the spring of 2024, working with Third Sector Consultancy our five yearly consultation was set in motion. Events were held with staff, volunteers and service users to get an overview of our services from all angles. In August of that year the consultation report was produced which we were able to share with our funders and the Board and was used to inform our Business Plan moving forward.

The Community Network Lunch initiated by Otley Action continued to thrive in this period attracting new members. The bi-monthly event continues to provide a useful platform for community groups to come together and share their hopes and inspirations.

Throughout the year we have run groups addressing social isolation and loneliness; supporting people with anxiety and depression; low-level memory problems, dementia, and long-term conditions such as diabetes, arthritis, chronic obstructive pulmonary disease; supporting people to stay healthy; assistance with end-of-life issues and bereavement; supporting carers and help with advocacy.

Our car scheme has provided services to health-related appointments; one to one shopping services and outings.

Our befriending service provides one to one support for the loneliest and socially isolated who generally live alone. We provide lunch clubs; physical activities; the Memory and Inclusion project as well as the Internet Café.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £32,427 (2024 - surplus of £113,397) in this financial year.

The core activities of the organisation incurred a deficit of £24,021 prior to any fund transfers.

The total reserves of the organisation at 31 March 2025 amounted to £381,528.

Of this £45,617 relates to specific restricted funded projects and is due to be spent in the 2025/26 financial year.

General reserves, now amount to £164,873 following a transfer of £14,129 to our designated Contingency Fund and includes £64,783 in respect of the depreciated cost of the new Minibus. The remaining £100,090 is available to support the current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2025 had a balance of £11,894 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs (excluding depreciation) which is approximately £159,144. Following a transfer of £14,129 from unrestricted funds this policy has been confirmed at the year end.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Plans for the Future

Our four-year grant from the Big Lottery comes to an end in August 2025. This fund has played a key part in the development of our Digital Inclusion Project and our Volunteer Community Development work which will continue in the coming year. As funding sources become more competitive, we are widening our net to access other options to ensure that the good work continues.

In the spring/summer of 2025 a programme of events and activities are planned to engage and support our town and community. This includes a Supporting Independent Living Event, a Volunteer Showcase Event, Outreach Week and a Dementia Roadshow.

We are currently developing our Dementia Day Care Service thanks to an Awards For All grant received from The Big Lottery Fund. We are intending to increase the frequency, duration and attendance over the coming year to ensure that those with dementia and their carers are catered for.

In 2026 we will be celebrating our 30th Anniversary so plans will be underway to ensure our many accomplishments and achievements over the past 30 years are recognised. A day of celebration is planned where this work can be acknowledged and celebrated. .

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

Ailsa Bearpark

Director

Dated:

OTLEY ACTION FOR OLDER PEOPLE

3.

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 4 to 15.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated:

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	Note	General Fund £	Designated Fund £	Restricted Funds £	2025 £	2024 £
Income						
Donations and Legacies	2	9,090	-	2,306	11,396	121,295
Investment Income		5,914	-	-	5,914	6,413
		15,004	-	2,306	17,310	127,708
Income from Charitable Activities	3	177,179	8,792	169,027	354,998	275,719
Total Income		192,183	8,792	171,333	372,308	403,427
Expenditure						
Charitable Activities	4	216,204	6,618	117,059	339,881	290,030
Total Expenditure		216,204	6,618	117,059	339,881	290,030
Net Income/(Expenditure)/ Net movement in funds before transfers		(24,021)	2,174	54,274	32,427	113,397
Transfer between funds		79,290	14,129	(93,419)	-	-
Net Income/(Expenditure)/ Net Movement in funds after transfers		55,269	16,303	(39,145)	32,427	113,397
Total funds brought forward		109,604	154,735	84,762	349,101	235,704
Total funds carried forward		164,873	171,038	45,617	381,528	349,101

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2025

	Notes	General fund	Designated funds	Restricted funds	2025 Total funds	2024 Total funds
Fixed Assets	7	64,783	-	-	64,783	-
Current Assets						
Cash at Bank and in Hand		103,444	171,152	46,527	321,123	301,331
Debtors and prepayments	8	560	-	-	560	52,567
Total Assets		168,787	171,152	46,527	386,466	353,898
Creditors: Amounts Falling Due Within One Year	9	(3,914)	(114)	(910)	(4,938)	(4,797)
Total Assets less Current Liabilities		164,873	171,038	45,617	381,528	349,101
The Funds of the Charity						
Restricted Funds	11	-	-	45,617	45,617	84,762
Unrestricted Funds						
Designated Funds	12	-	171,038	-	171,038	154,735
General Fund		164,873	-	-	164,873	109,604
Total Charity Funds		164,873	171,038	45,617	381,528	349,101

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
Cash generated by operating activities	14	13,878	52,810
Cashflow from investing activities			
Interest income		5,914	6,413
		<hr/>	<hr/>
Increase in cash equivalents in the year		19,792	59,223
Cash equivalents at the beginning of the year		301,331	242,108
		<hr/>	<hr/>
Total cash equivalents at the end of the year		321,123	301,331
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

f. **Pensions**

The charity contributes to deferred contribution pension schemes for all of its employees.

g. **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. **Donations and Legacies**

	2025	2024
	£	£
Donations:		
Crowdfunder	814	3,563
CAF Charity Vouchers	500	2,500
Lymm Mayo Community Shop Trust	250	500
Otley Over 80's Club (Defibrillator Fund)	500	-
Angela Ellis (Defibrillator Fund)	500	-
Funeral of Marilyn Smith	500	-
Windhill Community Transport	339	-
Mrs J M Smith (Defibrillator Fund)	250	-
Sarah Jackson Community Wish	200	-
Legacy of James Brannigan	-	95,310
Yorkshire Building Society	-	1,990
Co-op Local Community Fund	-	1,272
Legacy of Keith Foster	-	1,000
Trustees of Abbey House	-	500
Skipton Building Society	-	500
Rotary Club of Otley Chevin	-	361
Otley Chamber of Trade	-	270
Donations and Fundraising	7,543	13,529
	<hr/>	<hr/>
	11,396	121,295
	<hr/>	<hr/>

3. **Income from Charitable Activities**

	General	Designated	Restricted	2025	2024
	£	£	£	Total	Total
				£	£
Grants for unrestricted purposes	139,538	-	-	139,538	94,788
Grants for restricted purposes	-	765	135,165	135,930	113,590
Contribution to Activities	32,081	-	-	32,081	27,773
Fees & Charges	-	8,027	28,362	36,389	30,861
Student Placements	560	-	-	560	2,800
Employers Allowance	5,000	-	-	5,000	5,000
Sale of Minibus	-	-	5,500	5,500	-
Introduction fee	-	-	-	-	657
Sponsorship	-	-	-	-	250
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	177,179	8,792	169,027	354,998	275,719
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

	2025	2024
	£	£
Grants for unrestricted purposes		
Leeds City Council	69,538	69,788
People's Postcode Lottery	70,000	-
Garfield Weston Foundation	-	25,000
	<hr/>	<hr/>
	139,538	94,788
	<hr/>	<hr/>
	2025	2024
	£	£
Grants for Restricted and Designated Purposes		
Leeds City Council Luncheon Club	5,189	8,196
Bus Service Operators Grant	765	691
The National Lottery Community Fund Lets Enable Otley	52,736	50,510
Leeds City Council Welcome Spaces Fund	3,600	6,100
Leeds Community Health (LCH) AVSED (Enhance)	18,000	-
The Clothworkers' Foundation (Minibus)	15,000	-
West Riding Masonic Charities Limited (Minibus)	15,000	-
Leeds City Council Housing Support Fund	10,500	-
Leeds Community Foundation (Leeds Digital Inclusion Fund)	9,885	-
Bernard Sunley Foundation (Minibus)	5,000	-
Leeds MICE (Intergenerational Project)	255	-
Leeds City Council Hub Funding	-	15,405
Awards For All	-	10,000
The Mangoletsi Trust	-	5,500
BW Legal Services	-	5,215
The McCarthy & Stone Foundation	-	4,000
Leeds Older Peoples Forum (Meal Deliveries)	-	3,705
Leeds Older Peoples Forum (Brighter Days)	-	1,148
Leeds Community Anchor Network	-	1,100
Otley Town Council	-	820
Leeds City Council	-	500
Pool Parish Council	-	400
Leeds Older Peoples Forum (Health and Wellbeing Event)	-	300
	<hr/>	<hr/>
	135,930	113,590
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

4. Charitable Activities	2025 £	2024 £
Office and Room Rent (includes back payment)	20,365	10,000
Light and Heat	6,458	7,410
Subscriptions	648	551
Telephone	2,365	2,752
Printing, Stationery & Postage	1,894	1,685
Insurance	959	995
Repairs, Renewals and Refurbishments	4,364	5,218
I T Support & Equipment	6,755	4,241
Professional Fees/Consultancy	10,800	13,898
Miscellaneous	734	476
Publicity	2,017	2,310
Minibus & Van Expenses	6,618	7,154
Trips, Social Events & Activities	38,648	39,417
Luncheon Club	24,279	20,781
Salaries	143,160	128,031
Employers National Insurance	11,178	10,137
Pension Contributions	29,728	26,168
Payroll Fees	1,233	1,124
Training	585	1,620
Volunteer Expenses	3,319	4,003
Depreciation	21,594	-
Governance Costs (note 5)	2,180	2,059
	339,881	290,030
5. Governance Costs	2025 £	2024 £
DBS Checks	630	509
Independent Examiner's Fee	1,550	1,550
	2,180	2,059
6. Staff Costs	2025 £	2024 £
Salaries	143,160	128,031
Employers National Insurance	11,178	10,137
Pension Contributions	29,728	26,168
	184,066	164,336

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 7 (2024 – 6).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2025 (2024: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2024: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2024	80,555	12,093	21,639	114,287
Addition	86,377	-	-	86,377
Disposal	(40,555)	-	-	(40,555)
	-----	-----	-----	-----
At 31 March 2025	126,377	12,093	21,639	160,109
	-----	-----	-----	-----
Depreciation				
At 1 April 2024	80,555	12,093	21,639	114,287
Charge for the year	21,594	-	-	21,594
On Disposal	(40,555)	-	-	(40,555)
	-----	-----	-----	-----
At 31 March 2025	61,594	12,093	21,639	95,326
	-----	-----	-----	-----
Net Book Value				
At 31 March 2025	64,783	-	-	64,783
	-----	-----	-----	-----
At 31 March 2024	-	-	-	-
	-----	-----	-----	-----

8. Debtors and prepayments

	2025 £	2024 £
Student placement fee	560	-
Minibus deposit	-	52,567
	-----	-----
	560	52,567
	-----	-----

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

9. Creditors and accruals

	2025 £	2024 £
Accruals	4,938	4,797

10. Pension and other post-retirement benefit commitments Defined contributions

	2025 £	2024 £
Contributions payable by the charity during the year	29,728	26,168

11. Restricted Funds

	Balance at 1 April 2024 £	Movement in Funds Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 March 2025 £
Luncheon Clubs	20,945	33,551	(24,279)	(6,000)	24,217
The National Lottery Community Fund Lets Enable Otley	17,045	52,736	(52,281)	-	17,500
Minibus Fund	46,772	40,647	-	(87,419)	-
Leeds Community Health (LCH) AVSED (Enhance)	-	18,000	(18,000)	-	-
Leeds City Council Welcome Spaces Fund	-	3,600	(3,600)	-	-
Leeds City Council Housing Support Fund	-	10,500	(10,500)	-	-
Leeds Community Foundation (Leeds Digital Inclusion Fund)	-	9,885	(6,385)	-	3,500
Defibrillator Fund	-	1,370	(1,225)	-	145
Windhill Community Transport	-	339	(339)	-	-
Leeds MICE (Intergenerational Project)	-	255	-	-	255
Lymm Mayo Community Shop Trust	-	250	(250)	-	-
Sarah Jackson Community Wish	-	200	(200)	-	-
	84,762	171,333	(117,059)	(93,419)	45,617

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

The National Lottery Community Fund Lets Enable Otley

A four-year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff. It has also played a big part in support of our digital inclusion project,

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. In the current year further, grants were received from The Clothworkers' Foundation, West Ridings Masonic Charities Limited and the Bernard Sunley Foundation. Further donations were received from the public and the £5,500 Otley Action received from the sale of the old Crafter minibus was also added to the fund. The total monies raised were transferred to unrestricted funds once the new minibus was delivered in June 2024.

Leeds Community Health (LCH) AVSED (Enhance)

This money was for a 1-year pilot partnership project with AVSED to cover the Otley and Yeadon ward. It was funded by Leeds Community Health who partnered with Leeds Older People's Forum to manage and administer it. The aim of the project was to reduce the amount of time LCH were spending on non-clinical interventions working with the Yeadon neighbourhood team. Otley Action received £18,000 from Leeds Older People's Forum to manage the project.

Leeds City Council Welcome Spaces Fund

This has enabled us to give onward support to community organisations in our neighbourhood who wish to deliver activities that can bring people together in Welcome Spaces. For instance, an organisation might need a contribution to their energy bills or room hire costs. The amount distributed to each organisation is decided by Otley Action using our local knowledge of the hours required, communities covered, and funding necessary

Leeds City Council Housing Support Fund

Funding to be spent on household essentials for people on low incomes such as fuel, food and other essential bills.

Leeds Community Foundation (Leeds Digital Inclusion Fund)

This was to fund Digital inclusion outreach to Housing Complexes including computer hardware, promotional materials and associated staffing costs.

Defibrillator Fund

Otley Action received funding from the Otley Over 80's Club as well as other individuals towards the cost of one defibrillator and associated training costs.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Windhill Community Transport

A contribution towards a mini break to Lytham in the autumn of 2024.

Leeds MICE (Intergenerational Project)

Funding to support an Intergenerational Project which is to be undertaken in the 2025/26 financial year.

Lymm Mayo Community Shop Trust

A donation of £250 were received to purchase a cooker for one of our Service Users.

Sarah Jackson Community Wish

A donation to enable the purchase of shopping vouchers for one of our Service Users who was experiencing hard times.

12. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				Balance at 31 March 2025
	Balance at 1 April 2024	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
Contingency Fund	145,015	-	-	14,129	159,144
Transport Fund	9,720	8,792	(6,618)	-	11,894
	<u>154,735</u>	<u>8,792</u>	<u>(6,618)</u>	<u>14,129</u>	<u>171,038</u>

13. Commitments under operating leases

At 31 March 2025 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings 2025	2024
	£	£
Expiry date within one year	11,400	11,400
	<u>11,400</u>	<u>11,400</u>
Expiry date within two to five years	11,400	11,400
	<u>11,400</u>	<u>11,400</u>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

14. Reconciliation of net movement in funds to net cashflow from operating activities:

	2025 £	2024 £
Net movement in funds	32,427	113,397
Add back depreciation charge	21,594	-
Less purchase of minibus	(86,377)	-
Deduct interest income	(5,914)	(6,413)
Decrease(increase) in debtors	52,007	(50,467)
Increase(decrease) in creditors	141	(3,707)
	<hr/>	<hr/>
Net cash generated by operating activities	13,878	52,810
	<hr/>	<hr/>

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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2.	Report of the Directors
3.	Independent Examiners Report
4.	Statement of Financial Activities
5.	Balance Sheet
6.	Statement of Cashflows
7 - 15	Notes to Accounts

OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors

John Eveleigh
Doris Gagen
Pamela Gill
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Timothy Dalby
Pauline Padden
Stuart Page

Secretary

Susan Trainor

Charity number

1150684

Company number

08224902

Registered office

Otley Old Peoples Welfare Centre
Crossgate
Otley
West Yorkshire
LS21 3AA

Independent Examiner

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

OTLEY ACTION FOR OLDER PEOPLE**LEGAL AND ADMINISTRATIVE INFORMATION (CONTINUED)**

Bankers

Virgin Money
94 – 96 Briggate
Leeds
West Yorkshire
LS1 6ND

Monmouthshire Building Society
Monmouthshire House
John Frost Square
Newport
Monmouthshire
NP20 1PX

The Charity Bank Ltd
Fosse House
182 High Street
Tonbridge
Kent
TN9 1BE

Charities Aid Foundation
Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

Cambridge & Counties Bank
Charnwood Court
5b New Walk
Leicester
Leicestershire
LE1 6TE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report and accounts for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Timothy Dalby
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Relationships

Otley Action is part of the Leeds Neighbourhood Network Scheme a highly regarded network of 36 organisations supporting older people throughout the city of Leeds. We work closely with the other networks within the geographical boundary.

We joined the Leeds Community Anchor Network in 2023 as the lead organisation supporting the disadvantaged in Otley and Yeadon distributing the Housing Support Fund to those effected by the financial crisis. We also administered the payments for the Welcome Spaces throughout the area. This has continued in this financial year and will continue into 2026. This is a partnership with Voluntary Action Leeds distributing government funding.

Throughout the year we partnered with Leeds Older People's Forum and Leeds Community Health (LCH) on the ENHANCE Project. This relationship was ongoing throughout the year.

We also partner with the Big Lottery Fund are funded by them until August 2025.

We are part of the Local Care Partnership running projects in partnership with health and social care and the voluntary sector.

We work closely with Chevin Medical and Yeadon Health teams, the local medical centres. We partner with the social prescribing teams and regularly refer to and from them. Locally we are part of the Otley Community Group consisting of Otley Town Council, local schools, churches, food bank to name a few. Otley Action initiated a Community Network Lunch after the pandemic which has grown into a network of over 35 community groups that come together bi-monthly to share ideas and information.

Each year Otley Action provides placements for Leeds Beckett University and Bradford University for Social Work students, providing work supervision and mentoring. We have recently taken first year nursing students as part of their training.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

Otley Action continues to work with some of the most frail and vulnerable older people in society. By March 2025, our membership exceeded 1,500. Many of those accessing services being between 80 -100 years old. Almost 20% of our registered members are now over the age of 90. Members include older people with physical disabilities, wheelchair users and wheelie walker and stick users, visual impairment, and those with dementia, depression, and anxiety issues. Many of these people are housebound and socially isolated and desperately in need of social interaction. These older people are unable to get out of their own homes without support and suitable transport that considers individual needs.

We continued to partner with Leeds City Council and Voluntary Action Leeds responding to the financial crisis by taking lead roles as a Welcome Space provider and a Housing Support Fund distributor.

Otley Action received Household Support Funding (HSF) again in October 2024. A small pot of money to support individuals and families experiencing difficulties.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

The Household Support Fund (HSF) is a central government fund. Leeds City Council (LCC) asked the Leeds Community Anchor Network (LCAN) to distribute money across the network and wider partners to cover all electoral wards of the city to support some of the most vulnerable families and individuals with food, fuel, and other essential costs. Otley Action were asked to support people in LS21.

In June 2024 our brand-new bespoke Mercedes Sprinter minibus was finally delivered in time for the summer season. This was the culmination of 2 years of fundraising effort in which time we were able to raise the £85,000 required. A lot of consultation went into the design to ensure that we were able to get exactly what our service users deserved. We are indeed grateful to all our funders and to the numerous groups and individuals that donated to us.

In April 2024 we were invited to apply for a grant to join the city-wide ENHANCE project which had been running for two years. We partnered with AVSED and submitted a joint bid for the allocated amount of £40,000. The bid was successful, and we agreed to accept £18,000 for our part of the work with AVSED taking the lead. The project was managed by Leeds Older People's Forum and funded by Leeds Community Health (LCH). We were able to appoint Julie Rooney, a semi-retired nurse to the post which involved working with the Yeadon Neighbourhood Team. Throughout this time, we worked with numerous individuals in the community that were experiencing long term health conditions but also had non-clinical issues that they needed support with.

In September 2024 we were delighted when we were called out of the blue and informed that we were the fortunate beneficiaries of the Postcode Lottery. We were selected and offered a grant of £70,000 as part of the Millionaire Street Grant Fund. We were informed that as we were very local to the winning postcode, and we make a big impact in the local area they were satisfied that we met their criteria. We are endeavouring to put this money to good use supporting our members.

In October 2024 we were awarded £9,885 from Leeds Community Foundation from the Leeds Digital Inclusion Fund. This money was to support local sheltered housing complexes in our area. The money was to pay for 6xApple/Android tablets, internet connectivity, promotional materials and staff hours.

In the spring of 2024, working with Third Sector Consultancy our five yearly consultation was set in motion. Events were held with staff, volunteers and service users to get an overview of our services from all angles. In August of that year the consultation report was produced which we were able to share with our funders and the Board and was used to inform our Business Plan moving forward.

The Community Network Lunch initiated by Otley Action continued to thrive in this period attracting new members. The bi-monthly event continues to provide a useful platform for community groups to come together and share their hopes and inspirations.

Throughout the year we have run groups addressing social isolation and loneliness; supporting people with anxiety and depression; low-level memory problems, dementia, and long-term conditions such as diabetes, arthritis, chronic obstructive pulmonary disease; supporting people to stay healthy; assistance with end-of-life issues and bereavement; supporting carers and help with advocacy.

Our car scheme has provided services to health-related appointments; one to one shopping services and outings.

Our befriending service provides one to one support for the loneliest and socially isolated who generally live alone. We provide lunch clubs; physical activities; the Memory and Inclusion project as well as the Internet Café.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £32,427 (2024 - surplus of £113,397) in this financial year.

The core activities of the organisation incurred a deficit of £24,021 prior to any fund transfers.

The total reserves of the organisation at 31 March 2025 amounted to £381,528.

Of this £45,617 relates to specific restricted funded projects and is due to be spent in the 2025/26 financial year.

General reserves, now amount to £164,873 following a transfer of £14,129 to our designated Contingency Fund and includes £64,783 in respect of the depreciated cost of the new Minibus. The remaining £100,090 is available to support the current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2025 had a balance of £11,894 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisation's policy is to hold in a separate designated fund a sum equivalent to 6 months running costs (excluding depreciation) which is approximately £159,144. Following a transfer of £14,129 from unrestricted funds this policy has been confirmed at the year end.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2025

Plans for the Future

Our four-year grant from the Big Lottery comes to an end in August 2025. This fund has played a key part in the development of our Digital Inclusion Project and our Volunteer Community Development work which will continue in the coming year. As funding sources become more competitive, we are widening our net to access other options to ensure that the good work continues.

In the spring/summer of 2025 a programme of events and activities are planned to engage and support our town and community. This includes a Supporting Independent Living Event, a Volunteer Showcase Event, Outreach Week and a Dementia Roadshow.

We are currently developing our Dementia Day Care Service thanks to an Awards For All grant received from The Big Lottery Fund. We are intending to increase the frequency, duration and attendance over the coming year to ensure that those with dementia and their carers are catered for.

In 2026 we will be celebrating our 30th Anniversary so plans will be underway to ensure our many accomplishments and achievements over the past 30 years are recognised. A day of celebration is planned where this work can be acknowledged and celebrated. .

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

Ailsa Bearpark

Director

Dated:

OTLEY ACTION FOR OLDER PEOPLE

3.

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 4 to 15.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated:

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	Note	General Fund £	Designated Fund £	Restricted Funds £	2025 £	2024 £
Income						
Donations and Legacies	2	9,090	-	2,306	11,396	121,295
Investment Income		5,914	-	-	5,914	6,413
		<u>15,004</u>	<u>-</u>	<u>2,306</u>	<u>17,310</u>	<u>127,708</u>
Income from Charitable Activities	3	177,179	8,792	169,027	354,998	275,719
		<u>192,183</u>	<u>8,792</u>	<u>171,333</u>	<u>372,308</u>	<u>403,427</u>
Total Income						
Expenditure						
Charitable Activities	4	216,204	6,618	117,059	339,881	290,030
		<u>216,204</u>	<u>6,618</u>	<u>117,059</u>	<u>339,881</u>	<u>290,030</u>
Total Expenditure						
Net Income/(Expenditure)/ Net movement in funds before transfers		(24,021)	2,174	54,274	32,427	113,397
Transfer between funds		79,290	14,129	(93,419)	-	-
		<u>55,269</u>	<u>16,303</u>	<u>(39,145)</u>	<u>32,427</u>	<u>113,397</u>
Net Income/(Expenditure)/ Net Movement in funds after transfers		55,269	16,303	(39,145)	32,427	113,397
Total funds brought forward		109,604	154,735	84,762	349,101	235,704
		<u>164,873</u>	<u>171,038</u>	<u>45,617</u>	<u>381,528</u>	<u>349,101</u>
Total funds carried forward		164,873	171,038	45,617	381,528	349,101

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2025

	Notes	General fund	Designated funds	Restricted funds	2025 Total funds	2024 Total funds
Fixed Assets	7	64,783	-	-	64,783	-
Current Assets						
Cash at Bank and in Hand		103,444	171,152	46,527	321,123	301,331
Debtors and prepayments	8	560	-	-	560	52,567
Total Assets		168,787	171,152	46,527	386,466	353,898
Creditors: Amounts Falling Due Within One Year	9	(3,914)	(114)	(910)	(4,938)	(4,797)
Total Assets less Current Liabilities		164,873	171,038	45,617	381,528	349,101
The Funds of the Charity						
Restricted Funds	11	-	-	45,617	45,617	84,762
Unrestricted Funds						
Designated Funds	12	-	171,038	-	171,038	154,735
General Fund		164,873	-	-	164,873	109,604
Total Charity Funds		164,873	171,038	45,617	381,528	349,101

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
Cash generated by operating activities	14	13,878	52,810
Cashflow from investing activities			
Interest income		5,914	6,413
		<hr/>	<hr/>
Increase in cash equivalents in the year		19,792	59,223
Cash equivalents at the beginning of the year		301,331	242,108
		<hr/>	<hr/>
Total cash equivalents at the end of the year		321,123	301,331
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

- f. **Pensions**
The charity contributes to deferred contribution pension schemes for all of its employees.
- g. **Fund Accounting**
Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. Donations and Legacies

	2025 £	2024 £
Donations:		
Crowdfunder	814	3,563
CAF Charity Vouchers	500	2,500
Lymm Mayo Community Shop Trust	250	500
Otley Over 80's Club (Defibrillator Fund)	500	-
Angela Ellis (Defibrillator Fund)	500	-
Funeral of Marilyn Smith	500	-
Windhill Community Transport	339	-
Mrs J M Smith (Defibrillator Fund)	250	-
Sarah Jackson Community Wish	200	-
Legacy of James Brannigan	-	95,310
Yorkshire Building Society	-	1,990
Co-op Local Community Fund	-	1,272
Legacy of Keith Foster	-	1,000
Trustees of Abbey House	-	500
Skipton Building Society	-	500
Rotary Club of Otley Chevin	-	361
Otley Chamber of Trade	-	270
Donations and Fundraising	7,543	13,529
	<hr/>	<hr/>
	11,396	121,295
	<hr/>	<hr/>

3. Income from Charitable Activities

	General £	Designated £	Restricted £	2025 Total £	2024 Total £
Grants for unrestricted purposes	139,538	-	-	139,538	94,788
Grants for restricted purposes	-	765	135,165	135,930	113,590
Contribution to Activities	32,081	-	-	32,081	27,773
Fees & Charges	-	8,027	28,362	36,389	30,861
Student Placements	560	-	-	560	2,800
Employers Allowance	5,000	-	-	5,000	5,000
Sale of Minibus	-	-	5,500	5,500	-
Introduction fee	-	-	-	-	657
Sponsorship	-	-	-	-	250
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	177,179	8,792	169,027	354,998	275,719
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
Grants for unrestricted purposes		
Leeds City Council	69,538	69,788
People's Postcode Lottery	70,000	-
Garfield Weston Foundation	-	25,000
	-----	-----
	139,538	94,788
	-----	-----
	2025 £	2024 £
Grants for Restricted and Designated Purposes		
Leeds City Council Luncheon Club	5,189	8,196
Bus Service Operators Grant	765	691
The National Lottery Community Fund Lets Enable Otley	52,736	50,510
Leeds City Council Welcome Spaces Fund	3,600	6,100
Leeds Community Health (LCH) AVSED (Enhance)	18,000	-
The Clothworkers' Foundation (Minibus)	15,000	-
West Riding Masonic Charities Limited (Minibus)	15,000	-
Leeds City Council Housing Support Fund	10,500	-
Leeds Community Foundation (Leeds Digital Inclusion Fund)	9,885	-
Bernard Sunley Foundation (Minibus)	5,000	-
Leeds MICE (Intergenerational Project)	255	-
Leeds City Council Hub Funding	-	15,405
Awards For All	-	10,000
The Mangoletsi Trust	-	5,500
BW Legal Services	-	5,215
The McCarthy & Stone Foundation	-	4,000
Leeds Older Peoples Forum (Meal Deliveries)	-	3,705
Leeds Older Peoples Forum (Brighter Days)	-	1,148
Leeds Community Anchor Network	-	1,100
Otley Town Council	-	820
Leeds City Council	-	500
Pool Parish Council	-	400
Leeds Older Peoples Forum (Health and Wellbeing Event)	-	300
	-----	-----
	135,930	113,590
	-----	-----

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

4. Charitable Activities	2025 £	2024 £
Office and Room Rent (includes back payment)	20,365	10,000
Light and Heat	6,458	7,410
Subscriptions	648	551
Telephone	2,365	2,752
Printing, Stationery & Postage	1,894	1,685
Insurance	959	995
Repairs, Renewals and Refurbishments	4,364	5,218
I T Support & Equipment	6,755	4,241
Professional Fees/Consultancy	10,800	13,898
Miscellaneous	734	476
Publicity	2,017	2,310
Minibus & Van Expenses	6,618	7,154
Trips, Social Events & Activities	38,648	39,417
Luncheon Club	24,279	20,781
Salaries	143,160	128,031
Employers National Insurance	11,178	10,137
Pension Contributions	29,728	26,168
Payroll Fees	1,233	1,124
Training	585	1,620
Volunteer Expenses	3,319	4,003
Depreciation	21,594	-
Governance Costs (note 5)	2,180	2,059
	339,881	290,030
5. Governance Costs	2025 £	2024 £
DBS Checks	630	509
Independent Examiner's Fee	1,550	1,550
	2,180	2,059
6. Staff Costs	2025 £	2024 £
Salaries	143,160	128,031
Employers National Insurance	11,178	10,137
Pension Contributions	29,728	26,168
	184,066	164,336

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 7 (2024 – 6).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2025 (2024: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2024: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2024	80,555	12,093	21,639	114,287
Addition	86,377	-	-	86,377
Disposal	(40,555)	-	-	(40,555)
	-----	-----	-----	-----
At 31 March 2025	126,377	12,093	21,639	160,109
	-----	-----	-----	-----
Depreciation				
At 1 April 2024	80,555	12,093	21,639	114,287
Charge for the year	21,594	-	-	21,594
On Disposal	(40,555)	-	-	(40,555)
	-----	-----	-----	-----
At 31 March 2025	61,594	12,093	21,639	95,326
	-----	-----	-----	-----
Net Book Value				
At 31 March 2025	64,783	-	-	64,783
	-----	-----	-----	-----
At 31 March 2024	-	-	-	-
	-----	-----	-----	-----

8. Debtors and prepayments

	2025 £	2024 £
Student placement fee	560	-
Minibus deposit	-	52,567
	-----	-----
	560	52,567
	-----	-----

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

9. Creditors and accruals

	2025 £	2024 £
Accruals	4,938	4,797

10. Pension and other post-retirement benefit commitments Defined contributions

	2025 £	2024 £
Contributions payable by the charity during the year	29,728	26,168

11. Restricted Funds

	Balance at 1 April 2024 £	Movement in Funds			Balance at 31 March 2025 £
		Incoming Resources £	Resources Expended £	Transfers £	
Luncheon Clubs	20,945	33,551	(24,279)	(6,000)	24,217
The National Lottery Community Fund Lets Enable Otley	17,045	52,736	(52,281)	-	17,500
Minibus Fund	46,772	40,647	-	(87,419)	-
Leeds Community Health (LCH) AVSED (Enhance)	-	18,000	(18,000)	-	-
Leeds City Council Welcome Spaces Fund	-	3,600	(3,600)	-	-
Leeds City Council Housing Support Fund	-	10,500	(10,500)	-	-
Leeds Community Foundation (Leeds Digital Inclusion Fund)	-	9,885	(6,385)	-	3,500
Defibrillator Fund	-	1,370	(1,225)	-	145
Windhill Community Transport	-	339	(339)	-	-
Leeds MICE (Intergenerational Project)	-	255	-	-	255
Lymm Mayo Community Shop Trust	-	250	(250)	-	-
Sarah Jackson Community Wish	-	200	(200)	-	-
	84,762	171,333	(117,059)	(93,419)	45,617

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

The National Lottery Community Fund Lets Enable Otley

A four-year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff. It has also played a big part in support of our digital inclusion project,

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. In the current year further, grants were received from The Clothworkers' Foundation, West Ridings Masonic Charities Limited and the Bernard Sunley Foundation. Further donations were received from the public and the £5,500 Otley Action received from the sale of the old Crafter minibus was also added to the fund. The total monies raised were transferred to unrestricted funds once the new minibus was delivered in June 2024.

Leeds Community Health (LCH) AVSED (Enhance)

This money was for a 1-year pilot partnership project with AVSED to cover the Otley and Yeadon ward. It was funded by Leeds Community Health who partnered with Leeds Older People's Forum to manage and administer it. The aim of the project was to reduce the amount of time LCH were spending on non-clinical interventions working with the Yeadon neighbourhood team. Otley Action received £18,000 from Leeds Older People's Forum to manage the project.

Leeds City Council Welcome Spaces Fund

This has enabled us to give onward support to community organisations in our neighbourhood who wish to deliver activities that can bring people together in Welcome Spaces. For instance, an organisation might need a contribution to their energy bills or room hire costs. The amount distributed to each organisation is decided by Otley Action using our local knowledge of the hours required, communities covered, and funding necessary

Leeds City Council Housing Support Fund

Funding to be spent on household essentials for people on low incomes such as fuel, food and other essential bills.

Leeds Community Foundation (Leeds Digital Inclusion Fund)

This was to fund Digital inclusion outreach to Housing Complexes including computer hardware, promotional materials and associated staffing costs.

Defibrillator Fund

Otley Action received funding from the Otley Over 80's Club as well as other individuals towards the cost of one defibrillator and associated training costs.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Windhill Community Transport

A contribution towards a mini break to Lytham in the autumn of 2024.

Leeds MICE (Intergenerational Project)

Funding to support an Intergenerational Project which is to be undertaken in the 2025/26 financial year.

Lymm Mayo Community Shop Trust

A donation of £250 were received to purchase a cooker for one of our Service Users.

Sarah Jackson Community Wish

A donation to enable the purchase of shopping vouchers for one of our Service Users who was experiencing hard times.

12. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				Balance at 31 March 2025
	Balance at 1 April 2024	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
Contingency Fund	145,015	-	-	14,129	159,144
Transport Fund	9,720	8,792	(6,618)	-	11,894
	<u>154,735</u>	<u>8,792</u>	<u>(6,618)</u>	<u>14,129</u>	<u>171,038</u>

13. Commitments under operating leases

At 31 March 2025 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings 2025	2024
	£	£
Expiry date within one year	11,400	11,400
	<u>11,400</u>	<u>11,400</u>
Expiry date within two to five years	11,400	11,400
	<u>11,400</u>	<u>11,400</u>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

14. Reconciliation of net movement in funds to net cashflow from operating activities:

	2025 £	2024 £
Net movement in funds	32,427	113,397
Add back depreciation charge	21,594	-
Less purchase of minibus	(86,377)	-
Deduct interest income	(5,914)	(6,413)
Decrease(increase) in debtors	52,007	(50,467)
Increase(decrease) in creditors	141	(3,707)
	<hr/>	<hr/>
Net cash generated by operating activities	13,878	52,810
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

England & Wales - Charity number 1150684

Accounts

OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2023/24



Dementia Information Roadshow – Otley, March 2024

Crossgate, Otley, LS21 3AA

Registered Charity Number 1150684

Company Number 8224902

Tel: 01943 463965

Website: www.otleyactionforolderpeople.org.uk

Email: info@otleyactionforolderpeople.org.uk

Aims and Objectives as set out in the “Articles of Association”

“The charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

- 1) To relieve poverty
- 2) To preserve and protect good health
- 3) To advance education; and
- 4) To promote the social inclusion of such people who are excluded from society because they are house-bound, or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the trustees deem fit”.

Background

Otley Action for Older People (OAOP) is a long-established and successful community-based organisation working for the older population of Otley, Pool and Arthington. It was initiated in 1995 and granted charitable status in 1996. The original charity number was 1060379 and Otley Action registered with the Charity Commission at the time setting itself the clear objectives as listed in the original constitution.

OAOP is open to all people over 60 within the Otley, Pool-in-Wharfedale and Arthington areas. Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme (NNS) a network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independent living for older people.

OAOP primarily targets activities and services to the needs of low-income older people, older people with disabilities and those threatened by or experiencing social exclusion. However, there is an open-door policy and thus activities are open to over the age of 60, except where there are defined criteria.

The organisation is in the northwest of the Leeds Metropolitan District. Otley, Pool and Arthington are set within a rural area and are outside the Leeds Regeneration Area.

According to the last census, there are over 4500 older people living within Otley (which equates to approximately 31% of the population in Otley, which stands at around 14,500). 3.1% were reported to be black, Asian or a minority ethnicity in Otley. OAOP currently has 1504 registered members, of which 0.6% are registered as black, Asian or a minority ethnicity. 60% of our members are aged between 75 and 84 and 31% are aged over 85. These figures show that over 30% of the eligible population in Otley are registered with Otley Action.

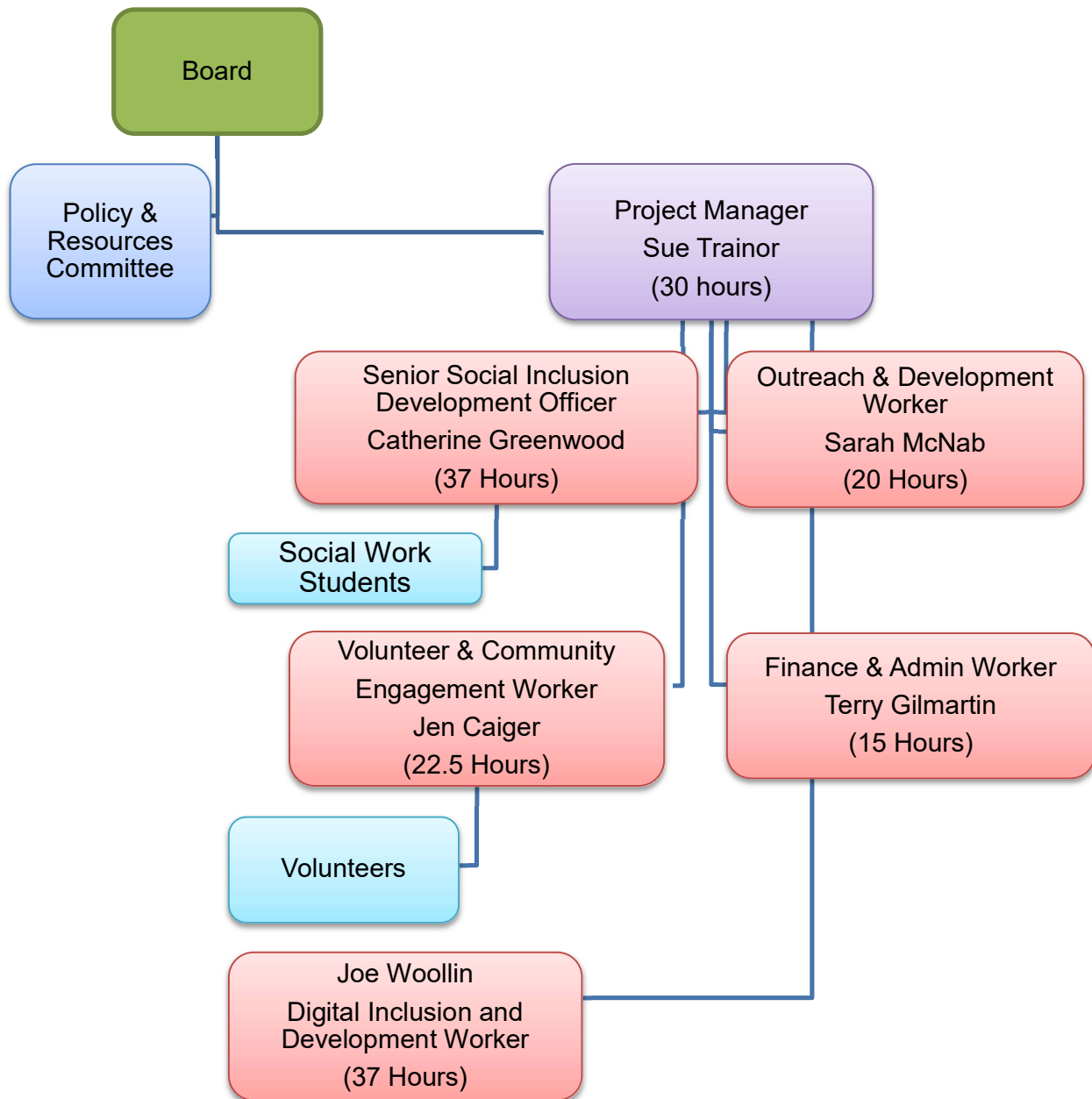
OAOP has six staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receives training and support and as such are competent and able to support our older people. The staff team organises, manages, and oversees the volunteers and provides practical and emotional support to them and our members. Our Board of Directors, made up of local older people and members

of the local community to ensure co-production in the development of services that are provided, and decisions made, provides governance of the organisation. We value our members and actively seek feedback from observation and consultation. Consultation and feedback from members is integral to our improvement policies and we actively seek this.

As an organisation, we have a continual improvement philosophy and a desire to increase the quality of services and outcomes available to older people.

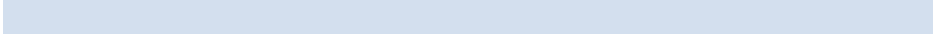
Otley Action for Older People (OAOP) provides activities and services for adults over the age of 60. The primary aims focus on social inclusion and equality. This is enacted by enabling reductions in poverty, increasing active participation and providing person-centred support for people to live in their own homes for as long as possible.

Services include home visits, assessments, information and signposting, transport to hospital and doctors' appointments, wheelchair hire, shopping, lunch clubs, exercise classes, social groups and outings.



Board of Directors
2023/24

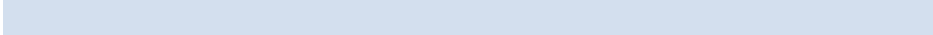
Ailsa Bearpark (Chair)



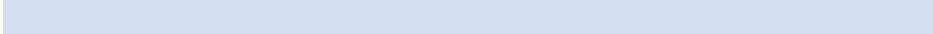
Gill Chapman



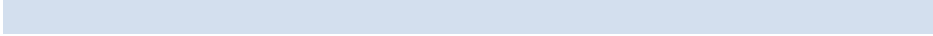
Tim Dalby



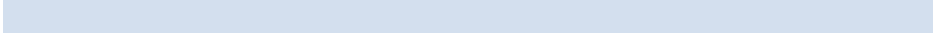
John Eveleigh



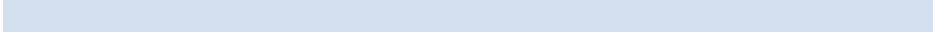
Doris Gagen



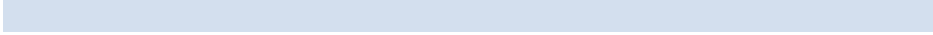
Nigel Gill



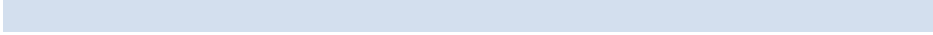
Pamela Gill



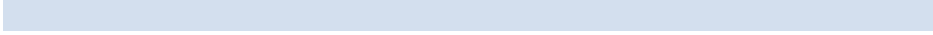
Frank Jordan (Secretary)



Pauline Padden (Treasurer)



Stuart Page



Arthur Parslow (resigned January 2023)

Company Secretary

Sue Trainor

Ailsa



Pauline



Frank



Tim



Pam



Nigel



John



Gill



Arthur



Doris



Stuart



In December 2023 we were sad to see one of our longstanding directors step down. Arthur Parslow joined as a volunteer in October 2010 and then later became a director and for many years the Treasurer. We want to say a big thank you to Arthur for his many years of devoted service and wish him well in the future.



**Otley Action for Older People
Staff Team**

Project Manager	Sue Trainor
Senior Social Inclusion Development Officer	Catherine Greenwood
Outreach and Development Worker	Sarah McNab
Volunteer & Community Engagement Officer	Jen Caiger
Finance and admin Worker	Terry Gilmartin
Digital Inclusion Development Worker	Joe Woollin



Catherine, Jen, Joe, Sarah, Sue, and Terry

Social Work Students on Placement in 2023/2024

Aimee Oszoy Second Year Leeds Beckett University	(Passed)
Phoebe Thompson Second Year University of Leeds	(Passed)

Volunteers

We have a fantastic team of registered volunteers, with the eldest being 96! They bring a wealth of experience and expertise with them from diverse backgrounds, all with the common ethos of wanting to care for the older population of Otley, Pool and Arthington. Collectively, they are responsible for running the 15 Social Groups that we run every week.

There are currently 94 active volunteers registered with us, with a further 6 in the pipeline.

Our volunteers fall into several categories:

Befrienders – 26

Car Scheme – 19

Bus Drivers/Escorts – 13

Reception/Admin - 7

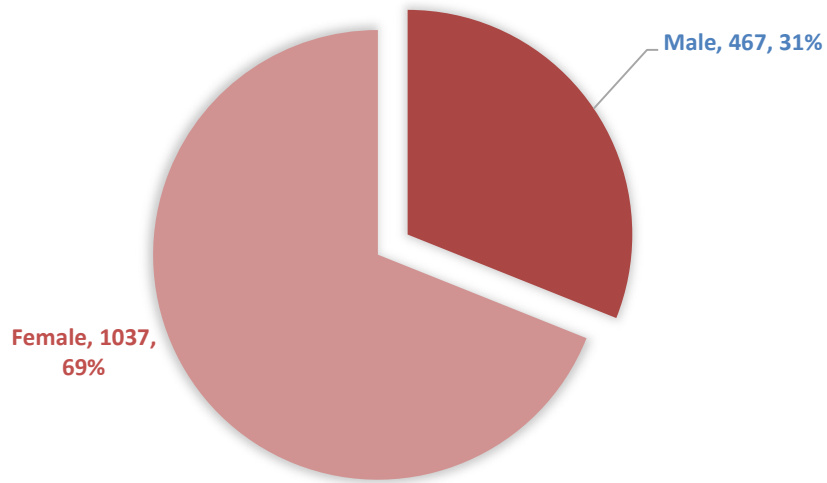
Group work – 25

Others – 4

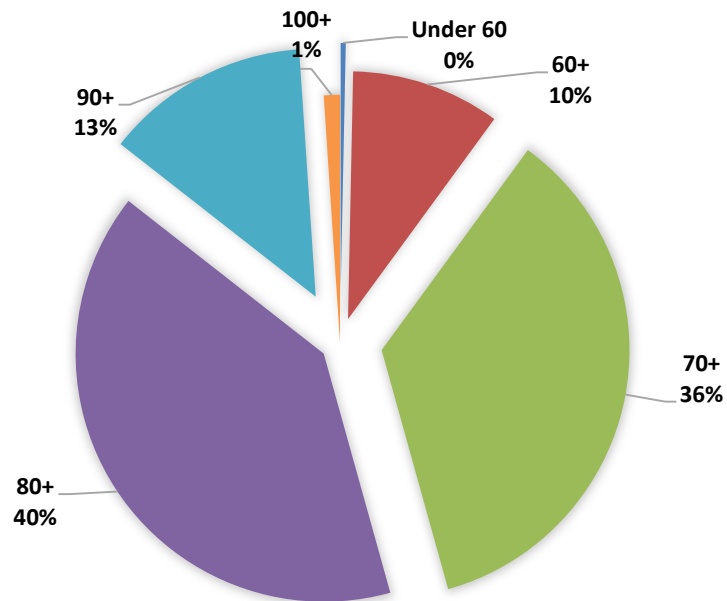
Our volunteer workforce is fundamental to the work we do, without them Otley Action would not be the force that it is or have the presence in Otley it has. We have grown steadily over the years, and this is largely due to the hard work and dedication of our volunteer workforce. We continue to be amazed at the commitment of our volunteers. Whether it is going above and beyond as a befriender or taking a lady to a hospital appointment 100 miles away – no job is too big or small and our army of volunteers will find a way to make things happen.

Otley Action Members

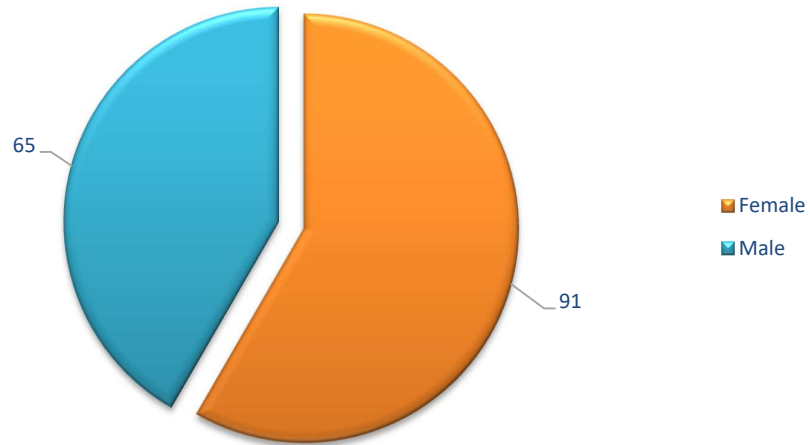
As of March 2024, we had 1504 members registered with Otley Action. There were 1037 women and 467 men. Of these members, 156 are registered as having memory loss. 91 of these are women and 65 are men.



AGE GROUPS OF SERVICE USERS



GENDER OF SERVICE USERS WITH MEMORY PROBLEMS



Chair's Remarks

A word from the Chair

It has been such a pleasure to see the progress and achievements of Otley Action for Older People (OAOP) over this last year. Sue and her team have worked together with our wonderful volunteers to keep providing a broad range of services to the community which are so appreciated by our many members. On top of that, they have developed new opportunities to assist with access to the digital world.

It's a measure of our success that OAOP has been featured on TV programmes twice in the last 12 months in connection with access to digital services and we have taken part in a national discussion forum.

Providing a service with an easily accessible point of contact and a warm welcome can make all the difference to a person's life and I'm very proud to be part of an organisation that does just that.

On behalf of the board of directors I would like to thank all those who contribute to the work of OAOP and importantly thank all our service users for their never-ending thanks and appreciation of the organisation. Take care of yourselves and keep doing what you do, you are amazing!

Ailsa Bearpark

Chair of Otley Action for Older People

Project Manager's Report

Project Manager's Report

Otley is a great town to grow old in for many reasons. From its wonderful location in the Lower Wharfe Valley, set between the bright lights of Leeds and the rolling hills of the beautiful Yorkshire Dales. The community is welcoming and there are plenty of opportunities to get involved and embrace a sense of belonging. Whilst I may be biased the icing on the cake is the many benefits and opportunities that Otley Action for Older People provide for the most senior citizens of the town.

Over the past 12 months, we have once again seen an increase in the number of people accessing services as well as the number of members now registered with us. 1504 at the last count.

Our reputation and profile are at an all-time high with acknowledgement, compliments and praise from service providers, service users and overall, anyone who knows of us being the norm. That said we are never complacent as our strength and all our good work is only possible thanks to our most amazing volunteer workforce. It never ceases to amaze me how hard-working, committed and persistent our volunteers can be. We can never speak too highly of them and the work that they do.

In 2023 thanks to the Big Lottery Fund we were able to develop our Let's Enable Otley project focusing on four key areas transport, digital inclusion, intergenerational and befriending and one-to-one work. With our Volunteer Co-ordinator and Digital Inclusion Development Worker in place we have been able to achieve great things.

Our digital inclusion work has raised our profile nationally appearing on both the BBC and ITV on current affairs programmes demonstrating how older people can be digitally excluded.

Our partnership with the Community Transport Association and the Department for Transport sadly came to an end but the legacy continued with our men's group which still meet and go out regularly on trips.

Throughout the year our minibus fundraising appeal continued as we successfully applied for grants to numerous funders eventually reaching our target. The Mercedes Sprinter van was ordered and eventually the vehicle arrived in the UK in early 2024 ready for conversion. We eagerly await its completion and delivery and are looking forward to putting it to good use.

Lots to look forward to.

Sue Trainor

Project Manager

Otley Action Activities

Regular Services and Activities from 01/04/2023 – 31/03/2024

Advice and Information

Registration of members
Support for Individuals &
community groups
Signposting and referrals
Newsletters

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme

Wheelchair Accessible
Transport – Wheelchair
Clamp
Wheelchair and
equipment loan

Social Activities

Fish and chip delivery
service.
Meal Deliveries
Lunch Club,
Mini-bus trips
Christmas and Easter Parties
Quizzes
Art class
Choir
Memory Café
Tai Chi
Zumba
Indoor Bowls
Community Café
Foot Health Care Clinic

Practical Help

Shopping support
Gardener vetting service
Contractor's list
Care and Repair referrals
Volunteering
IT and digital support

Social Care

Home visiting and
assessments
Befriending
Telephone contact
Blue Badge
Bus Passes
Attendance allowance
applications
Housing support
Form filling and financial
queries

Health Activities

Tai Chi classes
Chair-based Exercise
Zumba Gold classes
Winter indoor bowls
Outdoor Bowling

Regular Groups and Activities

This is our regular timetable of scheduled events.

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Memory Café 1 st Monday of the month	Chippendale Centre	12pm	10
Monday	Quiz 2 nd Monday of the month	Chippendale Centre	12pm	22
Monday	Internet Café 1-3 pm every Monday	Chippendale Centre	1pm	12
Monday	Bingo every Monday	Labour Rooms	2pm	16
Monday	Welcome Space November-March	Chippendale Centre	1pm	10
Tuesday	Otley Luncheon Club	Chippendale Centre	12pm	25
Tuesday	Art Class	Chippendale Centre	2pm	14
Tuesday	Welcome Space November-March	Chippendale Centre	10am	10
Wednesday	Pool Luncheon Club	Wharfedale Court	12pm	18
Wednesday	Chair Based Exercise	Chippendale Centre	3pm	18
Thursday	Choir	Black Horse Courtyard	11am	13
Thursday	Otley Lunch Club	Chippendale Centre	1pm	28
Thursday	Tai-chi	Beech Hill Church	2pm	18
Friday	Indoor bowling (Seasonal)	Otley Methodist Church	10am	16
Friday	Community Café	Chippendale Centre	12.30pm	20
Friday	Zumba Gold	Bridge Church	2pm	22
Friday	Foot Clinic Every other month 2 x sessions	Otley Action Offices	12:30pm	14
Friday	Welcome Space November-March	Chippendale Centre	12:30pm	14

What happened in 2023/2024

Our service has seen a steady growth in membership over the last year. We are pleased to report that our weekly groups are running at 95% capacity across the board.

Service Delivery

In 2023 most of our social groups were 95% full which is great to see. More people than ever are seeking new experiences and the opportunity to meet and chat and make new friendships. We love to see this enthusiasm from our members.

Projects, Groups & Activities

The Big Lottery Community Fund

The end of year 2 evaluation for the Big Lottery was submitted. On the 14th of August 2023.

Jenny Dobson the funding Officer was delighted with our progress report. *“Many thanks for the information and budget update that you sent through. The project looks fantastic – so much going on and the progress since C-19 lockdown is amazing!”*

In the past 12 months we have developed all five key themes mentioned in the LEO (Let's Enable Otley) project. Transport, befriending, digital inclusion and community engagement being the four main ones. We are now in our third year of four and we intend to develop our intergenerational project.

Men's Group – Community Transport Association

In May 2022 we were advised that our application to the Community Transport Association had been successful. We had applied to the CTA to access DfT funding of £24,000 to support older men by tackling loneliness through transport. The project aimed to reach out to those socially isolated men and provide trips and outings to places of interest so that friendships could be formed. The project was very successful with over 40 men accessing the service over the course of the 10-month project. The project ran from July 2022 to May 2023.

Health and Wellbeing Event

On the 1st of October 2023, we hosted a health and wellbeing event at the Chippendale Centre. Stallholders from different holistic services attended including meditation, acupuncture, hypnotherapy, sensory services, and some charity stalls. We rounded off the day with a lovely yoga session run by Zac Clarke. The event was well attended with lots of positive feedback.

Otley Community Groups Network

As part of our Let's Enable Otley Project, Otley Action has continued to organise a Community Groups lunch where representatives from community groups can network and meet other people and groups and find out what's happening locally, sharing views about what the community might need. Our main aim has been to foster stronger ties within and between the community to allow further knowledge transfer and co-production.

The networking lunch has been successful and has met bi-monthly over this past year. We now have 35 member groups including 4 local churches, 4 local environmental groups, Otley Town Council, the local social prescribing team, Otley's high school, and the local food bank. This partnership development work has helped to increase the interconnectedness between services in the town.

Lytham Holiday

In October 2023 we enjoyed a lovely 3-night stay in Lytham. 8 service users stayed at the Clifton Park Hotel and enjoyed some lovely day trips and meals.

Bucket List Project

In September 2023 we launched a new 'Bucket List' project. The aim is to encourage our members to try new things and expand their horizons. The 14 members of the group compiled a list of experiences which were planned for the following months. This included: cocktail making, wreath making, trips to museums and a series of tea and talk sessions. The talks covered topics such as magnet fishing and an engineer's experience of working in Nigeria.

Leeds Community Anchor Network (LCAN)

OAOP received Household Support Funding (HSF) again in October 2023. A small pot of money to support individuals and families experiencing difficulties.

The Household Support Fund (HSF) is a central government fund. Leeds City Council (LCC) asked the Leeds Community Anchor Network (LCAN) to distribute money across the network and wider partners to cover all electoral wards of the city to support some of the most vulnerable families and individuals with food, fuel, and other essential costs. Otley Action were asked to support people in LS21.

Most of the fund was distributed to provide food, food vouchers and fuel costs. The grant could also be spent on other wider essentials and essential items in exceptional circumstances if needed. Along with providing food, food vouchers and fuel costs, most organisations involved with this project provided information and advice, as well as signposting to other services, such as Money Buddies and Green Doctor.

Volunteer Socials

We have organised multiple volunteer social events over the past year including monthly pub nights at The Black Horse, a summer social, and a Christmas party. All have been well attended, especially the Christmas party which took place on Thursday 7th December at The Chippendale Centre and had between 40-50 attendees.



Christmas Volunteer Social December 2023

Volunteer Showcase

On Saturday 16th March, Otley Action hosted a Volunteer Showcase at Otley Methodist Church in conjunction with the Community Network Lunch attendees. There were numerous stall holders providing information about a variety of volunteering opportunities in the town, plus free refreshments and a cake stall manned by our lovely volunteers and older people. These stalls included Otley 2030, Otley Courthouse, The Bridge Church, Otley Lions, Hug on a Tray, Friends of Chevin Forest, Otley Carnival and many more. The event was very well attended with a steady flow of interested parties dropping in throughout the day. Five new people were interested in getting more information or signing up for Otley Action on the day. It was an opportunity to highlight the amazing voluntary work that goes on in our town, whilst at the same time advertising all the volunteering opportunities out there. Throughout the day more than 100 people dropped in, in addition to the stall holders.

This was a first for us and given how successful the day was and the amount of positive feedback we've received, we will be looking into repeating this event next year.

Dementia Information Roadshow

In March 2024 we were delighted to host a Dementia Information Roadshow in conjunction with Leeds City Council, the Local Care Partnership and NHS partners. The event was hosted at Otley Methodist Church, with 17 stall holders and 7 speakers offering their expertise. The collective aim is to provide information and support to people who may be affected by Dementia, whether it be the person, their carers or family members.

On the day we saw approximately 115 people through the doors which exceeded our expectations as historically the event has attracted half those numbers. The event was rounded off with a beautiful choral performance from our Singing for Pleasure choir led by Thanda Gumede our extremely talented choirmaster.

Men's Group

Our Men's Group continues to thrive with a good attendance rate on our trips. We venture to museums, restaurants and even the seaside.

Weekly Wellbeing Phone Calls Scheme

There are currently 1504 members registered with the organisation. The weekly wellbeing phone call scheme aims to randomly contact members who don't typically attend a weekly group and have a general chat with them about how they are, and what we might be able to help them with. We cover

topics such as fuel poverty, access to food, keeping warm and social inclusion. The programme started in November 2023 and continues.

Digital Inclusion

Our internet café runs every Monday 1-3 pm. Our IT inclusion worker Joe has also been offering home visits and has proven to be very popular with lots of new requests for support.

Veg Boxes

We have been working with Otley 2030 every school holiday to box up fruits and vegetables and distribute them to vulnerable people in Otley. The fruit and veg is funded by donations to Otley 2030 and some of our volunteers help with the distribution. In addition, we manage the database of contact information for all those who receive the boxes. It has led to new members and a potential to share volunteer resources.

Community Café

The weekly café is popular with independent members who can get into town. Local councilor Penny Robinson attends most weeks and offers support and advice to members. Our foot clinic runs alongside the café (alternate monthly) and is run by Nicky Gifford.

Christmas Party

The Christmas Party was as popular as ever. We provided a lovely afternoon of festivities for 85 members. Spectacular entertainment from Emma James was followed by a visit from Father Christmas. We were so grateful to receive voluntary support, sherry and mince pies from Professional Leads an Otley-based company.



Members Christmas Party December 2023

OAOP Digital Inclusion Project 23/24 Summary

This summary provides an assessment of OAOP’s Digital Inclusion work from March 2023 – April 2024.

Key

Digital Inclusion	DI
Digital Inclusion Project	DIP
Social Inclusion	SI
Home Visit	HV
Appointment	APPT
Internet Café	IC

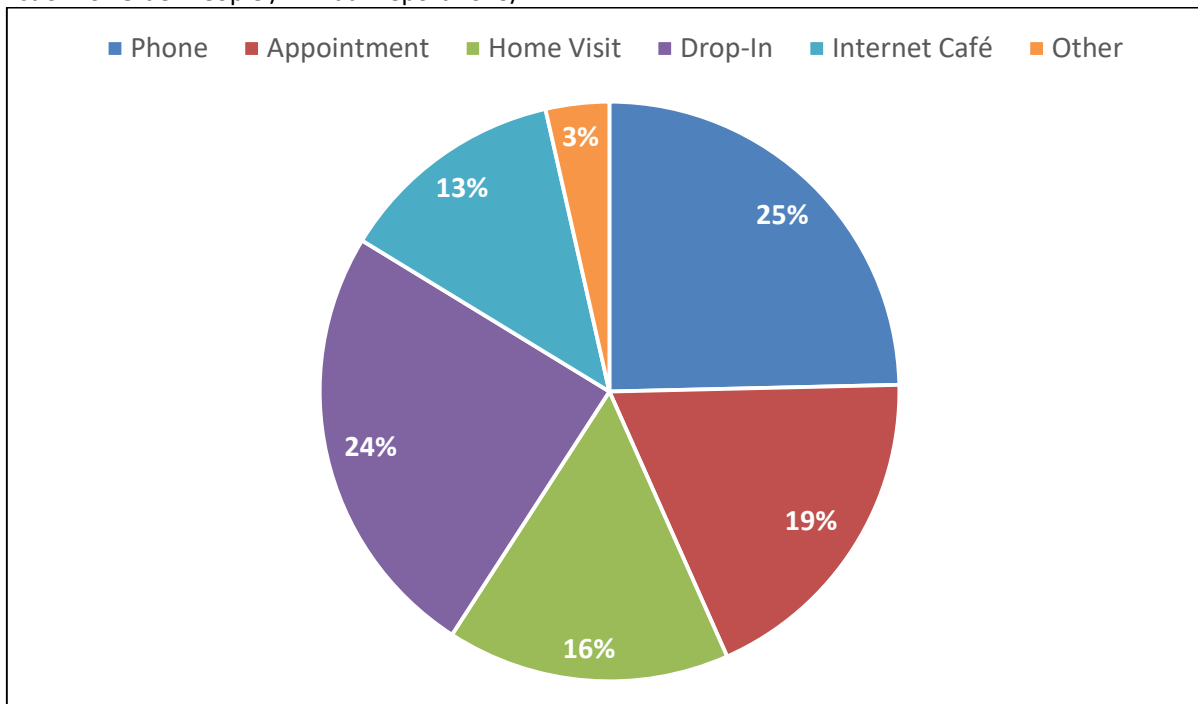
Statistics

- Data collected since 22/03/24, DIP spreadsheet records the form of contact. Total contact stats are summarised in the table below.

Fig. 1 DI Contact 22/03/23-19/04/2024

Contact Type	Number of Occurrences
Phone	354
Appointment	269
Home Visit	227
Drop-In	353
Internet Café	183
Other	51
TOTAL	1,437

Fig. 2 DI Contact 22/03/23-19/04/2024



Analysis

Assessing the response to and uptake of OAOP's DIP over the last year.

Phone Consultations

- 25% of all DI contact is by phone and may lead to an APPT/HV. Therefore, a single issue may result in two entries. Not stats inflation: this approach accounts for staff time within the demand statistics, ensuring numbers are a fair reflection of OAOP's workload.
- Call volume serves as a demand indicator and call content notes help manage the large DI caseload.
- Content details can be used to review service users' history of engagement with the DIP and allow the identification of patterns/trends.

Importance of Drop-In Availability

- 59% of all contact was in-person (24 % Drop-In, 16% HV and 19% APPT).
- 37% of all contact came from Drop-Ins (24% Drop-In + 13% IC).
- Therefore ~63% of all in-person contact was Drop-In.

Drop-in services are clearly needed. Support being readily available is often cited as a reason service users feel confident to adopt technology. Service users often refer to one-time, fixed curriculum courses as inadequate and reinforce that ongoing in-person support is essential. I feel the approachable and flexible nature of our DI support is a reason that uptake has been so encouraging. Speed of response is also important to ensure delivery aligns with the pace of our SI

work; DIP delivery had to meet the standards set by our existing work in order to integrate into the charity's recognised offering.

Appointments and Home Visits

- 35% of all contact was either APPT(19%) or HV(16%).
- 1-1 sessions are booked by service users or made by Joe following an interaction not resolved by Drop-In or Phone contact.

The ability to book follow-up sessions with individuals is the main benefit of having a full-time staff member dedicated to DI. Effective learning and development of service users' digital literacy requires sustained contact, with time for both repetition and trial of different approaches to embed knowledge. Offering 1-1 sessions both in OAOP and the home ensures that instruction and assistance is delivered where most effective and where service users are comfortable.

Final Thoughts

- The IT/Digital aspect of OAOP's offering is established and well known. Word of mouth and various publicity opportunities have contributed to this.
- Financial restrictions are an often-cited barrier to digital inclusion, but not one we have found ourselves tackling. Digital literacy is the barrier we encounter most. The current guise of the DIP, which focuses on providing 1-1 support, meets the DI needs of most service users.
- We have engaged with third parties such as GP surgeries, Leeds Council, British Telecom, AbilityNet, BBC and ITV; hopefully amplifying the cause of DI within our locality and further afield.

Otley Action for Older People – Social Inclusion and Outreach Summary

Catherine and Sarah head up the social inclusion and outreach programme at Otley Action. The programme offers a wide range of one-to-one support to Otley Action members, and any registered member can request an appointment. The programme is also supported by Social Work students while they are on placement. One-to-one support is provided face-to-face in the office or at the member’s home.

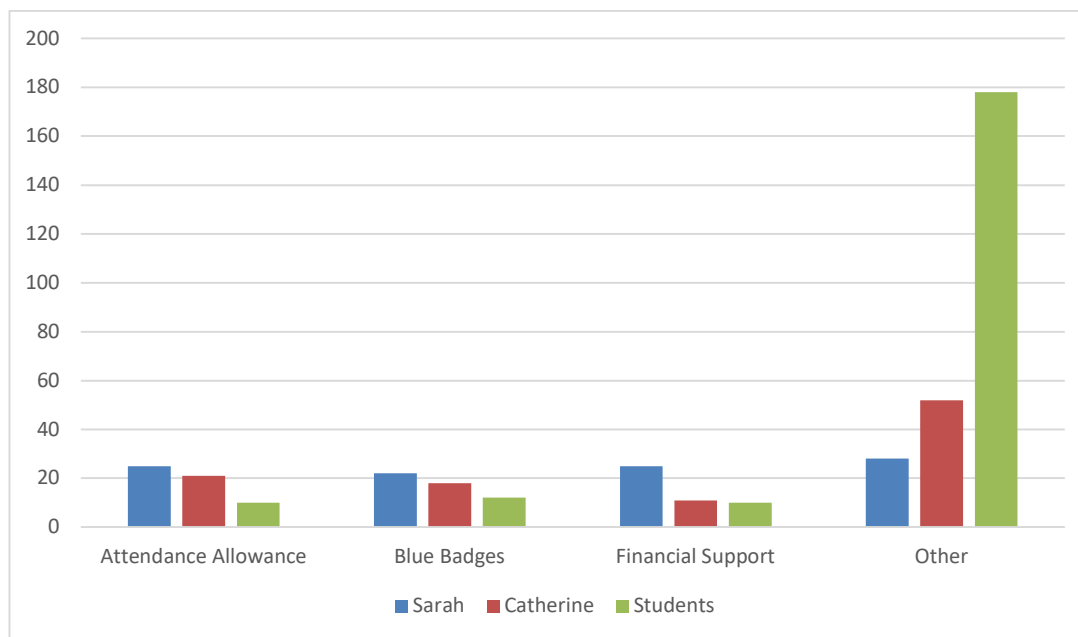
One to one support categories:

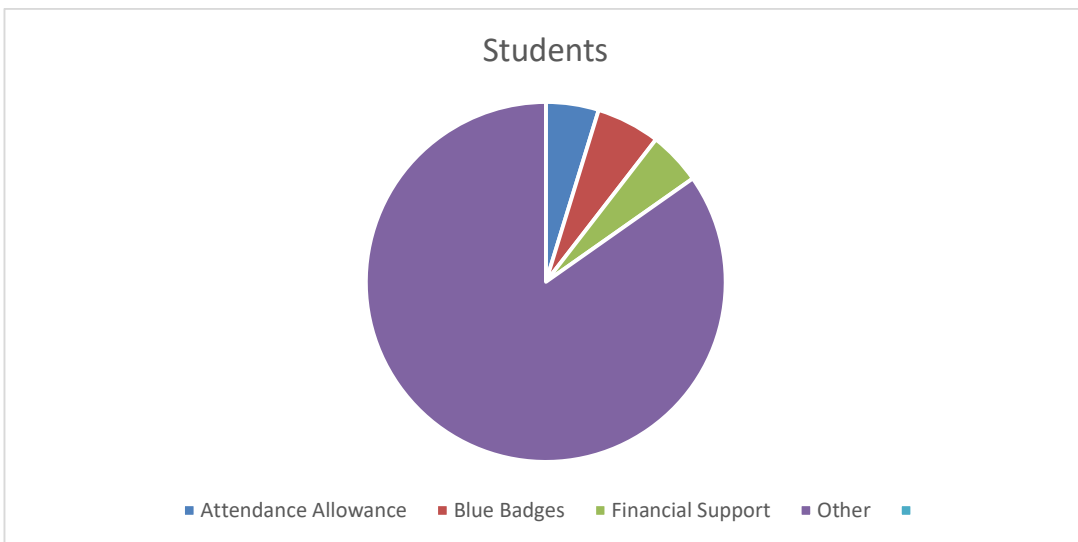
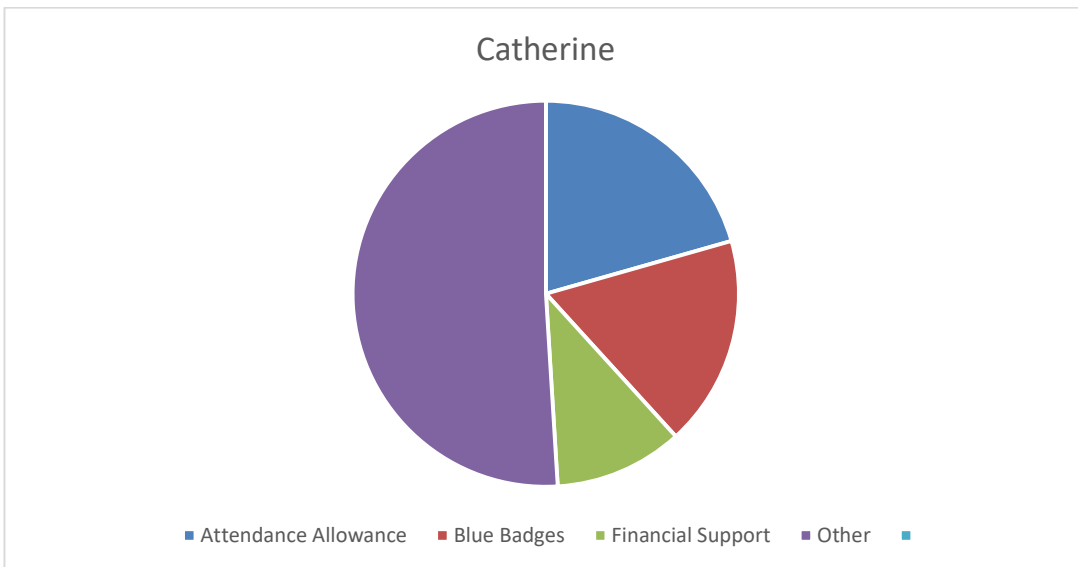
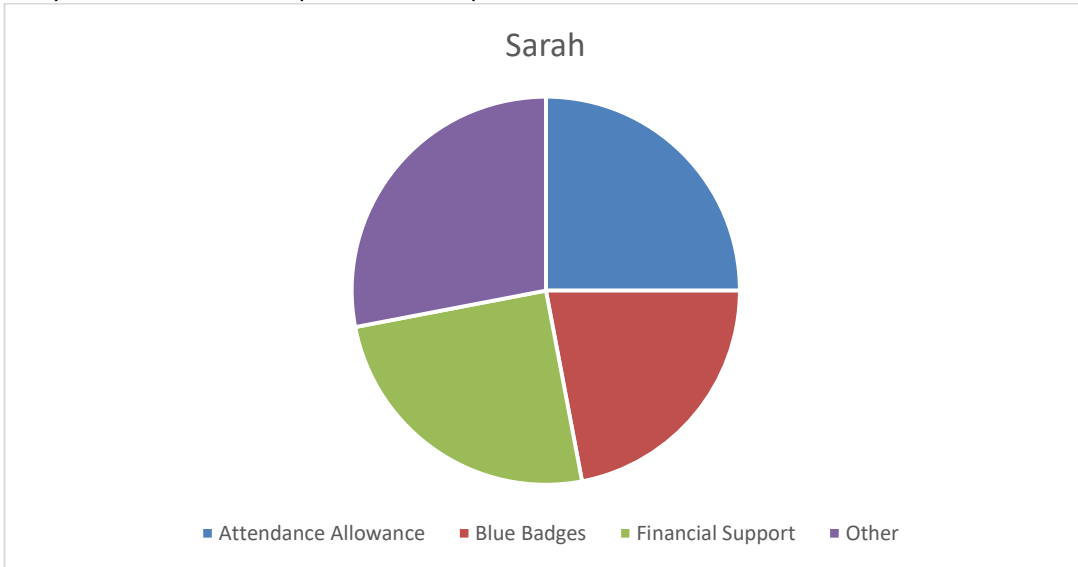
Attendance Allowance	Attendance Allowance Applications
Blue Badges	Blue Badge Applications
Financial Support	Financial support (pension queries, applications, benefit assessments)
Other	Other (housing, utilities, general enquiries, social inclusion)

The following figures are for the period 1st April 2023 to 31st March 2024.

Staff	Home Visits	Office Appointments
Sarah	56	44
Catherine	49	53
Social Work Students	150	60
TOTAL	255	157

The one-to-one support was split into the above categories as follows:





Summary

There is a slightly higher demand for home visits over office appointments. These tend to be our more frail and housebound members who can't get out under their own steam and do need more one-to-one support. We have seen an increase in demand for help with accessing pension and applying for benefits. This is due to so many services now moving online, and also the sharp rise in the cost of living.

Trips and Outings

Throughout the year Otley Action ran a range of trips and outings. We ran some ad-hoc trips during this period as we received regular requests for countryside drives and shopping trips. These included:

The Sound of Music – Yeadon Town Hall
Sunny Bank Mills
Temple Newsham
Grassington Day Trip
Boundary Mill
Salts Mill
Booths Shopping Trip
Kirkstall Bridge Shopping Centre
Lunch at the Sun Inn
Tong Garden Centre
Ilkley Cinema
Owlcotes Shopping Centre

Training

Date	Training	Number of attendees
20 th August 2023	Food Hygiene	15
25 th /27 th October 2023	Excel Spreadsheets - Staff	7
28 th February 2024	Dementia Friends	13
24 th January 2024	Safeguarding Vulnerable Adults	12

Otley Action Finance – Fundraising and Donations

Date	Project	Amount
03/04/2023	Leeds City Council - Core funding	£17,384.41
11/04/2023	Healthy Warm and Well – grant for meal deliveries	£3,705.00
12/04/2023	Housing Support Fund Supplementary Grant	£2,500.00
13/04/2023	Housing Support Fund	£555.00
18/04/2023	Pool Parish Council – Pool Party	£400.00
19/05/2023	Leeds City Council – Lunch Club Grant	£2,032.18
19/05/2023	Leeds City Council – Lunch Club Grant	£2,032.18
19/05/2023	Leeds City Council – Lunch Club Grant	£2,032.18
26/05/2023	Big Lottery Grant	£25,255.00
01/07/2023	Leeds City Council - Core funding	£17,384.41
07/07/2023	Awards For All – grant for the minibus fund	£10,000.00
26/07/2023	Housing Support Fund	£10,500.00
27/07/2023	Otley Rotary Club donation – disbanded	£360.83
31/07/2023	BSOG	£310.75
11/08/2023	Otley Town Council – Internet Café	£400.00
21/08/2023	Leeds City Council – Mice Money – train the trainer	£500.00
01/09/2023	Garfield Weston Foundation – General spending	£25,000
28/09/2023	Leeds Older People’s Forum – IDOP	£300.00
28/09/2023	Leeds Older People’s Forum – Brighter Days	£1,148.00
29/09/2023	Leeds City Council Core Funding	£17,384.41
10/10/2023	Mangoletsi Trust – came under transport review	£5,500.00
11/10/2023	Donation for the minibus fund – Andy Hinton	£1,000.00
26/10/2023	McCarthy and Stone – funding for small trips	£4,000.00
07/11/2023	Co-op – funding for minibus	£1,271.73
24/11/2023	Big Lottery Grant	£25,255.00
01/12/2023	BW Legal – grant for mens group, Xmas party and hampers	£2,600.00
15/12/2023	Leeds City Council – extra lunch club funding	£699.70
15/12/2023	Leeds City Council – extra lunch club funding	£699.70
15/12/2023	Leeds City Council – extra lunch club funding	£699.70
18/12/2023	BW Legal – mens group, Xmas party and hampers	£2,615.50
18/12/2023	HMRC – Gift Aid	£2,749.31

20/12/2023	Leeds Community Anchor Network – Welcome Space Grant	£6,100.00
29/12/2023	Leeds City Council – Core Funding	£17,634.41
18/01/2024	Yorkshire Building Society	£1,990.00
07/03/2024	Otley Town Council	£420.00
20/03/2024	Leeds Community Anchor Network – Listening Well Project	£1,100.00



THE MANGOLETSI TRUST



**OTLEY ACTION FOR OLDER PEOPLE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	2024		2023	
	£	£	£	£
Income				
Grants, Donations and Fundraising		329,673		187,991
Fees and Charges		9,915		7,403
Contributions to Activities		25,224		27,554
Luncheon Club		20,946		18,143
Community Car Scheme		2,549		2,166
Bank Interest		6,413		2,395
Student Placements		2,800		4,000
Employers Allowance		5,000		5,000
Introduction fee		657		-
Sponsorship		250		-
Utilities Compensation		-		1,000
		<hr/>		<hr/>
Total Income		403,427		255,652
		<hr/>		<hr/>
Expenditure				
Office and Room Rent	10,000		10,000	
Light and Heat	7,410		7,864	
Subscriptions	551		438	
Telephone	2,752		2,182	
Printing, Stationery & Postage	1,685		2,864	
Insurance	995		922	
Repairs, Renewals & Refurbishments	5,218		4,750	
I T Support & Equipment	4,241		4,800	
Independent Examination	1,550		1,500	
Professional Fees/Consultancy	13,898		12,040	
Miscellaneous	476		845	
Publicity	<u>2,310</u>		<u>2,653</u>	
		51,086		50,858
Minibus & Van Expenses	7,154		12,534	
Minibus Hire	-		6,720	
Trips, Social Events & Activities	39,417		28,977	
Luncheon Club	<u>20,781</u>		<u>17,175</u>	
		67,352		65,406
Salaries	128,031		105,048	
Employers National Insurance	10,137		8,166	
Staff Recruitment	-		212	
Pension Contributions	26,168		20,947	
Payroll Fees	1,124		895	
Training	1,620		695	
Volunteer Expenses	4,003		1,950	
DBS Checks	<u>509</u>		<u>858</u>	
		171,592		138,771
		<hr/>		<hr/>
Total Expenditure		290,030		255,035
		<hr/>		<hr/>
Net Surplus for the Year		113,397		617
Funds Brought Forward		<u>235,704</u>		<u>235,087</u>
Funds Carried Forward		349,101		235,704
		<hr/>		<hr/>

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA

OTLEY ACTION FOR OLDER PEOPLE**LEGAL AND ADMINISTRATIVE INFORMATION (CONTINUED)**

Bankers

Virgin Money
94 – 96 Briggate
Leeds
West Yorkshire
LS1 6ND

Monmouthshire Building Society
Monmouthshire House
John Frost Square
Newport
Monmouthshire
NP20 1PX

The Charity Bank Ltd
Fosse House
182 High Street
Tonbridge
Kent
TN9 1BE

Charities Aid Foundation
Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

Cambridge & Counties Bank
Charnwood Court
5b New Walk
Leicester
Leicestershire
LE1 6TE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report and accounts for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow (resigned 8 January 2024)
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Timothy Dalby
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

Relationships

Otley Action is part of the Leeds Neighbourhood Network Scheme a highly regarded network of 36 organisations supporting older people throughout the city of Leeds. We work closely with the other networks within the geographical boundary.

We acted as the Leeds City Council Hub for Otley and Yeadon supporting people throughout the pandemic – doing so from May 2020 up until May 2023. We joined the Leeds Community Anchor Network in 2023 taking the lead in LS21 distributing the Housing Support Fund to those effected by the financial crisis. We also administered the payments for the Welcome Spaces throughout the area. We also partner with the Big Lottery Fund and are funded by them until August 2025. We are part of the Local Care Partnership running projects in partnership with health and social care and the voluntary sector. We work closely with Chevin Medical and Yeadon Health teams, the local medical centres. We partner with the social prescribing teams and regularly refer to and from them. Locally we are part of the Otley Community group consisting of Otley Town Council, local schools, churches, food bank to name a few. We have been working closely with Otley 2030 a relatively new group focusing on environmental issues. Each year Otley Action provides placements for Leeds Beckett University and Bradford University for Social Work students, providing work, supervision, and mentoring. Our partnership with the CTA (Community Transport Association) ended in June 2023 when the funding came to an end, but we continue to support the work that it supported.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

Otley Action continues to work with some of the most frail and vulnerable older people in society. By March 2024, our membership exceeded 1,500. Many of those accessing services being between 80 -100 years old. Almost 20% of our registered members are now over the age of 90. Members include older people with physical disabilities, wheelchair users and wheelie walker and stick users, visual impairment, and those with dementia, depression, and anxiety issues. Many of these people are housebound and socially isolated and desperately in need of social interaction. These older people are unable to get out of their own homes without support and suitable transport that considers individual needs.

We continued to partner with Leeds City Council and Voluntary Action Leeds responding to the financial crisis by taking lead roles as a Welcome Space provider and a Housing Support Fund distributor.

OAOP received Household Support Funding (HSF) again in October 2023. A small pot of money to support individuals and families experiencing difficulties.

The Household Support Fund (HSF) is a central government fund. Leeds City Council (LCC) asked the Leeds Community Anchor Network (LCAN) to distribute money across the network and wider partners to cover all electoral wards of the city to support some of the most vulnerable families and individuals with food, fuel, and other essential costs. Otley Action were asked to support people in LS21.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

In March 2024 we were delighted to host a Dementia Information Roadshow in conjunction with Leeds City Council, the Local Care Partnership and NHS partners. The event was hosted at Otley Methodist Church, with 17 stall holders and 7 speakers offering their expertise. The collective aim to provide information and support to people who may be affected by Dementia, whether it be the person, their carers or family members. On the day we saw 115 people pass through the doors which exceeded our expectations. The event was rounded off with a beautiful choral performance from our Singing for Pleasure choir led by Thanda Gumede our extremely talented choir master.

The Social Inclusion and Outreach and Development programme at Otley Action offers a wide range of one-to-one support to Otley Action members, and any registered member can request an appointment. The programme is also supported by Social Work students whilst they are on placement. One to one support is provided face to face in the office or at the member's home. In this financial year over 400 appointments were registered.

The Otley Action Digital Inclusion Project has seen unprecedented demand for digital support. In this period there has been over 1,400 separate contacts with individuals including phone, drop ins, appointments, Internet Café attendees etc.

Our minibus fundraising campaign continued with vigour as we came closer to reaching our goal of replacing our existing VW Crafter with a brand-new bespoke Mercedes Sprinter. This vehicle is now due for delivery in June 2024.

The Community Network Lunch initiated by Otley Action continued to thrive in this period attracting new members. The bi-monthly event continues to provide a useful platform for community groups to come together and share their hopes and inspirations.

Throughout the year we have run groups addressing social isolation and loneliness; supporting people with anxiety and depression; low-level memory problems, dementia, and long-term conditions such as diabetes, arthritis, chronic obstructive pulmonary disease; supporting people to stay healthy; assistance with end-of-life issues and bereavement; supporting carers and help with advocacy.

Our car scheme has provided services to health-related appointments; one to one shopping services and outings.

Our befriending service provides one to one support for the loneliest and socially isolated who generally live alone. We provide lunch clubs; physical activities; the Memory and Inclusion project as well as the Internet Café.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2024

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £113,397 (2023 - surplus of £617 in this financial year).

The core activities of the organisation incurred a surplus of £86,828 prior to any fund transfers.

The total reserves of the organisation at 31 March 2024 amounted to £349,101. This includes an advanced deposit of £52,567 in respect of the purchase of a new Minibus. This is shown on the balance sheet as a prepayment.

Of this £84,762 relates to specific restricted funded projects and is due to be spent in the 2024/25 financial year. General reserves, now amount to £109,604 following a transfer of £34,180 to our designated Contingency Fund and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2024 had a balance of £9,720 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £145,015. Following a transfer of £34,180 from unrestricted funds this policy has been confirmed at the year end.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2024**

Plans for the Future

We are looking forward to the arrival of a brand-new custom-built Mercedes Sprinter minibus with tailgate in June 2024. This bespoke vehicle is at the final stages before delivery to Otley is invaluable. This vehicle will set the organisation up for the next 10 years providing wheelchair accessible transport for older people with disabilities.

In 2024 we joined the Enhance project a partnership project working with Leeds Older People's Forum, Leeds Community Health (LCH) and AVSED. The pilot project is in its third year and if successful could attract future funding from LCH. The aim is to take pressure off the NHS by providing nonclinical intervention.

As we head into our final year of Big Lottery funding, we are now preparing for future applications. With the support of Third Sector Consultancy, we are conducting a comprehensive consultation with members, volunteers and staff. This will provide useful information in developing future services and for strategic planning.

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

Ailsa Bearpark

Director

Dated:

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 4 to 15.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated:

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	General Fund £	Designated Fund £	Restricted Funds £	2024 £	2023 £
Income						
Donations and Legacies	2	114,027	-	7,268	121,295	22,335
Investment Income		6,413	-	-	6,413	2,395
		<u>120,440</u>	<u>-</u>	<u>7,268</u>	<u>127,708</u>	<u>24,730</u>
Income from Charitable Activities	3	131,268	10,606	133,845	275,719	230,922
		<u>251,708</u>	<u>10,606</u>	<u>141,113</u>	<u>403,427</u>	<u>255,652</u>
Total Income						
Expenditure						
Charitable Activities	4	164,880	7,154	117,996	290,030	255,035
		<u>164,880</u>	<u>7,154</u>	<u>117,996</u>	<u>290,030</u>	<u>255,035</u>
Total Expenditure						
Net Income/ Net movement in funds before transfers		86,828	3,452	23,117	113,397	617
Transfer between funds		(28,180)	34,180	(6,000)	-	-
		<u>58,648</u>	<u>37,632</u>	<u>17,117</u>	<u>113,397</u>	<u>617</u>
Net Income/ Net Movement in funds after transfers		58,648	37,632	17,117	113,397	617
Total funds brought forward		<u>50,956</u>	<u>117,103</u>	<u>67,645</u>	<u>235,704</u>	<u>235,087</u>
Total funds carried forward		<u>109,604</u>	<u>154,735</u>	<u>84,762</u>	<u>349,101</u>	<u>235,704</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2024

	Notes	General fund	Designated funds	Restricted funds	2024 Total funds	2023 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		114,401	154,735	32,195	301,331	242,108
Debtors and prepayments	8	-	-	52,567	52,567	2,100
Total Assets		114,401	154,735	84,762	353,898	244,208
Creditors: Amounts Falling Due Within One Year	9	(4,797)	-	-	(4,797)	(8,504)
Total Assets less Current Liabilities		109,604	154,735	84,762	349,101	235,704
The Funds of the Charity						
Restricted Funds	11	-	-	84,762	84,762	67,645
Unrestricted Funds						
Designated Funds	12	-	154,735	-	154,735	117,103
General Fund		109,604	-	-	109,604	50,956
Total Charity Funds		109,604	154,735	84,762	349,101	235,704

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2024

	Notes	2024 £	2023 £
Cash generated by operating activities	14	52,810	936
Cashflow from investing activities			
Interest income		6,413	2,395
		_____	_____
Increase in cash equivalents in the year		59,223	3,331
Cash equivalents at the beginning of the year		242,108	238,777
		_____	_____
Total cash equivalents at the end of the year		301,331	242,108
		_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

- f. **Pensions**
The charity contributes to deferred contribution pension schemes for all of its employees.
- g. **Fund Accounting**
Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. Donations and Legacies

	2024 £	2023 £
Donations:		
Crowdfunder	3,563	2,277
CAF Charity Vouchers	2,500	3,500
Legacy of James Brannigan	95,310	-
Yorkshire Building Society	1,990	-
Co-op Local Community Fund	1,272	-
Legacy of Keith Foster	1,000	-
Trustees of Abbey House	500	-
Skipton Building Society	500	-
Lymm Mayo Community Shop Trust	500	-
Rotary Club of Otley Chevin	361	-
Otley Chamber of Trade	270	-
Otley Swimming Club		1,198
Westbourne Masonic Lodge		550
Washburn Heritage		539
Waitrose		500
 Donations and Fundraising	 13,529	 13,771
	<hr/>	<hr/>
	121,295	22,335
	<hr/>	<hr/>

3. Income from Charitable Activities

	General £	Designated £	Restricted £	2024 Total £	2023 Total £
Grants for unrestricted purposes	94,788	-	-	94,788	69,538
Grants for restricted purposes	-	691	112,899	113,590	96,118
Contribution to Activities	27,773	-	-	27,773	29,720
Fees & Charges	-	9,915	20,946	30,861	25,546
Student Placements	2,800	-	-	2,800	4,000
Employers Allowance	5,000	-	-	5,000	5,000
Introduction fee	657	-	-	657	-
Sponsorship	250	-	-	250	-
Utilities Compensation	-	-	-	-	1,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	131,268	10,606	133,845	275,719	230,922
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Grants for unrestricted purposes		
Leeds City Council	69,788	69,538
Garfield Weston Foundation	25,000	-
	-----	-----
	94,788	69,538
	-----	-----

	2024 £	2023 £
Grants for Restricted and Designated Purposes		
Leeds City Council Luncheon Club	8,196	7,848
Leeds City Council Hub Funding	15,405	10,500
Bus Service Operators Grant	691	311
The National Lottery Community Fund Lets Enable Otley	50,510	48,350
Otley Town Council	820	820
Awards For All	10,000	-
Leeds City Council Welcome Space Fund	6,100	-
The Mangoletsi Trust	5,500	-
BW Legal Services	5,215	-
The McCarthy & Stone Foundation	4,000	-
Leeds Older Peoples Forum (Meal Deliveries)	3,705	-
Leeds Older Peoples Forum (Brighter Days)	1,148	-
Leeds Community Anchor Network	1,100	-
Leeds City Council	500	-
Pool Parish Council	400	-
Leeds Older Peoples Forum (Health and Wellbeing Event)	300	-
Community Transport Association	-	24,000
Charles & Elsie Sykes Trust	-	2,000
Leeds Mind	-	1,000
Home Instead Ilkley	-	500
Leeds City Council (MICE)	-	450
Windmill Community Transport	-	339
	-----	-----
	113,590	96,118
	-----	-----

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

4. Charitable Activities	2024 £	2023 £
Office and Room Rent	10,000	10,000
Light and Heat	7,410	7,864
Subscriptions	551	438
Telephone	2,752	2,182
Printing, Stationery & Postage	1,685	2,864
Insurance	995	922
Repairs, Renewals and Refurbishments	5,218	4,750
I T Support & Equipment	4,241	4,800
Professional Fees/Consultancy	13,898	12,040
Miscellaneous	476	845
Publicity	2,310	2,653
Minibus & Van Expenses	7,154	12,534
Minibus Hire	-	6,720
Trips, Social Events & Activities	39,417	28,977
Luncheon Club	20,781	17,175
Salaries	128,031	105,048
Employers National Insurance	10,137	8,166
Staff Recruitment	-	212
Pension Contributions	26,168	20,947
Payroll Fees	1,124	895
Training	1,620	695
Volunteer Expenses	4,003	1,950
Governance Costs (note 5)	2,059	2,358
	290,030	255,035
5. Governance Costs	2024 £	2023 £
DBS Checks	509	858
Independent Examiner's Fee	1,550	1,500
	2,059	2,358
6. Staff Costs	2024 £	2023 £
Salaries	128,031	105,048
Employers National Insurance	10,137	8,166
Pension Contributions	26,168	20,947
	164,336	134,161

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 6 (2023 – 5).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2024 (2023: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2023: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2023				
And 31 March 2024	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Depreciation				
At 1 April 2023				
And 31 March 2024	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Net Book Value				
At 31 March 2024	-	-	-	-
	_____	_____	_____	_____
At 31 March 2023	-	-	-	-
	_____	_____	_____	_____

8. Debtors and prepayments

	2024 £	2023 £
Minibus deposit	52,567	1,000
Prepayments	-	1,100
	_____	_____
	52,567	2,100
	_____	_____

9. Creditors and accruals

	2024 £	2023 £
Accruals	4,797	8,504
	_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

10. Pension and other past-retirement benefit commitments Defined Contributions

	2024 £	2023 £
Contributions payable by the charity during the year	26,168	20,947

11. Restricted Funds

	Balance at 1 April 2023 £	Movement in Funds		Transfers	Balance at 31 March 2024 £
		Incoming Resources £	Resources Expended £		
Luncheon Clubs	18,584	29,142	(20,781)	(6,000)	20,945
Leeds City Council Hub Funding	-	15,405	(15,405)	-	-
Otley Town Council	140	820	(960)	-	-
The National Lottery Community Fund					
Lets Enable Otley	18,417	50,510	(51,882)	-	17,045
Minibus Fund	24,504	6,768	-	15,500	46,772
Community Transport Association	4,800	-	(4,800)	-	-
Charles & Elsie Sykes Trust	1,200	-	(1,200)	-	-
Awards For All	-	10,000	-	(10,000)	-
Leeds City Council Welcome					
Spaces Fund	-	6,100	(6,100)	-	-
The Mangoletsi Trust	-	5,500	-	(5,500)	-
BW Legal Services	-	5,215	(5,215)	-	-
The McCarthy & Stone Foundation	-	4,000	(4,000)	-	-
Leeds Older Peoples Forum					
(Meal Deliveries)	-	3,705	(3,705)	-	-
Leeds Older Peoples Forum					
(Brighter Days)	-	1,148	(1,148)	-	-
Leeds Community Anchor Network	-	1,100	(1,100)	-	-
Leeds City Council	-	500	(500)	-	-
Lymm Mayo Community Shop Trust	-	500	(500)	-	-
Pool Parish Council	-	400	(400)	-	-
Leeds Older Peoples Forum					
(Health & Wellbeing Event)	-	300	(300)	-	-
	67,645	141,113	(117,996)	(6,000)	84,762

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council Hub Funding

In 2023 the Leeds City Council (LCC) Hubs that had supported vulnerable people throughout the pandemic finally came to an end. Both LCC and Voluntary Action Leeds (VAL) recognised the value in the network that had emerged and wanted to utilise this to the good of the community. The Leeds Care Anchor Network (LCAN) was founded on the back of the Hub model. The Otley Action For Older People Board eventually decided to join in 2023 after much deliberation

Otley Town Council

£140 remained of the money received in the previous financial year which was to be spent on bi-monthly lunches for the purpose of networking meetings. This was all spent by the end of this financial year.

In this current financial year, a further £420 was received to enable Otley Action to continue to take the lead on the Community Network lunches including applying for and managing the funding to pay for the lunches and room hire.

Additionally, a further £400 was received to support the expansion of the Internet Café from monthly to weekly at the Chippindale Centre.

The National Lottery Community Fund Lets Enable Otley

A four-year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff. It has also played a big part in support of our digital inclusion project,

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. To kickstart the fund an initial sum of £20,000 was allocated to it and since then we have received further donations from members, the public at large and in this year both Awards For All and the Mangoletsi Trust.

Community Transport Association

Funding received in the previous financial year from the CTA through a Department of Transport initiative to reduce loneliness through transport by running trips for men to places of interest. This funding ran until May 2023.

Charles & Elsie Sykes Trust

Funding received in the previous financial year to run a men's support group.

Awards For All

Funding towards the purchase of the new Minibus.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Leeds City Council Welcome Spaces Fund

This has enabled us to give onward support to community organisations in our neighbourhood who wish to deliver activities that can bring people together in Welcome Spaces. For instance, an organisation might need a contribution to their energy bills or room hire costs. The amount distributed to each organisation is decided by Otley Action using our local knowledge of the hours required, communities covered, and funding necessary.

The Mangoletsi Trust

Funding towards the purchase of the new Minibus.

BW Legal Services

BW Legal Services visited the offices of Otley Action to make a short film for their colleagues to give a comprehensive review of what we do. As a result of the success of the film they made a significant contribution towards the cost of our Christmas Party and the provision of gift vouchers for all those who attended the event.

The McCarthy & Stone Foundation

Funding to support more trips throughout the winter with less passengers with the intention of reducing travel time for the most frail and vulnerable.

Leeds Older People Forum (Meal Deliveries)

This money was to initially support the Warm Spaces until the end of June 2023 and provide a meal delivery service 5 days a week.

Leeds Older Peoples Forum (Brighter Days)

This was money received from the Brighter Days Fund to support the Community Café from October to December 2023.

Leeds Community Anchor Network

Otley Action were recruited to take part in a listening exercise. The purpose of the Project is to highlight people's likes and dislikes of their local communities and to look at how things can be improved.

Leeds City Council

Funding to train one of our employees to become a Moving and Handling Trainer to support our volunteer workforce.

Lymm Mayo Community Shop Trust

Two donations of £250 were received to purchase specific items for our Service Users.

Pool Parish Council

We received funding towards the Pool Easter Party at Pool Methodist Church on Thursday 28 March. Well over 50 residents attended and entertainment was provided by Christopher and the Robins who went down a storm.

Leeds Older Peoples Forum (Health & Wellbeing Event)

Money for a Health and Wellbeing event on 1 October 2023.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

12. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				Balance at 31 March 2024
	Balance at 1 April 2023	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
Contingency Fund	110,835	-	-	34,180	145,015
Transport Fund	6,268	10,606	(7,154)	-	9,720
	<u>117,103</u>	<u>10,606</u>	<u>(7,154)</u>	<u>34,180</u>	<u>154,735</u>

13. Commitments under operating leases

At 31 March 2024 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2024	2023
	£	£
Expiry date within one year	11,400	10,000
Expiry date within two to five years	11,400	10,000

14. Reconciliation of net movement in funds to net cashflow from operating activities:

	2024	2023
	£	£
Net movement in funds	113,397	617
Deduct interest income	(6,413)	(2,395)
(Increase) in debtors	(50,467)	(2,100)
(Decrease)increase in creditors	(3,707)	4,814
	<u>52,810</u>	<u>936</u>
Net cash generated by operating activities	52,810	936

OTLEY ACTION FOR OLDER PEOPLE

England & Wales - Charity number 1150684

Accounts

OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2022/23



Crossgate, Otley, LS21 3AA

Registered Charity Number 1150684

Company Number 8224902

Tel: 01943 463965

Website: www.otleyactionforolderpeople.org.uk

Email: info@otleyactionforolderpeople.org.uk

Aims and Objectives as set out in the “Articles of Association”

“The charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

- 1) To relieve poverty
- 2) To preserve and protect good health
- 3) To advance education; and
- 4) To promote the social inclusion of such people who are excluded from society because they are house-bound, or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the trustees deem fit”.

Background

Otley Action for Older People (OAOP) is a long established and successful community-based organisation working on behalf of the older population of Otley, Pool and Arthington. Initiated in 1995 and granted charitable status in 1996. The original charity number was 1060379 and Otley Action registered with the Charity Commission at the time setting itself the clear objectives as listed in the original constitution.

OAOP is open to all people over 60 within the Otley, Pool-in-Wharfedale and Arthington areas. Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme (NNS) a network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independent living for older people.

OAOP primarily targets activities and services to the needs of low-income older people, older people with disabilities and those threatened by or experiencing social exclusion. However, there is an open-door policy and thus activities are open to those aged over 60, except where there are defined criteria.

The organisation is in the northwest of the Leeds Metropolitan District. Otley, Pool and Arthington are set within a rural area and are outside the Leeds Regeneration Area.

There are over 4500 older people living within Otley (that equates to approximately 32% of the population in Otley, which stands at around 14,400). 3.1% are reported to be black, Asian or a minority ethnicity in Otley and OAOP currently has 1387 registered members, of which just under 1% are registered as black, Asian or a minority ethnicity. 36% of our members are aged between 70 and 79 and 54% are aged over 80. These figures show that around 30% of the eligible population in Otley are registered with Otley Action.

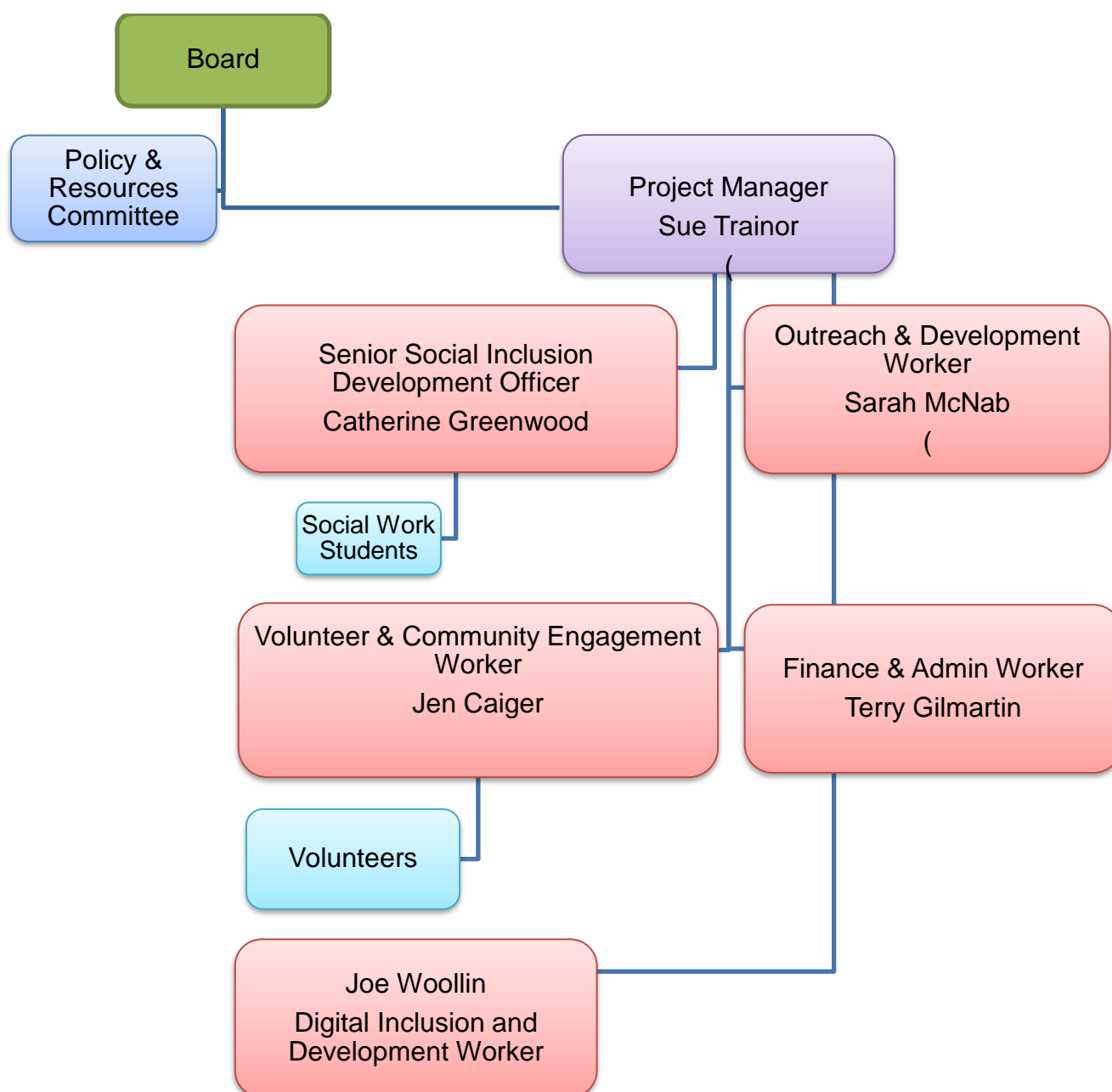
OAOP has six staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receives training and support and as such are competent and able in supporting our older people. The staff team organises, manages, and oversees the volunteers and provides practical and emotional support to them and our members. Our Board

of Directors, made up of local older people and members of the local community to ensure co-production in the development of services that are provided, and decisions made, provides governance of the organisation. We value our members and actively seek feedback from observation and consultation. Consultation and feedback from members are integral to our improvement policies and we actively seek this.

As an organisation, we have a continual improvement philosophy and a desire to increase the quality of services and outcomes available to older people.

Otley Action for Older People (OAOP) provides activities and services for adults over the age of 60. The primary aims focus on social inclusion and equality. This is enacted by enabling reductions in poverty, increasing active participation, and providing person centred support for people to live in their own homes for as long as possible.

Services include home visits, assessments, information and signposting, transport to hospital and doctors' appointments, wheelchair hire, shopping, lunch clubs, exercise classes, social groups and outings.



Board of Directors
2022/23

Ailsa Bearpark (Chair)



Gill Chapman



Tim Dalby



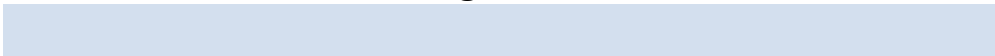
John Eveleigh



Doris Gagen



Nigel Gill



Pamela Gill



Frank Jordan (Secretary)



Pauline Padden (Treasurer)



Stuart Page



Arthur Parslow

Company Secretary

Sue Trainor

Ailsa



Pauline



Frank



Tim



Pam



Nigel



John



Gill



Arthur



Doris



Stuart



Otley Action for Older People
Staff Team

Project Manager	Sue Trainor
Senior Social Inclusion Development Officer	Catherine Greenwood
Outreach and Development Worker	Sarah McNab
Volunteer & Community Engagement Worker	Jen Caiger
Finance and admin Worker	Terry Gilmartin
Digital Inclusion Development Worker	Joe Woollin

Social Work Students on Placement in 2022/2023

Timipre Olali Second Year MA Bradford University	(Passed)
Lucy Belgrave Second Year MA Bradford University	(Passed)
Aimee Oszoy Second year Leeds Beckett University	(Ongoing)

Volunteers

We have a fantastic team of registered volunteers, with the eldest being 95! They bring a wealth of experience and expertise with them from diverse backgrounds, all with the common ethos of wanting to care for the older population of Otley, Pool and Arthington. Collectively, they are responsible for running the 15 Social Groups that we run every week.

There are currently 89 active volunteers registered with us, with a further 3 in the pipeline.

Our volunteers fall into several categories:

Befrienders – 16

Car Scheme – 11

Drivers/Escorts – 19

Group work – 24

Others – 19

Our volunteer workforce is fundamental to the work we do, without them Otley Action would not be the force that it is or have the presence in Otley it has. We have grown steadily over the years, and this is largely due to the hard work and dedication of our volunteer workforce. We continue to be amazed at the commitment of our volunteers. Whether it is going above and beyond as a befriender or taking a lady to a hospital appointment 100 miles away – no job is too big or small and our army of volunteers will find a way to make things happen.

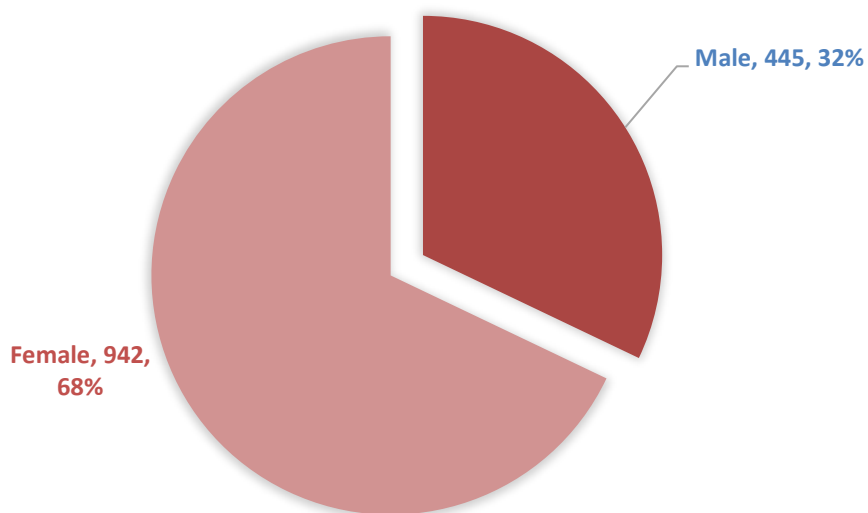
DBS – In 2022/2023 due to changes within our insurance policy all volunteers were required to have an up-to-date DBS less than three-year-old. In this period over 80 DBS checks have been successfully completed.

Volunteers who were unable to comply currently remain dormant.

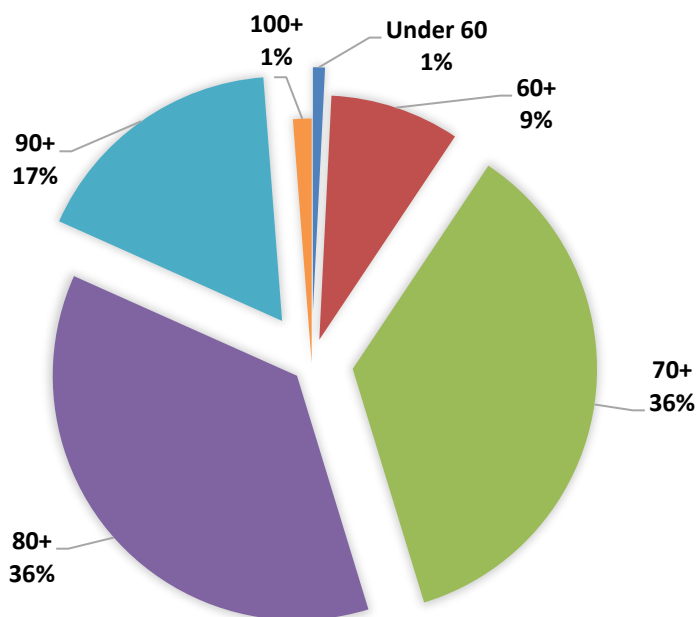
Otley Action Members

In March 2023, we had 1387 members registered with Otley Action. There were 942 women and 445 men. Of these members there were 84 women and 59 men registered with Memory Loss.

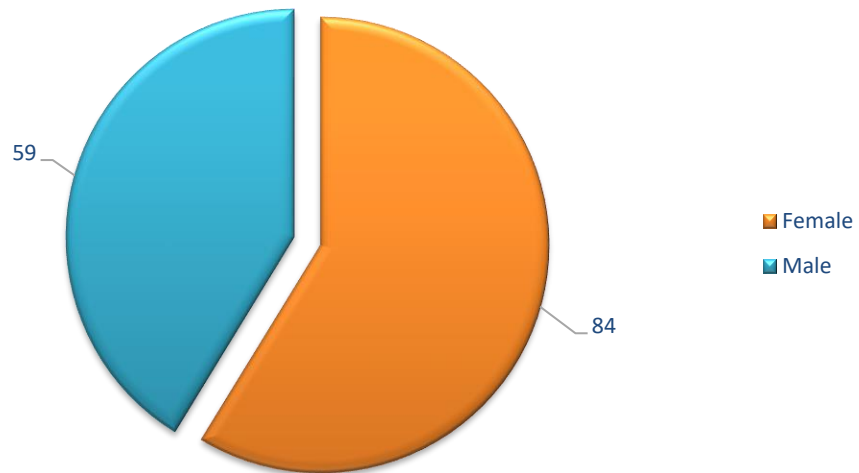
GENDER OF SERVICE USERS AT OTLEY ACTION FOR OLDER PEOPLE



AGE GROUPS OF SERVICE USERS



GENDER OF SERVICE USERS WITH MEMORY PROBLEMS



Chair's Remarks

The work of Otley Action for Older People continues to shine in our community. As I look back at the reports Sue and her team submit to the board of directors at our meetings I am in awe of their achievements. Importantly, we note each aspect of their work is underpinned and enhanced by the professionalism and commitment of the wonderful volunteers we are so lucky to have.

Our lunch clubs, interest groups, exercise classes and outings have remained a constant. Meal deliveries and befriending services and general advice have been delivered regularly with so many members telling us how much they appreciate the service. So much to celebrate. In the last year Otley Action has opened the Chippendale Centre to the wider community with our Friday café, creating a warm space, so important in these challenging times. Additionally, with the rise of On-line services in so much of our lives, the board has been delighted to see our staff and volunteers offering support to members in this field, this will be developed over the coming year.

Otley Action for Older People board of directors offer their heartfelt thanks to everyone who makes this organisation such a positive force in Otley.

Ailsa Bearpark

Project Manager's Report

Otley is a great town to grow old in for many reasons. From its wonderful location in the Lower Wharfe Valley, set between the bright lights of Leeds and the rolling hills of the beautiful Yorkshire Dales. The community is welcoming and there are plenty of opportunities to get involved and embrace a sense of belonging. Whilst I may be biased the icing on the cake is the many benefits and opportunities that Otley Action for Older People provide for the most senior citizens of the town.

Over the past 12 months we have seen an increase in the number of people accessing services as well as the number of members now registered with us. 1387 at the last count.

Our reputation and profile are at an all-time high with acknowledgement, compliments and praise from service providers, service users and overall, anyone that knows of us being the norm.

That said we are never complacent as our strength and all our good work is only possible thanks to our most amazing volunteer work force.

It never ceases to amaze me how hard working, committed and persistent our volunteers can be.

We can never speak too highly of them and the work that they do.

In 2022 we saw a few staff changes with three members of staff moving on and Sarah returning from maternity leave. In addition, we were pleased to welcome Jen Caiger as the new Volunteer Co-ordinator and Terry Gilmartin as Finance and admin assistant. Catherine Greenwood as Senior Social Inclusion Worker supported our three social work students providing both the academic support and the hands-on supervision.

As the impact of the pandemic faded further into the background in 2022 the opportunity to develop and expand our services continued.

We were particularly pleased to partner with the Community Transport Association and the Department for Transport delivering a pilot project measuring the impact of transport on loneliness in older men. The project was a huge success providing vital data for the DfT..

Now two years into our four-year Reaching Communities Big Lottery funding we have been particularly fortunate to focus on community development, digital inclusion, and transport all of which enhance the services that we provide.

Otley Action were the catalyst and facilitator of the newly established Community Networking lunch group bringing lots of local community groups together to share ideas and provide mutual support.

Our VW Crafter minibus has served us well over the years but sadly now almost 13 years old in is showing signs of decay and malfunction. The OAOP Board agreed that a new vehicle was needed, and a new order was place with Minibus Options in Whalley Bridge. With a 12-month lead in period we eagerly await our new vehicle in the coming year.

Lots to look forward to.

Sue Trainor
Project Manager

Otley Action Activities

Regular Services and Activities from 01/04/2022 – 31/03/2023

Advice and Information

Registration of members
Support for Individuals &
community groups
Signposting and referrals
Newsletters

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme

Wheelchair Accessible
Transport – Wheelchair
Clamp
Wheelchair and
equipment loan

Social Activities

Fish and chip delivery service
Lunch Club,
Mini-bus trips
Christmas and Easter Parties
Quizzes
Art class
Choir
Memory Café
Tai Chi
Zumba
Indoor Bowls
Community Café
Foot Health Care Clinic

Practical Help

Shopping support
Gardener vetting service
Contractor's list
Care and Repair referrals
Volunteering
IT and digital support

Social Care

Home visiting and
assessments
Befriending
Telephone contact
Blue Badge
Bus Passes
Attendance allowance
applications
Housing support
Form filling and financial
queries

Health Activities

Tai Chi classes
Chair-based Exercise
Zumba Gold classes
Winter indoor bowls
Outdoor Bowling

Regular Groups and Activities

This is our regular timetable of scheduled events.

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Memory Café 1 st Monday of month	Chippendale Centre	12pm	10
Monday	Quiz 2 nd Monday of month	Chippendale Centre	12pm	22
Monday	Internet Café 1-3pm every Monday	Chippendale Centre	1pm	12
Monday	Bingo	Labour Rooms	2pm	16
Tuesday	Otley Luncheon Club	Chippendale Centre	12pm	25
Tuesday	Art Class	Chippendale Centre	2pm	18
Wednesday	Pool Luncheon Club	Wharfedale Court	12pm	24
Wednesday	Chair Based Exercise	Chippendale Centre	3pm	18
Thursday	Choir	Black Horse Courtyard	11am	12
Thursday	Otley Lunch Club	Chippendale Centre	1pm	28
Thursday	Tai-chi	Beech Hill Church	2pm	18
Friday	Indoor bowling (Seasonal)	Club Energy	10am	14
Friday	Community Café	Chippendale Centre	12.30pm	14
Friday	Zumba Gold	Bridge Church	2pm	22
Friday	Foot Clinic Every other month 2 x sessions	Otley Action Offices	12:30pm	10

What happened in 2022/2023

Service Delivery

Throughout the year we have run groups addressing social isolation and loneliness; supporting people with anxiety and depression; low-level memory problems, dementia, and long-term conditions such as diabetes, arthritis, chronic obstructive pulmonary disease; supporting people to stay healthy; assistance with end-of-life issues and bereavement; supporting carers and help with advocacy. Our car scheme has provided services to health-related appointments; one to one shopping services and outings. Our befriending service provides one to one support for the loneliest and most socially isolated who generally live alone. We provide lunch clubs; physical activities; the Memory and Inclusion project as well as the Internet Café.

Most of our social groups were 95% full throughout most of the year. More people than ever are seeking new experiences and the opportunity to gather, break bread and make new friendships. We love to see this enthusiasm from our members.



Projects, Groups, Events & Activities

Men's Group – Community Transport Association

In May 2022 we were advised that our application to the Community Transport Association had been successful. We had applied to the CTA to access DfT funding of £24,000 to support older men by tackling loneliness through transport. The project aimed to reach out to those socially isolated men and provide trips and outings to places of interest so that friendships could be formed. The project was very successful with over 40 men accessing the service over the course of the 10-month project. The project ran from July 2022 to May 2023.

Foot Clinic

In 2022 we introduced a foot care clinic to our array of services. Nicky Gifford, a professional chiropractor ran the foot care clinic twice every two months at the Chippendale Centre. The service has proven to be very popular and adds a new self-care strand to our services. We provided foot care for up to six patients per session.

Winter Telephone Contact Scheme

With over 1300 older people registered with the charity it is not possible to keep in touch with them all on a regular basis. The aim of the Winter Telephone Contact Scheme was to identify those that were potentially the most vulnerable and frail and contact them throughout the winter months by telephone. Telephone contact calls were set up to provide a general point of contact and provide advice and information that might prove helpful. The programme started in December 2022 and continued to the end of March 2023.

Digital Inclusion

During Autumn 2022 we ran monthly beginners' workshops at the Chippendale Centre to help with improving computer skills. Each class covered specific topics. Getting Acquainted/Online Safety, Finding Information/Downloading a new App and Communicating Online – Email, Exploring Online Content/Making the Web Work for You

Internet Café

Our internet café has successfully run every 3rd and 4th Monday of the month. Our volunteer support has been strong, which has led to a growing confidence in the regular attendees. Due to extra interest and demand the IT café will be expanded to run every Monday pm from June 2023.

Bus passes

Demand for bus pass renewals has increased over the year peaking in 2022 with an average of 8 people per week dropping in for support throughout October 2022. To better manage this in January 2023 we set a regular weekly drop-in session every Monday from 10am-12pm. This has been staff and volunteer led and has proved most successful. Over the year we have helped over 300 older people apply for bus pass renewals and new bus passes.

Car scheme

Our car scheme is a fantastic service that is continuing to grow, with over 130 members accessing this service and with approximately 6 new requests on average per week. Over the year we have had several new volunteers join the organisation wanting to help with the car scheme. Between April 2022 and March 2023, we provided transport on 286 occasions, helping members to various appointments. This service is vital in health promotion and preventing hospital admissions. On occasion we have had volunteers taking members for appoints over 80 miles away, which really highlights the dedication and commitment of our fantastic volunteers.

Veg Boxes

Otley Action supported Otley 2030 throughout the year providing help with the veg box delivery service. This included managing the database and providing volunteer support for the deliveries. Otley Action also applied for funding from the HSF and were able to pay for a full delivery in March 2023 from this fund.

Community Café

The Community Café is a drop-in Café held at the Chippendale Centre every Friday pm. A Rota of volunteers prepares and serves the food and ensures that attendees are attended to. The café attracts a regular attendance of 10-15 people and doubled as a warm space in the winter of 22/23.

Otley Studio new activities and Dru Yoga

In October 2022 we piloted a 12-week Dru Yoga initiative to expand our health and wellbeing activities. The classes were held at Otley Studio and were initially well received. However, towards the end of the project numbers dropped and it was decided to cancel the project and reintroduce it in the coming year.

Christmas Party

The Christmas Party was hugely popular in 2022, we had a record number of people who put themselves forward, 130 approximately. As such we held a party at the Chippendale centre on the 5th of December which was attended by 40 service users and was a roaring success, this was aimed at couples and those with memory loss. We then held a party on the 6th of December at the Rugby Club for the other 90 people. We received lots of very positive feedback which was lovely to hear.

Christmas Gift Giving Appeal

Fifteen of our service users contributed over £100 enabling us to buy Christmas gifts for 12 children of vulnerable families in Otley. We then purchased the gifts on their behalf.

Warm Space Initiative and Housing Support Fund Distribution

In 2022/2023 as the pandemic subsided, we were well placed to meet the next catastrophe head on. Once again partnering with Leeds City Council and Voluntary Action Leeds we were able to respond to the financial crisis by taking up significant roles as a warm space's provider and a Housing Support Fund distributor. These services were aimed at people of all ages that were experiencing hardship particularly throughout the autumn and winter months.

Otley Action joined a network of local community groups led by Otley Town Council. The aim was to set up warm spaces throughout the town from the 1st of November 2022. Otley Action agreed to extend the opening hours of the Community Café and to provide volunteer support on a Monday morning in the coffee lounge.

Warm spaces continued throughout the winter with numbers increasing. We had more than 150 visitors to the space, approximately 60 of those have been either aged under 60 or new to the organisation. Otley Action also provided 200 cup a soup to the library.

We partnered with a local school to distribute the housing support fund during the school holidays to families experiencing financial difficulties. Funds between £30 and £100 were given to those families in need to ensure they were able to put food on their table during half term.

Bridlington short stay mini break

Eight service users visited Bridlington for a 2-night stay. Erica West Padgett and John Barker volunteered for the trip. The group stayed at the Lobster Pot in Bridlington. Everyone had an enjoyable time. Fantastic photos below showing the group enjoying the trip with fantastic weather.



Community Networking lunch

Otley Action were commissioned to develop a Community Support Plan in 2021. One of the agreed outcomes was to re-establish a community networking lunch in 2022. Otley Action has led on this, and we facilitate the networking lunches bi-monthly. There are now 35 local groups, charities and Otley Town Council and health and education agencies taking part in networking, learning from each other through presentations from groups and exploring ways to work together, identify the needs in the community and how to meet them.

Jubilee Celebrations

Otley Action for Older People hosted a jubilee party for the local community, the attendees mainly comprised of the elderly, who often without these activities remain isolated indoors.

We also held a street party at Myers Croft/Lea Croft. We decorated the street and set up a food and drinks station for the residents. A group of 20 people met and celebrated. Volunteer Eric came along to sing and play the guitar. Both events were fantastic. We have received several thank you letters, cards, and a lot of verbal thanks.



Wildlife Friendly Otley

Otley Action partnered with Wildlife Friendly Otley to pilot an exciting new project to provide bird feeders in the gardens of people who find it difficult to manage this themselves. Bird feeders have been bought by Wildlife Friendly and Otley Action provided the volunteers and the older people. Participants receive a regular visit from a volunteer to make sure the feeder is in place and has enough seeds to attract the lovely birdlife we have in and around Otley. This is also a great way to ensure that older people have a point of contact that will make them feel more connected to their community. This project is ongoing.

Covid-19 Emergency Awards

Otley Action received two awards within the year. They were awarded the Covid 19 Emergency award in May 2022 by Otley Town Council for outstanding service during the pandemic. Otley Action was awarded another outstanding service award by Leeds City Council and Voluntary Action Leeds as the Community Care Hub for March 2021 – March 2022.

Minibus Project

The Board of Directors agreed the recommendations of the Transport Review Committee and placed an order with Minibus Options in Whalley Bridge for a new 17-seater minibus in 2022. The intention being to replace the existing VW Crafter which has served us well for over 12 years but is now past its glory days. The Mercedes Sprinter will be a custom-built vehicle designed by our team based on the requirements of our clientele. We anticipate delivery of the vehicle in the late autumn 2023.

Trips and Outings

Throughout the year Otley Action ran a range of trips and outings. We ran some ad-hoc trips during this period as we received regular requests for countryside drives and shopping trips. These included:

Leeds Light Night
Dewsbury Bus Museum
Countryside minibus drive and lunch at Mackenzie's Farm Shop
Lunch-Wetherby Whaler
Harewood House at Christmas
Lunch at Anchor Inn, Whixley Lunch-Wetherby Whaler
Tong Garden Centre, Harden
Owlcotes Shopping Centre, Bradford
Lunch-The Sun Inn
Shopping trip to Boundary Mills, Colne; Crimple Hall
Pantomime Beauty and the Beast - Yeadon Town Hall
Trip to Adel Beck Secure Children's Home

Befriending

Otley Action for Older People has been running a befriender scheme for over 25 years. currently there are 19 befrienders actively providing one to one support. This equates to 25 established befriender relationships, 15 of which began in the past year. Our befrienders take on a variety of roles including weekly shopping, dog walking, telephone conversations and in-person conversation. We calculated the in the past year our befrienders have carried out 416 shopping trips and approximately 1200 weekly visits/conversations!

Training

Date	Training	Number of attendees
01/04/2022	MIDAS Refresher	4
28/09/2022	Fuel Poverty training	8
July 2022	MIDAS DATS training course	2
28.3.23	First Aid Training – Accredited	12

Otley Action Finance – Fundraising and Donations

April 2022 onwards CAF – three payments in the year	£3500
April 2022 – March 2023 Washburn Heritage Museum varies in amount.	£479.70
April 2022 – March 2023 Local Giving	£2,277.19
April 2022 Leeds City Council – Covid Response	£500
April 2022 Waitrose Ltd – Charity Giving	£500
May 2022 HMRC Gift Aid	£2241,79
May 2022 The Big Lottery Community Fund Volunteer Engagement Officer – 4 Year funding of £200,000. 2.5 years remaining of 4-year funding.	£200,000
May 2022 Leeds City Council – Lunch club grants	£5,599.80
May 2022 - Leeds Mind - Community Café at the Chippendale Centre Friday pm	£1000
May 2022 Home Instead Ilkley – Jubilee Celebrations	£500
June 2022 The Factory Shop	£215.45
July 2022 – Otley Town Council – Jubilee Grant	£400
July 2022 Charles and Elsie Sykes Trust – Men’s Group	£2000
July 2022 Windmill Community Transport – Brislington	£339.00
July 2022 Housing Support Fund - LCC	£3000.00
July 2022 – Otley Town Council - Community Lunch Network	£420.00
August 2022 Community Transport Association – via DfT	£24,000.00
September 2022 The University of Bradford – Student placement	£2000.00
December 2022 Voluntary Action Leeds – Warm Space provision	£2500.00
December 2022 _ DfT BSOG	£310.75
December 2022 – LCC extra support for lunch clubs	£2247.78
March 2023 LCC MICE Money new desk	£450.00
March 2023 – Masons	£550
March 2023 – Newstead and Walker – sponsorship	£500

**OTLEY ACTION FOR OLDER PEOPLE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

	2023		2022	
	£	£	£	£
Income				
Grants, Donations and Fundraising		187,991		198,138
Fees and Charges		7,403		2,630
Contributions to Activities		27,554		18,742
Luncheon Club		18,143		14,020
Community Car Scheme		2,166		968
Bank Interest		2,395		1,099
Student Placements		4,000		2,800
Employers Allowance		5,000		4,000
Utilities Compensation		1,000		-
		<hr/>		<hr/>
Total Income		255,652		242,397
		<hr/>		<hr/>
Expenditure				
Office and Room Rent	10,000		10,000	
Light and Heat	7,864		1,392	
Subscriptions	438		468	
Telephone		2,182		2,032
Printing, Stationery & Postage	2,864		2,450	
Insurance	922		778	
Repairs, Renewals & Refurbishments	4,750		9,602	
I T Support & Equipment		4,800		6,007
Independent Examination	1,500		2,250	
Professional Fees/Consultancy	12,040		12,553	

Miscellaneous	845	539
Publicity	<u>2,653</u>	<u>2,875</u>
	50,858	50,946
Minibus & Van Expenses	12,534	7,551
Minibus Hire	6,720	-
Trips, Social Events & Activities	28,977	15,926
Luncheon Club	<u>17,175</u>	<u>13,726</u>
	65,406	37,203
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Staff Recruitment	212	286
Pension Contributions	20,947	20,071
Payroll Fees	895	771
Training	695	670
Volunteer Expenses	1,950	2,618
DBS Checks	<u>858</u>	<u>196</u>
	138,771	133,517
	_____	_____
Total Expenditure	255,035	221,666
	_____	_____
Net Surplus for the Year	617	20,731
Funds Brought Forward	<u>235,087</u>	<u>214,356</u>
Funds Carried Forward	235,704	235,087
	_____	_____

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA
Bankers	Virgin Money 94 – 96 Briggate Leeds West Yorkshire LS1 6ND Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE Charities Aid Foundation Shawbrook Bank Lutea House Warley Hill Business Park The Drive Great Warley Brentwood Essex CM13 3BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Timothy Dalby
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

Relationships

Otley Action is part of the Leeds Neighbourhood Network Scheme a highly regarded network of 36 organisations supporting older people throughout the city of Leeds. We work closely with the other networks within the geographical boundary. We acted as the Leeds City Council Hub for Otley and Yeadon supporting people throughout the pandemic – doing so from May 2020 up until last year. We still act as the conduit for distributing grants to people or families in financial need. We also partner with the Big Lottery Fund and are funded by them until August 2025. We are part of the Local Care Partnership running projects in partnership with health and social care and the voluntary sector. We work closely with Chevin Medical and Yeadon Health teams, the local medical centres. We partner with the social prescribing teams and regularly refer to and from them. Locally we are part of the Otley Community group consisting of Otley Town Council, local schools, churches, food bank to name a few. We have been working closely with Otley 2030 a relatively new group focusing on environmental issues. Each year Otley Action provides placements for Leeds Beckett University and Bradford University for Social work students, providing work, supervision, and mentoring. We are currently partnering with the CTA (Community Transport Association) as part of the DfT funding until June 2023 supporting the most vulnerable men in our community.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

Otley Action continues to work with some of the most frail and vulnerable older people in society. By March 2023, our membership exceeded 1,380 members for the first time in its history. Many of those accessing services being between 80 -100 years old. Almost 20% of our registered members are now over the age of 90. Members include older people with physical disabilities, wheelchair users and wheelie walker and stick users, visual impairment, and those with dementia, depression, and anxiety issues. Many of these people are housebound and socially isolated and desperately in need of social interaction. These older people are unable to get out of their own homes without support and suitable transport that considers individual needs.

In 2022/2023 as the pandemic subsided, we were well placed to meet the next catastrophe head on. Once again partnering with Leeds City Council and Voluntary Action Leeds we were able to respond to the financial crisis by taking up significant roles as a warm space's provider and a Housing Support Fund distributor. These services were aimed at people of all ages that were experiencing hardship particularly throughout the autumn and winter months.

Otley Action received two awards within the year. They were awarded the Covid 19 Emergency award in May 2022 by Otley Town Council for outstanding service during the pandemic. Otley Action was awarded another outstanding service award by Leeds City Council and Voluntary Action Leeds as the Community Care Hub March 2021 – March 2022.

In 2022/2023 we partnered with the Community Transport Association as part of the Department for Transport initiative tackling loneliness through transport. This project targeted the most vulnerable men in our community by providing trips and outings to places of interest.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

The Board of Directors agreed the recommendations of the Transport Review Committee and placed an order with Minibus Options in Whalley Bridge for a new 17-seater minibus in 2022. The intention being to replace the existing VW Crafter which has served us well for over 12 years but is now past its glory days. The Mercedes Sprinter will be a custom-built vehicle designed by our team based on the requirements of our clientele. We anticipate delivery of the vehicle in the late autumn 2023. .

Otley Action were commissioned to develop a Community Support Plan in 2021. One of the agreed outcomes was to re-establish a community networking lunch in 2022. Otley Action has led on this, and we facilitate the networking lunches bi-monthly. There are now 35 local groups, charities and Otley Town Council and health and education agencies taking part in networking, learning from each other through presentations from groups and exploring ways to work together, identify the needs in the community and how to meet them.

Throughout the year we have run groups addressing social isolation and loneliness; supporting people with anxiety and depression; low-level memory problems, dementia, and long-term conditions such as diabetes, arthritis, chronic obstructive pulmonary disease; supporting people to stay healthy; assistance with end-of-life issues and bereavement; supporting carers and help with advocacy. Our car scheme has provided services to health-related appointments; one to one shopping services and outings. Our befriending service provides one to one support for the loneliest and socially isolated who generally live alone. We provide lunch clubs; physical activities; the Memory and Inclusion project as well as the Internet Café.

Policies

These are policies we have reviewed this year:-

- Accessible Information Policy documents
- Bullying and Harassment Policy documents
- Complaints and Compliments Policy and Confidentiality Policy
- Data Protection Policy documents
- Disciplinary Policy documents
- Environment Policy documents
- Equality and Diversity Policy documents
- Financial Standing Order and Reserves Policy documents
- Grievance Policy
- Health and Safety Policy documents
- Lone Worker Policy documents
- Needs Risk and Support Planning
- Safeguarding Vulnerable Adults
- Training Policy documents
- Volunteering Policy documents
- GDPR Policy

Financial Review

The organisation made a surplus of £617 (2022 - surplus of £20,731) in this financial year.

The core activities of the organisation incurred a deficit of £10,777 prior to any fund transfers.

The total reserves of the organisation at 31 March 2023 amounted to £235,704.

Of this £67,645 relates to specific restricted funded projects and is due to be spent in the 2023/24 financial year. General reserves, now amount to £50,956 and are available to support current ongoing work of the organisation.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2023 had a balance of £6,268 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £127,520. Due to the deficit on core activities in the year the balance on this fund has had to remain at £110,835 but it is hoped that this can be added to in the future.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

Plans for the Future

We are looking forward to the arrival of a brand-new custom-built Mercedes Sprinter minibus with tailgate in the coming year. This state-of-the-art vehicle is currently on order with Minibus Options in Whalley Bridge and is due for arrival in the autumn of 2023. This vehicle will set the organisation up for the next 10 years providing wheelchair accessible transport for older people with disabilities.

In 2023 we are piloting a Digital Inclusion project helping more people than ever get to grips with I.T. In addition, we aim to challenge institutional discrimination when identified by identifying and highlighting the ways that older people are being marginalised from society due to the rapid advancement of such technologies.

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

Ailsa Bearpark

Director

Dated: 26 June 2023

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 30 June 2023

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	General Fund £	Designated Fund £	Restricted Funds £	2023 £	2022 £
Income						
Donations and Legacies	2	18,733	-	3,602	22,335	21,829
Investment Income		2,395	-	-	2,395	1,099
		<u>21,128</u>	<u>-</u>	<u>3,602</u>	<u>24,730</u>	<u>22,928</u>
Income from Charitable Activities	3	109,258	7,714	113,950	230,922	219,469
		<u>130,386</u>	<u>7,714</u>	<u>117,552</u>	<u>255,652</u>	<u>242,397</u>
Total Income						
Expenditure						
Charitable Activities	4	141,163	9,998	103,874	255,035	221,666
		<u>141,163</u>	<u>9,998</u>	<u>103,874</u>	<u>255,035</u>	<u>221,666</u>
Total Expenditure						
Net Income/(Expenditure)						
Net movement in funds before transfers		(10,777)	(2,284)	13,678	617	20,731
Transfer between funds		6,000	-	(6,000)	-	-
		<u>(4,777)</u>	<u>(2,284)</u>	<u>7,678</u>	<u>617</u>	<u>20,731</u>
Net Income/(Expenditure)						
Net Movement in funds after transfers		(4,777)	(2,284)	7,678	617	20,731
Total funds brought forward		<u>55,733</u>	<u>119,387</u>	<u>59,967</u>	<u>235,087</u>	<u>214,356</u>
Total funds carried forward		<u>50,956</u>	<u>117,103</u>	<u>67,645</u>	<u>235,704</u>	<u>235,087</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	General fund	Designated funds	Restricted funds	2023 Total funds	2022 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		59,460	117,103	65,545	242,108	238,777
Debtors and prepayments	8	-	-	2,100	2,100	-
Total Assets		<u>59,460</u>	<u>117,103</u>	<u>67,645</u>	<u>244,208</u>	<u>238,777</u>
Creditors: Amounts Falling Due Within One Year	9	(8,504)	-	-	(8,504)	(3,690)
Total Assets less Current Liabilities		<u>50,956</u>	<u>117,103</u>	<u>67,645</u>	<u>235,704</u>	<u>235,087</u>
The Funds of the Charity						
Restricted Funds	11	-	-	67,645	67,645	59,967
Unrestricted Funds						
Designated Funds	12	-	117,103	-	117,103	119,387
General Fund		50,956	-	-	50,956	55,733
Total Charity Funds		<u>50,956</u>	<u>117,103</u>	<u>67,645</u>	<u>235,704</u>	<u>235,087</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 26 June 2023

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
Cash generated by operating activities	14	936	20,460
Cashflow from investing activities			
Interest income		2,395	1,099
		_____	_____
Increase in cash equivalents in the year		3,331	21,559
Cash equivalents at the beginning of the year		238,777	217,218
		_____	_____
Total cash equivalents at the end of the year		242,108	238,777
		_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

f. **Pensions**

The charity contributes to deferred contribution pension schemes for all of its employees.

g. **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. **Donations and Legacies**

	2023	2022
	£	£
Donations:		
Crowdfunder	2,277	2,969
Waitrose	500	1,000
CAF Charity Vouchers	3,500	-
Otley Swimming Club	1,198	-
Westbourne Masonic Lodge	550	-
Washburn Heritage	539	-
Legacy from the Estate of Audrey Hudson	-	3,000
Otley Golf Club	-	1,798
Martin Harrow	-	725
Otley Mayor's Charity Account	-	568
Donations and Fundraising	13,771	11,769
	<hr/>	<hr/>
	22,335	21,829
	<hr/>	<hr/>

3. **Income from Charitable Activities**

	General	Designated	Restricted	2023	2022
	£	£	£	Total	£
				£	
Grants for unrestricted purposes	69,538	-	-	69,538	73,114
Grants for restricted purposes	-	311	95,807	96,118	103,195
Contribution to Activities	29,720	-	-	29,720	19,710
Fees & Charges	-	7,403	18,143	25,546	16,650
Student Placements	4,000	-	-	4,000	2,800
Employers Allowance	5,000	-	-	5,000	4,000
Utilities Compensation	1,000	-	-	1,000	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	109,258	7,714	113,950	230,922	219,469
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Grants for unrestricted purposes		
Leeds City Council	69,538	73,114
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2023	2022
	£	£
Leeds City Council Luncheon Club	7,848	5,159
Leeds City Council (MICE)	450	200
Leeds City Council Hub Funding	10,500	33,500
Bus Service Operators Grant	311	236
The National Lottery Community Fund Lets Enable Otley	48,350	47,750
Otley Town Council	820	300
Community Transport Association	24,000	-
Charles & Elsie Sykes Trust	2,000	-
Leeds Mind	1,000	-
Home Instead Ilkley	500	-
Windmill Community Transport	339	-
Voluntary Action Leeds	-	1,000
Leeds Older Peoples Forum	-	550
The National Lottery Community Fund Support Minibus Training	-	9,750
Forget Me Not Cafe Dementia Support	-	3,000
Arnold Clark Community Fund	-	1,000
Percy Bilton Trust	-	500
Pool Parish Council	-	250
	<hr/>	<hr/>
	96,118	103,195
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

4. Charitable Activities	2023 £	2022 £
Office and Room Rent	10,000	10,000
Light and Heat	7,864	1,392
Subscriptions	438	468
Telephone	2,182	2,032
Printing, Stationery & Postage	2,864	2,450
Insurance	922	778
Repairs, Renewals and Refurbishments	4,750	9,602
I T Support and Equipment	4,800	6,007
Professional Fees/Consultancy	12,040	12,553
Miscellaneous	845	539
Publicity	2,653	2,875
Minibus & Van Expenses	12,534	7,551
Minibus Hire	6,720	-
Trips, Social Events & Activities	28,977	15,926
Luncheon Club	17,175	13,726
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Staff Recruitment	212	286
Pension Contributions	20,947	20,071
Payroll Fees	895	771
Training	695	670
Volunteer Expenses	1,950	2,618
Governance Costs (note 5)	2,358	2,446
	255,035	221,666
5. Governance Costs	2023 £	2022 £
DBS Checks	858	196
Independent Examiner's Fee	1,500	2,250
	2,358	2,446
6. Staff Costs	2023 £	2022 £
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Pension Contributions	20,947	20,071
	134,161	128,976

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 5 (2022 – 5).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2023 (2022: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2022: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2022				
And 31 March 2023	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Depreciation				
At 1 April 2022				
And 31 March 2023	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Net Book Value				
At 31 March 2023	-	-	-	-
	_____	_____	_____	_____
At 31 March 2022	-	-	-	-
	_____	_____	_____	_____

8. Debtors and prepayments

	2023 £	2022 £
Prepayments	2,100	-
	_____	_____

9. Creditors

	2023 £	2022 £
Accruals and deferred income	8,504	3,690
	_____	_____

10. Pension and other past-retirement benefit commitments Defined Contributions

	2023 £	2022 £
Contributions payable by the charity during the year	20,947	20,071
	_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

11. Restricted Funds

	Movement in Funds				Balance at 31 March 2023
	Balance at 1 April 2022	Incoming Resources	Resources Expended	Transfers	
	£	£	£		£
Luncheon Clubs	15,768	25,991	(17,175)	(6,000)	18,584
Leeds City Council (MICE)	-	450	(450)	-	-
Otley Leg Club (All Legs Aloud NHS)	1,013	-	(1,013)	-	-
Leeds City Council Hub Funding	-	10,500	(10,500)	-	-
Otley Town Council	-	820	(680)	-	140
The National Lottery Community Fund Lets Enable Otley	15,417	48,350	(45,350)	-	18,417
The National Lottery Community Fund Minibus Training	4,517	-	(4,517)	-	-
Forget Me Not Cafe Dementia Support	1,800	-	(1,800)	-	-
Minibus Fund	21,452	3,052	-	-	24,504
Community Transport Association	-	24,000	(19,200)	-	4,800
Charles & Elsie Sykes Trust	-	2,000	(800)	-	1,200
Leeds Mind	-	1,000	(1,000)	-	-
Home Instead Ilkley	-	500	(500)	-	-
Windmill Community Transport	-	339	(339)	-	-
Westbourne Masonic Lodge	-	550	(550)	-	-
	59,967	117,552	(103,874)	(6,000)	67,645

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council (MICE)

We received £450 towards the purchase of a new desk..

Otley Leg Club (All Legs Aloud NHS)

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Leeds City Council Hub Funding

In 2023 the Leeds City Council (LCC) Hubs that had supported vulnerable people throughout the pandemic finally came to an end. Both LCC and Voluntary Action Leeds (VAL) recognised the value in the network that had emerged and wanted to utilise this to the good of the community. The Leeds Care Anchor Network (LCAN) was founded on the back of the Hub model. The Otley Action For Older People Board decided it was time to focus on core business and opted out of the LCAN. However, as a respected partner of the original model Otley Action were still seen as the go to organisation for the Otley and Yeadon ward and have continued to provide support to the most vulnerable when needed. This has been in the capacity as a warm space provisor and a distributor of the Housing Support Fund throughout the financial crisis.

Otley Town Council

£400 was received and spent on the street party at Lea Croft and Myers Croft. A further £420 was received to be spent on bi-monthly lunches for the purpose of networking meetings. There remains £140 of funding to be spent in the 2023/24 financial year.

The National Lottery Community Fund Lets Enable Otley

A four-year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff.

The National Lottery Community Fund Support Minibus Training

Grant funding to support minibus training including DATTs, MIDAS volunteer training, new wheelchairs, wheelchair shed, trips and outings.

Forget Me Not Cafe Dementia Support

The Forget Me Not Cafe was a longstanding memory cafe based in Yeadon supporting people with dementia in the locality. The group disbanded in 2021 and £3,000 of the reserves were originally donated to Otley Action to support people with dementia. The money has been used to support the Otley Action Memory Lane Cafe held monthly at the Chippendale Centre.

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. To kickstart the fund an initial sum of £20,000 was allocated to it and since then we have received further donations from members and the public at large.

Community Transport Association

Funding from the CTA through a Department of Transport initiative to reduce loneliness through transport by running trips for men to places of interest. This funding runs until May 2023

Charles & Elsie Sykes Trust

Funding to run a men's support group.

Leeds Mind

Funding to support the weekly Community Café held every Friday at The Chippendale Centre.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

Home Instead Ilkley

To pay for the Jubilee Party held at Otley Methodist Church.

Windmill Community Transport

Monies to pay for a holiday in Bridlington.

Westbourne Masonic Lodge

Donation to enable the purchase of a new computer.

12. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022	Movement in Funds		Balance at 31 March 2023
	£	Incoming Resources £	Resources Expended £	£
Contingency Fund	110,835	-	-	110,835
Transport Fund	8,552	7,714	(9,998)	6,268
	<u>119,387</u>	<u>7,714</u>	<u>(9,998)</u>	<u>117,103</u>

13. Commitments under operating leases

At 31 March 2023 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2023	2022
	£	£
Expiry date within one year	13,400	10,000
Expiry date within two to five years	13,400	10,000

14. Reconciliation of net movement in funds to net cashflow from operating activities:

	2023	2022
	£	£
Net movement in funds	617	20,731
Deduct interest income	(2,395)	(1,099)
(Increase) in debtors	(2,100)	-
Increase in creditors	4,814	828
	<u>936</u>	<u>20,460</u>
Net cash generated by operating activities	936	20,460

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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1.	Significant Information
2.	Report of the Directors
3.	Independent Examiners Report
4.	Statement of Financial Activities
5.	Balance Sheet
6.	Statement of Cashflows
7 - 14	Notes to Accounts

OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA
Bankers	Virgin Money 94 – 96 Briggate Leeds West Yorkshire LS1 6ND Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE Charities Aid Foundation Shawbrook Bank Lutea House Warley Hill Business Park The Drive Great Warley Brentwood Essex CM13 3BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Timothy Dalby
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

Relationships

Otley Action is part of the Leeds Neighbourhood Network Scheme a highly regarded network of 36 organisations supporting older people throughout the city of Leeds. We work closely with the other networks within the geographical boundary. We acted as the Leeds City Council Hub for Otley and Yeadon supporting people throughout the pandemic – doing so from May 2020 up until last year. We still act as the conduit for distributing grants to people or families in financial need. We also partner with the Big Lottery Fund and are funded by them until August 2025. We are part of the Local Care Partnership running projects in partnership with health and social care and the voluntary sector. We work closely with Chevin Medical and Yeadon Health teams, the local medical centres. We partner with the social prescribing teams and regularly refer to and from them. Locally we are part of the Otley Community group consisting of Otley Town Council, local schools, churches, food bank to name a few. We have been working closely with Otley 2030 a relatively new group focusing on environmental issues. Each year Otley Action provides placements for Leeds Beckett University and Bradford University for Social work students, providing work, supervision, and mentoring. We are currently partnering with the CTA (Community Transport Association) as part of the DfT funding until June 2023 supporting the most vulnerable men in our community.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

Otley Action continues to work with some of the most frail and vulnerable older people in society. By March 2023, our membership exceeded 1,380 members for the first time in its history. Many of those accessing services being between 80 -100 years old. Almost 20% of our registered members are now over the age of 90. Members include older people with physical disabilities, wheelchair users and wheelie walker and stick users, visual impairment, and those with dementia, depression, and anxiety issues. Many of these people are housebound and socially isolated and desperately in need of social interaction. These older people are unable to get out of their own homes without support and suitable transport that considers individual needs.

In 2022/2023 as the pandemic subsided, we were well placed to meet the next catastrophe head on. Once again partnering with Leeds City Council and Voluntary Action Leeds we were able to respond to the financial crisis by taking up significant roles as a warm space's provider and a Housing Support Fund distributor. These services were aimed at people of all ages that were experiencing hardship particularly throughout the autumn and winter months.

Otley Action received two awards within the year. They were awarded the Covid 19 Emergency award in May 2022 by Otley Town Council for outstanding service during the pandemic. Otley Action was awarded another outstanding service award by Leeds City Council and Voluntary Action Leeds as the Community Care Hub March 2021 – March 2022.

In 2022/2023 we partnered with the Community Transport Association as part of the Department for Transport initiative tackling loneliness through transport. This project targeted the most vulnerable men in our community by providing trips and outings to places of interest.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

The Board of Directors agreed the recommendations of the Transport Review Committee and placed an order with Minibus Options in Whalley Bridge for a new 17-seater minibus in 2022. The intention being to replace the existing VW Crafter which has served us well for over 12 years but is now past its glory days. The Mercedes Sprinter will be a custom-built vehicle designed by our team based on the requirements of our clientele. We anticipate delivery of the vehicle in the late autumn 2023. .

Otley Action were commissioned to develop a Community Support Plan in 2021. One of the agreed outcomes was to re-establish a community networking lunch in 2022. Otley Action has led on this, and we facilitate the networking lunches bi-monthly. There are now 35 local groups, charities and Otley Town Council and health and education agencies taking part in networking, learning from each other through presentations from groups and exploring ways to work together, identify the needs in the community and how to meet them.

Throughout the year we have run groups addressing social isolation and loneliness; supporting people with anxiety and depression; low-level memory problems, dementia, and long-term conditions such as diabetes, arthritis, chronic obstructive pulmonary disease; supporting people to stay healthy; assistance with end-of-life issues and bereavement; supporting carers and help with advocacy. Our car scheme has provided services to health-related appointments; one to one shopping services and outings. Our befriending service provides one to one support for the loneliest and socially isolated who generally live alone. We provide lunch clubs; physical activities; the Memory and Inclusion project as well as the Internet Café.

Policies

These are policies we have reviewed this year:-

- Accessible Information Policy documents
- Bullying and Harassment Policy documents
- Complaints and Compliments Policy and Confidentiality Policy
- Data Protection Policy documents
- Disciplinary Policy documents
- Environment Policy documents
- Equality and Diversity Policy documents
- Financial Standing Order and Reserves Policy documents
- Grievance Policy
- Health and Safety Policy documents
- Lone Worker Policy documents
- Needs Risk and Support Planning
- Safeguarding Vulnerable Adults
- Training Policy documents
- Volunteering Policy documents
- GDPR Policy

Financial Review

The organisation made a surplus of £617 (2022 - surplus of £20,731) in this financial year.

The core activities of the organisation incurred a deficit of £10,777 prior to any fund transfers.

The total reserves of the organisation at 31 March 2023 amounted to £235,704.

Of this £67,645 relates to specific restricted funded projects and is due to be spent in the 2023/24 financial year. General reserves, now amount to £50,956 and are available to support current ongoing work of the organisation.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2023

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2023 had a balance of £6,268 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £127,520. Due to the deficit on core activities in the year the balance on this fund has had to remain at £110,835 but it is hoped that this can be added to in the future.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

Plans for the Future

We are looking forward to the arrival of a brand-new custom-built Mercedes Sprinter minibus with tailgate in the coming year. This state-of-the-art vehicle is currently on order with Minibus Options in Whalley Bridge and is due for arrival in the autumn of 2023. This vehicle will set the organisation up for the next 10 years providing wheelchair accessible transport for older people with disabilities.

In 2023 we are piloting a Digital Inclusion project helping more people than ever get to grips with I.T. In addition, we aim to challenge institutional discrimination when identified by identifying and highlighting the ways that older people are being marginalised from society due to the rapid advancement of such technologies.

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2023**

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

Ailsa Bearpark

Director

Dated: 26 June 2023

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 30 June 2023

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	General Fund £	Designated Fund £	Restricted Funds £	2023 £	2022 £
Income						
Donations and Legacies	2	18,733	-	3,602	22,335	21,829
Investment Income		2,395	-	-	2,395	1,099
		<u>21,128</u>	<u>-</u>	<u>3,602</u>	<u>24,730</u>	<u>22,928</u>
Income from Charitable Activities	3	109,258	7,714	113,950	230,922	219,469
		<u>130,386</u>	<u>7,714</u>	<u>117,552</u>	<u>255,652</u>	<u>242,397</u>
Total Income						
Expenditure						
Charitable Activities	4	141,163	9,998	103,874	255,035	221,666
		<u>141,163</u>	<u>9,998</u>	<u>103,874</u>	<u>255,035</u>	<u>221,666</u>
Total Expenditure						
Net Income/(Expenditure)						
Net movement in funds before transfers		(10,777)	(2,284)	13,678	617	20,731
Transfer between funds		6,000	-	(6,000)	-	-
		<u>(4,777)</u>	<u>(2,284)</u>	<u>7,678</u>	<u>617</u>	<u>20,731</u>
Net Income/(Expenditure)						
Net Movement in funds after transfers		(4,777)	(2,284)	7,678	617	20,731
Total funds brought forward		<u>55,733</u>	<u>119,387</u>	<u>59,967</u>	<u>235,087</u>	<u>214,356</u>
Total funds carried forward		<u>50,956</u>	<u>117,103</u>	<u>67,645</u>	<u>235,704</u>	<u>235,087</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	General fund	Designated funds	Restricted funds	2023 Total funds	2022 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		59,460	117,103	65,545	242,108	238,777
Debtors and prepayments	8	-	-	2,100	2,100	-
Total Assets		59,460	117,103	67,645	244,208	238,777
Creditors: Amounts Falling Due Within One Year	9	(8,504)	-	-	(8,504)	(3,690)
Total Assets less Current Liabilities		50,956	117,103	67,645	235,704	235,087
The Funds of the Charity						
Restricted Funds	11	-	-	67,645	67,645	59,967
Unrestricted Funds						
Designated Funds	12	-	117,103	-	117,103	119,387
General Fund		50,956	-	-	50,956	55,733
Total Charity Funds		50,956	117,103	67,645	235,704	235,087

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 26 June 2023

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
Cash generated by operating activities	14	936	20,460
Cashflow from investing activities			
Interest income		2,395	1,099
		_____	_____
Increase in cash equivalents in the year		3,331	21,559
Cash equivalents at the beginning of the year		238,777	217,218
		_____	_____
Total cash equivalents at the end of the year		242,108	238,777
		_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

f. **Pensions**

The charity contributes to deferred contribution pension schemes for all of its employees.

g. **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. **Donations and Legacies**

	2023	2022
	£	£
Donations:		
Crowdfunder	2,277	2,969
Waitrose	500	1,000
CAF Charity Vouchers	3,500	-
Otley Swimming Club	1,198	-
Westbourne Masonic Lodge	550	-
Washburn Heritage	539	-
Legacy from the Estate of Audrey Hudson	-	3,000
Otley Golf Club	-	1,798
Martin Harrow	-	725
Otley Mayor's Charity Account	-	568
Donations and Fundraising	13,771	11,769
	<hr/>	<hr/>
	22,335	21,829
	<hr/>	<hr/>

3. **Income from Charitable Activities**

	General	Designated	Restricted	2023	2022
	£	£	£	Total	£
	£	£	£	£	£
Grants for unrestricted purposes	69,538	-	-	69,538	73,114
Grants for restricted purposes	-	311	95,807	96,118	103,195
Contribution to Activities	29,720	-	-	29,720	19,710
Fees & Charges	-	7,403	18,143	25,546	16,650
Student Placements	4,000	-	-	4,000	2,800
Employers Allowance	5,000	-	-	5,000	4,000
Utilities Compensation	1,000	-	-	1,000	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	109,258	7,714	113,950	230,922	219,469
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Grants for unrestricted purposes		
Leeds City Council	69,538	73,114
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2023	2022
	£	£
Leeds City Council Luncheon Club	7,848	5,159
Leeds City Council (MICE)	450	200
Leeds City Council Hub Funding	10,500	33,500
Bus Service Operators Grant	311	236
The National Lottery Community Fund Lets Enable Otley	48,350	47,750
Otley Town Council	820	300
Community Transport Association	24,000	-
Charles & Elsie Sykes Trust	2,000	-
Leeds Mind	1,000	-
Home Instead Ilkley	500	-
Windmill Community Transport	339	-
Voluntary Action Leeds	-	1,000
Leeds Older Peoples Forum	-	550
The National Lottery Community Fund Support Minibus Training	-	9,750
Forget Me Not Cafe Dementia Support	-	3,000
Arnold Clark Community Fund	-	1,000
Percy Bilton Trust	-	500
Pool Parish Council	-	250
	<hr/>	<hr/>
	96,118	103,195
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

4. Charitable Activities	2023 £	2022 £
Office and Room Rent	10,000	10,000
Light and Heat	7,864	1,392
Subscriptions	438	468
Telephone	2,182	2,032
Printing, Stationery & Postage	2,864	2,450
Insurance	922	778
Repairs, Renewals and Refurbishments	4,750	9,602
I T Support and Equipment	4,800	6,007
Professional Fees/Consultancy	12,040	12,553
Miscellaneous	845	539
Publicity	2,653	2,875
Minibus & Van Expenses	12,534	7,551
Minibus Hire	6,720	-
Trips, Social Events & Activities	28,977	15,926
Luncheon Club	17,175	13,726
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Staff Recruitment	212	286
Pension Contributions	20,947	20,071
Payroll Fees	895	771
Training	695	670
Volunteer Expenses	1,950	2,618
Governance Costs (note 5)	2,358	2,446
	255,035	221,666
5. Governance Costs	2023 £	2022 £
DBS Checks	858	196
Independent Examiner's Fee	1,500	2,250
	2,358	2,446
6. Staff Costs	2023 £	2022 £
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Pension Contributions	20,947	20,071
	134,161	128,976

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 5 (2022 – 5).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2023 (2022: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2022: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2022				
And 31 March 2023	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Depreciation				
At 1 April 2022				
And 31 March 2023	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Net Book Value				
At 31 March 2023	-	-	-	-
	_____	_____	_____	_____
At 31 March 2022	-	-	-	-
	_____	_____	_____	_____

8. Debtors and prepayments

	2023 £	2022 £
Prepayments	2,100	-
	_____	_____

9. Creditors

	2023 £	2022 £
Accruals and deferred income	8,504	3,690
	_____	_____

10. Pension and other past-retirement benefit commitments Defined Contributions

	2023 £	2022 £
Contributions payable by the charity during the year	20,947	20,071
	_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

11. Restricted Funds

	Movement in Funds				Balance at 31 March 2023
	Balance at 1 April 2022	Incoming Resources	Resources Expended	Transfers	
	£	£	£		£
Luncheon Clubs	15,768	25,991	(17,175)	(6,000)	18,584
Leeds City Council (MICE)	-	450	(450)	-	-
Otley Leg Club (All Legs Aloud NHS)	1,013	-	(1,013)	-	-
Leeds City Council Hub Funding	-	10,500	(10,500)	-	-
Otley Town Council	-	820	(680)	-	140
The National Lottery Community Fund Lets Enable Otley	15,417	48,350	(45,350)	-	18,417
The National Lottery Community Fund Minibus Training	4,517	-	(4,517)	-	-
Forget Me Not Cafe Dementia Support	1,800	-	(1,800)	-	-
Minibus Fund	21,452	3,052	-	-	24,504
Community Transport Association	-	24,000	(19,200)	-	4,800
Charles & Elsie Sykes Trust	-	2,000	(800)	-	1,200
Leeds Mind	-	1,000	(1,000)	-	-
Home Instead Ilkley	-	500	(500)	-	-
Windmill Community Transport	-	339	(339)	-	-
Westbourne Masonic Lodge	-	550	(550)	-	-
	59,967	117,552	(103,874)	(6,000)	67,645

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council (MICE)

We received £450 towards the purchase of a new desk..

Otley Leg Club (All Legs Aloud NHS)

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Leeds City Council Hub Funding

In 2023 the Leeds City Council (LCC) Hubs that had supported vulnerable people throughout the pandemic finally came to an end. Both LCC and Voluntary Action Leeds (VAL) recognised the value in the network that had emerged and wanted to utilise this to the good of the community. The Leeds Care Anchor Network (LCAN) was founded on the back of the Hub model. The Otley Action For Older People Board decided it was time to focus on core business and opted out of the LCAN. However, as a respected partner of the original model Otley Action were still seen as the go to organisation for the Otley and Yeadon ward and have continued to provide support to the most vulnerable when needed. This has been in the capacity as a warm space provisor and a distributor of the Housing Support Fund throughout the financial crisis.

Otley Town Council

£400 was received and spent on the street party at Lea Croft and Myers Croft. A further £420 was received to be spent on bi-monthly lunches for the purpose of networking meetings. There remains £140 of funding to be spent in the 2023/24 financial year.

The National Lottery Community Fund Lets Enable Otley

A four-year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff.

The National Lottery Community Fund Support Minibus Training

Grant funding to support minibus training including DATTs, MIDAS volunteer training, new wheelchairs, wheelchair shed, trips and outings.

Forget Me Not Cafe Dementia Support

The Forget Me Not Cafe was a longstanding memory cafe based in Yeadon supporting people with dementia in the locality. The group disbanded in 2021 and £3,000 of the reserves were originally donated to Otley Action to support people with dementia. The money has been used to support the Otley Action Memory Lane Cafe held monthly at the Chippendale Centre.

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. To kickstart the fund an initial sum of £20,000 was allocated to it and since then we have received further donations from members and the public at large.

Community Transport Association

Funding from the CTA through a Department of Transport initiative to reduce loneliness through transport by running trips for men to places of interest. This funding runs until May 2023

Charles & Elsie Sykes Trust

Funding to run a men's support group.

Leeds Mind

Funding to support the weekly Community Café held every Friday at The Chippendale Centre.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

Home Instead Ilkley

To pay for the Jubilee Party held at Otley Methodist Church.

Windmill Community Transport

Monies to pay for a holiday in Bridlington.

Westbourne Masonic Lodge

Donation to enable the purchase of a new computer.

12. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022 £	Movement in Funds		Balance at 31 March 2023 £
		Incoming Resources £	Resources Expended £	
Contingency Fund	110,835	-	-	110,835
Transport Fund	8,552	7,714	(9,998)	6,268
	<u>119,387</u>	<u>7,714</u>	<u>(9,998)</u>	<u>117,103</u>

13. Commitments under operating leases

At 31 March 2023 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2023 £	2022 £
Expiry date within one year	13,400	10,000
Expiry date within two to five years	13,400	10,000

14. Reconciliation of net movement in funds to net cashflow from operating activities:

	2023 £	2022 £
Net movement in funds	617	20,731
Deduct interest income	(2,395)	(1,099)
(Increase) in debtors	(2,100)	-
Increase in creditors	4,814	828
	<u>936</u>	<u>20,460</u>
Net cash generated by operating activities	936	20,460

OTLEY ACTION FOR OLDER PEOPLE

England & Wales - Charity number 1150684

Accounts

OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2021/22



Crossgate, Otley, LS21 3AA

Registered Charity Number 1150684

Company Number 8224902

Tel: 01943 463965

Website: www.otleyactionforolderpeople.org.uk

Email: info@otleyactionforolderpeople.org.uk

Aims and Objectives as set out in the “Articles of Association”

“The charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

- 1) To relieve poverty
- 2) To preserve and protect good health
- 3) To advance education; and
- 4) To promote the social inclusion of such people who are excluded from society because they are house-bound, or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the trustees deem fit”.

Background

Otley Action for Older People (OAOP) is a long established and successful community-based organisation working on behalf of the older population of Otley, Pool and Arthington. Initiated in 1995 and granted charitable status in 1996. The original charity number was 1060379 and Otley Action registered with the Charity Commission at the time setting itself the clear objectives as listed in the original constitution.

OAOP is open to all people over 60 within the Otley, Pool-in-Wharfedale and Arthington areas. Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme (NNS) a network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independent living for older people.

OAOP primarily targets activities and services to the needs of low-income older people, older people with disabilities and those threatened by or experiencing social exclusion. However, there is an open-door policy and thus activities are open to those aged over 60, except where there are defined criteria.

The organisation is in the northwest of the Leeds Metropolitan District. Otley, Pool and Arthington are set within a rural area and are outside the Leeds Regeneration Area.

There are over 3000 older people living within Otley (that equates to approximately 24% of the population). 8% of these are over 75 and 2% over 85. Among the over 60s, 71% are owner-occupiers, 18% local authority rental and 11% other rental. High proportions are living alone (49% of our membership). OAOP currently has 1251 members registered on the database.

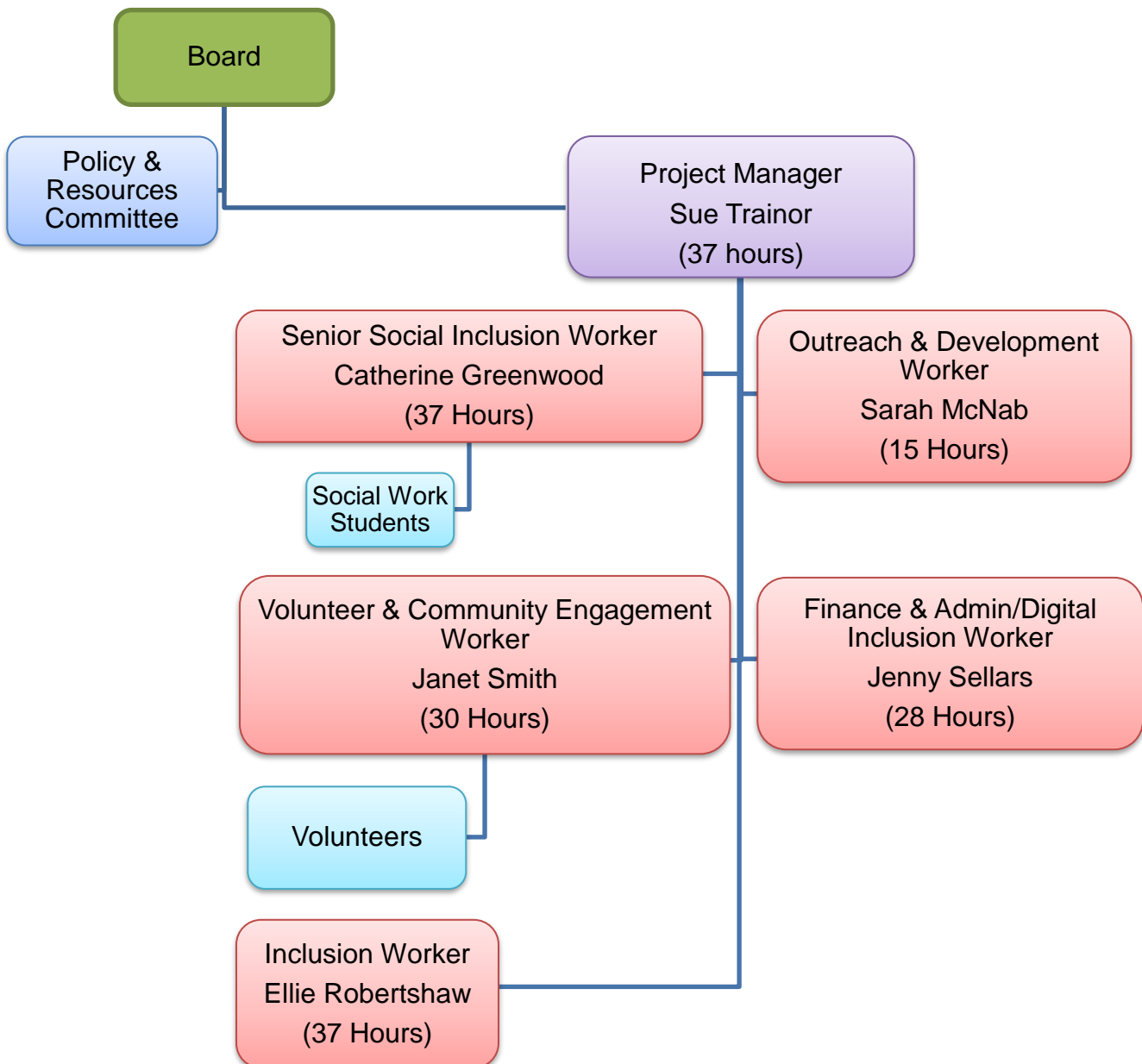
OAOP has six staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receives training and support and as such are competent and able in supporting our older people. The staff team organises, manages, and oversees the volunteers and provides practical and emotional support to them and our members. Our Board of Directors, made up of local older people and members of the local community to ensure co-production in the development of services that are provided, and decisions made, provides governance of the organisation. We value our members and actively seek

feedback from observation and consultation. Consultation and feedback from members is integral to our improvement policies and we actively seek this.

As an organisation, we have a continual improvement philosophy and a desire to increase the quality of services and outcomes available to older people.

Otley Action for Older People (OAOP) provides activities and services for adults over the age of 60. The primary aims focus on social inclusion and equality. This is enacted by enabling reductions in poverty, increasing active participation and providing person centred support for people to live in their own homes for as long as possible.

Services include home visits, assessments, information and signposting, transport to hospital and doctors' appointments, wheelchair hire, shopping, lunch clubs, exercise classes, social groups and outings.



Board of Directors

2021/2022

Ailsa Bearpark (Chair)

Gill Chapman

Tim Dalby

John Eveleigh

Doris Gagen

Nigel Gill

Pamela Gill

Frank Jordan (Secretary)

Pauline Padden (Treasurer)

Stuart Page

Arthur Parslow

Company Secretary

Sue Trainor

Ailsa



Pauline



Frank



Tim



Pam



Nigel



John



Gill



Arthur



Doris



Stuart



Otley Action for Older People
Staff Team

Project Manager	Sue Trainor
Senior Social Inclusion Worker	Catherine Greenwood
Outreach and Development Worker	Sarah McNab
Volunteer & Community Engagement Worker	Janet Smith
Finance/Admin/Digital Inclusion Support Worker	Jenny Sellars
Inclusion Worker	Ellie Robertshaw

Social Work Students on Placement in 2021/2022

Amber Wynn-Handbury Second Year BA Honours Leeds Beckett University	Passed
Georgina Ingoe Second Year BA Honours Bradford University	Passed
Lucy Belgrave Second Year MA Bradford University	(Ongoing)
Timipre Olali Second Year MA Bradford University	Ongoing)

Volunteers

We have a fantastic team of registered volunteers, with the eldest being 96! They bring a wealth of experience and expertise with them from diverse backgrounds, all with the common ethos of wanting to care for the older population of Otley, Pool and Arthington. Collectively, they are responsible for running the 15 Social Groups that we run every week.

There are currently 87 volunteers registered with us, with a further 14 in the pipeline. We have run active recruitment campaigns since the post of Volunteer Engagement and Community Support Officer was created, which has led to the recruitment of 17 new volunteers since 1st September.

Our volunteers fall into several categories:

Befrienders – 16

Car Scheme – 11

Drivers/Escorts – 17

Group work – 24

Others – 19

Our volunteer workforce is fundamental to the work we do, without them Otley Action would not be the force that it is or have the presence in Otley it has. We have grown steadily over the years, and this is largely due to the hard work and dedication of our volunteer workforce. We continue to be amazed at the commitment of our volunteers. Whether it is going above and beyond as a befriender or taking a lady to a hospital appointment 100 miles away – no job is too big or small and our army of volunteers will find a way to make things happen.

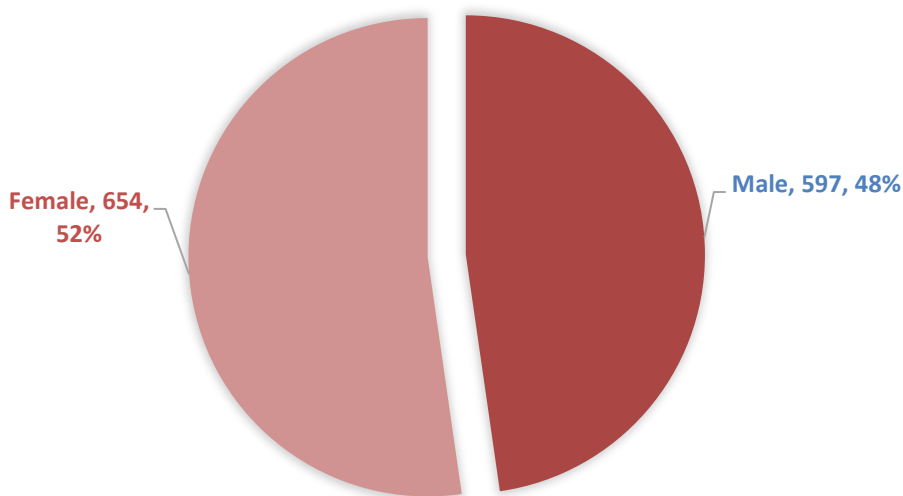
Janet Smith

Volunteer Engagement Worker

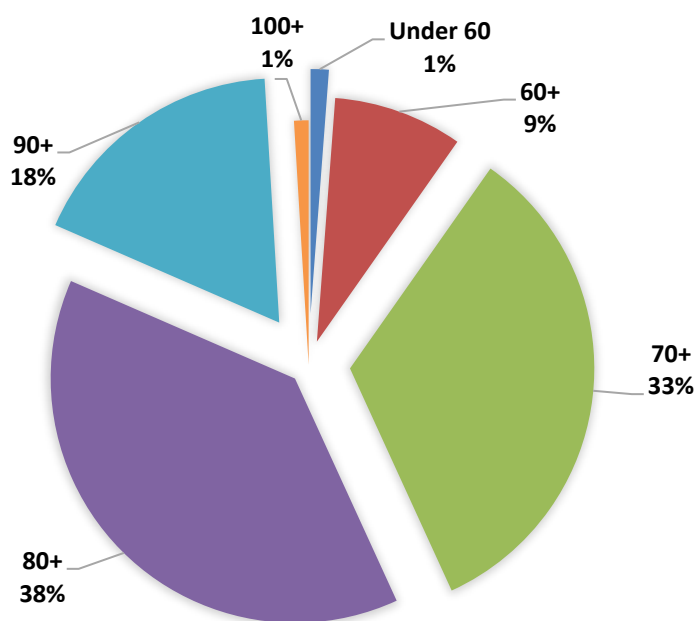
Otley Action Members

In March 2022, we had 1251 members registered with Otley Action. There were 654 women and 597 men. Of these members there were 73 women and 45 men registered with Memory Loss.

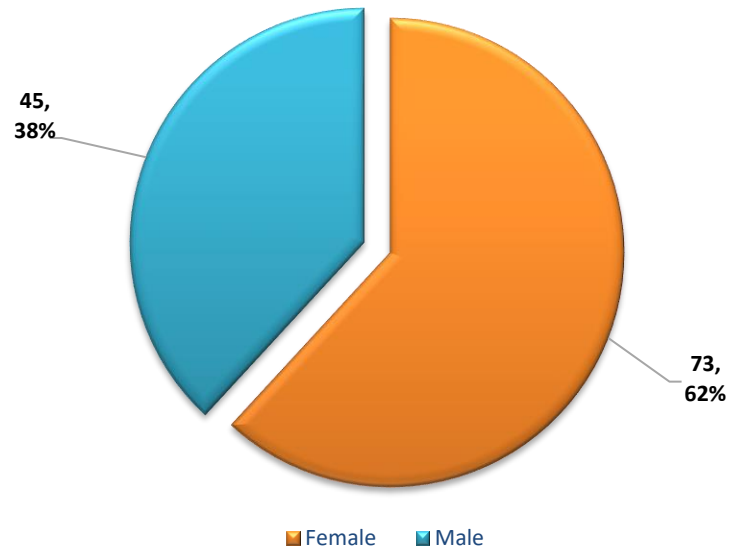
GENDER OF SERVICE USERS AT OTLEY ACTION FOR OLDER PEOPLE



AGE GROUPS OF SERVICE USERS



GENDER OF SERVICE USERS WITH MEMORY PROBLEMS



Chair's Remarks

There's no doubt about it, the older you get the quicker time goes by. Having said that, it is truly amazing to think just how much Otley Action has achieved all in one year. Sue and her team have come through the pandemic and all its challenges with flying colours. Their friendly and positive attitudes form a bedrock for the organisation's continuing success.

However, the real value of Otley Action can only truly be measured through our wonderful volunteer force. Covid 19 challenged on so many levels and, while it was not possible for all volunteers to perform their roles during the worst times, we are now getting back into the swing of things. It's great to see activities starting again in conjunction with new and interesting opportunities for the community to join in with.

New volunteers have joined us and continue the great work of our lunch clubs, befrienders and transport services but also have lent their support to more recent initiatives such as the community café. Operating weekly it is really starting to find its place in these difficult times, offering access to advice and support from various outside services.

Although it is likely that hard times are ahead for the economy both nationally and locally, we can be proud to say Otley Action will be there for our members and the wider community, working together to carry us through.

Ailsa Bearpark
Chair of Otley Action for Older People

Project Manager's Report

On writing this it is hard to believe how different the world looked a year ago. Now looking back on the past 12 months and the gradual re-opening of society there seems to be a lot to look forward to. In April/May 2021 it was a relief to be able to resume group activity which many of our members had so dearly missed. Initially, there was trepidation amongst some but with safety measures in place confidence to reengage became stronger.

With the refurbishment of the Older People's Welfare Centre complete it was great to have an inviting new venue for our older people to come together and enjoy. Over time the numbers of groups and at groups began to increase and we were able to gradually see things coming back together.

The refurbishment of our office space provide staff with a light, bright and airy environment from which they can work. The additional ground floor office space and reception was a real bonus providing accessible space for our members to drop in and gain support and our volunteer receptionists to work.

The new premises became even more important to the older people of the town with the sad announcement of the closure of Otley Methodist Church in the year. A wonderful venue which will be missed.

Throughout this time, we continued to be the Hub for Leeds City Council supporting people in the Otley and Yeadon ward who were either isolating or were classed as clinically vulnerable.

In 2021 there were a lot of staff changes. Sarah McNab the Outreach and Development worker went on maternity leave and has since had a bouncing baby boy, Miles. We were delighted to be able to offer Ellie Robertshaw, a former student with Otley Action a 12-month contract to cover this.

We were thrilled to be informed by the Big Lottery Fund that we had been awarded just under £200,000 to fund a 4-year post for a new Volunteer Engagement and Community Officer. Janet Smith a volunteer with Otley Action for 4 years was the successful candidate and took up the post in September 2021. Janet hit the ground running and has been a real bonus to the organisation, adapting to her new role like a fish to water.

The Board of Directors recognised that the organisation needed extra support with admin and finance and another successful appointment was made with Jenny Sellars joining us in June 2021. Jenny took on an extra role of Digital Inclusion Worker later in the year heading our Internet Café twice a month.

Catherine continues to be a rock with her experience and knowledge always supporting other staff members and her social work student cohort.

Wow, what a year, long may it continue.

Sue Trainor
Project Manager

Otley Action Activities

Regular Services and Activities from 01/04/2021 – 31/03/2022

Advice and Information

Registration of members
Support for Individuals &
community groups
Signposting and referrals
Newsletters

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme
Wheelchair and
equipment loan

Social Activities

Fish and chip delivery service
Lunch Club,
Mini-bus trips
Christmas and Easter Parties
Quizzes
Art class
Choir
Memory Café
Tai Chi
Zumba
Indoor Bowls
Community Café
Parents, Tots & Seniors
Bingo

Practical Help

Shopping support
Gardener vetting service
Contractor's list
Care and Repair referrals
Volunteering
IT and digital support
Picking up prescriptions

Social Care

Home visiting and
assessments
Befriending
Telephone contact
Blue Badge
Bus Passes
Attendance allowance
applications
Housing support
Form filling and financial
queries

Health Activities

Tai Chi classes
Chair-based Exercise
Zumba Gold classes
Winter indoor bowls

Regular Groups and Activities

This is our regular timetable of scheduled events

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Memory Café 1 st Monday of month	Chippendale Centre	12pm	10
Monday	Quiz 2 nd Monday of month	Chippendale Centre	12pm	22
Monday	Internet Café 3 rd and 4 th Monday of month	Chippendale Centre	1pm	10
Monday	Bingo	Labour Rooms	2pm	15
Tuesday	Otley Luncheon Club	Chippendale Centre	12pm	20
Tuesday	Art Class	Chippendale Centre	2pm	14
Wednesday	Indoor bowling	Otley Methodist church	10am	
Wednesday	Pool Luncheon Club	Wharfedale Court	12pm	22
Wednesday	Chair Based Exercise	Chippendale Centre	3pm	16
Thursday	Choir	Black Horse Courtyard	11.00 am	10
Thursday	Otley Lunch Club	Chippendale Centre	1pm	26
Thursday	Parents, Tots and Seniors	Chippendale Centre	2pm	
Thursday	Tai-chi	Beech Hill Church	2.00 pm	18
Friday	Community Café	Chippendale Centre	12.30pm	14
Friday	Zumba Gold	Bridge Church	2pm	24

What happened in 2021/2022 post the Covid 19 pandemic?

Following the lifting of the lockdown restrictions, we steadily started to run some activities and am pleased that by the end of March 2022 we have reinstated a full programme of activities for our service users.

Service Delivery

May 2021 saw the relaunch of the Tuesday lunch club, a new chair-based exercise class, Tai Chi class and 2 Zumba classes. The Thursday lunch club, coffee mornings and food deliveries remained ongoing. All groups were at full capacity which was somewhat limited due to social distancing requirements, with the further relaxing of lockdown restrictions the groups are well attended. The Art Group restarted in July 2021, as did the Pool Lunch Club at Wharfedale Court and Indoor Bowling in September.



The Parents, Tots and Seniors, Memory Café, Bingo Group also resumed in October 2021.

Unfortunately due to pressures on the Chevin Medical Practice due to their heavy workload relating to the vaccine rollout the Leg Club could not restart this year.

COVID 19 Pandemic

Throughout 2021 until the end of March 2022 Otley Action continued its work as a Leeds City Council Hub supporting the most vulnerable of residents in Otley and Yeadon. As part of a citywide network of organisations we played a major role supporting and co-ordinating relief work throughout the pandemic. Gradually as restrictions eased and some form of normality returned the demand for this type of service gradually eased. As part of this work in 2021 Otley Action started to support those who were assisted temporarily through COVID to transition back to self-reliance with sustainable outcomes supported, where needed, by mainstream services. Working with the local community Otley Action developed a community led approach, strengthening local partnerships and community led approaches.

Otley Tuesday Lunch Club - Environmental Health

In early November we had a visit from the Leeds City Council Environmental Health Department to assess the Tuesday lunch club and to view our procedures whilst preparing the food. Following completion of the report, Otley Action were awarded a 5-star rating.

Projects, Groups & Activities

- **Local Care Partnership – Frailty Project**
The project got underway in April 2021. Of the 200 people referred to Otley Action, 100 were newly referred by Chevin Medical Practice and registered as a result. Approximately 65 people are now either regularly attending groups, accessing our car scheme and food delivery service or utilising our benefits and IT related support. Data gathered from the services users at the beginning of the project and mid-point was submitted to LCP in October. Many of the service users have reported feeling more positive at the interim point due to the extra support from the frailty group, chair-based exercise and related support from Otley Action.
- **Community Crisis to Community Cohesion Pilot Project**
Partnership project with Garforth NET focussing on how older volunteers felt towards volunteering during the pandemic whilst being classed as in the vulnerable group ended at the end of May 2021. A report of the findings from the volunteer surveys was sent to Voluntary Action Leeds. The report provided interesting statistics that will be very useful to use in funding applications in the future.
- **Leeds Neighbourhood Network Evaluation**
We supported The Centre for Regional Economic and Social Research at Sheffield Hallam University who had been commissioned by Leeds City Council to undertake an evaluation of the Leeds Neighbourhood Network Schemes. Otley Action had been involved on and off for a couple of years in this research. Evaluation looked at expanding what they do by gaining feedback from all stakeholders.
- **Telephone Contact Scheme**
There are currently 1251 members registered and the aim of the Winter Wellbeing Telephone Contact programme was to contact every member and have a general chat with them about how they are, and what we might be able to help them with. The programme started in November 2021 and continued to the end of March 2022.
- **Digital Inclusion Census**
2021 was Census year and was the first one where the requirement was to complete the form online. As a result we received several requests from members for help with completing and submitting the form online, due to not having access to the internet or lack of confidence in doing so.

Internet Café

With the increase in requests for assistance from members to help with the phones, tablets and laptops the monthly internet café increased from once monthly to twice a month. The sessions are well attended with a team of staff and volunteers available to assist with a wide range of queries. In addition we started to do home visits to provide digital support to members who are unable to get to the café sessions.

- **Veg Boxes**
We have been working with Otley 2030 every school holiday to box up fruit and vegetables and distributed them to vulnerable people in Otley. The fruit and veg is funded by donations to Otley 2030 and some of our volunteers helped with the distribution. In addition, we manage the database of contact information for all those who receive the boxes. It has led to new members and a potential to share volunteer resources.

- Union Court Coffee mornings – restarted on 23 February. Presently Ellie has been running it with aim of finding a volunteer to replace Pauline Anderson who ran the coffee morning prior to the Covid 19 outbreak. There are around 10 regular attendees – feedback has been positive from the group who missed getting together and getting to know their neighbours.
- Community Café – The first community café took place in mid-March. Eighteen people attended the first session which featured a drop in from Money Buddies. Di Forbes the volunteer that came along from the service spoke to all the attendees and accepted three referrals for support. The café continues to meet every Friday.
- Pool Lunch Club - In March we invited all our Pool members to a free lunch at Wharfedale Court with the aim of reaching out to potential new customers. It was great to see nine new older people in attendance making a grand total of twenty-seven people for lunch. On the following week three of them returned and two more said they would attend in the future.
- Winter warmth – Between October 2021 and March 2022, we called all our members to have a conversation with them to see how they were coping during the winter months and now that things are getting back to normal following the pandemic, how they were feeling and if they were getting out and socializing. It was also a way of reminding our members that we are still here for them if they ever needed us in the future. We have had positive feedback about this project with members contacting us to say it was very thoughtful of us, we also had members who rang back prior to our calls, with enquiries which they previously were not sure who to ask. We have also gained home visits from this project to a variety of members.
- Hug on a tray - We supported Lesley Noble and her group “Hug on a Tray” who provide much needed support for two wards in the Bexley Wing with refreshments and free TV for the patients. Lesley provided a tombola which we displayed at our summer event, groups and lunch clubs.
- Library reading group - We were approached by Eric Cairns one of our volunteers to support the library reading group who were no longer allowed to meet in the library. The group of 10 older people meet once a month as a book club to discuss their latest read. Through our connections we were able to facilitate this at the Labour Rooms on the first Monday of the month at 6pm.
- Buy a Brick - Tracey Krupianka-Scott completed the canvases for the buy a brick project. The result is fantastic, and we have found a permanent home for them in the building.

Birthday Celebrations

During the year the following members celebrated their 100th birthdays:-

Gladys Emsley



Nora Hollins



We were so pleased to be able to join in their festivities. Both Gladys and Norah have a great zest for life and wonderful sense of humour.

Christmas Party

The Christmas Party was held at the Chippendale centre on 16 December and was attended by 55 service users and was a roaring success.



Rotary Christmas Party

We were approached by Peter Heald of the Rotary Club to support their annual Christmas party held at Westbourne House. The Christmas lunch and party were held on 9 December in the main hall of the building with catering and entertainment provided by the Rotary. We were able to identify 60 suitable candidates and provide the transport for them. It was a great opportunity to invite those people that wouldn't always engage with group activities and the feedback from them was very positive.

Christmas Gift Giving Appeal

Fifteen of our service users contributed over £100 enabling us to buy Christmas gifts for 12 children of vulnerable families in Otley. We hosted an afternoon where the service users could select suitable gifts from various gift catalogues. We then purchased the gifts on their behalf, ensure that the service users saw them before they were packaged up and handed over.

Trips and Outings

Throughout the year Otley Action ran a range of trips and outings. We ran some ad-hoc trips during this period as we received regular requests for countryside drives and shopping trips. These included:-

Lunch at Askwith Arms
Ilkley Cinema
Countryside minibus drive and lunch at Mackenzie's Farm Shop
Lunch-Wetherby Whaler
York Designer Outlet Shopping trip
Lunch at Anchor Inn, Whixley
Lunch-Generous Pioneer, Burley in Wharfedale
Christmas Lunch – The Old Spring Well, Harrogate
Woodbank Garden Centre, Harden
Owlcotes Shopping Centre, Bradford
Lunch-Otley Golf Club
Shopping trip to Boundary Mills, Colne; Crimple Hall
Pantomime Pinocchio, Queen's Hall, Burley in Wharfedale

Training

We received a grant of £1,000 from CCG via Leeds Community Foundation to run different volunteer training courses. This money was used to provide training courses for our students and volunteers. The following training sessions were held:

Date	Training	Number of attendees
7 December 2021	Safeguarding Vulnerable Adults Level 1	7
7 December 2021	Dementia Awareness Training	7
10 March 2022 17 March 2022	First Aid at Work Training	4 11

The sessions included training on how to remain covid secure when delivering the skills acquired from the courses.

Otley Action Finance – Fundraising and Donations

Leeds City Council – OAOP have a five-year core funding contract with Leeds City Council which runs until 30th September 2023. (£73,113.64)

Leeds City Council – Otley & Yeadon Hub – Covid Response - £62,500

Leeds City Council – Lunch club grants £5,158.73 towards for the Otley lunch clubs

Local Giving – My Donate via website – Contributions received between 1/4/2021-31/03/22 is £2969.06. Local Giving match funding £742.26.

HMRC Gift Aid - £1,641 claimed January 2022

Percy Bilton - £500 towards the cost of a new freezer, microwave and other small kitchen goods to put in the newly refurbished downstairs kitchen in centre.

Big Lottery Community Fund - £200,000 over four years for the Volunteer Engagement Officer post.

Leeds Community Foundation - £1,000 from CCG towards volunteer training.

Memory and Inclusion Project (Forget Me Not) - £3000 received for the Memory Café

Minibus Fundraiser - £1,147 received in donations towards the cost of replacing and adapting a new minibus

Arnold Clark Community Fund - £1,000 contribution towards running costs of groups and activities.

Fair Share Grant - £1,000 awarded by Fare Share who partner with Waitrose towards general activities

Awards for All - £9,750 grant to support MIDAS volunteer training, new wheelchairs, wheelchair shed, trips and outings

Magic Little Grants - £500 to support extra professional artist sessions at the Art Group.

Legacy - £3,000 received from the estate of the late Audrey Hudson, who had been a member of Otley Action of many years.

The Factory Shop - £230.18 raised from the sale of carrier bags over previous months

Pool Parish Council - £250 towards cost of Easter Party at Pool Village Hall

Otley Golf Club – raised £1,371.75 for OAOP as their selected charity of the year.

BSOG Fuel Grant - £236.35

Skipton Building Society - 472.83

Leeds Older Peoples Forum Small Grants - £550

Otley Action for Older People / Annual Report 2021/22

The University of Leeds and Bradford University - £2,800 received for student placements.

St Joseph's School (Year 3) - £120 funds raised from the children selling ice biscuits and sewed pencil cases for OAOP

Otley Town Council - £300 to fund newsletter publication.

**OTLEY ACTION FOR OLDER PEOPLE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	£	2022 £	£	2021 £
Income				
Grants, Donations and Fundraising		198,138		219,411
Fees and Charges		2,630		835
Contributions to Activities		18,742		4,931
Luncheon Club		14,020		6,782
Community Car Scheme		968		437
Bank Interest		1,099		1,355
Student Placements		2,800		6,787
Employers Allowance		4,000		4,000
		<hr/>		<hr/>
Total Income		242,397		244,538
		<hr/>		<hr/>
Expenditure				
Office and Room Rent	10,000		10,000	
Light and Heat	1,392		2,071	
Subscriptions	468		546	
Telephone	2,032		1,947	
Printing, Stationery & Postage	2,450		1,403	
Insurance	778		770	
Repairs, Renewals & Refurbishments	9,602		43,237	
I T Support & Equipment	6,007		6,309	
Independent Examination	2,250		2,010	
Professional Fees/Consultancy	12,553		10,040	
Miscellaneous	539		204	
Publicity	<u>2,875</u>		<u>4,202</u>	
		50,946		82,739
Minibus & Van Expenses	7,551		5,154	
Trips, Social Events & Activities	15,926		3,730	
Luncheon Club	<u>13,726</u>		<u>7,175</u>	
		37,203		16,059
Salaries	101,347		99,907	
Employers National Insurance	7,558		5,601	
Staff Recruitment	286		-	
Pension Contributions	20,071		8,345	
Payroll Fees	771		467	
Training	670		877	
Volunteer Expenses	2,618		1,996	
Childcare Costs	-		989	
DBS Checks	<u>196</u>		<u>156</u>	
		133,517		118,338
		<hr/>		<hr/>
Total Expenditure		221,666		217,136
		<hr/>		<hr/>
Net Surplus for the Year		20,731		27,402
Funds Brought Forward		<u>214,356</u>		<u>186,954</u>
Funds Carried Forward		<u>235,087</u>		<u>214,356</u>

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Virgin Money 94 – 96 Briggate Leeds West Yorkshire LS1 6ND Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE Charities Aid Foundation Shawbrook Bank Lutea House Warley Hill Business Park The Drive Great Warley Brentford Essex CM13 3BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow
Timothy Dalby
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Relationships:

Otley Action for Older People works with Leeds Adult Social Care, the NHS, Otley Town Council, and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

Prior to and during the pandemic the organisation also supports and works with several local community organisations including Otley Courthouse, Otley Older People's Welfare Committee, Otley Over 60's Club, Otley Food Bank, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

It is hard to believe how different the world looked a year ago. Now looking back on the past 12 months and the gradual re-opening of society there seems to be a lot to look forward to. In April/May 2021 it was a relief to be able to resume group activity which many of our members had so dearly missed. Initially, there was trepidation amongst some but with safety measures in place confidence to re-engage became stronger.

With the refurbishment of the Older People's Welfare Centre complete it was great to have an inviting new venue for our older people to come together and enjoy. Over time the numbers of groups and at groups began to increase and we were able to gradually see things coming back together.

The refurbishment of our office space provides staff with a light, bright and airy environment from which they can work. The additional ground floor office space and reception was a real bonus providing accessible space for our members to drop in and gain support and for our volunteer receptionists to work from.

The new premises became even more important to the older people of the town with the sad announcement of the closure of Otley Methodist Church in the year. A wonderful venue which will be missed.

The real value of Otley Action can only truly be measured through our wonderful volunteer force. Covid-19 challenged on so many levels and, whilst it was not possible for all volunteers to perform their roles during the worst times, we are now getting back into the swing of things. New volunteers have joined us and continue the great work of our lunch clubs, befrienders and transport services but also have lent their support to more recent initiatives.

Throughout this time, we continued to be the Hub for Leeds City Council supporting people in the Otley and Yeadon ward who were either isolating or were classed as clinically vulnerable. This work was recognised by Otley Town Council who presented the charity with a Covid-19 emergency award and also by Leeds City Council and Voluntary Action Leeds for recognition of outstanding service throughout the pandemic.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

In 2021 the staff team doubled with the addition of a Finance and Administration Officer, Digital inclusion Worker and Volunteer Engagement and Community Officer. With new staff appointed throughout 2021 we were able to refine and develop our services. Much thanks go to the Big Lottery Fund for supporting our work over the coming four years with a £200,000 grant in support of our wonderful volunteers.

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £20,731 (2021 - surplus of £27,402) in this financial year.

The core activities of the organisation made a surplus of £28,760 prior to any fund transfers.

The total reserves of the organisation at 31 March 2022 amounted to £235,087.

Of this £59,967 relates to specific restricted funded projects and is due to be spent in the 2022/23 financial year. General reserves, following a transfer of £20,000 to the new minibus fund and £2,335 to the contingency fund now amount to £55,733 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2022 had a balance of £8,552 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £110,835.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Plans for the Future

In the coming year we aim to renew our relationships with partners and stakeholders and particularly work alongside other community groups within the area. Otley Action commissioned Third Sector Consultancy to explore sustainable ways of working in the local area and the outcome of this was the Otley Community Support Plan. This project has led to the initiation of the Community Group Lunch initiative now meeting bi-monthly with the huge potential to develop and expand it. Other initiatives for the coming year include the Community Café, extra support for men experiencing difficulties, development of memory services, digital services, and a new music group.

The Board of Directors have also identified the need to update our transport services and we are currently fundraising to this aim. Our goal in the future is to replace one of our minibuses with a brand-new vehicle to meet the needs of our older people

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

..... Director
Ailsa Bearpark

Dated: 27 June 2022

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 29 June 2022

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	General Fund £	Designated Fund £	Restricted Funds £	2022 £	2021 £
Income						
Donations and Legacies	2	20,327	-	1,502	21,829	39,123
Investment Income		1,099	-	-	1,099	1,355
		<u>21,426</u>	<u>-</u>	<u>1,502</u>	<u>22,928</u>	<u>40,478</u>
Income from Charitable Activities	3	99,624	2,866	116,979	219,469	204,060
		<u>121,050</u>	<u>2,866</u>	<u>118,481</u>	<u>242,397</u>	<u>244,538</u>
Total Income						
Expenditure						
Charitable Activities	4	92,290	4,599	124,777	221,666	217,136
		<u>92,290</u>	<u>4,599</u>	<u>124,777</u>	<u>221,666</u>	<u>217,136</u>
Total Expenditure						
Net Income/(Expenditure)						
Net movement in funds before transfers		28,760	(1,733)	(6,296)	20,731	27,402
Transfer between funds		(22,335)	2,335	20,000	-	-
		<u>6,425</u>	<u>602</u>	<u>13,704</u>	<u>20,731</u>	<u>27,402</u>
Net Income						
Net Movement in funds after transfers		6,425	602	13,704	20,731	27,402
Total funds brought forward		49,308	118,785	46,263	214,356	186,954
		<u>55,733</u>	<u>119,387</u>	<u>59,967</u>	<u>235,087</u>	<u>214,356</u>
Total funds carried forward						

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	General fund	Designated funds	Restricted funds	2022 Total funds	2021 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		58,713	119,387	60,677	238,777	217,218
Total Assets		58,713	119,387	60,677	238,777	217,218
Creditors: Amounts Falling Due Within One Year	8	(2,980)	-	(710)	(3,690)	(2,862)
Total Assets less Current Liabilities		55,733	119,387	59,967	235,087	214,356
The Funds of the Charity						
Restricted Funds	10	-	-	59,967	59,967	46,263
Unrestricted Funds						
Designated Funds	11	-	119,387	-	119,387	118,785
General Fund		55,733	-	-	55,733	49,308
Total Charity Funds		55,733	119,387	59,967	235,087	214,356

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 27 June 2022

.....
Ailsa Bearpark
Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Cash used in operating activities	13	20,460	26,959
Cashflow from investing activities			
Interest income		1,099	1,355
		<hr/>	<hr/>
Increase in cash equivalents in the year		21,559	28,314
Cash equivalents at the beginning of the year		217,218	188,904
		<hr/>	<hr/>
Total cash equivalents at the end of the year		238,777	217,218
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

- f. **Pensions**
The charity contributes to deferred contribution pension schemes for all of its employees.
- g. **Fund Accounting**
Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. Donations and Legacies

	2022 £	2021 £
Donations:		
Legacy from the Estate of Audrey Hudson	3,000	-
Crowdfunder	2,969	932
Otley Golf Club	1,798	-
Waitrose	1,000	-
Martin Harrow	725	-
Otley Mayor's Charity Account	568	-
Legacy from the Estate of Joyce Hartley	-	10,000
Co-op Community Fund	-	2,018
Leeds Older People's Forum	-	1,500
Legacy from the Estate of Betty Negus	-	1,000
Townswomens Guild	-	1,000
R MacDonald	-	1,000
Heineken UK – Neighbourly	-	800
Trustees of Abbey House Settlement	-	500
A Balchin	-	500
R Collinson	-	500
Sundry Donations and Fundraising	11,769	19,373
	<hr/>	<hr/>
	21,829	39,123
	<hr/>	<hr/>

3. Income from Charitable Activities

	General £	Designated £	Restricted £	2022 Total £	2021 £
Grants for unrestricted purposes	73,114	-	-	73,114	86,690
Grants for restricted purposes	-	236	102,959	103,195	93,598
Contribution to Activities	19,710	-	-	19,710	5,368
Fees & Charges	-	2,630	14,020	16,650	7,617
Student Placements	2,800	-	-	2,800	6,787
Employers Allowance	4,000	-	-	4,000	4,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	99,624	2,866	116,979	219,469	204,060
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
Grants for unrestricted purposes		
Leeds City Council	73,114	76,690
Small Business Rate Relief Grant	-	10,000
	<hr/>	<hr/>
	73,114	86,690
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2022	2021
	£	£
Leeds City Council Luncheon Club	5,159	4,757
Leeds City Council (MICE)	200	650
Leeds City Council Hub Funding	33,500	23,800
Bus Service Operators Grant	236	311
Voluntary Action Leeds	1,000	2,500
Leeds Older Peoples Forum	550	2,000
Otley Town Council	300	350
The National Lottery Community Fund Lets Enable Otley	47,750	-
The National Lottery Community Fund Support Minibus Training	9,750	-
Forget Me Not Cafe Dementia Support	3,000	-
Arnold Clark Community Fund	1,000	-
Percy Bilton Trust	500	-
Pool Parish Council	250	-
The Big Lottery Time to Shine (Connecting at The Weekend Project)	-	3,660
Leeds City Council Housing Funding	-	3,120
Leeds Local Care Partnership	-	17,500
Leeds City Council Harm Minimisation Fund	-	13,500
The National Lottery Community Fund	-	18,250
Groundworks Tesco	-	500
Leeds City Council Digital Leeds	-	2,000
Windmill Community Transport	-	500
BCT Care Services Ltd	-	200
	<hr/>	<hr/>
	103,195	93,598
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

4. Charitable Activities	2022 £	2021 £
Office and Room Rent	10,000	10,000
Light and Heat	1,392	2,071
Subscriptions	468	546
Telephone	2,032	1,947
Printing, Stationery & Postage	2,450	1,403
Insurance	778	770
Repairs, Renewals and Refurbishments	9,602	43,237
I T Support and Equipment	6,007	6,309
Professional Fees/Consultancy	12,553	10,040
Miscellaneous	539	204
Publicity	2,875	4,202
Minibus & Van Expenses	7,551	5,154
Trips, Social Events & Activities	15,926	3,730
Luncheon Club	13,726	7,175
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Staff Recruitment	286	-
Pension Contributions	20,071	8,345
Payroll Fees	771	467
Training	670	877
Volunteer Expenses	2,618	1,996
Childcare Costs	-	989
Governance Costs (note 5)	2,446	2,166
	221,666	217,136
	221,666	217,136
5. Governance Costs	2022 £	2021 £
DBS Checks	196	156
Independent Examiner's Fee	2,250	2,010
	2,446	2,166
	2,446	2,166
6. Staff Costs	2022 £	2021 £
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Pension Contributions	20,071	8,345
Childcare Costs	-	989
	128,976	114,842
	128,976	114,842

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 5 (2021 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2022 (2021: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	-----	-----	-----	-----
Depreciation				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	-----	-----	-----	-----
Net Book Value				
At 31 March 2022	-	-	-	-
	-----	-----	-----	-----
At 31 March 2021	-	-	-	-
	-----	-----	-----	-----

8. Creditors

	2022 £	2021 £
Accruals and deferred income	3,690	2,862
	-----	-----

9. Pension and other past-retirement benefit commitments Defined Contributions

	2022 £	2021 £
Contributions payable by the charity during the year	20,071	8,345
	-----	-----

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

10. Restricted Funds

	Movement in Funds				
	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£		£
Luncheon Clubs	10,315	19,179	(13,726)	-	15,768
Leeds City Council (MICE)	-	200	(200)	-	-
Otley Leg Club (All Legs Aloud NHS)	1,013	-	-	-	1,013
Building Fund	7,660	50	(7,710)	-	-
Leeds City Council Hub Funding	7,400	33,500	(40,900)	-	-
NHS Local Care Partnership	13,125	-	(13,125)	-	-
Leeds City Council Harm Minimisation Fund	6,750	-	(6,750)	-	-
Voluntary Action Leeds	-	1,000	(1,000)	-	-
Leeds Older Peoples Forum	-	550	(550)	-	-
Otley Town Council	-	300	(300)	-	-
The National Lottery Community Fund Lets Enable Otley	-	47,750	(32,333)	-	15,417
The National Lottery Community Fund Minibus Training	-	9,750	(5,233)	-	4,517
Forget Me Not Cafe Dementia Support	-	3,000	(1,200)	-	1,800
Arnold Clark Community Fund	-	1,000	(1,000)	-	-
Percy Bilton Trust	-	500	(500)	-	-
Pool Parish Council	-	250	(250)	-	-
Minibus Fund	-	1,452	-	20,000	21,452
	<u>46,263</u>	<u>118,481</u>	<u>(124,777)</u>	<u>20,000</u>	<u>59,967</u>

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council (MICE)

We received £200 towards the cost of leaflets.

Otley Leg Club (All Legs Aloud NHS)

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its fourth anniversary on 27 February 2022.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Building Fund

Monies donated towards the renovation of the building. We launched the “Buy a brick” scheme in 2018 asking members to contribute towards the refurbishment of the Older People’s Welfare Centre.

In 2021 we commissioned Tracey Krupienka Scott a local artist to produce artwork to commemorate this.

Leeds City Council Hub Funding

In March 2020 we were appointed as the Leeds City Council Hub for Otley and Yeadon in response to the pandemic. This continued until the end of March 2022 helping people of all ages as they have been shielding and unable to leave their homes.

NHS Local Care Partnerships

This is funding for our Frailty Project. This was a twelve month project that came to an end on the 31/12/2021 working in conjunction with the NHS, providing support and facilitating support groups for people in the community that are over 75 and have been identified as ‘frail’ by their GP surgeries.

Leeds City Council Harm Minimisation Funding

This is funding provided by the Government to local councils to support Covid-19 relief work.

Voluntary Action Leeds

Monies for training, safeguarding vulnerable adults, dementia awareness and mental health awareness.

Leeds Older Peoples Forum

We received £550 for digital support for the Leeds Neighbourhood Network Schemes.

Otley Town Council

Monies towards the cost of the newsletter.

The National Lottery Community Fund Lets Enable Otley

A four year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff.

The National Lottery Community Fund Support Minibus Training

Grant funding to support minibus training including DATTS, MIDAS volunteer training, new wheelchairs, wheelchair shed, trips and outings.

Forget Me Not Cafe Dementia Support

The Forget Me Not Cafe was a longstanding memory cafe based in Yeadon supporting people with dementia in the locality. The group disbanded in 2021 and £3,000 of the reserves were donated to Otley Action to support people with dementia. The money has been used to support the Otley Action Memory Lane Cafe held monthly at the Chippendale Centre.

Arnold Clark Community Fund

This money helped our socially isolated older people who were coming out of Covid-19 and had become isolated and less mobile. The funding financed some of the ongoing transport costs and upkeep of the vehicles.

Percy Bilton Trust

Contribution towards small goods and equipment for the community kitchen.

Pool Parish Council

Funding towards Easter celebrations.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. To kickstart the fund an initial sum of £20,000 was allocated to it and since then we have received further donations from members and the public at large.

11. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				
	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfers	Balance at 31 March 2022 £
Contingency Fund	108,500	-	-	2,335	110,835
Transport Fund	10,285	2,866	(4,599)	-	8,552
	<u>118,785</u>	<u>2,866</u>	<u>(4,599)</u>	<u>2,335</u>	<u>119,387</u>

12. Commitments under operating leases

At 31 March 2022 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2022 £	2021 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

13. Reconciliation of net movement in funds to net cashflow from operating activities:

	2022 £	2021 £
Net movement in funds	20,731	27,402
Deduct interest income	(1,099)	(1,355)
Increase in creditors	828	912
	<u>20,460</u>	<u>26,959</u>
Net cash used in operating activities	20,460	26,959

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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1.	Significant Information
2.	Report of the Directors
3.	Independent Examiners Report
4.	Statement of Financial Activities
5.	Balance Sheet
6.	Statement of Cashflows
7 - 14	Notes to Accounts

OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Virgin Money 94 – 96 Briggate Leeds West Yorkshire LS1 6ND Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE Charities Aid Foundation Shawbrook Bank Lutea House Warley Hill Business Park The Drive Great Warley Brentford Essex CM13 3BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow
Timothy Dalby
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Relationships:

Otley Action for Older People works with Leeds Adult Social Care, the NHS, Otley Town Council, and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

Prior to and during the pandemic the organisation also supports and works with several local community organisations including Otley Courthouse, Otley Older People's Welfare Committee, Otley Over 60's Club, Otley Food Bank, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

It is hard to believe how different the world looked a year ago. Now looking back on the past 12 months and the gradual re-opening of society there seems to be a lot to look forward to. In April/May 2021 it was a relief to be able to resume group activity which many of our members had so dearly missed. Initially, there was trepidation amongst some but with safety measures in place confidence to re-engage became stronger.

With the refurbishment of the Older People's Welfare Centre complete it was great to have an inviting new venue for our older people to come together and enjoy. Over time the numbers of groups and at groups began to increase and we were able to gradually see things coming back together.

The refurbishment of our office space provides staff with a light, bright and airy environment from which they can work. The additional ground floor office space and reception was a real bonus providing accessible space for our members to drop in and gain support and for our volunteer receptionists to work from.

The new premises became even more important to the older people of the town with the sad announcement of the closure of Otley Methodist Church in the year. A wonderful venue which will be missed.

The real value of Otley Action can only truly be measured through our wonderful volunteer force. Covid-19 challenged on so many levels and, whilst it was not possible for all volunteers to perform their roles during the worst times, we are now getting back into the swing of things. New volunteers have joined us and continue the great work of our lunch clubs, befrienders and transport services but also have lent their support to more recent initiatives.

Throughout this time, we continued to be the Hub for Leeds City Council supporting people in the Otley and Yeadon ward who were either isolating or were classed as clinically vulnerable. This work was recognised by Otley Town Council who presented the charity with a Covid-19 emergency award and also by Leeds City Council and Voluntary Action Leeds for recognition of outstanding service throughout the pandemic.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

In 2021 the staff team doubled with the addition of a Finance and Administration Officer, Digital inclusion Worker and Volunteer Engagement and Community Officer. With new staff appointed throughout 2021 we were able to refine and develop our services. Much thanks go to the Big Lottery Fund for supporting our work over the coming four years with a £200,000 grant in support of our wonderful volunteers.

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £20,731 (2021 - surplus of £27,402) in this financial year.

The core activities of the organisation made a surplus of £28,760 prior to any fund transfers.

The total reserves of the organisation at 31 March 2022 amounted to £235,087.

Of this £59,967 relates to specific restricted funded projects and is due to be spent in the 2022/23 financial year. General reserves, following a transfer of £20,000 to the new minibus fund and £2,335 to the contingency fund now amount to £55,733 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2022 had a balance of £8,552 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £110,835.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Plans for the Future

In the coming year we aim to renew our relationships with partners and stakeholders and particularly work alongside other community groups within the area. Otley Action commissioned Third Sector Consultancy to explore sustainable ways of working in the local area and the outcome of this was the Otley Community Support Plan. This project has led to the initiation of the Community Group Lunch initiative now meeting bi-monthly with the huge potential to develop and expand it. Other initiatives for the coming year include the Community Café, extra support for men experiencing difficulties, development of memory services, digital services, and a new music group.

The Board of Directors have also identified the need to update our transport services and we are currently fundraising to this aim. Our goal in the future is to replace one of our minibuses with a brand-new vehicle to meet the needs of our older people

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

..... Director
Ailsa Bearpark

Dated: 27 June 2022

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 29 June 2022

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	General Fund £	Designated Fund £	Restricted Funds £	2022 £	2021 £
Income						
Donations and Legacies	2	20,327	-	1,502	21,829	39,123
Investment Income		1,099	-	-	1,099	1,355
		<u>21,426</u>	<u>-</u>	<u>1,502</u>	<u>22,928</u>	<u>40,478</u>
Income from Charitable Activities	3	99,624	2,866	116,979	219,469	204,060
		<u>121,050</u>	<u>2,866</u>	<u>118,481</u>	<u>242,397</u>	<u>244,538</u>
Total Income						
Expenditure						
Charitable Activities	4	92,290	4,599	124,777	221,666	217,136
		<u>92,290</u>	<u>4,599</u>	<u>124,777</u>	<u>221,666</u>	<u>217,136</u>
Total Expenditure						
Net Income/(Expenditure)						
Net movement in funds before transfers		28,760	(1,733)	(6,296)	20,731	27,402
Transfer between funds		(22,335)	2,335	20,000	-	-
		<u>6,425</u>	<u>602</u>	<u>13,704</u>	<u>20,731</u>	<u>27,402</u>
Net Income						
Net Movement in funds after transfers		6,425	602	13,704	20,731	27,402
		<u>49,308</u>	<u>118,785</u>	<u>46,263</u>	<u>214,356</u>	<u>186,954</u>
Total funds brought forward						
		<u>55,733</u>	<u>119,387</u>	<u>59,967</u>	<u>235,087</u>	<u>214,356</u>
Total funds carried forward						

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	General fund	Designated funds	Restricted funds	2022 Total funds	2021 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		58,713	119,387	60,677	238,777	217,218
Total Assets		58,713	119,387	60,677	238,777	217,218
Creditors: Amounts Falling Due Within One Year	8	(2,980)	-	(710)	(3,690)	(2,862)
Total Assets less Current Liabilities		55,733	119,387	59,967	235,087	214,356
The Funds of the Charity						
Restricted Funds	10	-	-	59,967	59,967	46,263
Unrestricted Funds						
Designated Funds	11	-	119,387	-	119,387	118,785
General Fund		55,733	-	-	55,733	49,308
Total Charity Funds		55,733	119,387	59,967	235,087	214,356

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 27 June 2022

.....
Ailsa Bearpark
Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Cash used in operating activities	13	20,460	26,959
Cashflow from investing activities			
Interest income		1,099	1,355
		<hr/>	<hr/>
Increase in cash equivalents in the year		21,559	28,314
Cash equivalents at the beginning of the year		217,218	188,904
		<hr/>	<hr/>
Total cash equivalents at the end of the year		238,777	217,218
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

- f. **Pensions**
The charity contributes to deferred contribution pension schemes for all of its employees.
- g. **Fund Accounting**
Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. Donations and Legacies

	2022 £	2021 £
Donations:		
Legacy from the Estate of Audrey Hudson	3,000	-
Crowdfunder	2,969	932
Otley Golf Club	1,798	-
Waitrose	1,000	-
Martin Harrow	725	-
Otley Mayor's Charity Account	568	-
Legacy from the Estate of Joyce Hartley	-	10,000
Co-op Community Fund	-	2,018
Leeds Older People's Forum	-	1,500
Legacy from the Estate of Betty Negus	-	1,000
Townswomens Guild	-	1,000
R MacDonald	-	1,000
Heineken UK – Neighbourly	-	800
Trustees of Abbey House Settlement	-	500
A Balchin	-	500
R Collinson	-	500
Sundry Donations and Fundraising	11,769	19,373
	<hr/>	<hr/>
	21,829	39,123
	<hr/>	<hr/>

3. Income from Charitable Activities

	General £	Designated £	Restricted £	2022 Total £	2021 £
Grants for unrestricted purposes	73,114	-	-	73,114	86,690
Grants for restricted purposes	-	236	102,959	103,195	93,598
Contribution to Activities	19,710	-	-	19,710	5,368
Fees & Charges	-	2,630	14,020	16,650	7,617
Student Placements	2,800	-	-	2,800	6,787
Employers Allowance	4,000	-	-	4,000	4,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	99,624	2,866	116,979	219,469	204,060
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Grants for unrestricted purposes		
Leeds City Council	73,114	76,690
Small Business Rate Relief Grant	-	10,000
	<hr/>	<hr/>
	73,114	86,690
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2022	2021
	£	£
Leeds City Council Luncheon Club	5,159	4,757
Leeds City Council (MICE)	200	650
Leeds City Council Hub Funding	33,500	23,800
Bus Service Operators Grant	236	311
Voluntary Action Leeds	1,000	2,500
Leeds Older Peoples Forum	550	2,000
Otley Town Council	300	350
The National Lottery Community Fund Lets Enable Otley	47,750	-
The National Lottery Community Fund Support Minibus Training	9,750	-
Forget Me Not Cafe Dementia Support	3,000	-
Arnold Clark Community Fund	1,000	-
Percy Bilton Trust	500	-
Pool Parish Council	250	-
The Big Lottery Time to Shine (Connecting at The Weekend Project)	-	3,660
Leeds City Council Housing Funding	-	3,120
Leeds Local Care Partnership	-	17,500
Leeds City Council Harm Minimisation Fund	-	13,500
The National Lottery Community Fund	-	18,250
Groundworks Tesco	-	500
Leeds City Council Digital Leeds	-	2,000
Windmill Community Transport	-	500
BCT Care Services Ltd	-	200
	<hr/>	<hr/>
	103,195	93,598
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

4. Charitable Activities	2022 £	2021 £
Office and Room Rent	10,000	10,000
Light and Heat	1,392	2,071
Subscriptions	468	546
Telephone	2,032	1,947
Printing, Stationery & Postage	2,450	1,403
Insurance	778	770
Repairs, Renewals and Refurbishments	9,602	43,237
I T Support and Equipment	6,007	6,309
Professional Fees/Consultancy	12,553	10,040
Miscellaneous	539	204
Publicity	2,875	4,202
Minibus & Van Expenses	7,551	5,154
Trips, Social Events & Activities	15,926	3,730
Luncheon Club	13,726	7,175
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Staff Recruitment	286	-
Pension Contributions	20,071	8,345
Payroll Fees	771	467
Training	670	877
Volunteer Expenses	2,618	1,996
Childcare Costs	-	989
Governance Costs (note 5)	2,446	2,166
	221,666	217,136
5. Governance Costs	2022 £	2021 £
DBS Checks	196	156
Independent Examiner's Fee	2,250	2,010
	2,446	2,166
6. Staff Costs	2022 £	2021 £
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Pension Contributions	20,071	8,345
Childcare Costs	-	989
	128,976	114,842

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 5 (2021 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2022 (2021: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Depreciation				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Net Book Value				
At 31 March 2022	-	-	-	-
	_____	_____	_____	_____
At 31 March 2021	-	-	-	-
	_____	_____	_____	_____

8. Creditors

	2022 £	2021 £
Accruals and deferred income	3,690	2,862
	_____	_____

9. Pension and other past-retirement benefit commitments Defined Contributions

	2022 £	2021 £
Contributions payable by the charity during the year	20,071	8,345
	_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

10. Restricted Funds

	Movement in Funds				
	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£		£
Luncheon Clubs	10,315	19,179	(13,726)	-	15,768
Leeds City Council (MICE)	-	200	(200)	-	-
Otley Leg Club (All Legs Aloud NHS)	1,013	-	-	-	1,013
Building Fund	7,660	50	(7,710)	-	-
Leeds City Council Hub Funding	7,400	33,500	(40,900)	-	-
NHS Local Care Partnership	13,125	-	(13,125)	-	-
Leeds City Council Harm Minimisation Fund	6,750	-	(6,750)	-	-
Voluntary Action Leeds	-	1,000	(1,000)	-	-
Leeds Older Peoples Forum	-	550	(550)	-	-
Otley Town Council	-	300	(300)	-	-
The National Lottery Community Fund Lets Enable Otley	-	47,750	(32,333)	-	15,417
The National Lottery Community Fund Minibus Training	-	9,750	(5,233)	-	4,517
Forget Me Not Cafe Dementia Support	-	3,000	(1,200)	-	1,800
Arnold Clark Community Fund	-	1,000	(1,000)	-	-
Percy Bilton Trust	-	500	(500)	-	-
Pool Parish Council	-	250	(250)	-	-
Minibus Fund	-	1,452	-	20,000	21,452
	<u>46,263</u>	<u>118,481</u>	<u>(124,777)</u>	<u>20,000</u>	<u>59,967</u>

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council (MICE)

We received £200 towards the cost of leaflets.

Otley Leg Club (All Legs Aloud NHS)

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its fourth anniversary on 27 February 2022.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Building Fund

Monies donated towards the renovation of the building. We launched the “Buy a brick” scheme in 2018 asking members to contribute towards the refurbishment of the Older People’s Welfare Centre.

In 2021 we commissioned Tracey Krupienka Scott a local artist to produce artwork to commemorate this.

Leeds City Council Hub Funding

In March 2020 we were appointed as the Leeds City Council Hub for Otley and Yeadon in response to the pandemic. This continued until the end of March 2022 helping people of all ages as they have been shielding and unable to leave their homes.

NHS Local Care Partnerships

This is funding for our Frailty Project. This was a twelve month project that came to an end on the 31/12/2021 working in conjunction with the NHS, providing support and facilitating support groups for people in the community that are over 75 and have been identified as ‘frail’ by their GP surgeries.

Leeds City Council Harm Minimisation Funding

This is funding provided by the Government to local councils to support Covid-19 relief work.

Voluntary Action Leeds

Monies for training, safeguarding vulnerable adults, dementia awareness and mental health awareness.

Leeds Older Peoples Forum

We received £550 for digital support for the Leeds Neighbourhood Network Schemes.

Otley Town Council

Monies towards the cost of the newsletter.

The National Lottery Community Fund Lets Enable Otley

A four year project funded by the Lottery Community Fund to employ a Volunteer and Community Engagement Officer. The total amount awarded over four years is £199,346. The project will allow Otley Action to consolidate their current activities (using volunteer and community resources) and use staff time to focus on core support. This is an increasing part of our service as referrals continue to become more complex and require the skills, knowledge and dedication of experienced and qualified members of staff.

The National Lottery Community Fund Support Minibus Training

Grant funding to support minibus training including DATTS, MIDAS volunteer training, new wheelchairs, wheelchair shed, trips and outings.

Forget Me Not Cafe Dementia Support

The Forget Me Not Cafe was a longstanding memory cafe based in Yeadon supporting people with dementia in the locality. The group disbanded in 2021 and £3,000 of the reserves were donated to Otley Action to support people with dementia. The money has been used to support the Otley Action Memory Lane Cafe held monthly at the Chippendale Centre.

Arnold Clark Community Fund

This money helped our socially isolated older people who were coming out of Covid-19 and had become isolated and less mobile. The funding financed some of the ongoing transport costs and upkeep of the vehicles.

Percy Bilton Trust

Contribution towards small goods and equipment for the community kitchen.

Pool Parish Council

Funding towards Easter celebrations.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Minibus Fund

This fund was established to raise money towards the purchase of a new vehicle. To kickstart the fund an initial sum of £20,000 was allocated to it and since then we have received further donations from members and the public at large.

11. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				
	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfers	Balance at 31 March 2022 £
Contingency Fund	108,500	-	-	2,335	110,835
Transport Fund	10,285	2,866	(4,599)	-	8,552
	<u>118,785</u>	<u>2,866</u>	<u>(4,599)</u>	<u>2,335</u>	<u>119,387</u>

12. Commitments under operating leases

At 31 March 2022 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2022 £	2021 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

13. Reconciliation of net movement in funds to net cashflow from operating activities:

	2022 £	2021 £
Net movement in funds	20,731	27,402
Deduct interest income	(1,099)	(1,355)
Increase in creditors	828	912
	<u>20,460</u>	<u>26,959</u>
Net cash used in operating activities	20,460	26,959

OTLEY ACTION FOR OLDER PEOPLE

England & Wales - Charity number 1150684

Accounts

OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2020/21



**Otley Action for Older People, Otley Older People's Welfare Centre
Crossgate, Otley, LS21 3AA**

Registered Charity Number 1150684

Company Number 8224902

Tel: 01943 463965

Website: www.otleyactionforolderpeople.org.uk

Email: info@otleyactionforolderpeople.org.uk

Aims and Objectives as set out in the “Articles of Association”.

“The charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

- 1) To relieve poverty
- 2) To preserve and protect good health
- 3) To advance education; and
- 4) To promote the social inclusion of such people who are excluded from society because they are house-bound, or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the trustees deem fit”.

Background

Otley Action for Older People (OAOP) is a long established and successful community-based organisation working on behalf of the older population of Otley, Pool and Arthington. Initiated in 1995 and granted charitable status in 1996. The original charity number was 1060379 and Otley Action registered with the Charity Commission at the time setting itself the clear objectives as listed in the original constitution.

OAOP is open to all people over 60 within the Otley, Pool-in-Wharfedale and Arthington areas. Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme (NNS) a network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independent living for older people.

OAOP primarily targets activities and services to the needs of low-income older people, older people with disabilities and those threatened by or experiencing social exclusion. However, there is an open-door policy and thus activities are open to those aged over 60, except where there are defined criteria.

The organisation is in the north west of the Leeds Metropolitan District. Otley, Pool and Arthington are set within a rural area and are outside the Leeds Regeneration Area.

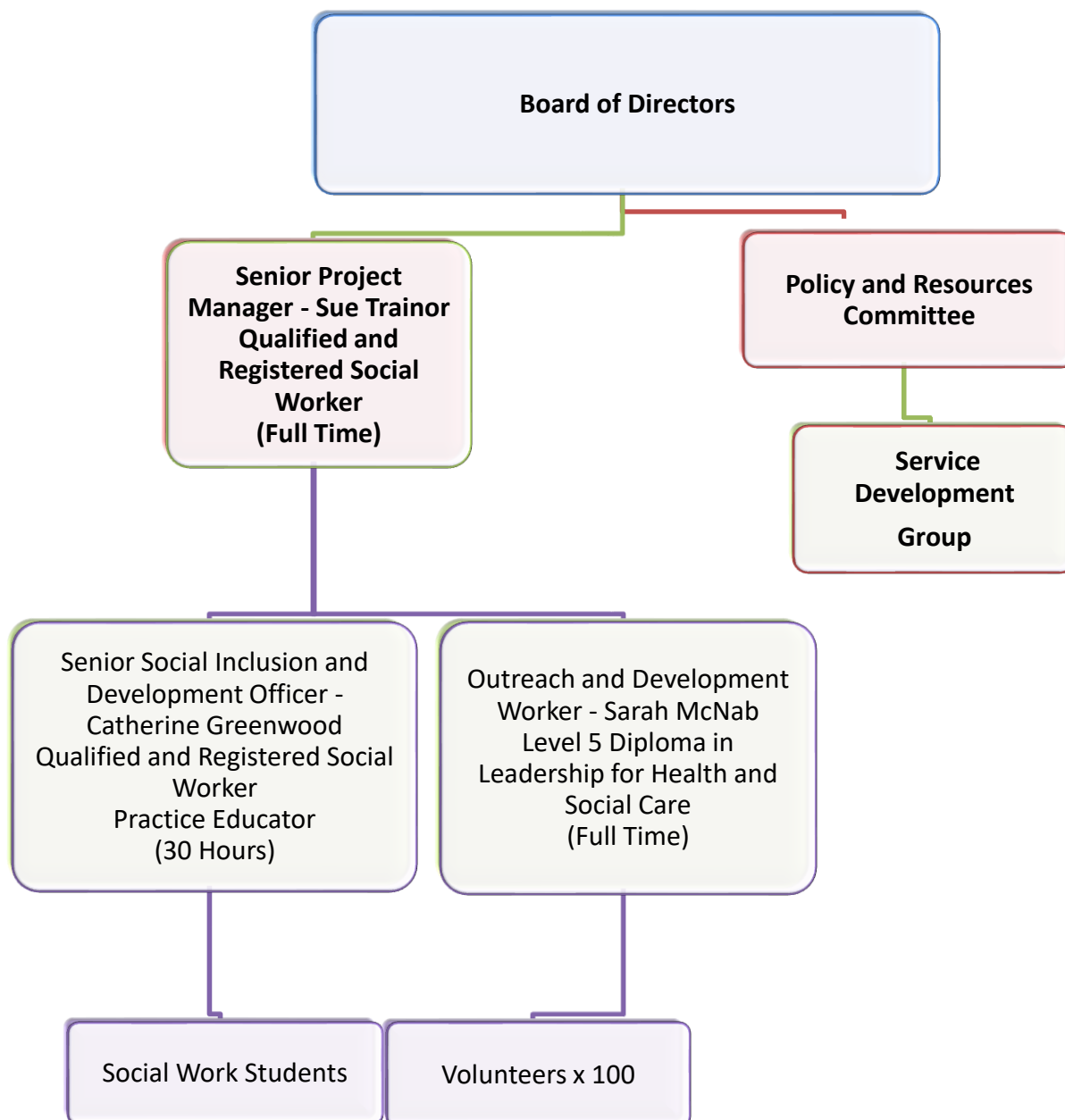
There are over 3000 older people living within Otley (that equates to approximately 24% of the population). 8% of these are over 75 and 2% over 85. Among the over 60s, 71% are owner-occupiers, 18% local authority rental and 11% other rental. High proportions are living alone (49% of our membership). OAOP currently has in excess of 1000 members registered on the database.

OAOP has three staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receives training and support and as such are competent and able in supporting our older people. The staff team organises, manages, and oversees the volunteers and provides practical and emotional support to them and our members. Our Board of Directors, made up of local older people and members of the local community to ensure co-production in the development of services that are provided, and decisions made, provides governance of the organisation. We value our members and actively seek feedback from observation and consultation. Consultation and feedback from members is integral to our improvement policies and this we actively seek.

As an organisation, we have a continual improvement philosophy and a desire to increase the quality of services and outcomes available to older people.

Otley Action for Older People (OAOP) provides activities and services for adults over the age of 60. The primary aims focus on social inclusion and equality. This is enacted by enabling reductions in poverty, increasing active participation and providing person centred support for people to live in their own homes for as long as possible.

Services include home visits, assessments, information and signposting, transport to hospital and doctors' appointments, wheelchair hire, shopping, lunch clubs, exercise classes, social groups and outings.



Board of Directors

2020/2021

Ailsa Bearpark (Chair)

Gill Chapman

Tim Dalby

John Eveleigh

Doris Gagen

Nigel Gill

Pamela Gill

Frank Jordan (Secretary)

Pauline Padden

Stuart Page

Arthur Parslow (Treasurer)

Company Secretary

Sue Trainor

Members

Pamela Calvert

Board of Directors

Doris



Arthur



Tim



Pam



Nigel



John



Gill



Frank



Ailsa



Stuart



Pauline



Otley Action for Older People – Staff Team

Project Manager	Sue Trainor	Qualified Social Worker
Senior Social Inclusion Worker	Catherine Greenwood	Qualified Social Worker
Outreach and Development Worker	Sarah McNab	Cert HE Health Studies Level 5 Diploma in Leadership for Health and Social Care

Social Work students on placement in 2020/2021

Nauraiza Ashraf	Second Year BA Honours Bradford University	Passed
Kaitlin Walmsley	Second Year BA Honours Leeds Beckett University	Passed
Amber Wynn-Handbury	Second Year BA Honours Leeds Beckett University	(Ongoing)
Georgina Ingoe	Second Year BA Honours Bradford University	(Ongoing)

Volunteers

We have an excellent team of registered volunteers ranging in age from 19 – 93! With a wealth of experience from just about every background, you can think of, our volunteers demonstrate care and commitment to the older people of Otley, Pool and Arthington as they run a myriad of services for OAOP. There are currently over 100 volunteers registered with Otley Action.

Our volunteers work as:

- Directors
- Lunch club helpers
- Befrienders
- Minibus Drivers
- Minibus Escorts
- Group and Activity helpers
- Car Scheme Drivers
- Leaders and Helpers of Groups such as tai-chi, Zumba, Chair based exercise etc.
- Admin and office Support
- Fundraisers
- Practical support with shopping and prescription pick ups
- Providing support at appointments, such as dentist, doctor, hospital, optician etc.
- And many other ways to help our members.
- Welfare phone calls
- Hot meal deliveries

Over the last 12 months, our volunteers have seen a shift in the needs of the older people they support due to the covid-19 pandemic. We had to cancel group activities and offer support with shopping, prescription pickups, welfare phone calls and hot food deliveries, to meet the immediate needs of our members, who are most at risk of the virus.

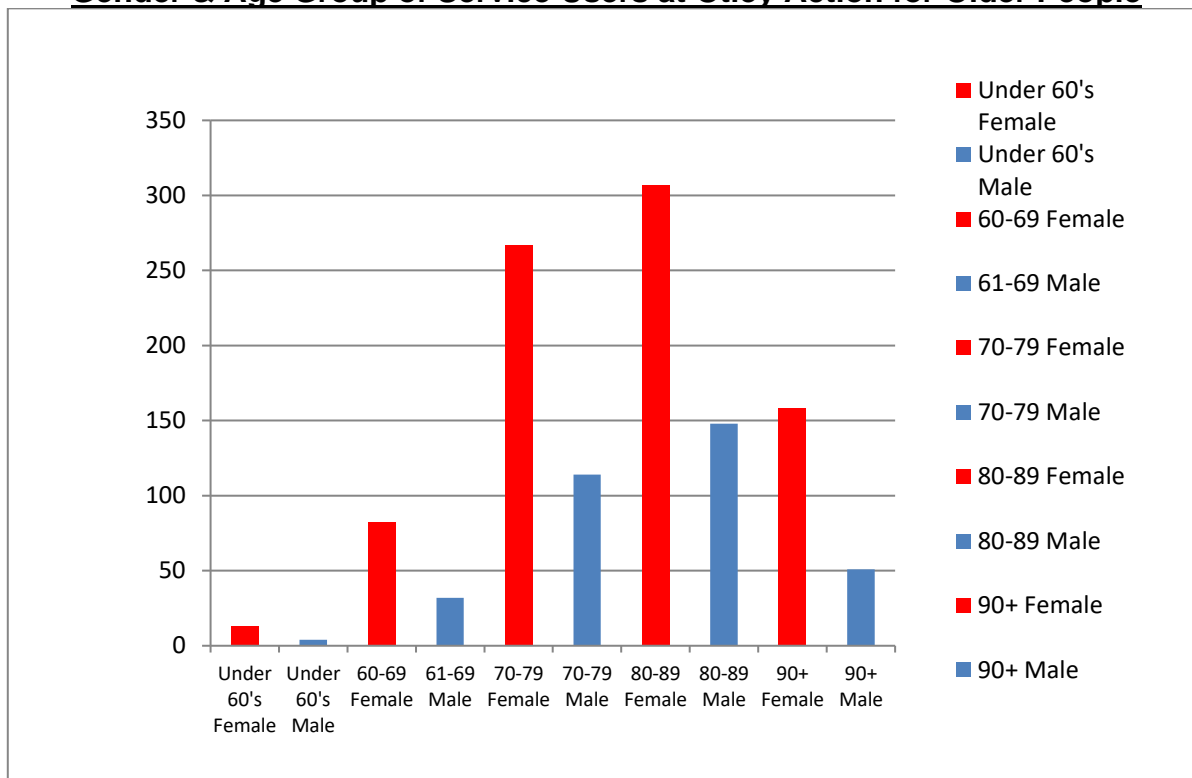
Our volunteers stepped up to these new requests and delivered to those in need, ensuring people received their shopping and medication, hot food and alleviated loneliness of our most isolated by providing a constant point of contact.

Our volunteer workforce is fundamental to the work that we do and without them Otley Action would not be the force that it is. No one, especially the volunteers, should underestimate the value of his or her work and dedication. Due to their long-term commitment, Otley Action has grown steadily over the years. As a result, we can help hundreds of older people to maintain their independence. Thank you!

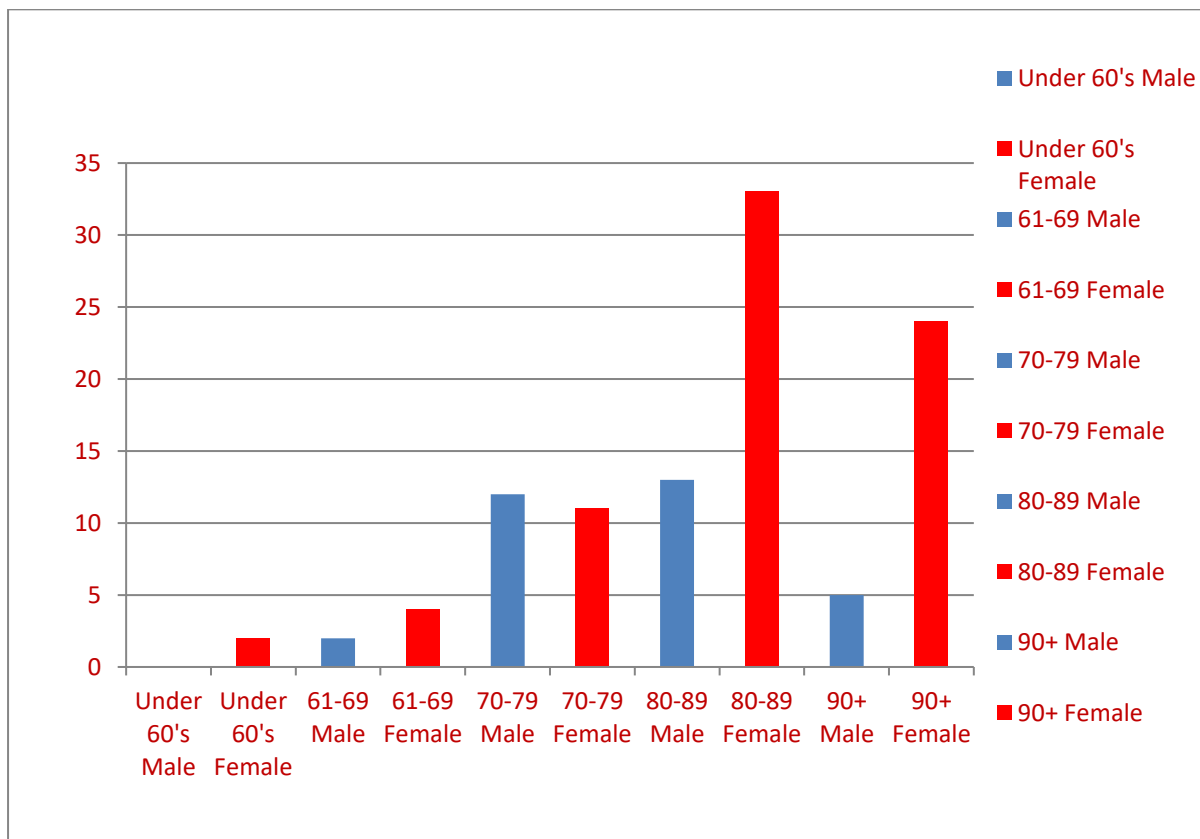
Otley Action Members

In March 2021, we had 1176 members registered with Otley Action. There were 827 women and 349 men. Of these members there were 74 women and 32 men registered with Memory Loss.

Gender & Age Group of Service Users at Otley Action for Older People



Gender of Service Users at Otley Action for Older People with Memory Problems



Chair's remarks

The past year has proved to be a period of enormous challenge, achievement and development for Otley Action for Older People. It has been a matter of constant wonderment to me that the team has kept the home fires burning in the face of the pandemic, not to mention a relocation during the refurbishment of our offices and the ground floor of the Otley Older People's Welfare Centre. Sue, Catherine and Sarah have worked along with our fantastic team of volunteers to ensure a safety net was quickly established in the most restricted periods so that we could support as many people as possible through the worst of times. Now we can breathe a little easier as the restrictions are gradually lifted and reflect on what happened and how.



In this report you will read of the many initiatives that have taken place during the year, most of which have relied upon the dedication and care offered by our volunteers. You are amazing! And I know that we, as the board of directors and Sue and her team, thank you from the bottom of our hearts.

Picture: Ailsa Bearpark and Sue Trainor

I would like to comment on the refurbishment project that has happened during this time. It is the culmination of 4 years work undertaken by a steering group comprised of representatives of OAOP and Otley Older People's Welfare Centre Trustees. The Centre is a precious asset to the community of Otley and one that it is vital to maintain. Working together with our shared aims of supporting the welfare and independence of our older people we have been able to future proof the building and, we hope, the longevity of both organisations. I would like to make a special mention of Sue, our Project Manager. She has enabled the group to accrue over £425,000 in funding, a prodigious feat in any estimation. Our thanks go to Rachel Walmsley and John Harris of Third Sector Funding Consultants who worked with OAOP to showcase our work and demonstrate the value of OOPWC in the community. Rachel and John have also given the benefit of their experience and knowledge to the OAOP board of directors enabling us to become more effective in our role. Their input contributed to the enormous amount of work it takes to be successful in these times of limited funding.

The major funding contribution of £ 275,000 made by Otley Town Council is especially important to mention. Their foresight in investing in this centrally located building will stand Otley in good stead for generations to come. Thank you so much.

But there was more to come! The project only covered the ground floor facilities and gave OAOP an independent entrance part of the building. The board resolved to take advantage of the builders being on site and, again with Sue's guidance, we invested £40,000 in the revamp of our first-floor offices. I think we can agree this has been a great improvement to our facilities and provided a high-quality working environment for volunteers and staff alike.

Otley Action for Older People / Annual Report 2020/21

Many of our members have generously donated to these projects. Your contribution is very much appreciated, thank you.

In this busy time OAOP has developed its operation and now has need of more staff to underpin the work of the increasing number of volunteers offering their services to the community. A successful Big Lottery bid was achieved for £200,000 over four years to recruit a Volunteer Support and Community Officer. We have also employed a Finance and Administration Officer to support the treasurer and office function.

The directors of OAOP have continued meeting during the year frequently using the on-line 'Zoom' contract we opened. This enabled us to keep in touch with the fast-moving situation Sue was managing. I would like to thank my fellow directors for their constant support and especially our Treasurer, Arthur Parslow and Secretary, Frank Jordan. These roles carry much responsibility and require dedication, many thanks to you both.

The reputation of OAOP in the Neighbourhood Networks of Leeds City Council is strong and due to this the staff have participated in several projects well beyond our usual activities. It cannot be said enough, OAOP staff and volunteers have worked tirelessly and achieved greatly, it is an honor and a privilege to be involved with you all.

Ailsa Bearpark

Chair of Otley Action for Older People

Project Manager's Report

As the impact of COVID 19 and subsequent lockdowns took hold on our community Otley Action were able to rise to the occasion demonstrating that experience as well as local knowledge and resources was key in supporting the local community in its hour of need. Partnership working was essential as OAOP took a lead role working alongside Otley Town Council, Leeds City Council, and many other partner organisations. The adaptability of OAOP was its greatest strength as it had to quickly look at and implement new ways of working. As a LCC Hub the remit expanded to include parts of Yeadon and vulnerable people of all ages. Many tried and trusted volunteers disappeared under the radar whilst at the same time many new volunteers emerged offering their support. Keeping in touch with our older people whilst they were unable to leave their homes was a challenge and telephone contact to over 800 older people was put in place providing a point of contact and a reassuring ear to get through the difficult times. Extra newsletters, publications and activity books were put in place and hand delivered by volunteers. Shopping and prescription support became a priority ensuring all those shielding had access to the goods needed. Food deliveries took place over four days with meals being delivered to over 100 people every week. Over the year we lost some much loved and cherished members, fortunately none of them to COVID19. New systems for home working were put in place and have proved to be very successful. Financial systems also had to be developed as more and more members paid by card. At the height of the pandemic a core of around 20 volunteers emerged taking on the lion's share of the work and going above and beyond what was asked of them. Our thanks to them cannot be over emphasised. Our thanks also for all the generous gifts and donations received throughout the year. It is wonderful to see how a community can come together and support the vulnerable in a variety of different ways.

As lockdowns eased OAOP were able to carefully introduce activities to those who desperately needed them. Risk assessments and COVID safety became the norm and was clearly very successful as no cases were ever recorded. The support activities were most welcome and gratefully received by all.

Alongside everything else OAOP were able to manage the refurbishment of the Older People's Welfare Centre together with OOPWMC. Whilst the start was delayed initially due to COVID it was fantastic when things eventually got underway. The staff at OAOP endured much as banging and drilling were regular occurrences but they were never phased. Added to this they had to move into temporary accommodation for 3 months whilst the first-floor offices were refurbished.

Financially OAOP have received many grants and donations which has left them ending the year financially stronger than they started. The final cherry on the cake was the news in February 2021 that our Big Lottery application for a new post over four years had been successful. The grant just shy of £200,000.00 will come into play from May 2021.

Sue Trainor
Project Manager

Otley Action Activities

Regular Services and Activities from 01/04/2020 – 31/03/2021

Advice and Information

Registration of members
Support for Individuals & community groups
Signposting and referrals
Newsletters

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme
Wheelchair and equipment loan
Assistance to appointments

Social Activities

Hot meal delivery service, fish and chip delivery service, coffee morning support group, lunch club support group, mini-bus trips, Christmas lunches, quizzes, art class, Tai Chi, Zumba, indoor bowls.

Practical Help

Shopping support
Gardener vetting service
Contractors list
Care and Repair referrals
Volunteering
IT and technical support
Picking up prescriptions

Social Care

Home visiting and assessments
Befriending
Telephone contact
Blue badge
Bus Passes
Attendance allowance applications
Housing support
Form filling and financial queries

Health Activities

Tai Chi classes
Zumba Gold classes
Winter indoor bowls

Regular Groups and Activities

This is our regular timetable of scheduled events. These were suspended during the covid-19 pandemic. We aim to recommence this timetable once the restrictions allow:

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Bingo	Downstairs in the Labour Rooms	1.30 pm	20
Monday	Monday Social Group	Various Locations	10.30/2.00 pm	10
Monday	Tai-Chi	Wharfedale Court	10.00 am	9
Tuesday	Otley Luncheon Club	Over 60's Welfare Club	12.30 pm	30
Tuesday	Art Class	Over 60's Welfare Club	2.30pm	20
Wednesday	Walking Netball	Prince Henry's	5pm	10
Wednesday	Indoor bowling	Otley Methodist church	10am	15
Wednesday	Fish and Chip Delivery	Otley members	1.00 pm	8
Wednesday	Leg Club	Over 60's Welfare Club	1.30 pm	20
Wednesday	Pool Luncheon Club	Wharfedale Court	12.30 pm	25
Thursday	Choir	Downstairs in the Labour Rooms	11.00 am	15
Thursday	Otley Lunch Club	Otley Methodist Church	12.00 pm	40
Thursday	Parents, tots, and seniors	Over 60's Welfare Club	1.30 pm	12
Thursday	Tai-chi	Otley Methodist Church	2.00 pm	20
Friday	Friday Diners	Various	1.00 pm	12
Friday	Zumba Gold	Otley Methodist Church	1.15 pm	30

Otley Action for Older People Monthly Group Schedule (April 2020 – March 2021)

Day	Activity	Venue	Time	Clients per session
4 th Monday of the month	Quiz and Buffet Lunch	Over 60's Welfare Club	12.30 pm	25
2 nd Monday of the month	Memory Lane Lunch	Over 60's Welfare Club	12.00 pm	12

What happened in 2020/2021 during the pandemic?

COVID-19 Pandemic Response

We entered an unprecedented period of uncertainty in March 2020 as lockdown restrictions banned groups of people meeting and coming together. On the 11th of March, the World Health Organisation declared the Coronavirus outbreak a pandemic. It was recommended that people over the age of 70 self-isolate, avoid any unnecessary travel and to remain at home as much as possible.

These implementations saw a huge change in the support the staff and volunteers at Otley Action could offer to the members as the needs of the members changed dramatically.

In line with government guidance, we tentatively suspended all group activity on the 16th of March 2020, until further notice. On the 20th of March, we cancelled all home visits and office drop-ins.

Otley Action's remit altered dramatically once lockdown restrictions were in place. In addition to supporting over 60's in Otley, Pool and Arthington, we took on responsibility for part of Yeadon and people under 60, through the LCC referral process.

We began to offer the following services for people over the age of 60 in Otley, Pool and Arthington:

- A telephone contact scheme
- Assistance with shopping
- Assistance with picking up prescriptions.
- Referrals to Otley Food Bank
- One to one over the phone support
- Fish and chip delivery service - every Tuesday, Wednesday, and Thursday
- Signposting / referrals to other services

We were contacted a week after lockdown was announced by Leeds City Council and asked to become one of their Lead Partners in co-ordinating the relief work in response to the Pandemic. LCC set up a Coronavirus helpline that people in Leeds, of all ages, could ring and ask for support. Otley Action became the Hub for Otley and Yeadon responding to all requests received via the Leeds City Council helpline.

The following services were available to individuals referred through LCC:

- Assistance with shopping
- Assistance with picking up prescriptions.
- Telephone contact
- Delivering food parcels
- Delivering food vouchers

As time passed and restrictions were eased, we recommenced a few activities, albeit with limited numbers and new measures to ensure venues and activities were covid secure. Since September 2020 we started running the following groups (in accordance with government guidelines):

Art Class

Tai Chi

Zumba

Friday Coffee Morning

Thursday Lunch Club

Restrictions were tightened in November, and Art Class, Zumba and Tai Chi had to, once again, be suspended. We have been able to continue with the lunch and the coffee morning as these are

deemed as charity run support groups, they are exempt from the rule of 6 and exempt from the ban on indoor meetings.

Telephone Contact Scheme

Since March 2021, we developed a telephone contact scheme to provide companionship and reassurance to our members as they became more isolated than ever. At the height of the first lockdown, we had over 20 volunteers calling over 400 service users each week. The calls were a lifeline to so many, especially those with no family, and this was their only contact with someone each week. As restrictions eased, we have seen less of a reliance on this service, but we are still providing this support to over 150 service users that still benefit from the phone calls.

Assistance with Shopping and Prescriptions

One of the biggest challenges we saw people facing when the first lockdown was implemented, was accessing medication, and getting their shopping. As they fell into the vulnerable category, the need for help with these day-to-day tasks was unprecedented. At the height of the lockdown, we had a team of over 30 volunteers helping with around 80 shopping trips per week, and over 50 prescription pick up and deliveries.

Food Bank Referrals

The last year also saw an increase in people needing support from food banks due to the detrimental impact the pandemic, and subsequent restrictions, had on their finances. As the Hub, we provide support for Otley and Yeadon. For those in Yeadon we made referrals to Safe Haven who were providing food parcels to local people in need. Otley Food bank covered those based in Otley. We built an excellent working relationship with the food banks, who worked tirelessly throughout the pandemic.

Hot food deliveries

When all our group activities were cancelled, we felt many people would miss the hot meals they were served each week at our lunch clubs. To still provide this hot meal service, we developed a lunch delivery service on a Monday and a fish and chip delivery service every Tuesday, Wednesday, and Thursday. These services ensure that those individuals are still getting a hot meal, and they also get to see the friendly face of the volunteers delivering. It has been hugely popular and was even featured on an episode of Look North, which gave our members the opportunity to explain what it meant to them. Since March 2020, we have been delivering hot food to over 100 members every week.



Trips and outings

We were unable to run trips and outings for a large part of 2020/21 due to the restrictions in place because of the covid-19 pandemic. When guidelines allowed, we did run some countryside drives, picnics, trips to the local pantry and trips to the Wetherby Whaler. These trips were very popular as our members were becoming severely isolated and lonely because of the lockdown and other restrictions.



Training

We received a grant of £1,000 from Voluntary Action Leeds in response to the pandemic. This money was used to provide training courses for our students and volunteers. The following training sessions were held:

Date	Training	Number of attendees
16/02/2021	Safeguarding Vulnerable Adults Level 1	14
26/01/2021	Dementia Awareness Training	9
23/03/2021	Mental Health Awareness Training	7

The sessions included training on how to remain covid secure when delivering the skills acquired from the courses.

Support Groups

Support groups have still been allowed to continue throughout the lockdowns, for a maximum of 15 people. As a result, since September, we have been running a support group on a Thursday lunch time at the Methodist Church, and we have been running two back-to-back support groups for 8 people on a Friday morning at the Labour Rooms. Our Thursday group is targeted towards our members suffering with mobility or cognitive problems and our Friday groups target our most isolated members that are suffering severely with loneliness, many without families close by. These groups have been a lifeline to the attendees, as often it is the only time each week they get to see / speak to someone else.

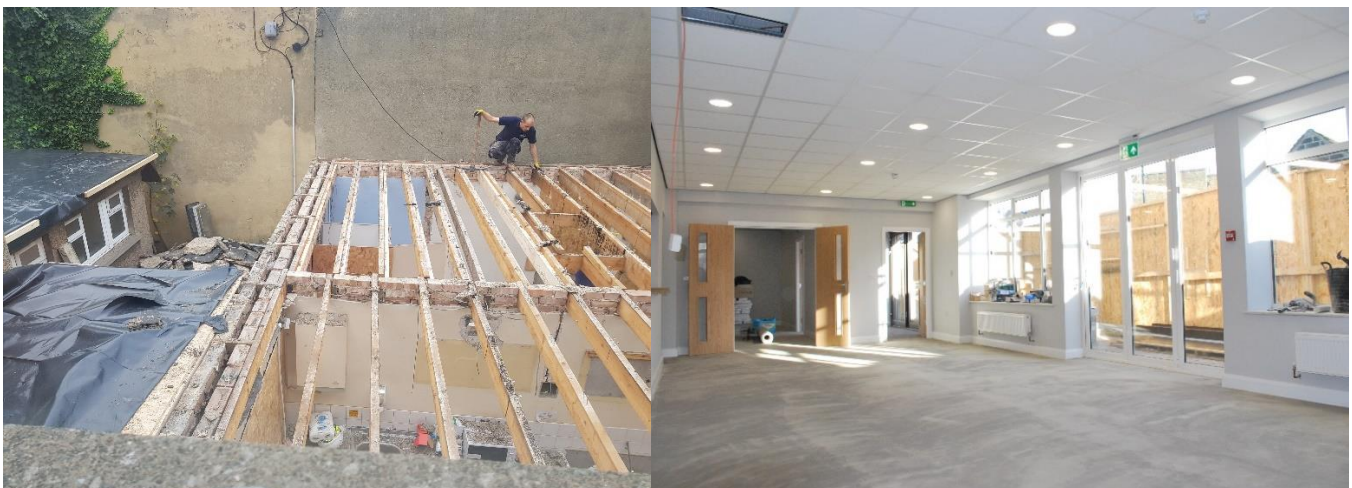
Christmas Day Deliveries

After what had been a very strange and difficult year for everyone, Otley Action decided that people might appreciate a small token on Christmas day, to let them know we were thinking of them! We recruited around 20 volunteers to help distribute gift bags containing goodies such as chocolates, toiletries, cakes, biscuits, newsletters, and puzzle books. We delivered to around 350 of our most isolated members on Christmas day. They were all extremely grateful and after the Christmas break, we came back to a whole host of calls and letters thanking us for their Christmas Day treat.



New Premises

The Older People's Welfare Centre on Crossgate has been undergoing a major refurbishment which started in October 2020 and was completed in February 2021. The tired and dated centre needed a full makeover and Otley Old People's Welfare Management Committee (OOPWMC) the trustees of the building and Otley Action for Older People (OAOP) the tenants occupying the first floor originally got together in 2017 to set the ball rolling. Their vision of a centre that the town could be proud of and that would be a welcoming and inviting place for our older people started to take shape. The two charities never doubted that this much needed upgrade would happen, and their efforts were rewarded when Otley Town Council agreed to support the project via a Public Works Loan. Other funding was also secured from The Wolfson Foundation, Awards for All, The Screwfix Foundation, The Garfield Weston Foundation, and the Royal Wharfedale Lodge of Freemasons. In addition, donations were raised from generous local businesses and people which all helped to raise the substantial sum of money that was needed. During the transformation, the building was stripped back to the core with ceilings, electrics, walls, and a roof all being replaced. The clever design aimed to make the best use of the space providing ground-floor accommodation for Otley Action for Older People without losing any of the community space. The new toilet block was relocated and the much-needed disabled toilets now provide access for all. The new kitchen has a commercial dishwasher and two double ovens to ensure all community groups using the facility will be catered for. The building has new windows and doors to the front with triple glazing and an outside seating area. There is also a new ramp leading to the main entrance with plenty of space once inside for wheelie walkers, trolleys, and wheelchairs. The building has also had solar panels fitted on the inner roof and other energysaving measures are in place. Prior to the refurbishment Otley Action occupied the first floor of the building which was not ideal for older people with disabilities calling at the centre. The new design now means that Otley Action has accessible ground-floor office accommodation more in keeping with their ethos. The charity also has its own entrance separate to the building but still maintains an internal connecting door to the community facility. The staff at Otley Action who have worked tirelessly throughout the pandemic and the building work have endured much but emerge stronger than ever from their experience. At times, the noise from the building work was deafening but services continued despite the disruptions. In November 2020, the charity relocated temporarily to the Otley Town Partnership office at the back of the building whilst major works took place on the first floor. The momentum from the building work downstairs had taken hold and it was felt that it was too good an opportunity to miss. As a consequence, the Otley Action for Older People Board allocated funds for a major refurbishment of the first floor. Staff agree that the new open plan office with a volunteer reception room and brand-new fitted kitchen is well worth all that was endured. The two charities are delighted with the new building and would like to thank Ashfield Group and architects LEDA. David Wilkinson from OOPWMC and Sue Trainor from OAOP who have led the project for each charity agree that it has been a labour of love and that they are highly delighted with the transformation.



Our New Office

We finally moved into our new office on Friday 12th February. We were very kindly inundated with generous donations towards the cost of new office furniture. These donations were used to purchase new desks and filing cabinets, as our existing ones had seen better days! We are all absolutely thrilled with how everything looks!



Otley Action Finance – Fundraising and Donations

Leeds City Council – OAOP have a five-year contact with Leeds City Council which runs until 30th September 2023. (£76,000)

Leeds City Council – Otley and Yeadon Hub- Covid-19 response. First payment £5,000 received 07/04/2020. Second payment £2,000 19/08/2020. Third payment 29/01/2020 £14,800.00.

Abbey House – A donation was received from Abbey House for £500 on the 23rd of April 2020.

Otley Town Council – Awarded OAOP £422.97 on 10th April 2020 for mobile phones for staff members for home working. A further grant awarded on 20th May towards Newsletter costs.

Neighbourly Grant – Two awards of £400 received for our Covid Response. The first was received on the 1 May 2020.

Leeds City Council – Contributed £500 of MICE Money on 1st June 2020 towards the cost of a new laptop.

Direct Line – Community Team donation of £1000.00 on the 30/06/2020.

Tesco Bags – Donation of £500 received in July towards general costs.

Leeds City Council – Lunch club grants – First payment £2378.00 on the 29/05/2020. Second payment £2379.00 received on the 16/10/2020.

Leeds City Council – Small Business Rates rebate - £10,000 received 1 June 2020.

Big Lottery – Government funding for Covid Relief work 07/08/2020 £18,250.00

100% Digital Leeds - £1000 money for computers/laptops in August 2020

Leeds Housing – Contribution towards re starting groups of £3120.00 on the 22/09/2020.

Aviva Community Fund – Crowd Funder a donation of £932.00 on the 07/10/2020 towards social inclusion.

Co-op Community Fund – First payment on the 09/04/2020 of £613.81. Second payment on the 06/11/2020 £1404.51 to support the work of Otley Action.

Leeds Older People's Forum – Digital Inclusion Project - £1000

Leeds Older People's Forum – Covid Grant – Volunteer Training £1,000

Voluntary Action Leeds – Partnership project with Garforth Net – Older volunteers' consultation £2500.00 on the 18th of November 2020.

Local Giving – My Donate button on the website. Contributions received between the 01/04/2020 – 31/03/2021 is £4732.60. Local Giving match funding £738.52.00

HMRC – Gift Aid - £2640.12 claimed in June 2020.

Legacies – Betty Negus - £1000 in June 2020. Joyce Hartley £10,000 in October 2020

Otley Action for Older People / Annual Report 2020/21

Leeds City Council – Government funding towards the Covid response. £13,500 received in December 2020.

Voluntary Action Leeds - £1000 awarded in January 2021 towards the cost of volunteer training.

NHS – Local Care Partnership – £17,500 received in January 2021 towards the frailty project.

Leeds Community Foundation - Time to Shine - £3660 for the connecting at the weekend project. Final payment received in March 2021.

Windmill Community transport - £500 received in December 2020 to support minibus transport.

**OTLEY ACTION FOR OLDER PEOPLE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	2021		2020	
	£	£	£	£
Income				
Grants, Donations and Fundraising		219,411		131,372
Fees and Charges		835		8,967
Contributions to Activities		4,931		23,330
Luncheon Club		6,782		16,920
Community Car Scheme		437		1,768
Bank Interest		1,355		1,560
Student Placements		6,787		4,800
Employers Allowance		4,000		3,000
		—————		—————
Total Income		244,538		191,717
		—————		—————
Expenditure				
Office and Room Rent	10,000		10,000	
Light and Heat	2,071		1,309	
Subscriptions	546		134	
Telephone		1,947		1,884
Printing, Stationery & Postage	1,403		1,733	
Insurance	770		672	
Repairs, Renewals & Refurbishments	43,237		2,247	
I T Support & Equipment		6,309		3,123
Independent Examination	2,010		1,914	
Professional Fees/Consultancy	10,040		4,555	
Miscellaneous	204		536	

Otley Action for Older People / Annual Report 2020/21

Publicity	<u>4,202</u>	<u>2,402</u>	
		82,739	30,509
Minibus & Van Expenses	5,154	8,848	
Trips, Social Events & Activities	3,730	19,315	
Luncheon Club	<u>7,175</u>	<u>14,702</u>	
		16,059	42,865
Salaries	99,907	73,090	
Employers National Insurance	5,601	6,516	
Pension Contributions	8,345	18,964	
Payroll Fees	467	476	
Training	877	1,288	
Volunteer Expenses	1,996	3,631	
Childcare Costs	989	1,150	
DBS Checks	<u>156</u>	<u>166</u>	
		118,338	105,281
Depreciation		-	10,449
		_____	_____
Total Expenditure		217,136	189,104
		_____	_____
Net Surplus for the Year		27,402	2,613
Funds Brought Forward		<u>186,954</u>	<u>184,341</u>
Funds Carried Forward		214,356	186,954
	_____	_____	

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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4.	Statement of Financial Activities
5.	Balance Sheet
6.	Statement of Cashflows
7 - 14	Notes to Accounts

OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Yorkshire Bank 10 Kirkgate Otley West Yorkshire LS21 3HJ Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow
Timothy Dalby
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Relationships:

Otley Action for Older People works with Leeds Adult Social Care, the NHS, Otley Town Council, and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

Prior to and during the pandemic the organisation also supports and works with several local community organisations including Otley Courthouse, Otley Older People's Welfare Committee, Otley Over 60's Club, Otley Food Bank, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

This has been a year unlike any other as the impact of the pandemic and subsequent lockdowns took hold. In the first few months of this financial year priority was given to setting up home working technologies and supporting the local community that was now under lockdown restrictions. Initially working in partnership with OTC, Otley Courthouse and Otley Foodbank and then Leeds City Council as the Hub for Otley and Yeadon. As all group activity was cancelled the focus was more on shopping support, prescriptions, telephone befriending as well as a great deal of meal delivery. Additionally, providing extra newsletters, puzzle books and reading material to keep people up to date and connected throughout these difficult times.

The start date of the refurbishment of the Older People's Welfare Centre was delayed as only essential work was permissible. Initially we planned to start in June 2020 but finally work got underway in October of the same year. It was business as usual for staff who worked relentlessly throughout the upheaval and were on site to oversee the proceedings. In November 2020, the Board of directors agreed to fund the refurbishment of the first-floor office whilst the builders were onsite. This meant a temporary relocation for the staff to the back of the building. Finally, in March 2021 all the work was completed to a very high standard and the result was outstanding.

We were delighted in February 2021 when we were advised by the Big Lottery that our application for just shy of £200,000 was successful. The money will pay for a Volunteer Engagement Officer over a four-year period. This was the icing on the cake as despite the pandemic Otley Action had received a bumper amount of grants, awards, and funding. As restriction ease the consensus within the organisation is that there is a lot to look forward to.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £27,402 (2020 - a small surplus of £2,613) in this financial year.

The core activities of the organisation made a small surplus of £5,707 prior to any fund transfers.

The total reserves of the organisation at 31 March 2021 amounted to £214,356.

Of this £46,263 relates to specific restricted funded projects and is due to be spent in the 2020/21 financial year. General reserves, following a transfer of £28,500 to designated funds now amount to £49,308 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2021 had a balance of £10,285 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £108,500. At the beginning of the financial year the balance on this fund was £80,000 but it was agreed by the Board to transfer £28,500 from unrestricted reserves to ensure that this policy could be fully adhered to.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Plans for the Future

We are looking forward to the future with renewed grit and determination in spite of all that has happened in the first part of 2021 and 2020. We want to know what the impact of lockdown and the pandemic has had on our members and how we can best support them moving forward. With this in mind, we will be reintroducing them to the outside world in a safe and manageable way.

What is exciting is looking forward to the grand re-opening of the Older People's Welfare Centre in July 2021 once the refurbishment is complete. We anticipate that the new Hub will be a warm and welcoming space where older people will be able to come together to once again socialise and meet with their friends. Otley Action with its ground floor office space will also welcome members of the public providing valuable advice, information and support in a plush new accessible space. The new state of the art community facility will have the wow factor, and we look forward to reopening later in the year.

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

..... Director
Alisa Bearpark

Dated: 28 June 2021

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 1 July 2021

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	General Fund £	Designated Fund £	Restricted Funds £	2021 £	2020 £
Income						
Donations and Legacies	2	35,713	-	3,410	39,123	22,684
Investment Income		1,355	-	-	1,355	1,560
		<u>37,068</u>	<u>-</u>	<u>3,410</u>	<u>40,478</u>	<u>24,244</u>
Income from Charitable Activities	3	102,800	1,146	100,114	204,060	167,473
		<u>139,868</u>	<u>1,146</u>	<u>103,524</u>	<u>244,538</u>	<u>191,717</u>
Total Income						
Expenditure						
Charitable Activities	4	134,161	5,154	77,821	217,136	189,104
		<u>134,161</u>	<u>5,154</u>	<u>77,821</u>	<u>217,136</u>	<u>189,104</u>
Total Expenditure						
Net Income/(Expenditure)						
Net movement in funds before transfers		5,707	(4,008)	25,703	27,402	2,613
Transfer between funds		(29,131)	28,500	631	-	-
		<u>(23,424)</u>	<u>24,492</u>	<u>26,334</u>	<u>27,402</u>	<u>2,613</u>
Net Income/(Expenditure)						
Net Movement in funds after transfers		(23,424)	24,492	26,334	27,402	2,613
Total funds brought forward		<u>72,732</u>	<u>94,293</u>	<u>19,929</u>	<u>186,954</u>	<u>184,341</u>
Total funds carried forward		<u>49,308</u>	<u>118,785</u>	<u>46,263</u>	<u>214,356</u>	<u>186,954</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	General fund	Designated funds	Restricted funds	2021 Total funds	2020 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		51,498	118,785	46,935	217,218	188,904
Total Assets		51,498	118,785	46,935	217,218	188,904
Creditors: Amounts Falling Due Within One Year	8	(2,190)	-	(672)	(2,862)	(1,950)
Total Assets less Current Liabilities		49,308	118,785	46,263	214,356	186,954
The Funds of the Charity						
Restricted Funds	10	-	-	46,263	46,263	19,929
Unrestricted Funds						
Designated Funds	11	-	118,785	-	118,785	94,293
General Fund		49,308	-	-	49,308	72,732
Total Charity Funds		49,308	118,785	46,263	214,356	186,954

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 28 June 2021

.....
Alisa Bearpark
Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Cash used in operating activities	13	26,959	6,502
Cashflow from investing activities			
Interest income		1,355	1,560
		<hr/>	<hr/>
Increase in cash equivalents in the year		28,314	8,062
Cash equivalents at the beginning of the year		188,904	180,842
		<hr/>	<hr/>
Total cash equivalents at the end of the year		217,218	188,904
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

f. **Pensions**

The charity contributes to deferred contribution pension schemes for all of its employees.

g. **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. **Donations and Legacies**

	2021 £	2020 £
Donations:		
Legacy from the Estate of Joyce Hartley	10,000	-
Co-op Local Community Fund	2,018	-
Leeds Older Peoples Forum	1,500	-
Legacy from the Estate of Betty Negus	1,000	-
Townswomen Guild	1,000	-
R Macdonald	1,000	-
Crowdfunder	932	-
Heineken UK-Neighbourly	800	-
Trustees of Abbey House Settlement	500	500
A Balchin	500	-
R Collinson	500	-
Mr W M Sinclair	-	2,000
Legacy from the Estate of Edna Hart	-	1,000
The Rotary Club of Otley	-	500
Funeral of Ann Anderson	-	500
Sundry Donations and Fundraising	19,373	18,184
	<hr/>	<hr/>
	39,123	22,684
	<hr/>	<hr/>

3. **Income from Charitable Activities**

	General £	Designated £	Restricted £	2021 Total £	2020 £
Grants for unrestricted purposes	86,690	-	-	86,690	76,690
Grants for restricted purposes	-	311	93,287	93,598	31,998
Contribution to Activities	5,323	-	45	5,368	25,098
Fees & Charges	-	835	6,782	7,617	25,887
Student Placements	6,787	-	-	6,787	4,800
Employers Allowance	4,000	-	-	4,000	3,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	102,800	1,146	100,114	204,060	167,473
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	£	£
Grants for unrestricted purposes		
Leeds City Council	76,690	76,690
Small Business Rate Relief Grant	10,000	-
	<hr/>	<hr/>
	86,690	76,690
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2021	2020
	£	£
Leeds City Council Luncheon Club	4,757	5,265
Leeds City Council (MICE)	650	605
The Big Lottery Time to Shine (Connecting at The Weekend Project)	3,660	9,150
Leeds City Council Hub Funding	23,800	-
Leeds City Council Housing Funding	3,120	-
Bus Service Operators Grant	311	558
Leeds Local Care Partnership	17,500	-
Leeds City Council Harm Minimisation Fund	13,500	-
Voluntary Action Leeds	2,500	-
The Big Lottery Community Fund	18,250	-
Leeds Older Peoples Forum	2,000	200
Groundworks Tesco	500	-
Leeds City Council Digital Leeds	2,000	-
Otley Town Council	350	1,222
Windmill Community Transport	500	-
BCT Care Services Ltd	200	-
Leeds City Council (Winter Warmth)	-	1,852
W G Edwards Charitable Foundation	-	1,000
Awards for All	-	9,300
ESC Lottery Small Fund Grant	-	2,156
Pool Parish Council (Christmas Party)	-	250
Otley Parish Church (Christmas Party)	-	240
The Vegetarian Society	-	200
	<hr/>	<hr/>
	93,598	31,998
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

4. Charitable Activities	2021 £	2020 £
Office and Room Rent	10,000	10,000
Light and Heat	2,071	1,309
Subscriptions	546	134
Telephone	1,947	1,884
Printing, Stationery & Postage	1,403	1,733
Insurance	770	672
Repairs, Renewals and Refurbishments	43,237	2,247
I T Support and Equipment	6,309	3,123
Professional Fees/Consultancy	10,040	4,555
Miscellaneous	204	536
Publicity	4,202	2,402
Minibus & Van Expenses	5,154	8,848
Trips, Social Events & Activities	3,730	19,315
Luncheon Club	7,175	14,702
Salaries	99,907	73,090
Employers National Insurance	5,601	6,516
Pension Contributions	8,345	18,964
Payroll Fees	467	476
Training	877	1,288
Volunteer Expenses	1,996	3,631
Childcare Costs	989	1,150
Depreciation	-	10,449
Governance Costs (note 5)	2,166	2,080
	<hr/>	<hr/>
	217,136	189,104
	<hr/>	<hr/>
5. Governance Costs	2021 £	2020 £
DBS Checks	156	166
Independent Examiner's Fee	2,010	1,914
	<hr/>	<hr/>
	2,166	2,080
	<hr/>	<hr/>
6. Staff Costs	2021 £	2020 £
Salaries	99,907	73,090
Employers National Insurance	5,601	6,516
Pension Contributions	8,345	18,964
Childcare Costs	989	1,150
	<hr/>	<hr/>
	114,842	99,720
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 3 (2020 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2021 (2020: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2020: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2020				
And 31 March 2021	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Depreciation				
At 1 April 2020				
And 31 March 2021	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Net Book Value				
At 31 March 2021	-	-	-	-
	_____	_____	_____	_____
At 31 March 2020	-	-	-	-
	_____	_____	_____	_____

8. Creditors

	2021 £	2020 £
Accruals and deferred income	2,862	1,950
	_____	_____

9. Pension and other past-retirement benefit commitments Defined Contributions

	2021 £	2020 £
Contributions payable by the charity during the year	8,345	18,964
	_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

10. Restricted Funds

	Balance at 1 April 2020	Movement in Funds		Transfers	Balance at 31 March 2021
	£	Incoming Resources	Resources Expended		£
		£	£		£
Luncheon Clubs	5,320	11,539	(7,175)	631	10,315
Leeds City Council (MICE)	-	650	(500)	(150)	-
Otley Leg Club (All Legs Aloud NHS)	968	45	-	-	1,013
The Big Lottery Time to Shine (Connecting at the Weekend Project)	2,796	3,660	(6,456)	-	-
Awards for All	4,745	-	(4,745)	-	-
Building Fund	4,100	3,410	-	150	7,660
Donation	1,500	-	(1,500)	-	-
W G Edwards Charitable Foundation	500	-	(500)	-	-
Leeds City Council Hub Funding	-	23,800	(16,400)	-	7,400
Leeds City Council Housing Funding	-	3,120	(3,120)	-	-
NHS Local Care Partnership	-	17,500	(4,375)	-	13,125
Leeds City Council Harm Minimisation Fund	-	13,500	(6,750)	-	6,750
Voluntary Action Leeds	-	2,500	(2,500)	-	-
The Big Lottery Community Fund	-	18,250	(18,250)	-	-
Leeds Older Peoples Forum	-	2,000	(2,000)	-	-
Groundworks Tesco	-	500	(500)	-	-
Leeds City Council Digital Leeds	-	2,000	(2,000)	-	-
Otley Town Council	-	350	(350)	-	-
Windmill Community Transport	-	500	(500)	-	-
BCT Care Services Ltd	-	200	(200)	-	-
	19,929	103,524	(77,821)	631	46,263

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council (MICE)

We received £500 towards the cost of two laptops and £150 towards our Building Fund.

Otley Leg Club (All Legs Aloud NHS)

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its third anniversary on 27 February 2021.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

The Big Lottery Time to Shine (Connecting at the Weekend Project)

Otley Action received a grant from the "Time to Shine" fund in January 2019. The fund was for a "Connecting at The Weekend" project. The project aims to build a community network scheme for groups of older people who live alone to bring them together at the weekends and on Bank Holidays. This is a two-year project taking us to February 2021.

Awards for All

We were delighted in May 2019 when our Awards for All application for a "Developing the Hub" project to the sum of £9,300 was successful. We used the funding to employ the services of Third Sector Consultancy to facilitate a number of consultation events. This was useful in terms of gathering feedback from our members and volunteers and for steering us in the right direction for funding for the Hub project.

Building Fund

Monies donated towards the renovation of the building. We launched the "Buy a brick" scheme in 2018 asking members to contribute towards the refurbishment of the Older People's Welfare Centre. To date we have received donations totalling £7,600.

Donation

Originally Rita Walter donated £1500 as a contribution towards a new cooker to support the Otley Action lunch clubs. With her agreement this money has been spent on building renovation costs.

W G Edwards Charitable Foundation

The WG Edwards Charitable Foundation awarded us £1,000 in February 2020 to develop a pilot home visiting scheme. The service barely got underway when the coronavirus hit us. We are hoping that this service can continue in 2020.

Leeds City Council Hub Funding

In March 2020 we were appointed as the Leeds City Council Hub for Otley and Yeadon in response to the pandemic. Throughout we have been helping people of all ages as they have been shielding and unable to leave their homes.

Leeds City Council House Funding

Additional funding to support expenditure on all our activities between September 2020 and March 2021 following the easing of some restrictions.

NHS Local Care Partnerships

This is funding for our Frailty Project. This is initially a twelve month project, working in conjunction with the NHS, providing support and facilitating support groups for people in the community that are over 75 and have been identified as 'frail' by their GP surgeries.

Leeds City Council Harm Minimisation Funding

This is funding provided by the Government to local councils to support Covid-19 relief work.

Voluntary Action Leeds

Monies to enable us to work in partnership with Garforth NET on one of the Community Crisis to Community Cohesion Pilot Projects. It was a research project that ran from November 2020 to March 2021, which was looking at the pandemic and the affect it had on volunteers that found themselves in the 'at risk category'.

The Big Lottery Community Fund

This was money to enable us to pay for extra newsletters and publications.

Leeds Older Peoples Forum

We received two grants of £1,000 for digital inclusion and volunteer training.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Groundworks Tesco

Funding towards lunch deliveries.

Leeds City Council Digital Leeds

Funding to enable us to purchase new laptops/computers.

Otley Town Council

Funding towards the cost of the newsletter.

Windmill Community Transport

Funding to support our newsletter.

BCT Care Services Ltd

Funding towards the additional costs of our newsletter.

11. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				Balance at 31 March 2021 £
	Balance at 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfers £	
Contingency Fund	80,000	-	-	28,500	108,500
Transport Fund	14,293	1,146	(5,154)	-	10,285
	<u>94,293</u>	<u>1,146</u>	<u>(5,154)</u>	<u>28,500</u>	<u>118,785</u>

12. Commitments under operating leases

At 31 March 2021 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings 2021 £	2020 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

13. Reconciliation of net movement in funds to net cashflow from operating activities:

	2021 £	2020 £
Net movement in funds	27,402	2,613
Deduct interest income	(1,355)	(1,560)
Add back depreciation charge	-	10,449
Increase/(decrease) in creditors	912	(5,000)
Net cash used in operating activities	<u>26,959</u>	<u>6,502</u>

Charity Registration No: 1150684
Company Registration No: 08224902 (England and Wales)

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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2.	Report of the Directors
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5.	Balance Sheet
6.	Statement of Cashflows
7 - 14	Notes to Accounts

OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Yorkshire Bank 10 Kirkgate Otley West Yorkshire LS21 3HJ Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh
Doris Gagen
Pamela Gill
Arthur Parslow
Timothy Dalby
Ailsa Bearpark
Nigel Gill
Gillian Chapman
Frank Jordan
Pauline Padden
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
 - a. Is signed by a member entitled to vote at the meeting;
 - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2021**

Relationships:

Otley Action for Older People works with Leeds Adult Social Care, the NHS, Otley Town Council, and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

Prior to and during the pandemic the organisation also supports and works with several local community organisations including Otley Courthouse, Otley Older People's Welfare Committee, Otley Over 60's Club, Otley Food Bank, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

This has been a year unlike any other as the impact of the pandemic and subsequent lockdowns took hold. In the first few months of this financial year priority was given to setting up home working technologies and supporting the local community that was now under lockdown restrictions. Initially working in partnership with OTC, Otley Courthouse and Otley Foodbank and then Leeds City Council as the Hub for Otley and Yeadon. As all group activity was cancelled the focus was more on shopping support, prescriptions, telephone befriending as well as a great deal of meal delivery. Additionally, providing extra newsletters, puzzle books and reading material to keep people up to date and connected throughout these difficult times.

The start date of the refurbishment of the Older People's Welfare Centre was delayed as only essential work was permissible. Initially we planned to start in June 2020 but finally work got underway in October of the same year. It was business as usual for staff who worked relentlessly throughout the upheaval and were on site to oversee the proceedings. In November 2020, the Board of directors agreed to fund the refurbishment of the first-floor office whilst the builders were onsite. This meant a temporary relocation for the staff to the back of the building. Finally, in March 2021 all the work was completed to a very high standard and the result was outstanding.

We were delighted in February 2021 when we were advised by the Big Lottery that our application for just shy of £200,000 was successful. The money will pay for a Volunteer Engagement Officer over a four-year period. This was the icing on the cake as despite the pandemic Otley Action had received a bumper amount of grants, awards, and funding. As restriction ease the consensus within the organisation is that there is a lot to look forward to.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2021**

Policies

These are policies we have reviewed this year:-

Accessible Information Policy documents
 Bullying and Harassment Policy documents
 Complaints and Compliments Policy and Confidentiality Policy
 Data Protection Policy documents
 Disciplinary Policy documents
 Environment Policy documents
 Equality and Diversity Policy documents
 Financial Standing Order and Reserves Policy documents
 Grievance Policy
 Health and Safety Policy documents
 Lone Worker Policy documents
 Needs Risk and Support Planning
 Safeguarding Vulnerable Adults
 Training Policy documents
 Volunteering Policy documents
 GDPR Policy

Financial Review

The organisation made a surplus of £27,402 (2020 - a small surplus of £2,613) in this financial year.

The core activities of the organisation made a small surplus of £5,707 prior to any fund transfers.

The total reserves of the organisation at 31 March 2021 amounted to £214,356.

Of this £46,263 relates to specific restricted funded projects and is due to be spent in the 2020/21 financial year. General reserves, following a transfer of £28,500 to designated funds now amount to £49,308 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2021 had a balance of £10,285 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £108,500. At the beginning of the financial year the balance on this fund was £80,000 but it was agreed by the Board to transfer £28,500 from unrestricted reserves to ensure that this policy could be fully adhered to.

Investment Policy

Short term funds are placed in deposit accounts to maximise the Charity's income.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Plans for the Future

We are looking forward to the future with renewed grit and determination in spite of all that has happened in the first part of 2021 and 2020. We want to know what the impact of lockdown and the pandemic has had on our members and how we can best support them moving forward. With this in mind, we will be reintroducing them to the outside world in a safe and manageable way.

What is exciting is looking forward to the grand re-opening of the Older People's Welfare Centre in July 2021 once the refurbishment is complete. We anticipate that the new Hub will be a warm and welcoming space where older people will be able to come together to once again socialise and meet with their friends. Otley Action with its ground floor office space will also welcome members of the public providing valuable advice, information and support in a plush new accessible space. The new state of the art community facility will have the wow factor, and we look forward to reopening later in the year.

Statement of Directors Responsibilities

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

..... Director
Alisa Bearpark

Dated: 28 June 2021

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People 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.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 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:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 1 July 2021

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	General Fund £	Designated Fund £	Restricted Funds £	2021 £	2020 £
Income						
Donations and Legacies	2	35,713	-	3,410	39,123	22,684
Investment Income		1,355	-	-	1,355	1,560
		<u>37,068</u>	<u>-</u>	<u>3,410</u>	<u>40,478</u>	<u>24,244</u>
Income from Charitable Activities	3	102,800	1,146	100,114	204,060	167,473
		<u>139,868</u>	<u>1,146</u>	<u>103,524</u>	<u>244,538</u>	<u>191,717</u>
Total Income						
Expenditure						
Charitable Activities	4	134,161	5,154	77,821	217,136	189,104
		<u>134,161</u>	<u>5,154</u>	<u>77,821</u>	<u>217,136</u>	<u>189,104</u>
Total Expenditure						
Net Income/(Expenditure)						
Net movement in funds before transfers		5,707	(4,008)	25,703	27,402	2,613
Transfer between funds		(29,131)	28,500	631	-	-
		<u>(23,424)</u>	<u>24,492</u>	<u>26,334</u>	<u>27,402</u>	<u>2,613</u>
Net Income/(Expenditure)						
Net Movement in funds after transfers		(23,424)	24,492	26,334	27,402	2,613
Total funds brought forward		<u>72,732</u>	<u>94,293</u>	<u>19,929</u>	<u>186,954</u>	<u>184,341</u>
Total funds carried forward		<u>49,308</u>	<u>118,785</u>	<u>46,263</u>	<u>214,356</u>	<u>186,954</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	General fund	Designated funds	Restricted funds	2021 Total funds	2020 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		51,498	118,785	46,935	217,218	188,904
Total Assets		51,498	118,785	46,935	217,218	188,904
Creditors: Amounts Falling Due Within One Year	8	(2,190)	-	(672)	(2,862)	(1,950)
Total Assets less Current Liabilities		49,308	118,785	46,263	214,356	186,954
The Funds of the Charity						
Restricted Funds	10	-	-	46,263	46,263	19,929
Unrestricted Funds						
Designated Funds	11	-	118,785	-	118,785	94,293
General Fund		49,308	-	-	49,308	72,732
Total Charity Funds		49,308	118,785	46,263	214,356	186,954

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 28 June 2021

.....
Alisa Bearpark
Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Cash used in operating activities	13	26,959	6,502
Cashflow from investing activities			
Interest income		1,355	1,560
		<hr/>	<hr/>
Increase in cash equivalents in the year		28,314	8,062
Cash equivalents at the beginning of the year		188,904	180,842
		<hr/>	<hr/>
Total cash equivalents at the end of the year		217,218	188,904
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

f. **Pensions**

The charity contributes to deferred contribution pension schemes for all of its employees.

g. **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

2. **Donations and Legacies**

	2021	2020
	£	£
Donations:		
Legacy from the Estate of Joyce Hartley	10,000	-
Co-op Local Community Fund	2,018	-
Leeds Older Peoples Forum	1,500	-
Legacy from the Estate of Betty Negus	1,000	-
Townswomen Guild	1,000	-
R Macdonald	1,000	-
Crowdfunder	932	-
Heineken UK-Neighbourly	800	-
Trustees of Abbey House Settlement	500	500
A Balchin	500	-
R Collinson	500	-
Mr W M Sinclair	-	2,000
Legacy from the Estate of Edna Hart	-	1,000
The Rotary Club of Otley	-	500
Funeral of Ann Anderson	-	500
Sundry Donations and Fundraising	19,373	18,184
	<hr/>	<hr/>
	39,123	22,684
	<hr/>	<hr/>

3. **Income from Charitable Activities**

	General	Designated	Restricted	2021	2020
	£	£	£	Total	£
	£	£	£	£	£
Grants for unrestricted purposes	86,690	-	-	86,690	76,690
Grants for restricted purposes	-	311	93,287	93,598	31,998
Contribution to Activities	5,323	-	45	5,368	25,098
Fees & Charges	-	835	6,782	7,617	25,887
Student Placements	6,787	-	-	6,787	4,800
Employers Allowance	4,000	-	-	4,000	3,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	102,800	1,146	100,114	204,060	167,473
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Grants for unrestricted purposes		
Leeds City Council	76,690	76,690
Small Business Rate Relief Grant	10,000	-
	-----	-----
	86,690	76,690
	-----	-----
Grants for Restricted and Designated Purposes:	2021	2020
	£	£
Leeds City Council Luncheon Club	4,757	5,265
Leeds City Council (MICE)	650	605
The Big Lottery Time to Shine (Connecting at The Weekend Project)	3,660	9,150
Leeds City Council Hub Funding	23,800	-
Leeds City Council Housing Funding	3,120	-
Bus Service Operators Grant	311	558
Leeds Local Care Partnership	17,500	-
Leeds City Council Harm Minimisation Fund	13,500	-
Voluntary Action Leeds	2,500	-
The Big Lottery Community Fund	18,250	-
Leeds Older Peoples Forum	2,000	200
Groundworks Tesco	500	-
Leeds City Council Digital Leeds	2,000	-
Otley Town Council	350	1,222
Windmill Community Transport	500	-
BCT Care Services Ltd	200	-
Leeds City Council (Winter Warmth)	-	1,852
W G Edwards Charitable Foundation	-	1,000
Awards for All	-	9,300
ESC Lottery Small Fund Grant	-	2,156
Pool Parish Council (Christmas Party)	-	250
Otley Parish Church (Christmas Party)	-	240
The Vegetarian Society	-	200
	-----	-----
	93,598	31,998
	-----	-----

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

4. Charitable Activities	2021 £	2020 £
Office and Room Rent	10,000	10,000
Light and Heat	2,071	1,309
Subscriptions	546	134
Telephone	1,947	1,884
Printing, Stationery & Postage	1,403	1,733
Insurance	770	672
Repairs, Renewals and Refurbishments	43,237	2,247
I T Support and Equipment	6,309	3,123
Professional Fees/Consultancy	10,040	4,555
Miscellaneous	204	536
Publicity	4,202	2,402
Minibus & Van Expenses	5,154	8,848
Trips, Social Events & Activities	3,730	19,315
Luncheon Club	7,175	14,702
Salaries	99,907	73,090
Employers National Insurance	5,601	6,516
Pension Contributions	8,345	18,964
Payroll Fees	467	476
Training	877	1,288
Volunteer Expenses	1,996	3,631
Childcare Costs	989	1,150
Depreciation	-	10,449
Governance Costs (note 5)	2,166	2,080
	217,136	189,104
	217,136	189,104
5. Governance Costs	2021 £	2020 £
DBS Checks	156	166
Independent Examiner's Fee	2,010	1,914
	2,166	2,080
	2,166	2,080
6. Staff Costs	2021 £	2020 £
Salaries	99,907	73,090
Employers National Insurance	5,601	6,516
Pension Contributions	8,345	18,964
Childcare Costs	989	1,150
	114,842	99,720
	114,842	99,720

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 3 (2020 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2021 (2020: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2020: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2020				
And 31 March 2021	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Depreciation				
At 1 April 2020				
And 31 March 2021	80,555	12,093	21,639	114,287
	_____	_____	_____	_____
Net Book Value				
At 31 March 2021	-	-	-	-
	_____	_____	_____	_____
At 31 March 2020	-	-	-	-
	_____	_____	_____	_____

8. Creditors

	2021 £	2020 £
Accruals and deferred income	2,862	1,950
	_____	_____

9. Pension and other past-retirement benefit commitments Defined Contributions

	2021 £	2020 £
Contributions payable by the charity during the year	8,345	18,964
	_____	_____

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

10. Restricted Funds

	Balance at 1 April 2020	Movement in Funds		Transfers	Balance at 31 March 2021
	£	Incoming Resources	Resources Expended	£	£
Luncheon Clubs	5,320	11,539	(7,175)	631	10,315
Leeds City Council (MICE)	-	650	(500)	(150)	-
Otley Leg Club (All Legs Aloud NHS)	968	45	-	-	1,013
The Big Lottery Time to Shine (Connecting at the Weekend Project)	2,796	3,660	(6,456)	-	-
Awards for All	4,745	-	(4,745)	-	-
Building Fund	4,100	3,410	-	150	7,660
Donation	1,500	-	(1,500)	-	-
W G Edwards Charitable Foundation	500	-	(500)	-	-
Leeds City Council Hub Funding	-	23,800	(16,400)	-	7,400
Leeds City Council Housing Funding	-	3,120	(3,120)	-	-
NHS Local Care Partnership	-	17,500	(4,375)	-	13,125
Leeds City Council Harm Minimisation Fund	-	13,500	(6,750)	-	6,750
Voluntary Action Leeds	-	2,500	(2,500)	-	-
The Big Lottery Community Fund	-	18,250	(18,250)	-	-
Leeds Older Peoples Forum	-	2,000	(2,000)	-	-
Groundworks Tesco	-	500	(500)	-	-
Leeds City Council Digital Leeds	-	2,000	(2,000)	-	-
Otley Town Council	-	350	(350)	-	-
Windmill Community Transport	-	500	(500)	-	-
BCT Care Services Ltd	-	200	(200)	-	-
	19,929	103,524	(77,821)	631	46,263

Restricted Funds:-

Luncheon Club

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

Leeds City Council (MICE)

We received £500 towards the cost of two laptops and £150 towards our Building Fund.

Otley Leg Club (All Legs Aloud NHS)

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its third anniversary on 27 February 2021.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

The Big Lottery Time to Shine (Connecting at the Weekend Project)

Otley Action received a grant from the "Time to Shine" fund in January 2019. The fund was for a "Connecting at The Weekend" project. The project aims to build a community network scheme for groups of older people who live alone to bring them together at the weekends and on Bank Holidays. This is a two-year project taking us to February 2021.

Awards for All

We were delighted in May 2019 when our Awards for All application for a "Developing the Hub" project to the sum of £9,300 was successful. We used the funding to employ the services of Third Sector Consultancy to facilitate a number of consultation events. This was useful in terms of gathering feedback from our members and volunteers and for steering us in the right direction for funding for the Hub project.

Building Fund

Monies donated towards the renovation of the building. We launched the "Buy a brick" scheme in 2018 asking members to contribute towards the refurbishment of the Older People's Welfare Centre. To date we have received donations totalling £7,600.

Donation

Originally Rita Walter donated £1500 as a contribution towards a new cooker to support the Otley Action lunch clubs. With her agreement this money has been spent on building renovation costs.

W G Edwards Charitable Foundation

The WG Edwards Charitable Foundation awarded us £1,000 in February 2020 to develop a pilot home visiting scheme. The service barely got underway when the coronavirus hit us. We are hoping that this service can continue in 2020.

Leeds City Council Hub Funding

In March 2020 we were appointed as the Leeds City Council Hub for Otley and Yeadon in response to the pandemic. Throughout we have been helping people of all ages as they have been shielding and unable to leave their homes.

Leeds City Council House Funding

Additional funding to support expenditure on all our activities between September 2020 and March 2021 following the easing of some restrictions.

NHS Local Care Partnerships

This is funding for our Frailty Project. This is initially a twelve month project, working in conjunction with the NHS, providing support and facilitating support groups for people in the community that are over 75 and have been indentified as 'frail' by their GP surgeries.

Leeds City Council Harm Minimisation Funding

This is funding provided by the Government to local councils to support Covid-19 relief work.

Voluntary Action Leeds

Monies to enable us to work in partnership with Garforth NET on one of the Community Crisis to Community Cohesion Pilot Projects. It was a research project that ran from November 2020 to March 2021, which was looking at the pandemic and the affect it had on volunteers that found themselves in the 'at risk category'.

The Big Lottery Community Fund

This was money to enable us to pay for extra newsletters and publications.

Leeds Older Peoples Forum

We received two grants of £1,000 for digital inclusion and volunteer training.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Groundworks Tesco

Funding towards lunch deliveries.

Leeds City Council Digital Leeds

Funding to enable us to purchase new laptops/computers.

Otley Town Council

Funding towards the cost of the newsletter.

Windmill Community Transport

Funding to support our newsletter.

BCT Care Services Ltd

Funding towards the additional costs of our newsletter.

11. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in Funds				Balance at 31 March 2021 £
	Balance at 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfers £	
Contingency Fund	80,000	-	-	28,500	108,500
Transport Fund	14,293	1,146	(5,154)	-	10,285
	<u>94,293</u>	<u>1,146</u>	<u>(5,154)</u>	<u>28,500</u>	<u>118,785</u>

12. Commitments under operating leases

At 31 March 2021 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings 2021 £	2020 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

13. Reconciliation of net movement in funds to net cashflow from operating activities:

	2021 £	2020 £
Net movement in funds	27,402	2,613
Deduct interest income	(1,355)	(1,560)
Add back depreciation charge	-	10,449
Increase/(decrease) in creditors	912	(5,000)
Net cash used in operating activities	<u>26,959</u>	<u>6,502</u>

