

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.

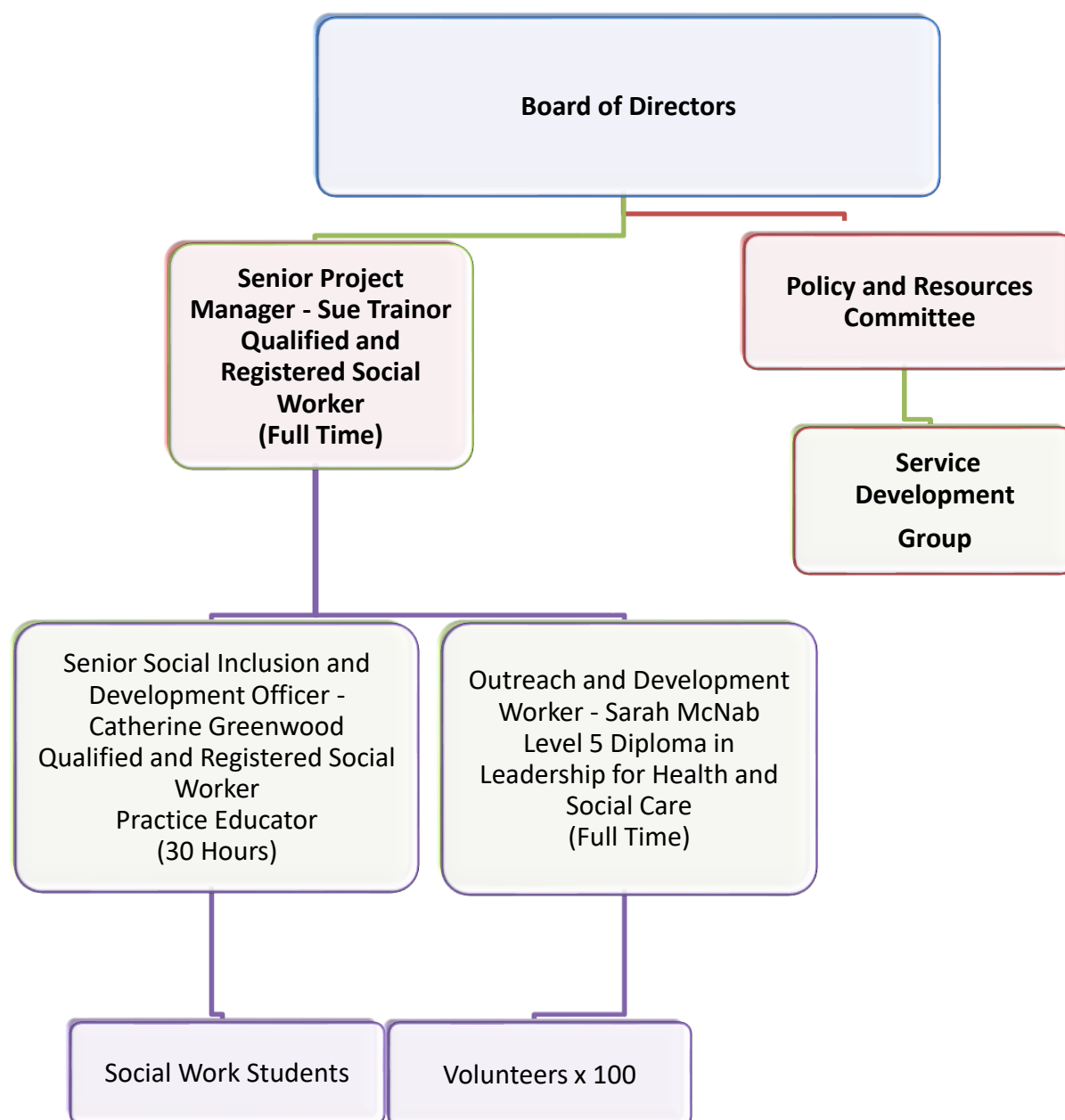
There are over 3000 older people living within Otley (that equates to approximately 24% of the population). 8% of these are over 75 and 2% over 85. Among the over 60s, 71% are owner-occupiers, 18% local authority rental and 11% other rental. High proportions are living alone (49% of our membership). 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.

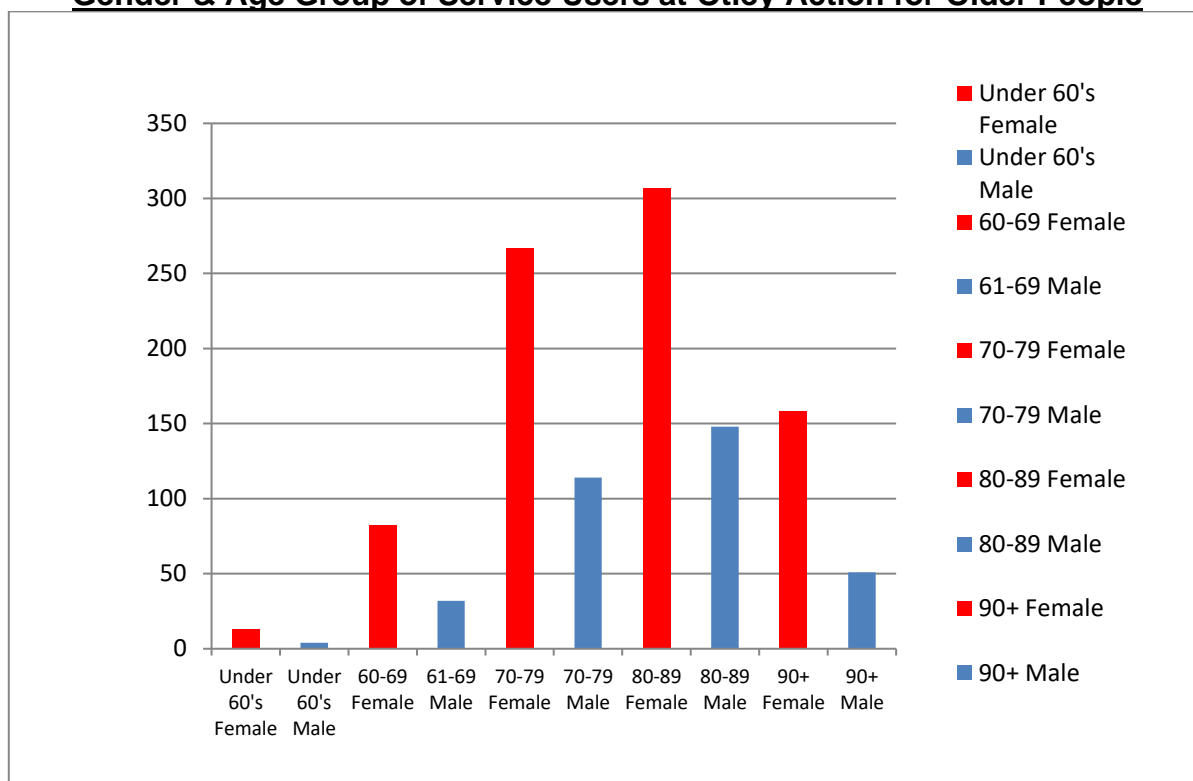
Our volunteers stepped up to these new requests and delivered to those in need, ensuring people received their shopping and medication, hot food and alleviated loneliness of our most isolated by providing a constant point of contact.

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!

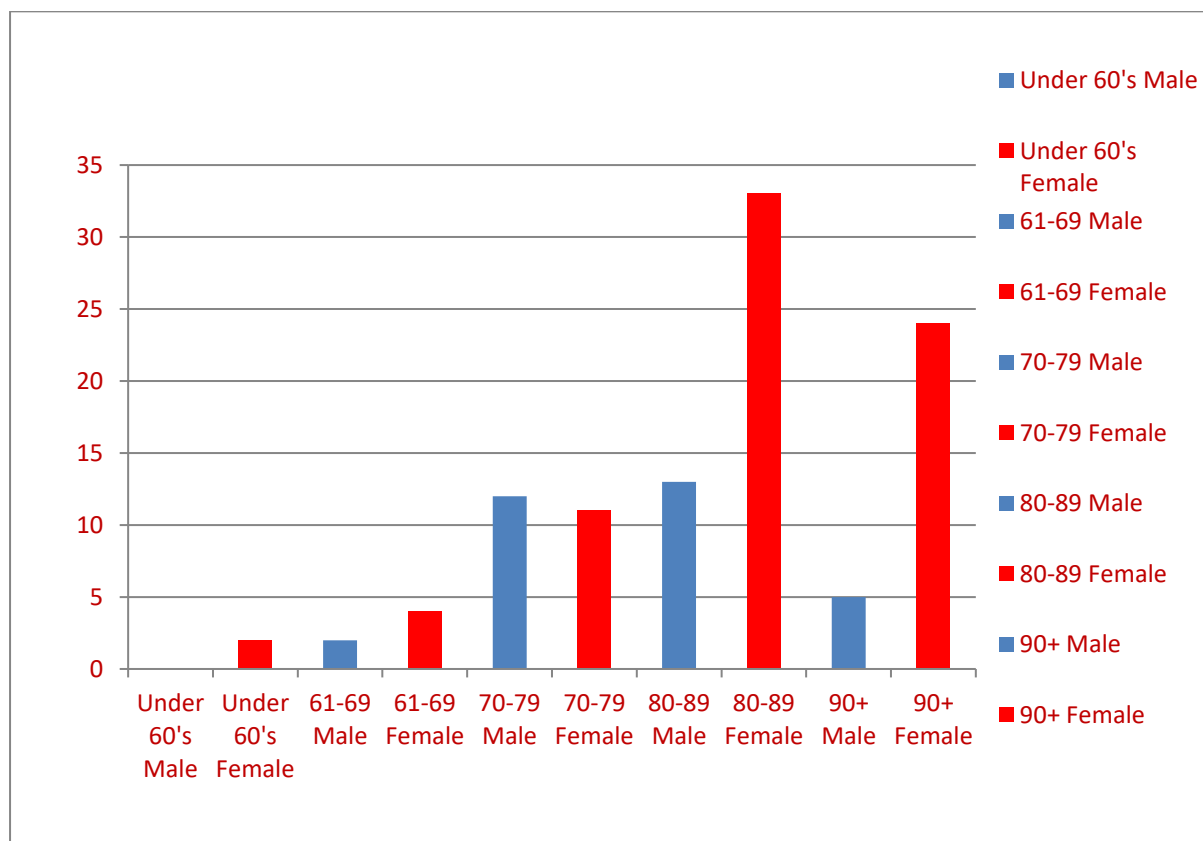
Otley Action Members

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.

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

Practical Help

Shopping support
Gardener vetting service
Contractors list
Care and Repair referrals
Volunteering
IT and technical support
Picking up prescriptions

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme
Wheelchair and
equipment loan
Assistance to
appointments

Social Care

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

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.

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

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 minibuss 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
	<u> </u>		<u> </u>
Total Expenditure	217,136		189,104
	<u> </u>		<u> </u>
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
<u> </u>	<u> </u>		

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

INDEX

Page

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	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		72,732	94,293	19,929	186,954	184,341
		<u>49,308</u>	<u>118,785</u>	<u>46,263</u>	<u>214,356</u>	<u>186,954</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 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
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2020				
And 31 March 2021	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
Net Book Value				
At 31 March 2021	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

8. Creditors

	2021 £	2020 £
Accruals and deferred income	2,862	1,950
	<hr/>	<hr/>

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

	2021 £	2020 £
Contributions payable by the charity during the year	8,345	18,964
	<hr/>	<hr/>

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 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 March 2021 £
Contingency Fund	80,000	-	-	28,500	108,500
Transport Fund	14,293	1,146	(5,154)	-	10,285
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	94,293	1,146	(5,154)	28,500	118,785
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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
	<hr/>	<hr/>
Expiry date within two to five years	10,000	10,000
	<hr/>	<hr/>

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)
	<hr/>	<hr/>
Net cash used in operating activities	26,959	6,502
	<hr/>	<hr/>

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

INDEX

Page

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

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		72,732	94,293	19,929	186,954	184,341
		<u>49,308</u>	<u>118,785</u>	<u>46,263</u>	<u>214,356</u>	<u>186,954</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 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
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2020				
And 31 March 2021	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
Net Book Value				
At 31 March 2021	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

8. Creditors

	2021 £	2020 £
Accruals and deferred income	2,862	1,950
	<hr/>	<hr/>

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

	2021 £	2020 £
Contributions payable by the charity during the year	8,345	18,964
	<hr/>	<hr/>

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 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 March 2021 £
Contingency Fund	80,000	-	-	28,500	108,500
Transport Fund	14,293	1,146	(5,154)	-	10,285
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	94,293	1,146	(5,154)	28,500	118,785
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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
	<hr/>	<hr/>
Expiry date within two to five years	10,000	10,000
	<hr/>	<hr/>

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)
	<hr/>	<hr/>
Net cash used in operating activities	26,959	6,502
	<hr/>	<hr/>

