

OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2021/22



Crossgate, Otley, LS21 3AA

Registered Charity Number 1150684

Company Number 8224902

Tel: 01943 463965

Website: www.otleyactionforolderpeople.org.uk

Email: info@otleyactionforolderpeople.org.uk

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

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

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

Background

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

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

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

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

There are over 3000 older people living within Otley (that equates to approximately 24% of the population). 8% of these are over 75 and 2% over 85. Among the over 60s, 71% are owner-occupiers, 18% local authority rental and 11% other rental. High proportions are living alone (49% of our membership). OAOP currently has 1251 members registered on the database.

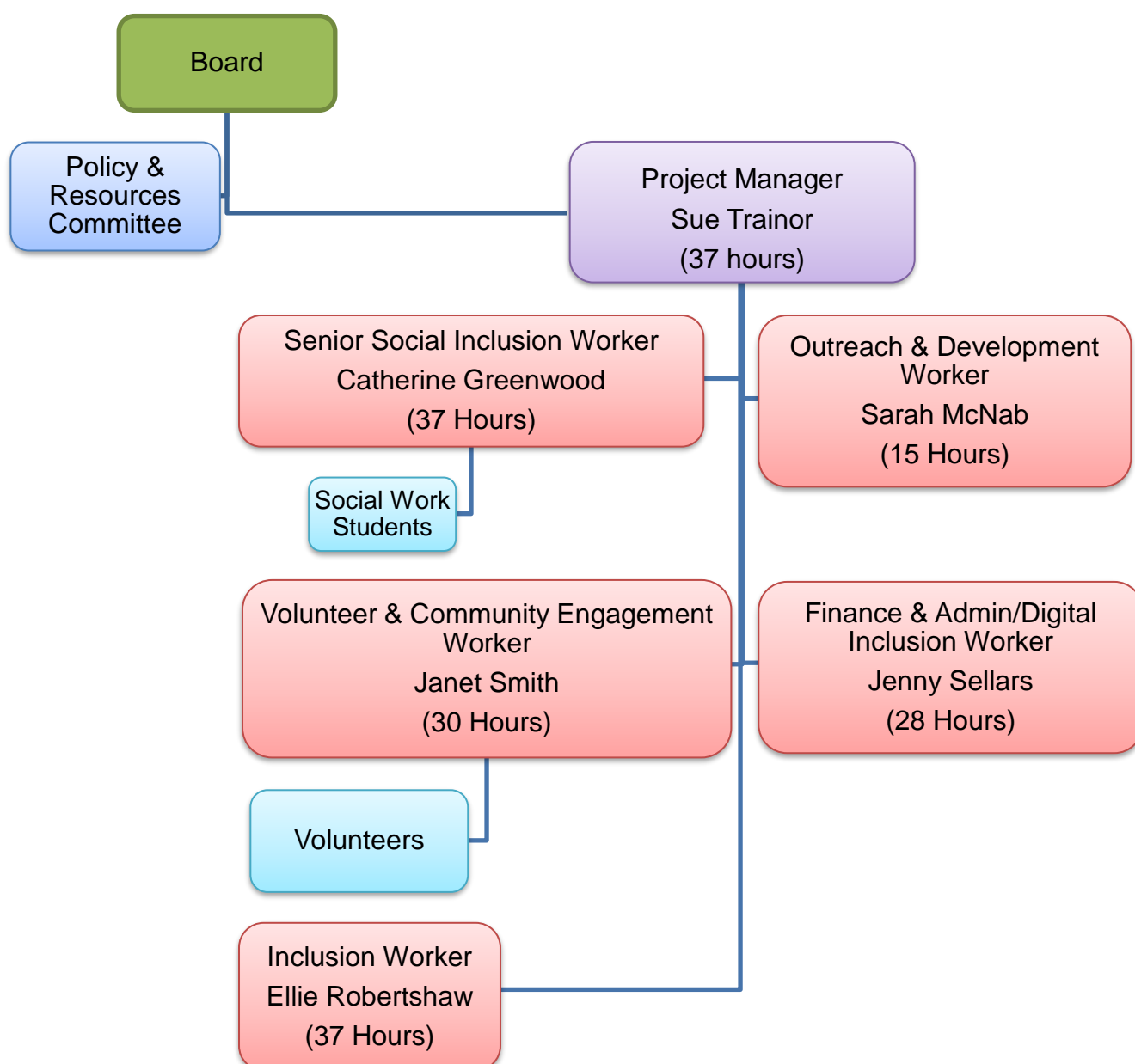
OAOP has six staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receives training and support and as such are competent and able in supporting our older people. The staff team organises, manages, and oversees the volunteers and provides practical and emotional support to them and our members. Our Board of Directors, made up of local older people and members of the local community to ensure co-production in the development of services that are provided, and decisions made, provides governance of the organisation. We value our members and actively seek

feedback from observation and consultation. Consultation and feedback from members is integral to our improvement policies and we actively seek this.

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

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

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



Board of Directors

2021/2022

Ailsa Bearpark (Chair)

Gill Chapman

Tim Dalby

John Eveleigh

Doris Gagen

Nigel Gill

Pamela Gill

Frank Jordan (Secretary)

Pauline Padden (Treasurer)

Stuart Page

Arthur Parslow

Company Secretary

Sue Trainor

Ailsa



Pauline



Frank



Tim



Pam



Nigel



John



Gill



Arthur



Doris



Stuart



Otley Action for Older People
Staff Team

Project Manager	Sue Trainor
Senior Social Inclusion Worker	Catherine Greenwood
Outreach and Development Worker	Sarah McNab
Volunteer & Community Engagement Worker	Janet Smith
Finance/Admin/Digital Inclusion Support Worker	Jenny Sellars
Inclusion Worker	Ellie Robertshaw

Social Work Students on Placement in 2021/2022

Amber Wynn-Handbury Second Year BA Honours Leeds Beckett University	Passed
Georgina Ingoe Second Year BA Honours Bradford University	Passed
Lucy Belgrave Second Year MA Bradford University	(Ongoing)
Timipre Olali Second Year MA Bradford University	Ongoing)

Volunteers

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

There are currently 87 volunteers registered with us, with a further 14 in the pipeline. We have run active recruitment campaigns since the post of Volunteer Engagement and Community Support Officer was created, which has led to the recruitment of 17 new volunteers since 1st September.

Our volunteers fall into several categories:

Befrienders – 16

Car Scheme – 11

Drivers/Escorts – 17

Group work – 24

Others – 19

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

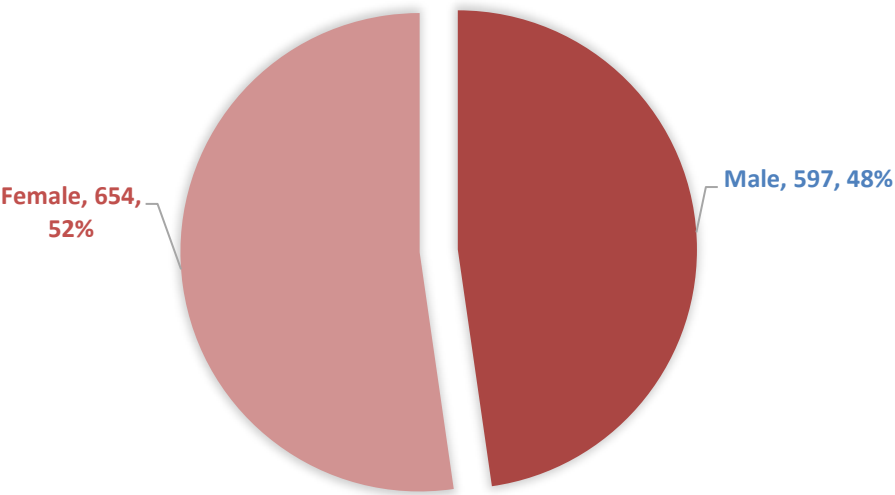
Janet Smith

Volunteer Engagement Worker

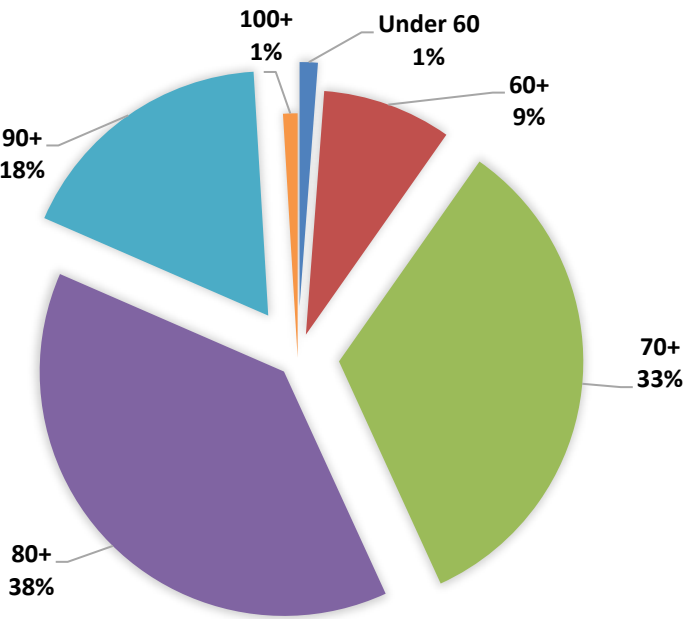
Otley Action Members

In March 2022, we had 1251 members registered with Otley Action. There were 654 women and 597 men. Of these members there were 73 women and 45 men registered with Memory Loss.

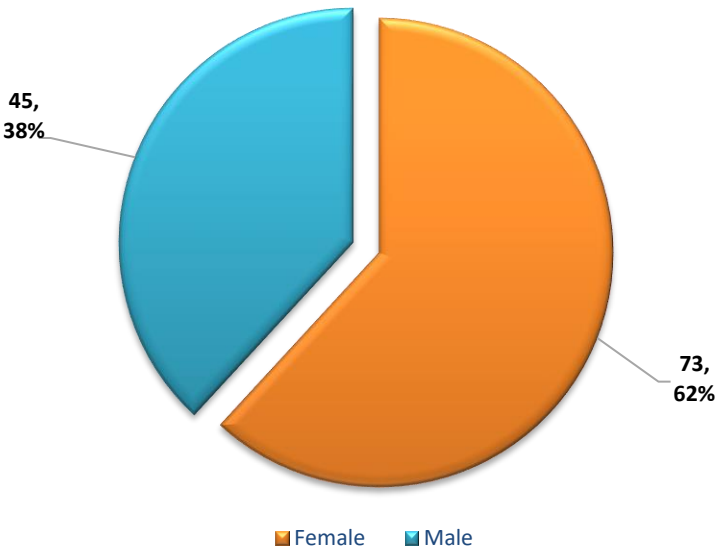
GENDER OF SERVICE USERS AT OTLEY ACTION FOR OLDER PEOPLE



AGE GROUPS OF SERVICE USERS



GENDER OF SERVICE USERS WITH MEMORY PROBLEMS



Chair's Remarks

There's no doubt about it, the older you get the quicker time goes by. Having said that, it is truly amazing to think just how much Otley Action has achieved all in one year. Sue and her team have come through the pandemic and all its challenges with flying colours. Their friendly and positive attitudes form a bedrock for the organisation's continuing success.

However, the real value of Otley Action can only truly be measured through our wonderful volunteer force. Covid 19 challenged on so many levels and, while it was not possible for all volunteers to perform their roles during the worst times, we are now getting back into the swing of things. It's great to see activities starting again in conjunction with new and interesting opportunities for the community to join in with.

New volunteers have joined us and continue the great work of our lunch clubs, befrienders and transport services but also have lent their support to more recent initiatives such as the community café. Operating weekly it is really starting to find its place in these difficult times, offering access to advice and support from various outside services.

Although it is likely that hard times are ahead for the economy both nationally and locally, we can be proud to say Otley Action will be there for our members and the wider community, working together to carry us through.

Ailsa Bearpark
Chair of Otley Action for Older People

Project Manager's Report

On writing this it is hard to believe how different the world looked a year ago. Now looking back on the past 12 months and the gradual re-opening of society there seems to be a lot to look forward to. In April/May 2021 it was a relief to be able to resume group activity which many of our members had so dearly missed. Initially, there was trepidation amongst some but with safety measures in place confidence to reengage became stronger.

With the refurbishment of the Older People's Welfare Centre complete it was great to have an inviting new venue for our older people to come together and enjoy. Over time the numbers of groups and at groups began to increase and we were able to gradually see things coming back together.

The refurbishment of our office space provide staff with a light, bright and airy environment from which they can work. The additional ground floor office space and reception was a real bonus providing accessible space for our members to drop in and gain support and our volunteer receptionists to work.

The new premises became even more important to the older people of the town with the sad announcement of the closure of Otley Methodist Church in the year. A wonderful venue which will be missed.

Throughout this time, we continued to be the Hub for Leeds City Council supporting people in the Otley and Yeadon ward who were either isolating or were classed as clinically vulnerable.

In 2021 there were a lot of staff changes. Sarah McNab the Outreach and Development worker went on maternity leave and has since had a bouncing baby boy, Miles. We were delighted to be able to offer Ellie Robertshaw, a former student with Otley Action a 12-month contract to cover this.

We were thrilled to be informed by the Big Lottery Fund that we had been awarded just under £200,000 to fund a 4-year post for a new Volunteer Engagement and Community Officer. Janet Smith a volunteer with Otley Action for 4 years was the successful candidate and took up the post in September 2021. Janet hit the ground running and has been a real bonus to the organisation, adapting to her new role like a fish to water.

The Board of Directors recognised that the organisation needed extra support with admin and finance and another successful appointment was made with Jenny Sellars joining us in June 2021. Jenny took on an extra role of Digital Inclusion Worker later in the year heading our Internet Café twice a month.

Catherine continues to be a rock with her experience and knowledge always supporting other staff members and her social work student cohort.

Wow, what a year, long may it continue.

Sue Trainor
Project Manager

Otley Action Activities

Regular Services and Activities from 01/04/2021 – 31/03/2022

Advice and Information

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

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme
Wheelchair and
equipment loan

Social Activities

Fish and chip delivery service
Lunch Club,
Mini-bus trips
Christmas and Easter Parties
Quizzes
Art class
Choir
Memory Café
Tai Chi
Zumba
Indoor Bowls
Community Café
Parents, Tots & Seniors
Bingo

Practical Help

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

Social Care

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

Health Activities

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

Regular Groups and Activities

This is our regular timetable of scheduled events

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Memory Café 1 st Monday of month	Chippendale Centre	12pm	10
Monday	Quiz 2 nd Monday of month	Chippendale Centre	12pm	22
Monday	Internet Café 3 rd and 4 th Monday of month	Chippendale Centre	1pm	10
Monday	Bingo	Labour Rooms	2pm	15
Tuesday	Otley Luncheon Club	Chippendale Centre	12pm	20
Tuesday	Art Class	Chippendale Centre	2pm	14
Wednesday	Indoor bowling	Otley Methodist church	10am	
Wednesday	Pool Luncheon Club	Wharfedale Court	12pm	22
Wednesday	Chair Based Exercise	Chippendale Centre	3pm	16
Thursday	Choir	Black Horse Courtyard	11.00 am	10
Thursday	Otley Lunch Club	Chippendale Centre	1pm	26
Thursday	Parents, Tots and Seniors	Chippendale Centre	2pm	
Thursday	Tai-chi	Beech Hill Church	2.00 pm	18
Friday	Community Café	Chippendale Centre	12.30pm	14
Friday	Zumba Gold	Bridge Church	2pm	24

What happened in 2021/2022 post the Covid 19 pandemic?

Following the lifting of the lockdown restrictions, we steadily started to run some activities and am pleased that by the end of March 2022 we have reinstated a full programme of activities for our service users.

Service Delivery

May 2021 saw the relaunch of the Tuesday lunch club, a new chair-based exercise class, Tai Chi class and 2 Zumba classes. The Thursday lunch club, coffee mornings and food deliveries remained ongoing. All groups were at full capacity which was somewhat limited due to social distancing requirements, with the further relaxing of lockdown restrictions the groups are well attended. The Art Group restarted in July 2021, as did the Pool Lunch Club at Wharfedale Court and Indoor Bowling in September.



The Parents, Tots and Seniors, Memory Café, Bingo Group also resumed in October 2021.

Unfortunately due to pressures on the Chevin Medical Practice due to their heavy workload relating to the vaccine rollout the Leg Club could not restart this year.

COVID 19 Pandemic

Throughout 2021 until the end of March 2022 Otley Action continued its work as a Leeds City Council Hub supporting the most vulnerable of residents in Otley and Yeadon. As part of a citywide network of organisations we played a major role supporting and co-ordinating relief work throughout the pandemic. Gradually as restrictions eased and some form of normality returned the demand for this type of service gradually eased. As part of this work in 2021 Otley Action started to support those who were assisted temporarily through COVID to transition back to self-reliance with sustainable outcomes supported, where needed, by mainstream services. Working with the local community Otley Action developed a community led approach, strengthening local partnerships and community led approaches.

Otley Tuesday Lunch Club - Environmental Health

In early November we had a visit from the Leeds City Council Environmental Health Department to assess the Tuesday lunch club and to view our procedures whilst preparing the food. Following completion of the report, Otley Action were awarded a 5-star rating.

Projects, Groups & Activities

- **Local Care Partnership – Frailty Project**

The project got underway in April 2021. Of the 200 people referred to Otley Action, 100 were newly referred by Chevin Medical Practice and registered as a result. Approximately 65 people are now either regularly attending groups, accessing our car scheme and food delivery service or utilising our benefits and IT related support. Data gathered from the services users at the beginning of the project and mid-point was submitted to LCP in October. Many of the service users have reported feeling more positive at the interim point due to the extra support from the frailty group, chair-based exercise and related support from Otley Action.

- **Community Crisis to Community Cohesion Pilot Project**

Partnership project with Garforth NET focussing on how older volunteers felt towards volunteering during the pandemic whilst being classed as in the vulnerable group ended at the end of May 2021. A report of the findings from the volunteer surveys was sent to Voluntary Action Leeds. The report provided interesting statistics that will be very useful to use in funding applications in the future.

- **Leeds Neighbourhood Network Evaluation**

We supported The Centre for Regional Economic and Social Research at Sheffield Hallam University who had been commissioned by Leeds City Council to undertake an evaluation of the Leeds Neighbourhood Network Schemes. Otley Action had been involved on and off for a couple of years in this research. Evaluation looked at expanding what they do by gaining feedback from all stakeholders.

- **Telephone Contact Scheme**

There are currently 1251 members registered and the aim of the Winter Wellbeing Telephone Contact programme was to contact every member and have a general chat with them about how they are, and what we might be able to help them with. The programme started in November 2021 and continued to the end of March 2022.

- **Digital Inclusion Census**

2021 was Census year and was the first one where the requirement was to complete the form online. As a result we received several requests from members for help with completing and submitting the form online, due to not having access to the internet or lack of confidence in doing so.

Internet Café

With the increase in requests for assistance from members to help with the phones, tablets and laptops the monthly internet café increased from once monthly to twice a month. The sessions are well attended with a team of staff and volunteers available to assist with a wide range of queries. In addition we started to do home visits to provide digital support to members who are unable to get to the café sessions.

- **Veg Boxes**

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

- Union Court Coffee mornings – restarted on 23 February. Presently Ellie has been running it with aim of finding a volunteer to replace Pauline Anderson who ran the coffee morning prior to the Covid 19 outbreak. There are around 10 regular attendees – feedback has been positive from the group who missed getting together and getting to know their neighbours.
- Community Café – The first community café took place in mid-March. Eighteen people attended the first session which featured a drop in from Money Buddies. Di Forbes the volunteer that came along from the service spoke to all the attendees and accepted three referrals for support. The café continues to meet every Friday.
- Pool Lunch Club - In March we invited all our Pool members to a free lunch at Wharfedale Court with the aim of reaching out to potential new customers. It was great to see nine new older people in attendance making a grand total of twenty-seven people for lunch. On the following week three of them returned and two more said they would attend in the future.
- Winter warmth – Between October 2021 and March 2022, we called all our members to have a conversation with them to see how they were coping during the winter months and now that things are getting back to normal following the pandemic, how they were feeling and if they were getting out and socializing. It was also a way of reminding our members that we are still here for them if they ever needed us in the future. We have had positive feedback about this project with members contacting us to say it was very thoughtful of us, we also had members who rang back prior to our calls, with enquiries which they previously were not sure who to ask. We have also gained home visits from this project to a variety of members.
- Hug on a tray - We supported Lesley Noble and her group “Hug on a Tray” who provide much needed support for two wards in the Bexley Wing with refreshments and free TV for the patients. Lesley provided a tombola which we displayed at our summer event, groups and lunch clubs.
- Library reading group - We were approached by Eric Cairns one of our volunteers to support the library reading group who were no longer allowed to meet in the library. The group of 10 older people meet once a month as a book club to discuss their latest read. Through our connections we were able to facilitate this at the Labour Rooms on the first Monday of the month at 6pm.
- Buy a Brick - Tracey Krupianka-Scott completed the canvases for the buy a brick project. The result is fantastic, and we have found a permanent home for them in the building.

Birthday Celebrations

During the year the following members celebrated their 100th birthdays:-

Gladys Emsley



Nora Hollins



We were so pleased to be able to join in their festivities. Both Gladys and Norah have a great zest for life and wonderful sense of humour.

Christmas Party

The Christmas Party was held at the Chippendale centre on 16 December and was attended by 55 service users and was a roaring success.



Rotary Christmas Party

We were approached by Peter Heald of the Rotary Club to support their annual Christmas party held at Westbourne House. The Christmas lunch and party were held on 9 December in the main hall of the building with catering and entertainment provided by the Rotary. We were able to identify 60 suitable candidates and provide the transport for them. It was a great opportunity to invite those people that wouldn't always engage with group activities and the feedback from them was very positive.

Christmas Gift Giving Appeal

Fifteen of our service users contributed over £100 enabling us to buy Christmas gifts for 12 children of vulnerable families in Otley. We hosted an afternoon where the service users could select suitable gifts from various gift catalogues. We then purchased the gifts on their behalf, ensure that the service users saw them before they were packaged up and handed over.

Trips and Outings

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

Lunch at Askwith Arms
Ilkley Cinema
Countryside minibus drive and lunch at Mackenzie's Farm Shop
Lunch-Wetherby Whaler
York Designer Outlet Shopping trip
Lunch at Anchor Inn, Whixley
Lunch-Generous Pioneer, Burley in Wharfedale
Christmas Lunch – The Old Spring Well, Harrogate
Woodbank Garden Centre, Harden
Owlcotes Shopping Centre, Bradford
Lunch-Otley Golf Club
Shopping trip to Boundary Mills, Colne; Crimble Hall
Pantomime Pinocchio, Queen's Hall, Burley in Wharfedale

Training

We received a grant of £1,000 from CCG via Leeds Community Foundation to run different volunteer training courses. This money was used to provide training courses for our students and volunteers. The following training sessions were held:

Date	Training	Number of attendees
7 December 2021	Safeguarding Vulnerable Adults Level 1	7
7 December 2021	Dementia Awareness Training	7
10 March 2022 17 March 2022	First Aid at Work Training	4 11

The sessions included training on how to remain covid secure when delivering the skills acquired from the courses.

Otley Action Finance – Fundraising and Donations

Leeds City Council – OAOP have a five-year core funding contract with Leeds City Council which runs until 30th September 2023. (£73,113.64)

Leeds City Council – Otley & Yeadon Hub – Covid Response - £62,500

Leeds City Council – Lunch club grants £5,158.73 towards for the Otley lunch clubs

Local Giving – My Donate via website – Contributions received between 1/4/2021-31/03/22 is £2969.06. Local Giving match funding £742.26.

HMRC Gift Aid - £1,641 claimed January 2022

Percy Bilton - £500 towards the cost of a new freezer, microwave and other small kitchen goods to put in the newly refurbished downstairs kitchen in centre.

Big Lottery Community Fund - £200,000 over four years for the Volunteer Engagement Officer post.

Leeds Community Foundation - £1,000 from CCG towards volunteer training.

Memory and Inclusion Project (Forget Me Not) - £3000 received for the Memory Café

Minibus Fundraiser - £1,147 received in donations towards the cost of replacing and adapting a new minibus

Arnold Clark Community Fund - £1,000 contribution towards running costs of groups and activities.

Fair Share Grant - £1,000 awarded by Fare Share who partner with Waitrose towards general activities

Awards for All - £9,750 grant to support MIDAS volunteer training, new wheelchairs, wheelchair shed, trips and outings

Magic Little Grants - £500 to support extra professional artist sessions at the Art Group.

Legacy - £3,000 received from the estate of the late Audrey Hudson, who had been a member of Otley Action of many years.

The Factory Shop - £230.18 raised from the sale of carrier bags over previous months

Pool Parish Council - £250 towards cost of Easter Party at Pool Village Hall

Otley Golf Club – raised £1,371.75 for OAOP as their selected charity of the year.

BSOG Fuel Grant - £236.35

Skipton Building Society - 472.83

Leeds Older Peoples Forum Small Grants - £550

The University of Leeds and Bradford University - £2,800 received for student placements.

St Joseph's School (Year 3) - £120 funds raised from the children selling ice biscuits and sewed pencil cases for OAOP

Otley Town Council - £300 to fund newsletter publication.

**OTLEY ACTION FOR OLDER PEOPLE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	£	2022 £	£	2021 £
Income				
Grants, Donations and Fundraising		198,138		219,411
Fees and Charges		2,630		835
Contributions to Activities		18,742		4,931
Luncheon Club		14,020		6,782
Community Car Scheme		968		437
Bank Interest		1,099		1,355
Student Placements		2,800		6,787
Employers Allowance		4,000		4,000
Total Income		242,397		244,538
Expenditure				
Office and Room Rent	10,000		10,000	
Light and Heat	1,392		2,071	
Subscriptions	468		546	
Telephone	2,032		1,947	
Printing, Stationery & Postage	2,450		1,403	
Insurance	778		770	
Repairs, Renewals & Refurbishments	9,602		43,237	
I T Support & Equipment	6,007		6,309	
Independent Examination	2,250		2,010	
Professional Fees/Consultancy	12,553		10,040	
Miscellaneous	539		204	
Publicity	<u>2,875</u>		<u>4,202</u>	
		50,946		82,739
Minibus & Van Expenses	7,551		5,154	
Trips, Social Events & Activities	15,926		3,730	
Luncheon Club	<u>13,726</u>		<u>7,175</u>	
		37,203		16,059
Salaries	101,347		99,907	
Employers National Insurance	7,558		5,601	
Staff Recruitment	286		-	
Pension Contributions	20,071		8,345	
Payroll Fees	771		467	
Training	670		877	
Volunteer Expenses	2,618		1,996	
Childcare Costs	-		989	
DBS Checks	<u>196</u>		<u>156</u>	
		133,517		118,338
Total Expenditure		221,666		217,136
Net Surplus for the Year		20,731		27,402
Funds Brought Forward		<u>214,356</u>		<u>186,954</u>
Funds Carried Forward		235,087		214,356

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Virgin Money 94 – 96 Briggate Leeds West Yorkshire LS1 6ND Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE Charities Aid Foundation Shawbrook Bank Lutea House Warley Hill Business Park The Drive Great Warley Brentford Essex CM13 3BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

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

Structure governance and management

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

The directors who served during the year were:

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

Appointment of Directors:

The charity may by ordinary resolution:

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

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

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

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

All directors have voting rights.

Organisational Structure

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

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Relationships:

Otley Action for Older People works with Leeds Adult Social Care, the NHS, Otley Town Council, and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

Prior to and during the pandemic the organisation also supports and works with several local community organisations including Otley Courthouse, Otley Older People's Welfare Committee, Otley Over 60's Club, Otley Food Bank, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

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

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

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

It is hard to believe how different the world looked a year ago. Now looking back on the past 12 months and the gradual re-opening of society there seems to be a lot to look forward to. In April/May 2021 it was a relief to be able to resume group activity which many of our members had so dearly missed. Initially, there was trepidation amongst some but with safety measures in place confidence to re-engage became stronger.

With the refurbishment of the Older People's Welfare Centre complete it was great to have an inviting new venue for our older people to come together and enjoy. Over time the numbers of groups and at groups began to increase and we were able to gradually see things coming back together.

The refurbishment of our office space provides staff with a light, bright and airy environment from which they can work. The additional ground floor office space and reception was a real bonus providing accessible space for our members to drop in and gain support and for our volunteer receptionists to work from.

The new premises became even more important to the older people of the town with the sad announcement of the closure of Otley Methodist Church in the year. A wonderful venue which will be missed.

The real value of Otley Action can only truly be measured through our wonderful volunteer force. Covid-19 challenged on so many levels and, whilst it was not possible for all volunteers to perform their roles during the worst times, we are now getting back into the swing of things. New volunteers have joined us and continue the great work of our lunch clubs, befrienders and transport services but also have lent their support to more recent initiatives.

Throughout this time, we continued to be the Hub for Leeds City Council supporting people in the Otley and Yeadon ward who were either isolating or were classed as clinically vulnerable. This work was recognised by Otley Town Council who presented the charity with a Covid-19 emergency award and also by Leeds City Council and Voluntary Action Leeds for recognition of outstanding service throughout the pandemic.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2022**

In 2021 the staff team doubled with the addition of a Finance and Administration Officer, Digital inclusion Worker and Volunteer Engagement and Community Officer. With new staff appointed throughout 2021 we were able to refine and develop our services. Much thanks go to the Big Lottery Fund for supporting our work over the coming four years with a £200,000 grant in support of our wonderful volunteers.

Policies

These are policies we have reviewed this year:-

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

Financial Review

The organisation made a surplus of £20,731 (2021 - surplus of £27,402) in this financial year.

The core activities of the organisation made a surplus of £28,760 prior to any fund transfers.

The total reserves of the organisation at 31 March 2022 amounted to £235,087.

Of this £59,967 relates to specific restricted funded projects and is due to be spent in the 2022/23 financial year. General reserves, following a transfer of £20,000 to the new minibus fund and £2,335 to the contingency fund now amount to £55,733 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2022 had a balance of £8,552 and had been established to support the costs of running the Minibus.

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

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £110,835.

Investment Policy

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2022**

Plans for the Future

In the coming year we aim to renew our relationships with partners and stakeholders and particularly work alongside other community groups within the area. Otley Action commissioned Third Sector Consultancy to explore sustainable ways of working in the local area and the outcome of this was the Otley Community Support Plan. This project has led to the initiation of the Community Group Lunch initiative now meeting bi-monthly with the huge potential to develop and expand it. Other initiatives for the coming year include the Community Café, extra support for men experiencing difficulties, development of memory services, digital services, and a new music group.

The Board of Directors have also identified the need to update our transport services and we are currently fundraising to this aim. Our goal in the future is to replace one of our minibuses with a brand-new vehicle to meet the needs of our older people

Statement of Directors Responsibilities

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

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

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

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

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

On behalf of the board of directors

..... Director
Ailsa Bearpark

Dated: 27 June 2022

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:-

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

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 29 June 2022

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	General Fund £	Designated Fund £	Restricted Funds £	2022 £	2021 £
Income						
Donations and Legacies	2	20,327	-	1,502	21,829	39,123
Investment Income		1,099	-	-	1,099	1,355
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		21,426	-	1,502	22,928	40,478
Income from Charitable Activities	3	99,624	2,866	116,979	219,469	204,060
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Income		121,050	2,866	118,481	242,397	244,538
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Expenditure						
Charitable Activities	4	92,290	4,599	124,777	221,666	217,136
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure		92,290	4,599	124,777	221,666	217,136
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Income/(Expenditure)						
Net movement in funds before transfers		28,760	(1,733)	(6,296)	20,731	27,402
Transfer between funds		(22,335)	2,335	20,000	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Income						
Net Movement in funds after transfers		6,425	602	13,704	20,731	27,402
Total funds brought forward		49,308	118,785	46,263	214,356	186,954
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		55,733	119,387	59,967	235,087	214,356
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	General fund	Designated funds	Restricted funds	2022 Total funds	2021 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		58,713	119,387	60,677	238,777	217,218
Total Assets		58,713	119,387	60,677	238,777	217,218
Creditors: Amounts Falling Due Within One Year	8	(2,980)	-	(710)	(3,690)	(2,862)
Total Assets less Current Liabilities		55,733	119,387	59,967	235,087	214,356
The Funds of the Charity						
Restricted Funds	10	-	-	59,967	59,967	46,263
Unrestricted Funds						
Designated Funds	11	-	119,387	-	119,387	118,785
General Fund		55,733	-	-	55,733	49,308
Total Charity Funds		55,733	119,387	59,967	235,087	214,356

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 27 June 2022

.....
Ailsa Bearpark
Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Cash used in operating activities	13	20,460	26,959
Cashflow from investing activities			
Interest income		1,099	1,355
		<hr/>	<hr/>
Increase in cash equivalents in the year		21,559	28,314
Cash equivalents at the beginning of the year		217,218	188,904
		<hr/>	<hr/>
Total cash equivalents at the end of the year		238,777	217,218
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

a. Accounting Convention

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

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

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

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

b. Incoming Resources

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

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

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

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

c. Resources Expended

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

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

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

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

d. Tangible Fixed Assets and Depreciation

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

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

e. Taxation

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

f. Pensions

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

g. Fund Accounting

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

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

2. Donations and Legacies

	2022 £	2021 £
Donations:		
Legacy from the Estate of Audrey Hudson	3,000	-
Crowdfunder	2,969	932
Otley Golf Club	1,798	-
Waitrose	1,000	-
Martin Harrow	725	-
Otley Mayor's Charity Account	568	-
Legacy from the Estate of Joyce Hartley	-	10,000
Co-op Community Fund	-	2,018
Leeds Older People's Forum	-	1,500
Legacy from the Estate of Betty Negus	-	1,000
Townswomens Guild	-	1,000
R MacDonald	-	1,000
Heineken UK – Neighbourly	-	800
Trustees of Abbey House Settlement	-	500
A Balchin	-	500
R Collinson	-	500
Sundry Donations and Fundraising	11,769	19,373
	<hr/>	<hr/>
	21,829	39,123
	<hr/>	<hr/>

3. Income from Charitable Activities

	General £	Designated £	Restricted £	2022 Total £	2021 £
Grants for unrestricted purposes	73,114	-	-	73,114	86,690
Grants for restricted purposes	-	236	102,959	103,195	93,598
Contribution to Activities	19,710	-	-	19,710	5,368
Fees & Charges	-	2,630	14,020	16,650	7,617
Student Placements	2,800	-	-	2,800	6,787
Employers Allowance	4,000	-	-	4,000	4,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	99,624	2,866	116,979	219,469	204,060
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Grants for unrestricted purposes		
Leeds City Council	73,114	76,690
Small Business Rate Relief Grant	-	10,000
	<hr/>	<hr/>
	73,114	86,690
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2022	2021
	£	£
Leeds City Council Luncheon Club	5,159	4,757
Leeds City Council (MICE)	200	650
Leeds City Council Hub Funding	33,500	23,800
Bus Service Operators Grant	236	311
Voluntary Action Leeds	1,000	2,500
Leeds Older Peoples Forum	550	2,000
Otley Town Council	300	350
The National Lottery Community Fund Lets Enable Otley	47,750	-
The National Lottery Community Fund Support Minibus Training	9,750	-
Forget Me Not Cafe Dementia Support	3,000	-
Arnold Clark Community Fund	1,000	-
Percy Bilton Trust	500	-
Pool Parish Council	250	-
The Big Lottery Time to Shine (Connecting at The Weekend Project)	-	3,660
Leeds City Council Housing Funding	-	3,120
Leeds Local Care Partnership	-	17,500
Leeds City Council Harm Minimisation Fund	-	13,500
The National Lottery Community Fund	-	18,250
Groundworks Tesco	-	500
Leeds City Council Digital Leeds	-	2,000
Windmill Community Transport	-	500
BCT Care Services Ltd	-	200
	<hr/>	<hr/>
	103,195	93,598
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

4. Charitable Activities

	2022 £	2021 £
Office and Room Rent	10,000	10,000
Light and Heat	1,392	2,071
Subscriptions	468	546
Telephone	2,032	1,947
Printing, Stationery & Postage	2,450	1,403
Insurance	778	770
Repairs, Renewals and Refurbishments	9,602	43,237
I T Support and Equipment	6,007	6,309
Professional Fees/Consultancy	12,553	10,040
Miscellaneous	539	204
Publicity	2,875	4,202
Minibus & Van Expenses	7,551	5,154
Trips, Social Events & Activities	15,926	3,730
Luncheon Club	13,726	7,175
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Staff Recruitment	286	-
Pension Contributions	20,071	8,345
Payroll Fees	771	467
Training	670	877
Volunteer Expenses	2,618	1,996
Childcare Costs	-	989
Governance Costs (note 5)	2,446	2,166
	<hr/>	<hr/>
	221,666	217,136
	<hr/>	<hr/>

5. Governance Costs

	2022 £	2021 £
DBS Checks	196	156
Independent Examiner's Fee	2,250	2,010
	<hr/>	<hr/>
	2,446	2,166
	<hr/>	<hr/>

6. Staff Costs

	2022 £	2021 £
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Pension Contributions	20,071	8,345
Childcare Costs	-	989
	<hr/>	<hr/>
	128,976	114,842
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

The average number of employees during the year including part time was 5 (2021 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2022 (2021: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
Net Book Value				
At 31 March 2022	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2021	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

8. Creditors

	2022 £	2021 £
Accruals and deferred income	3,690	2,862
	<hr/>	<hr/>

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

	2022 £	2021 £
Contributions payable by the charity during the year	20,071	8,345
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

10. Restricted Funds

	Balance at 1 April 2021	Movement in Funds		Transfers	Balance at 31 March 2022
	£	Incoming Resources	Resources Expended		£
Luncheon Clubs	10,315	19,179	(13,726)	-	15,768
Leeds City Council (MICE)	-	200	(200)	-	-
Otley Leg Club (All Legs Aloud NHS)	1,013	-	-	-	1,013
Building Fund	7,660	50	(7,710)	-	-
Leeds City Council Hub Funding	7,400	33,500	(40,900)	-	-
NHS Local Care Partnership	13,125	-	(13,125)	-	-
Leeds City Council Harm Minimisation Fund	6,750	-	(6,750)	-	-
Voluntary Action Leeds	-	1,000	(1,000)	-	-
Leeds Older Peoples Forum	-	550	(550)	-	-
Otley Town Council	-	300	(300)	-	-
The National Lottery Community Fund Lets Enable Otley	-	47,750	(32,333)	-	15,417
The National Lottery Community Fund Minibus Training	-	9,750	(5,233)	-	4,517
Forget Me Not Cafe Dementia Support	-	3,000	(1,200)	-	1,800
Arnold Clark Community Fund	-	1,000	(1,000)	-	-
Percy Bilton Trust	-	500	(500)	-	-
Pool Parish Council	-	250	(250)	-	-
Minibus Fund	-	1,452	-	20,000	21,452
	46,263	118,481	(124,777)	20,000	59,967

Restricted Funds:-

Luncheon Club

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

Leeds City Council (MICE)

We received £200 towards the cost of leaflets.

Otley Leg Club (All Legs Aloud NHS)

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

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its fourth anniversary on 27 February 2022.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Building Fund

Monies donated towards the renovation of the building. We launched the “Buy a brick” scheme in 2018 asking members to contribute towards the refurbishment of the Older People’s Welfare Centre.

In 2021 we commissioned Tracey Krupienka Scott a local artist to produce artwork to commemorate this.

Leeds City Council Hub Funding

In March 2020 we were appointed as the Leeds City Council Hub for Otley and Yeadon in response to the pandemic. This continued until the end of March 2022 helping people of all ages as they have been shielding and unable to leave their homes.

NHS Local Care Partnerships

This is funding for our Frailty Project. This was a twelve month project that came to an end on the 31/12/2021 working in conjunction with the NHS, providing support and facilitating support groups for people in the community that are over 75 and have been identified as ‘frail’ by their GP surgeries.

Leeds City Council Harm Minimisation Funding

This is funding provided by the Government to local councils to support Covid-19 relief work.

Voluntary Action Leeds

Monies for training, safeguarding vulnerable adults, dementia awareness and mental health awareness.

Leeds Older Peoples Forum

We received £550 for digital support for the Leeds Neighbourhood Network Schemes.

Otley Town Council

Monies towards the cost of the newsletter.

The National Lottery Community Fund Lets Enable Otley

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

The National Lottery Community Fund Support Minibus Training

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

Forget Me Not Cafe Dementia Support

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

Arnold Clark Community Fund

This money helped our socially isolated older people who were coming out of Covid-19 and had become isolated and less mobile. The funding financed some of the ongoing transport costs and upkeep of the vehicles.

Percy Bilton Trust

Contribution towards small goods and equipment for the community kitchen.

Pool Parish Council

Funding towards Easter celebrations.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Minibus Fund

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

11. Designated Funds

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

	Balance at 1 April 2021 £	Incoming Resources £	Movement in Funds Resources Expended £	Transfers	Balance at 31 March 2022 £
Contingency Fund	108,500	-	-	2,335	110,835
Transport Fund	10,285	2,866	(4,599)	-	8,552
	<u>118,785</u>	<u>2,866</u>	<u>(4,599)</u>	<u>2,335</u>	<u>119,387</u>

12. Commitments under operating leases

At 31 March 2022 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings 2022 £	2021 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

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

	2022 £	2021 £
Net movement in funds	20,731	27,402
Deduct interest income	(1,099)	(1,355)
Increase in creditors	828	912
Net cash used in operating activities	<u>20,460</u>	<u>26,959</u>

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	John Eveleigh Doris Gagen Pamela Gill Arthur Parslow Ailsa Bearpark Nigel Gill Gillian Chapman Frank Jordan Timothy Dalby Pauline Padden Stuart Page
Secretary	Susan Trainor
Charity number	1150684
Company number	08224902
Registered office	Otley Old Peoples Welfare Centre Crossgate Otley West Yorkshire LS21 3AA
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Virgin Money 94 – 96 Briggate Leeds West Yorkshire LS1 6ND Monmouthshire Building Society Monmouthshire House John Frost Square Newport Monmouthshire NP20 1PX The Charity Bank Ltd Fosse House 182 High Street Tonbridge Kent TN9 1BE Charities Aid Foundation Shawbrook Bank Lutea House Warley Hill Business Park The Drive Great Warley Brentford Essex CM13 3BE

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

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

Structure governance and management

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

The directors who served during the year were:

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

Appointment of Directors:

The charity may by ordinary resolution:

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

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

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

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

All directors have voting rights.

Organisational Structure

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

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022

Relationships:

Otley Action for Older People works with Leeds Adult Social Care, the NHS, Otley Town Council, and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

Prior to and during the pandemic the organisation also supports and works with several local community organisations including Otley Courthouse, Otley Older People's Welfare Committee, Otley Over 60's Club, Otley Food Bank, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

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

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

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

It is hard to believe how different the world looked a year ago. Now looking back on the past 12 months and the gradual re-opening of society there seems to be a lot to look forward to. In April/May 2021 it was a relief to be able to resume group activity which many of our members had so dearly missed. Initially, there was trepidation amongst some but with safety measures in place confidence to re-engage became stronger.

With the refurbishment of the Older People's Welfare Centre complete it was great to have an inviting new venue for our older people to come together and enjoy. Over time the numbers of groups and at groups began to increase and we were able to gradually see things coming back together.

The refurbishment of our office space provides staff with a light, bright and airy environment from which they can work. The additional ground floor office space and reception was a real bonus providing accessible space for our members to drop in and gain support and for our volunteer receptionists to work from.

The new premises became even more important to the older people of the town with the sad announcement of the closure of Otley Methodist Church in the year. A wonderful venue which will be missed.

The real value of Otley Action can only truly be measured through our wonderful volunteer force. Covid-19 challenged on so many levels and, whilst it was not possible for all volunteers to perform their roles during the worst times, we are now getting back into the swing of things. New volunteers have joined us and continue the great work of our lunch clubs, befrienders and transport services but also have lent their support to more recent initiatives.

Throughout this time, we continued to be the Hub for Leeds City Council supporting people in the Otley and Yeadon ward who were either isolating or were classed as clinically vulnerable. This work was recognised by Otley Town Council who presented the charity with a Covid-19 emergency award and also by Leeds City Council and Voluntary Action Leeds for recognition of outstanding service throughout the pandemic.

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2022**

In 2021 the staff team doubled with the addition of a Finance and Administration Officer, Digital inclusion Worker and Volunteer Engagement and Community Officer. With new staff appointed throughout 2021 we were able to refine and develop our services. Much thanks go to the Big Lottery Fund for supporting our work over the coming four years with a £200,000 grant in support of our wonderful volunteers.

Policies

These are policies we have reviewed this year:-

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

Financial Review

The organisation made a surplus of £20,731 (2021 - surplus of £27,402) in this financial year.

The core activities of the organisation made a surplus of £28,760 prior to any fund transfers.

The total reserves of the organisation at 31 March 2022 amounted to £235,087.

Of this £59,967 relates to specific restricted funded projects and is due to be spent in the 2022/23 financial year. General reserves, following a transfer of £20,000 to the new minibus fund and £2,335 to the contingency fund now amount to £55,733 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2022 had a balance of £8,552 and had been established to support the costs of running the Minibus.

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

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £110,835.

Investment Policy

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT (continued) **FOR THE YEAR ENDED 31 MARCH 2022**

Plans for the Future

In the coming year we aim to renew our relationships with partners and stakeholders and particularly work alongside other community groups within the area. Otley Action commissioned Third Sector Consultancy to explore sustainable ways of working in the local area and the outcome of this was the Otley Community Support Plan. This project has led to the initiation of the Community Group Lunch initiative now meeting bi-monthly with the huge potential to develop and expand it. Other initiatives for the coming year include the Community Café, extra support for men experiencing difficulties, development of memory services, digital services, and a new music group.

The Board of Directors have also identified the need to update our transport services and we are currently fundraising to this aim. Our goal in the future is to replace one of our minibuses with a brand-new vehicle to meet the needs of our older people

Statement of Directors Responsibilities

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

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

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

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

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

On behalf of the board of directors

..... Director
Ailsa Bearpark

Dated: 27 June 2022

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 4 to 14.

Respective responsibilities of director and examiner

The directors of Otley Action for Older People are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:-

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

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 29 June 2022

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	General Fund £	Designated Fund £	Restricted Funds £	2022 £	2021 £
Income						
Donations and Legacies	2	20,327	-	1,502	21,829	39,123
Investment Income		1,099	-	-	1,099	1,355
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		21,426	-	1,502	22,928	40,478
Income from Charitable Activities	3	99,624	2,866	116,979	219,469	204,060
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Income		121,050	2,866	118,481	242,397	244,538
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Expenditure						
Charitable Activities	4	92,290	4,599	124,777	221,666	217,136
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure		92,290	4,599	124,777	221,666	217,136
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Income/(Expenditure)						
Net movement in funds before transfers		28,760	(1,733)	(6,296)	20,731	27,402
Transfer between funds		(22,335)	2,335	20,000	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Income						
Net Movement in funds after transfers		6,425	602	13,704	20,731	27,402
Total funds brought forward		49,308	118,785	46,263	214,356	186,954
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		55,733	119,387	59,967	235,087	214,356
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	General fund	Designated funds	Restricted funds	2022 Total funds	2021 Total funds
Fixed Assets	7	-	-	-	-	-
Current Assets						
Cash at Bank and in Hand		58,713	119,387	60,677	238,777	217,218
Total Assets		58,713	119,387	60,677	238,777	217,218
Creditors: Amounts Falling Due Within One Year	8	(2,980)	-	(710)	(3,690)	(2,862)
Total Assets less Current Liabilities		55,733	119,387	59,967	235,087	214,356
The Funds of the Charity						
Restricted Funds	10	-	-	59,967	59,967	46,263
Unrestricted Funds						
Designated Funds	11	-	119,387	-	119,387	118,785
General Fund		55,733	-	-	55,733	49,308
Total Charity Funds		55,733	119,387	59,967	235,087	214,356

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 27 June 2022

.....
Ailsa Bearpark
Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Cash used in operating activities	13	20,460	26,959
Cashflow from investing activities			
Interest income		1,099	1,355
		<hr/>	<hr/>
Increase in cash equivalents in the year		21,559	28,314
Cash equivalents at the beginning of the year		217,218	188,904
		<hr/>	<hr/>
Total cash equivalents at the end of the year		238,777	217,218
		<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

a. Accounting Convention

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

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

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

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

b. Incoming Resources

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

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

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

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

c. Resources Expended

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

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

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

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

d. Tangible Fixed Assets and Depreciation

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

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

e. Taxation

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

f. Pensions

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

g. Fund Accounting

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

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

2. Donations and Legacies

	2022 £	2021 £
Donations:		
Legacy from the Estate of Audrey Hudson	3,000	-
Crowdfunder	2,969	932
Otley Golf Club	1,798	-
Waitrose	1,000	-
Martin Harrow	725	-
Otley Mayor's Charity Account	568	-
Legacy from the Estate of Joyce Hartley	-	10,000
Co-op Community Fund	-	2,018
Leeds Older People's Forum	-	1,500
Legacy from the Estate of Betty Negus	-	1,000
Townswomens Guild	-	1,000
R MacDonald	-	1,000
Heineken UK – Neighbourly	-	800
Trustees of Abbey House Settlement	-	500
A Balchin	-	500
R Collinson	-	500
Sundry Donations and Fundraising	11,769	19,373
	<hr/>	<hr/>
	21,829	39,123
	<hr/>	<hr/>

3. Income from Charitable Activities

	General £	Designated £	Restricted £	2022 Total £	2021 £
Grants for unrestricted purposes	73,114	-	-	73,114	86,690
Grants for restricted purposes	-	236	102,959	103,195	93,598
Contribution to Activities	19,710	-	-	19,710	5,368
Fees & Charges	-	2,630	14,020	16,650	7,617
Student Placements	2,800	-	-	2,800	6,787
Employers Allowance	4,000	-	-	4,000	4,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	99,624	2,866	116,979	219,469	204,060
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Grants for unrestricted purposes		
Leeds City Council	73,114	76,690
Small Business Rate Relief Grant	-	10,000
	<hr/>	<hr/>
	73,114	86,690
	<hr/>	<hr/>
Grants for Restricted and Designated Purposes:	2022	2021
	£	£
Leeds City Council Luncheon Club	5,159	4,757
Leeds City Council (MICE)	200	650
Leeds City Council Hub Funding	33,500	23,800
Bus Service Operators Grant	236	311
Voluntary Action Leeds	1,000	2,500
Leeds Older Peoples Forum	550	2,000
Otley Town Council	300	350
The National Lottery Community Fund Lets Enable Otley	47,750	-
The National Lottery Community Fund Support Minibus Training	9,750	-
Forget Me Not Cafe Dementia Support	3,000	-
Arnold Clark Community Fund	1,000	-
Percy Bilton Trust	500	-
Pool Parish Council	250	-
The Big Lottery Time to Shine (Connecting at The Weekend Project)	-	3,660
Leeds City Council Housing Funding	-	3,120
Leeds Local Care Partnership	-	17,500
Leeds City Council Harm Minimisation Fund	-	13,500
The National Lottery Community Fund	-	18,250
Groundworks Tesco	-	500
Leeds City Council Digital Leeds	-	2,000
Windmill Community Transport	-	500
BCT Care Services Ltd	-	200
	<hr/>	<hr/>
	103,195	93,598
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

4. Charitable Activities

	2022 £	2021 £
Office and Room Rent	10,000	10,000
Light and Heat	1,392	2,071
Subscriptions	468	546
Telephone	2,032	1,947
Printing, Stationery & Postage	2,450	1,403
Insurance	778	770
Repairs, Renewals and Refurbishments	9,602	43,237
I T Support and Equipment	6,007	6,309
Professional Fees/Consultancy	12,553	10,040
Miscellaneous	539	204
Publicity	2,875	4,202
Minibus & Van Expenses	7,551	5,154
Trips, Social Events & Activities	15,926	3,730
Luncheon Club	13,726	7,175
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Staff Recruitment	286	-
Pension Contributions	20,071	8,345
Payroll Fees	771	467
Training	670	877
Volunteer Expenses	2,618	1,996
Childcare Costs	-	989
Governance Costs (note 5)	2,446	2,166
	<hr/>	<hr/>
	221,666	217,136
	<hr/>	<hr/>

5. Governance Costs

	2022 £	2021 £
DBS Checks	196	156
Independent Examiner's Fee	2,250	2,010
	<hr/>	<hr/>
	2,446	2,166
	<hr/>	<hr/>

6. Staff Costs

	2022 £	2021 £
Salaries	101,347	99,907
Employers National Insurance	7,558	5,601
Pension Contributions	20,071	8,345
Childcare Costs	-	989
	<hr/>	<hr/>
	128,976	114,842
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

The average number of employees during the year including part time was 5 (2021 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2022 (2021: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
Cost				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2021				
And 31 March 2022	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
Net Book Value				
At 31 March 2022	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2021	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

8. Creditors

	2022 £	2021 £
Accruals and deferred income	3,690	2,862
	<hr/>	<hr/>

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

	2022 £	2021 £
Contributions payable by the charity during the year	20,071	8,345
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

10. Restricted Funds

	Balance at 1 April 2021	Movement in Funds		Transfers	Balance at 31 March 2022
	£	Incoming Resources	Resources Expended		£
Luncheon Clubs	10,315	19,179	(13,726)	-	15,768
Leeds City Council (MICE)	-	200	(200)	-	-
Otley Leg Club (All Legs Aloud NHS)	1,013	-	-	-	1,013
Building Fund	7,660	50	(7,710)	-	-
Leeds City Council Hub Funding	7,400	33,500	(40,900)	-	-
NHS Local Care Partnership	13,125	-	(13,125)	-	-
Leeds City Council Harm Minimisation Fund	6,750	-	(6,750)	-	-
Voluntary Action Leeds	-	1,000	(1,000)	-	-
Leeds Older Peoples Forum	-	550	(550)	-	-
Otley Town Council	-	300	(300)	-	-
The National Lottery Community Fund Lets Enable Otley	-	47,750	(32,333)	-	15,417
The National Lottery Community Fund Minibus Training	-	9,750	(5,233)	-	4,517
Forget Me Not Cafe Dementia Support	-	3,000	(1,200)	-	1,800
Arnold Clark Community Fund	-	1,000	(1,000)	-	-
Percy Bilton Trust	-	500	(500)	-	-
Pool Parish Council	-	250	(250)	-	-
Minibus Fund	-	1,452	-	20,000	21,452
	46,263	118,481	(124,777)	20,000	59,967

Restricted Funds:-

Luncheon Club

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

Leeds City Council (MICE)

We received £200 towards the cost of leaflets.

Otley Leg Club (All Legs Aloud NHS)

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

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its fourth anniversary on 27 February 2022.

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Building Fund

Monies donated towards the renovation of the building. We launched the “Buy a brick” scheme in 2018 asking members to contribute towards the refurbishment of the Older People’s Welfare Centre.

In 2021 we commissioned Tracey Krupienka Scott a local artist to produce artwork to commemorate this.

Leeds City Council Hub Funding

In March 2020 we were appointed as the Leeds City Council Hub for Otley and Yeadon in response to the pandemic. This continued until the end of March 2022 helping people of all ages as they have been shielding and unable to leave their homes.

NHS Local Care Partnerships

This is funding for our Frailty Project. This was a twelve month project that came to an end on the 31/12/2021 working in conjunction with the NHS, providing support and facilitating support groups for people in the community that are over 75 and have been identified as ‘frail’ by their GP surgeries.

Leeds City Council Harm Minimisation Funding

This is funding provided by the Government to local councils to support Covid-19 relief work.

Voluntary Action Leeds

Monies for training, safeguarding vulnerable adults, dementia awareness and mental health awareness.

Leeds Older Peoples Forum

We received £550 for digital support for the Leeds Neighbourhood Network Schemes.

Otley Town Council

Monies towards the cost of the newsletter.

The National Lottery Community Fund Lets Enable Otley

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

The National Lottery Community Fund Support Minibus Training

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

Forget Me Not Cafe Dementia Support

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

Arnold Clark Community Fund

This money helped our socially isolated older people who were coming out of Covid-19 and had become isolated and less mobile. The funding financed some of the ongoing transport costs and upkeep of the vehicles.

Percy Bilton Trust

Contribution towards small goods and equipment for the community kitchen.

Pool Parish Council

Funding towards Easter celebrations.

OTLEY ACTION FOR OLDER PEOPLE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Minibus Fund

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

11. Designated Funds

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

	Movement in Funds				
	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfers	Balance at 31 March 2022 £
Contingency Fund	108,500	-	-	2,335	110,835
Transport Fund	10,285	2,866	(4,599)	-	8,552
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	118,785	2,866	(4,599)	2,335	119,387
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

12. Commitments under operating leases

At 31 March 2022 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2022 £	2021 £
Expiry date within one year	10,000	10,000
	<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:

	2022 £	2021 £
Net movement in funds	20,731	27,402
Deduct interest income	(1,099)	(1,355)
Increase in creditors	828	912
	<hr/>	<hr/>
Net cash used in operating activities	20,460	26,959
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