

OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2022/23



Crossgate, Otley, LS21 3AA

Registered Charity Number 1150684

Company Number 8224902

Tel: 01943 463965

Website: www.otleyactionforolderpeople.org.uk

Email: info@otleyactionforolderpeople.org.uk

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

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

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

Background

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

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

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

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

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

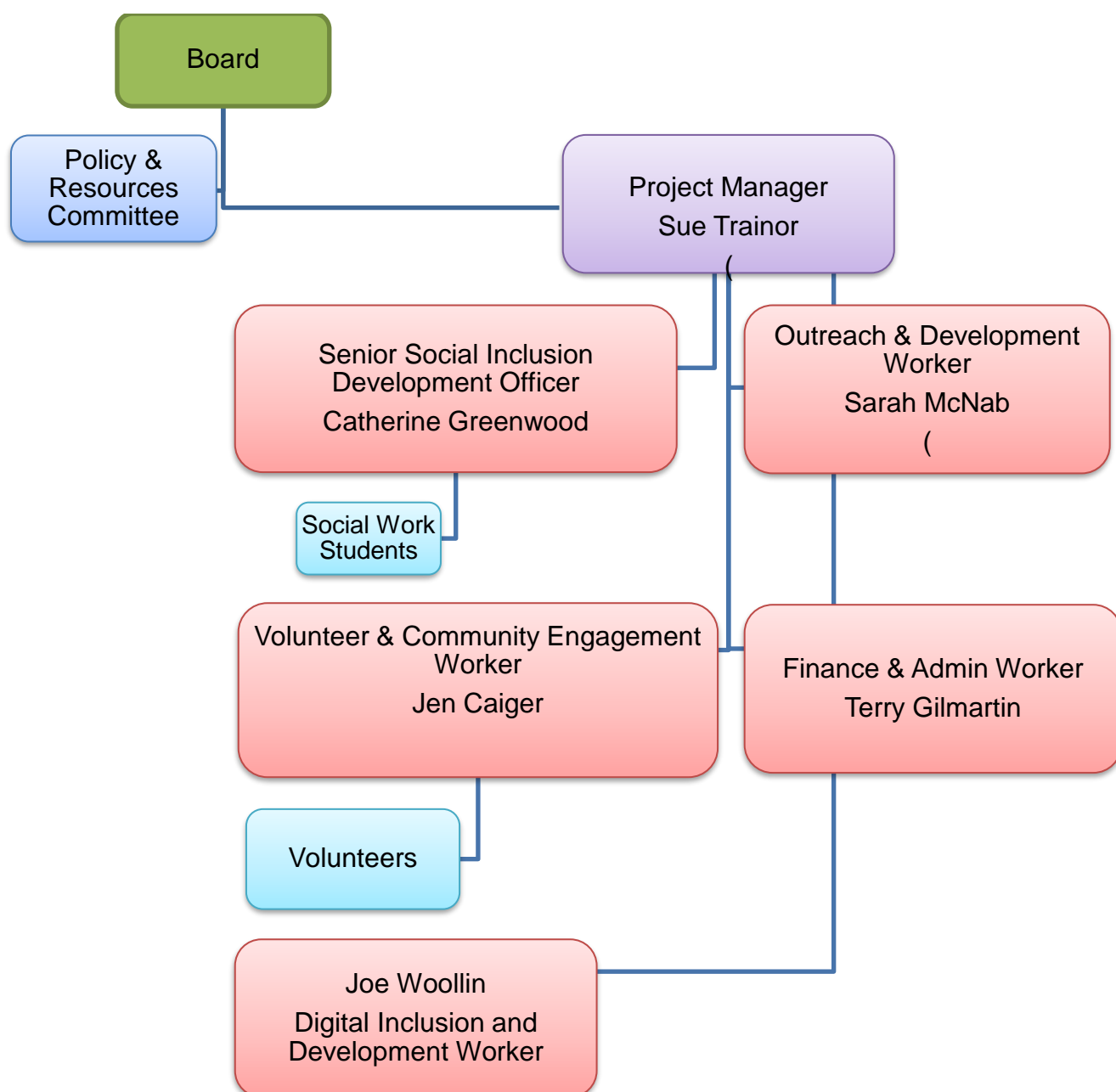
OAOP has six staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receives training and support and as such are competent and able in supporting our older people. The staff team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

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

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

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

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



Board of Directors

2022/23

Ailsa Bearpark (Chair)

Gill Chapman

Tim Dalby

John Eveleigh

Doris Gagen

Nigel Gill

Pamela Gill

Frank Jordan (Secretary)

Pauline Padden (Treasurer)

Stuart Page

Arthur Parslow

Company Secretary

Sue Trainor

Ailsa



Pauline



Frank



Tim



Pam



Nigel



John



Gill



Arthur



Doris



Stuart



Otley Action for Older People
Staff Team

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

***Social Work Students on
Placement in 2022/2023***

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

Volunteers

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

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

Our volunteers fall into several categories:

Befrienders – 16

Car Scheme – 11

Drivers/Escorts – 19

Group work – 24

Others – 19

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

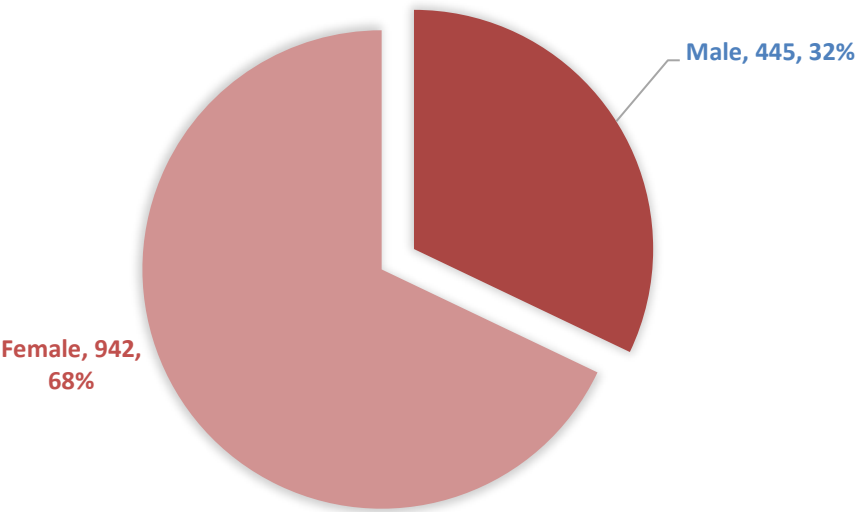
DBS – In 2022/2023 due to changes within our insurance policy all volunteers were required to have an up-to-date DBS less than three-year-old. In this period over 80 DBS checks have been successfully completed.

Volunteers who were unable to comply currently remain dormant.

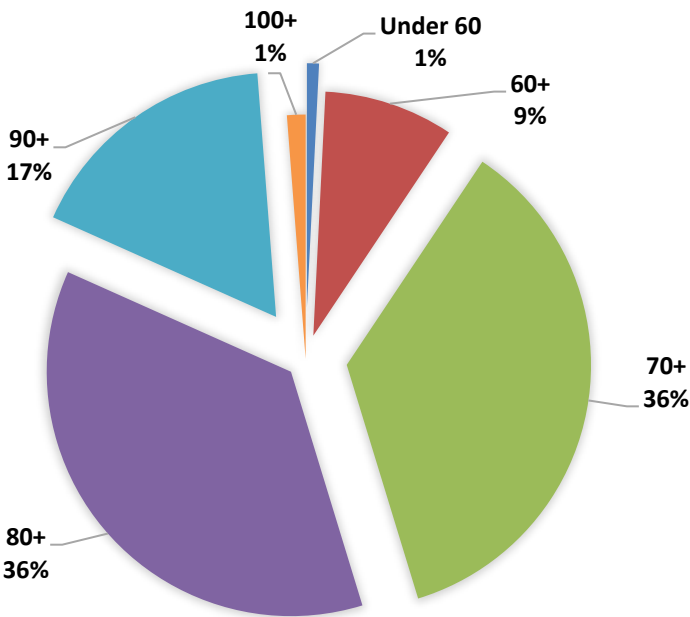
Otley Action Members

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

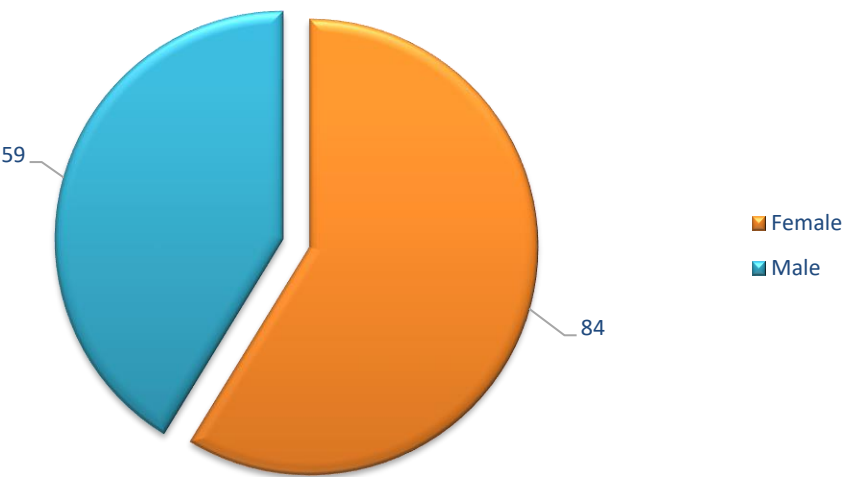
GENDER OF SERVICE USERS AT OTLEY ACTION FOR OLDER PEOPLE



AGE GROUPS OF SERVICE USERS



GENDER OF SERVICE USERS WITH MEMORY PROBLEMS



Chair's Remarks

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

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

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

Ailsa Bearpark

Project Manager's Report

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

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

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

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

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

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

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

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

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

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

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

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

Lots to look forward to.

Sue Trainor
Project Manager

Otley Action Activities

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

Advice and Information

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

Transport and Mobility

OAOP minibus transport
Volunteer Car Scheme

Wheelchair Accessible
Transport – Wheelchair
Clamp
Wheelchair and
equipment loan

Social Activities

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

Practical Help

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

Social Care

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

Health Activities

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

Regular Groups and Activities

This is our regular timetable of scheduled events.

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

What happened in 2022/2023

Service Delivery

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

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



Projects, Groups, Events & Activities

Men's Group – Community Transport Association

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

Foot Clinic

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

Winter Telephone Contact Scheme

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

Digital Inclusion

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

Internet Café

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

Bus passes

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

Car scheme

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

Veg Boxes

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

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Community Café

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

Otley Studio new activities and Dru Yoga

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

Christmas Party

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

Christmas Gift Giving Appeal

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

Warm Space Initiative and Housing Support Fund Distribution

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

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

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

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

Bridlington short stay mini break

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



Community Networking lunch

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

Jubilee Celebrations

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

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



Wildlife Friendly Otley

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

Covid-19 Emergency Awards

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

Minibus Project

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

Trips and Outings

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

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

Befriending

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

Training

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

Otley Action Finance – Fundraising and Donations

April 2022 onwards CAF – three payments in the year	£3500
April 2022 – March 2023 Washburn Heritage Museum varies in amount.	£479.70
April 2022 – March 2023 Local Giving	£2,277.19
April 2022 Leeds City Council – Covid Response	£500
April 2022 Waitrose Ltd – Charity Giving	£500
May 2022 HMRC Gift Aid	£2241.79
May 2022 The Big Lottery Community Fund Volunteer Engagement Officer – 4 Year funding of £200,000. 2.5 years remaining of 4-year funding.	£200,000
May 2022 Leeds City Council – Lunch club grants	£5,599.80
May 2022 - Leeds Mind - Community Café at the Chippendale Centre Friday pm	£1000
May 2022 Home Instead Ilkley – Jubilee Celebrations	£500
June 2022 The Factory Shop	£215.45
July 2022 – Otley Town Council – Jubilee Grant	£400
July 2022 Charles and Elsie Sykes Trust – Men’s Group	£2000
July 2022 Windmill Community Transport – Brislington	£339.00
July 2022 Housing Support Fund - LCC	£3000.00
July 2022 – Otley Town Council - Community Lunch Network	£420.00
August 2022 Community Transport Association – via DfT	£24,000.00
September 2022 The University of Bradford – Student placement	£2000.00
December 2022 Voluntary Action Leeds – Warm Space provision	£2500.00
December 2022 _ DfT BSOG	£310.75
December 2022 – LCC extra support for lunch clubs	£2247.78
March 2023 LCC MICE Money new desk	£450.00
March 2023 – Masons	£550
March 2023 – Newstead and Walker – sponsorship	£500

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2023

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

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

Structure governance and management

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

The directors who served during the year were:

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

Appointment of Directors:

The charity may by ordinary resolution:

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

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

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

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

All directors have voting rights.

Organisational Structure

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

Relationships

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

Objectives and activities

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

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

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

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

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

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

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

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

Policies

These are policies we have reviewed this year:-

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

Financial Review

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

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

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

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

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

Investment Policy

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

Plans for the Future

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

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

Statement of Directors Responsibilities

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

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

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

On behalf of the board of directors

Ailsa Bearpark

Director

Dated: 26 June 2023

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

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

Respective responsibilities of director and examiner

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

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

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

Basis of independent examiner's report

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

Independent examiner's statement

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

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

Kevin J Meddings MAAT

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

Dated: 30 June 2023

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

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

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

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2023

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

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

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

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

The accounts were approved by the Board on 26 June 2023

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2023

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies

a. Accounting Convention

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

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

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

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

b. Incoming Resources

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

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

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

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

c. Resources Expended

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

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

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

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

d. Tangible Fixed Assets and Depreciation

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

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

e. Taxation

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

f. **Pensions**

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

g. **Fund Accounting**

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

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

2. **Donations and Legacies**

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

3. **Income from Charitable Activities**

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

4. Charitable Activities

	2023 £	2022 £
Office and Room Rent	10,000	10,000
Light and Heat	7,864	1,392
Subscriptions	438	468
Telephone	2,182	2,032
Printing, Stationery & Postage	2,864	2,450
Insurance	922	778
Repairs, Renewals and Refurbishments	4,750	9,602
I T Support and Equipment	4,800	6,007
Professional Fees/Consultancy	12,040	12,553
Miscellaneous	845	539
Publicity	2,653	2,875
Minibus & Van Expenses	12,534	7,551
Minibus Hire	6,720	-
Trips, Social Events & Activities	28,977	15,926
Luncheon Club	17,175	13,726
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Staff Recruitment	212	286
Pension Contributions	20,947	20,071
Payroll Fees	895	771
Training	695	670
Volunteer Expenses	1,950	2,618
Governance Costs (note 5)	2,358	2,446
	<hr/>	<hr/>
	255,035	221,666
	<hr/>	<hr/>

5. Governance Costs

	2023 £	2022 £
DBS Checks	858	196
Independent Examiner's Fee	1,500	2,250
	<hr/>	<hr/>
	2,358	2,446
	<hr/>	<hr/>

6. Staff Costs

	2023 £	2022 £
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Pension Contributions	20,947	20,071
	<hr/>	<hr/>
	134,161	128,976
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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

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

No employee earned more than £60,000.

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

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

7. Fixed Assets

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

8. Debtors and prepayments

	2023 £	2022 £
Prepayments	2,100	-
	<hr/>	<hr/>

9. Creditors

	2023 £	2022 £
Accruals and deferred income	8,504	3,690
	<hr/>	<hr/>

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

	2023 £	2022 £
Contributions payable by the charity during the year	20,947	20,071
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

11. Restricted Funds

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

Restricted Funds:-

Luncheon Club

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

Leeds City Council (MICE)

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

Otley Leg Club (All Legs Aloud NHS)

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

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Leeds City Council Hub Funding

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

Otley Town Council

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

The National Lottery Community Fund Lets Enable Otley

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

The National Lottery Community Fund Support Minibus Training

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

Forget Me Not Cafe Dementia Support

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

Minibus Fund

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

Community Transport Association

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

Charles & Elsie Sykes Trust

Funding to run a men's support group.

Leeds Mind

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

OTLEY ACTION FOR OLDER PEOPLE

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

Home Instead Ilkley

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

Windmill Community Transport

Monies to pay for a holiday in Bridlington.

Westbourne Masonic Lodge

Donation to enable the purchase of a new computer.

12. Designated Funds

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

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

13. Commitments under operating leases

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

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

OTLEY ACTION FOR OLDER PEOPLE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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OTLEY ACTION FOR OLDER PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

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

OTLEY ACTION FOR OLDER PEOPLE

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2023

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

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

Structure governance and management

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

The directors who served during the year were:

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

Appointment of Directors:

The charity may by ordinary resolution:

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

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

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

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

All directors have voting rights.

Organisational Structure

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

Relationships

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

Objectives and activities

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

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

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

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

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

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

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

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

Policies

These are policies we have reviewed this year:-

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

Financial Review

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

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

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

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

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

Investment Policy

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

Plans for the Future

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

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

Statement of Directors Responsibilities

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

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

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

OTLEY ACTION FOR OLDER PEOPLE

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

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

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

On behalf of the board of directors

Ailsa Bearpark

Director

Dated: 26 June 2023

INDEPENDENT EXAMINERS REPORT

TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

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

Respective responsibilities of director and examiner

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

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

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

Basis of independent examiner's report

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

Independent examiner's statement

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

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

Kevin J Meddings MAAT

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

Dated: 30 June 2023

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

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

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

OTLEY ACTION FOR OLDER PEOPLE

BALANCE SHEET AS AT 31 MARCH 2023

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

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

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

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

The accounts were approved by the Board on 26 June 2023

Ailsa Bearpark

Director

Company Registration No: 08224902

OTLEY ACTION FOR OLDER PEOPLE

STATEMENT OF CASHFLOWS AS AT 31 MARCH 2023

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies

a. Accounting Convention

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

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

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

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

b. Incoming Resources

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

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

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

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

c. Resources Expended

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

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

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

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

d. Tangible Fixed Assets and Depreciation

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

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

e. Taxation

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

f. **Pensions**

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

g. **Fund Accounting**

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

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

2. **Donations and Legacies**

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

3. **Income from Charitable Activities**

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

4. Charitable Activities

	2023 £	2022 £
Office and Room Rent	10,000	10,000
Light and Heat	7,864	1,392
Subscriptions	438	468
Telephone	2,182	2,032
Printing, Stationery & Postage	2,864	2,450
Insurance	922	778
Repairs, Renewals and Refurbishments	4,750	9,602
I T Support and Equipment	4,800	6,007
Professional Fees/Consultancy	12,040	12,553
Miscellaneous	845	539
Publicity	2,653	2,875
Minibus & Van Expenses	12,534	7,551
Minibus Hire	6,720	-
Trips, Social Events & Activities	28,977	15,926
Luncheon Club	17,175	13,726
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Staff Recruitment	212	286
Pension Contributions	20,947	20,071
Payroll Fees	895	771
Training	695	670
Volunteer Expenses	1,950	2,618
Governance Costs (note 5)	2,358	2,446
	<hr/>	<hr/>
	255,035	221,666
	<hr/>	<hr/>

5. Governance Costs

	2023 £	2022 £
DBS Checks	858	196
Independent Examiner's Fee	1,500	2,250
	<hr/>	<hr/>
	2,358	2,446
	<hr/>	<hr/>

6. Staff Costs

	2023 £	2022 £
Salaries	105,048	101,347
Employers National Insurance	8,166	7,558
Pension Contributions	20,947	20,071
	<hr/>	<hr/>
	134,161	128,976
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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

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

No employee earned more than £60,000.

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

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

7. Fixed Assets

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

8. Debtors and prepayments

	2023 £	2022 £
Prepayments	2,100	-
	<hr/>	<hr/>

9. Creditors

	2023 £	2022 £
Accruals and deferred income	8,504	3,690
	<hr/>	<hr/>

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

	2023 £	2022 £
Contributions payable by the charity during the year	20,947	20,071
	<hr/>	<hr/>

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

11. Restricted Funds

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

Restricted Funds:-

Luncheon Club

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

Leeds City Council (MICE)

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

Otley Leg Club (All Legs Aloud NHS)

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

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

OTLEY ACTION FOR OLDER PEOPLE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Leeds City Council Hub Funding

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

Otley Town Council

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

The National Lottery Community Fund Lets Enable Otley

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

The National Lottery Community Fund Support Minibus Training

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

Forget Me Not Cafe Dementia Support

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

Minibus Fund

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

Community Transport Association

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

Charles & Elsie Sykes Trust

Funding to run a men's support group.

Leeds Mind

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

OTLEY ACTION FOR OLDER PEOPLE

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

Home Instead Ilkley

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

Windmill Community Transport

Monies to pay for a holiday in Bridlington.

Westbourne Masonic Lodge

Donation to enable the purchase of a new computer.

12. Designated Funds

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

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

13. Commitments under operating leases

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

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

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

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