



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 6th April 2020 to 5th April 2021

Charity name: Springboard - Oldham Dementia Carers Group

Charity registration number: 1156480

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	To relieve the needs of people and their families, friends and carers within the boundaries of the metropolitan borough of Oldham and its surrounding areas (the area of benefit), suffering from all types of dementia and its effects by the provision of emotional and practical support, advice, education and practical support, advice, education and by raising public awareness of the said conditions. To provide or assist in the provision of facilities and social activities for recreation and leisure time occupation of people suffering from all types of dementia and their families, friends and carers in the interests of social welfare with the object of improving their conditions of life.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>Springboard is an Oldham-based charity, set up for and by people with dementia and their carers. Members tend to be Oldham residents, although we do have attendees who travel from other areas.</p> <p>Over eight years ago, it was recognised that there was no opportunity for both carers and people with dementia to meet. The group was originally set up as a constituted group and then developed into a charity on 1st April 2014. The group was initially set up with six members, but in April 2012, in response to local demand, the doors opened at Downey House and Springboard was regularly full with 60 to 90 members attending weekly. This well illustrates that a support group for people living with dementia and their carers was and is hugely needed.</p> <p>Sadly, due to the unprecedented events of the Covid19 pandemic the group has been unable to hold any face to face meetings as the majority of members are aged 65+ and many experience co-morbidities.</p> <p>The group welcomes all ages, but the majority of its members are aged 65+. Springboard used to meet face to face at two locations but during this year all our meetings have been held virtually, utilising Zoom, which is a secure online virtual videoconferencing software program.</p> <p>Springboard has continued to maintain a 7 day helpline which offers a general query line and gives advice and support.</p> <p>The charity provides a fundamental and vital service within the Oldham community. Springboard is inclusive of all and encourages everyone never to forget the person behind the diagnosis - forgetfulness may be one associated symptom of dementia, but singing, dancing, walking and all areas of individual interests are endorsed, encouraged and supported. Springboard embodies the</p>

	<p>values of choice, dignity and respect and offers an environment where people feel safe. This enables people living with dementia to live well - to continue to engage in a lifestyle which promotes positive health and well-being and to retain or develop new skills and stay more independent for longer.</p> <p>The group usually charges an annual membership fee of £5 per member and an admission fee of £1 per visit and also relies on weekly donations for tea, coffee and cakes and a weekly raffle. As we have paused our face to face meetings due to Covid19 risks, for this year we have not charged any membership fee or any admission fee. Our usual fund-raising is done internally with members and this has also ceased during this financial year. No-one involved in the running of the group receives payment for their time and all volunteers give their time freely.</p> <p>Springboard has continued to provide, albeit virtually, advice, peer support, recreational, educational and leisure activities for people with dementia, their families and carers. The environment is made welcoming through the kind hearted, approachable volunteers on hand. Throughout the pandemic, our Committee members and Trustees have continued to make weekly contact by telephone to all our members to provide the peer support. We have also purchased a printer to enable us to produce a regular printed newsletter which we have posted to all members.</p>
Statement confirming trustees have had regard to the guidance issued by the Charity Commission on public benefit	All Trustees have had regard to the guidance issued by the Charity Commission on public benefit and have taken this guidance into account when making any decision it is relevant to.

Additional information

Policy on grant making	Springboard does not make grants to any other individual, organisation or charity.
Policy on social investment including program related investment	Springboard currently holds no investments and holds the funds it has as reserves in a cash account. Springboard keeps these funds in reserve as a contingency fund to allow it to continue to operate in the event that income stops or support we receive from other charities ceases. These funds could then be used to cover the cost of replacing this support for a period of time.
Contribution made by volunteers	Springboard is completely reliant on our volunteers. Without them, the group would not exist. We have no employees and all aspects of the running of the charity are covered by volunteers. During this financial year, our usual 4 volunteers who provided refreshments to members or sold raffle tickets at group meetings have been unable to do this due to no face to face meetings. Sadly, one of our volunteers passed away this year. In addition to these 4 volunteers all Trustees and Committee members provide peer support and assist in the running of the Group. No individual has received any payment for any of their time.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>Key highlights during the year 6th April 2020 to 5th April 2021 were:</p> <p>Regular events;</p> <p>We continued to hold weekly meetings via our online videoconference group.</p> <p>We were able to produce and distribute via Royal Mail a newsletter to all members after purchasing a printer for this purpose.</p> <p>We set up an extremely popular Whatsapp group where we could exchange local information on Covid19 and also use as a powerful way of maintaining our peer support and moral support by messaging members – this was a very popular means of communicating and really brought members together.</p> <p>Some of the other regular activities each week were facilitated via Zoom by staff from Making Space – who are a national charity providing health and social care services for adults with mental health conditions, learning disabilities, dementia and their carers. We are grateful for their continued support.</p> <p>In the 2015/16 financial year, the group was fortunate to receive £5,000 via Oldham Council and Oldham Dementia Partnership. These monies have been classed as a restricted fund with these funds only to be spent on the setting up of new and additional support groups. These monies continued to be held for these purposes and the balance at the end of the 2020-21 financial year remains the same as last year, at £3,246 as we were unable to spend any of these funds due to the Covid19 pandemic.</p>
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Additional information (optional)

Achievements against objectives set	The Group has continued to provide a range of supporting activities for those diagnosed with a memory problem and their carers on a regular basis. We have just shifted to a virtual way of delivering these. Our support has been even more valuable to members during this difficult time, especially during periods of "lockdown."
Performance of fundraising activities against objectives set	Springboard was unable to raise funds via an annual membership fee or an entrance fee each time a member attends due to the cancellation of face to face meetings. Despite our main sources of income ceasing, we continued to benefit from donations from members and also from the generosity of external donors, who recognised the valuable support we were able to offer. It is intended the annual membership fee and entrance fee will recommence when we are able to start meeting face to face again.
Investment performance against objectives	Springboard – Oldham Dementia Carers Group does not intend to raise monies for investment and currently holds no investments.

Financial Review

Review of the charity's financial position at the end of the period	<p>The charity's financial position has improved from last year, despite the loss of our usual face to face fundraising via members and overall, our cash funds increased by £3,263.15.</p> <p>Our expenditure dropped dramatically compared to the previous year. We made no payments for rent due to ceasing face to face meetings</p>
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	<p>throughout the whole financial year. We spent less on the provision of transport and refreshments such as meals and themed snacks.</p> <p>One area of expense of note this year was that relating to one-off costs for the purchase of a laser printer and ink. This enabled us to create a newsletter to reach out to those members who are not as skilled in the use of information technology.</p>
Statement explaining the policy for holding reserves stating why they are held	Springboard currently holds no investments and holds the funds it has as reserves in a cash bank account. Springboard keeps these funds in reserve as a contingency fund to allow it to continue to operate in the event that income stops or support we receive from other charities ceases. These funds could then be used to cover the cost of replacing this support for a period of time.
Amount of reserves held	We carry over reserves of £38,458.70 to the next financial year, with £3,246 of the reserves being restricted for use in the setting up and running of new groups in addition to the group running at Downey House in Royton.
Reasons for holding zero reserves	Not applicable
Details of funds materially in deficit	There are no funds materially in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	<p>At the time of producing this report, we have resumed our weekly face to face group meetings at Downey House in Royton but we are still experiencing the effects of the Covid-19 pandemic.</p> <p>We are following Government and local guidelines in taking precautions to ensure the safety of our members and volunteers. We expect our income and expenditure levels for the next financial year to return to those levels we saw pre-Covid19. We are encouraged by the number of members and volunteers who have returned to our face to face meeting in these continually uncertain times.</p> <p>We are 100% certain that the charity is able to continue as a going concern due to our low overheads and prudent spending.</p>

Additional information (optional)

The charity's principal sources of funds (including any fundraising)	The Charity does not use external professional fundraisers and does not contact the public for fundraising. Any funds generated are donated by current or former members and their carers and occasionally by members of the public who wish to fund raise for us – e.g. sponsored walks etc.
Investment policy and objectives including any social investment policy adopted	Springboard currently holds no investments and holds the funds it has as reserves in a cash account. Springboard keeps these funds in reserve as a contingency fund to allow it to continue to operate in the event that income stops or support we receive from other charities and groups in providing activities ceases. These funds could then be used to cover the cost of replacing this support for a period of time. The Trustees and Committee will continue to review this stance but take a very cautious view around investing donors funds during this period of low interest rates and volatile investment returns.
A description of the principal risks facing the	<p>The principal risks facing the charity are;</p> <p>a) the Covid-19 pandemic has prohibited face to face meetings with our members this year. We have mitigated this by operating virtually</p>

charity	<p>and by providing a printed newsletter and contacting our members weekly by telephone.</p> <p>b) the loss of members and volunteers due to the impact of the pandemic. Sadly, a number of our members and volunteers have passed away due to the pandemic this year. We expect new members to join us when it is safe to do so.</p> <p>c) loss of committee members and Trustees. We are very fortunate to have such dedicated volunteers and Trustees and we hope we can continue to rely on their loyalty.`</p> <p>d) loss of premises. Again, we are very fortunate that St. Paul's Parish Centre – Downey House. in Royton, where our main group meets, have offered to temporarily cease charging us rent and also hold the dates and times for the rooms we use so we can recommence face to face meetings when it is safe to do so.</p>
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Structure, Governance and Management

Type of governing document	Association Model Constitution
How is the charity constituted?	Charitable Incorporated Organisation
Trustee selection methods including details of constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	<p>There must be a minimum of three and maximum of twelve Trustees.</p> <p>At every annual general meeting, one-third of the charity trustees retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third retire from office.</p> <p>The charity trustees retire by rotation - those who have been longest in office since their last appointment or reappointment retire first.</p> <p>The vacancies are filled by the voting decision of the members at the annual general meeting.</p>

Additional information

Policies and procedures adopted for the induction and training of trustees	<p>All Trustees are sent annually and on appointment a copy of the Charity Commission document cc3 – The essential trustee – what you need to know and they confirm they have read and understand this document.</p> <p>Trustees have considered the following risks and have reviewed existing policies around them; Risk Management, Investment / Banking / Financial Controls, Vulnerable Beneficiaries, Conflict of Interest, Volunteer Management, Complaints Handling, First Aid, Food Hygiene & Safety, Register of members and attendees, Disability requirements, Fire & Emergency, Accommodation suitability. These risks are reviewed at least annually.</p>
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	The Charity's processes around safeguarding incorporate joint working with the local council and health organisations.
The charity's organisational structure and any wider network with which the charity works	Springboard – Oldham Dementia Carers Group Governance Structure is comprised of 5 Trustees. Underneath the Trustees is an Operational Committee which includes the Trustees and also members of the Group. Representatives from Springboard – Oldham Dementia Carers Group sit on the Oldham Dementia Partnership and also The Oldham Dementia Action Alliance. The Group is also a member of DEEP – the National Dementia Engagement and Empowerment Project and attends their meetings.
Relationship with any related parties	Springboard has no formal relationships with any related parties. We remain very grateful for the support we receive from Making Space, Pennine Care NHS Foundation Trust, Oldham Libraries, Action Together, DEEP, Oldham Council and Oldham Clinical Commissioning Group, Housing 21, Age UK (Oldham) and St Paul's Parish Church.

Reference and Administrative details

Charity name	Springboard – Oldham Dementia Carers Group
Other name the charity uses	Springboard
Registered charity number	1156480
Charity's principal address	UNIT 12 MANCHESTER CHAMBERS WEST STREET OLDHAM OL1 1LF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Smithies	Chair		Elected by members of Springboard - Oldham Dementia Carers Group
2	John Charles Starkey	Treasurer		Elected by members of Springboard - Oldham Dementia Carers Group
3	David Antony Mullin	Deputy Chair		Elected by members of Springboard - Oldham Dementia Carers Group
4	Frank Kenyon			Elected by members of Springboard - Oldham Dementia Carers Group
5	Lesley Ann McCabe			Elected by members of Springboard - Oldham Dementia Carers Group

Corporate trustees - names of the directors at the date the report was approved

Director name		
n/a	n/a	n/a

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a	n/a	n/a

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a	n/a	n/a

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

n/a

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

Other optional information

n/a

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

P Smithies

J Starkey

Full name(s)

Paul Smithies

John Charles Starkey

**Position (eg
Secretary, Chair, etc)**

Chair

Treasurer

Date

2nd January 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Springboard - Oldham Dementia Carers Group

1156480

Receipts and payments accounts

For the period from	Period start date 06/04/2020	To	Period end date 05/04/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Opening Balance	31,949	3,246	-	35,195
Donations	3,588	-	-	3,588
Deposits	-	-	-	-
Grants	1,000	-	-	1,000
Raffle	-	-	-	-
Membership fees	-	-	-	-
Entrance fees	-	-	-	-
Refund of overpayment	-	-	-	-
Tea Money	-	-	-	-
Fundraising events	-	-	-	-
Sub total (Gross income for AR)	36,536	3,246	-	39,782
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	36,536	3,246	-	39,782
A3 Payments				
Rent	-	-	-	-
Member entertainment	595	-	-	595
Refreshments	-	-	-	-
Coach hire	-	-	-	-
Equipment & Stationery	703	-	-	703
Prizes	-	-	-	-
Flowers	25	-	-	25
Sub total	1,323	-	-	1,323
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	1,323	-	-	1,323
Net of receipts/(payments)	35,213	3,246	-	38,459
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	35,213	3,246	-	38,459

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds to nearest £
B1 Cash funds	Cash at Bank	35,135	3,246
	Cash held as float	77	-
		-	-
	Total cash funds	35,213	3,246
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use	Amplifier and microphones		-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
J Starkey	John Charles Starkey
P Smithies	Paul Smithies

CC16a



Last year

to the nearest £

31,412
4,138
3,921
425
1,760
751
1,158
118
894
408
44,986

-
-
-

44,986

1,960
1,220
3,056
2,545
868
142
59
9,849

-
-
-

9,849

35,137
-
-
35,137



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

25
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

18/12/21
18/12/21



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Springboard – Oldham Dementia Carers Group

On accounts for the year
ended

05/04/2021

Charity no
(if any)

1156480

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **05/04/2021**

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

J O'Callaghan

Date:

13/01/22

Name:

Jennifer O'Callaghan

Relevant professional
qualification(s) or body
(if any):

FCA (member of the Institute of Chartered Accountants in England and Wales)

Address:

6 Kirkdale Drive, Royton, Oldham, OL2 5TG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.