

ANNUAL REPORT TO THE TRUSTEES. Due to Covid the report was done via teams on 2/11/2020. All trustees listened/took part.

Busydays continues to be supportive to our members and any others with learning disabilities who turn to us for advice. The latter are signposted to other services.

In November Pat was successful ,after lots of hard work,in submitting an application for a Lincolnshire County Council contract.This was accepted and we were recognised by the County Council as having everything in place to run a safe,healthy fulfilling day service that they would allow their social workers to recommend people to. Pat explained rates of pay and who was involved currently two members who would be fully paid at slightly higher rate than the standard day rate.

The dayservice was running well plus the evening club and then unfortunately Covid struck.We have managed this as well as we could initially struggling as people from homes were withdrawn.Then eventually the national lockdown was announced and we closed from March 2020 until July 2020 .

Over the lockdown period the staff were put onto furlough. This meant that they could do no work for Busydays. However Pat and John plus two of the trustees Lucy and John Webb volunteered *telephoned the members every couple of weeks to see how they were and if there was anything they needed help with or needed getting.* One of the members doesn't have a phone so she was visited at her home and spoken to through a window with masks on.*Project work was sent home with them on Their last day and other workquizzes/colourings were posted to them throughout the lockdown.* So they received 1 parcel per month with various activities inside.

After much planning around social distancing and advice from government,research and virologists I met with staff proposing reopening with extra space involving renting an extra room and having small groups ,socially distanced, probably 3 or 4 in a room with 2 members of staff in each room creating a bubble.No bubbles would cross and walkie/talkies would be provided to the staff to be able to communicate for emergencies.

All staff and members would wear double protection.A visor and mask -with those who are deaf and lipread in a group with staff using clearmask,which is much more expensive, but then the members in that group can see to lipread.

As double protection the members would also wear masks and visors to prevent any transmission of the virus.

There would also be deep chemical mats at the doorway of every room to kill virus on footwear.

Certain activities wouldnt take place and there would be no visitors at all/no visiting teachers.

Everyone will be temperature checked on the way in and this will be recorded.Medical declarations checked daily.

All staff and members would also wear disposable aprons and disposable gloves after using chemical gel on their hands.

Because of the extreme measures the staff said that they would consider returning to work especially as Pat had contacted Lincolnshire County Council who were happy for us to break lockdown and return to work as frontline social care staff.They issued us with letters to enable us to travel without interference plus early Covid innoculations.

Every member of staff had their first covid innoculation earlier than their age group and before they returned to work.Everyone felt comfortable and protected when they returned to work.

We initially had only a handful return each day as some were on the shielding/vulnerable register.

But gradually they started to trickle back. Especially as people felt protected with us as when they went to their other day services nothing was being done differently. Plus others had outbreaks of the virus and isolation/closures resulted.

To date we have had no outbreaks or closures.

Unfortunately one residential home who sent 5 members to us for 2 days per week has remained closed to visitors and therefore to allowing their residents out. So we have 5 who have not returned since removal at the first signs of the virus in November 2019.

Also in August 2020 the county council social care team advised that people should choose to attend only 1 day care service to prevent spread of the Covid virus.

Unfortunately we lost 3 members during this time but 6 stayed with us rather than go elsewhere. We had 3 new members and some who returned increased their days.

Initially there was huge expense in trying to make our premises covid safe but we did get monetary help from the council covid fund. We also received funding from Lincolnshire Community Foundation Covid fund to help to pay the first 9 months rent on the extra room we had rented.

We also had to buy supplies from some unusual suppliers to start with -chemicals and visors being supplied by Blinds manufacturers and chemicals/wipes from aviation companies.

The Tuesday night club closed and unfortunately has remained closed throughout. We have had a few telephone calls with members.

We started a new apprentice in July 2020 plus a new parttime member of staff to allow the correct number of staff for manning rooms.

The lockdown periods of closure were March 20th -2nd July 2020.

We still had to pay rent during all closures. Staff were placed on furlough with the organisation topping up the furlough pay to enable our staff who are all low paid workers to pay their bills.

All staff were encouraged to use their free time to do online training via flexabee.(low cost e learning). This would stimulate them and encourage studies.

Everyone had to do a Covid 19 safety at work course so that we were Covid safe when we returned to work.

Following our contract with the council all members of staff had to pass a study course in advanced medication/health and safety/food hygiene and first aid.

There are more policies and procedures in place now too.

We have received donations of £300 from a members grandma. Also a donation of £350 of cheques plus a motor wheelchair following the death of one of our supporters. Unfortunately during Covid there wasn't a market to sell it as suggested by the family. However it was given to one of our members who had broken her hip and still struggles.

Most other fundraising efforts were not possible including our little shop therefore we donated all of our packing to Lincoln Hospital Covid team and ward. Nomad trust and Lincoln food larder plus a carehome.

The other expensive item which we had to pay this year is a music licence due to PPL to provide royalties to performers.

Busydays members love to have music in the background therefore it is not avoidable.

We also hope to invite back our professional teachers once the virus eases and invite any of our trustees to visit again then.

Pat Andrewartha.

Busydays Founder/Manager.

All trustees joined together to thank the staff for their hard work and dedication during these difficult times.

Busydays Daycare (Charity No. 1158531 - registered 11th September 2014)

Statement of Assets and Liabilities as at 23rd October 2020

Cash at bank	17,362
Repayable to Mrs P Andrewartha for money invested	(20,653)
<u>Net liabilities</u>	<u>(3,291)</u>

I hereby confirm that the attached Receipts and Payments Account and the above Statement of Assets and Liabilities have been prepared in accordance with information and explanations given to Fawcett and Co by myself, and show a true and fair view of the activities of the organisation for the year ended 23rd October 2020.

I confirm that I have made available to Fawcett and Co all documents relevant to their preparation.

Mrs P Andrewartha
Signed

19/09/2021
Date

Mrs. P. Andrewartha - Trustee

Busydays Daycare (Charity No. 1158531 - registered 11th September 2014)

Receipts and Payments Account for the year ended 23rd October 2020

Receipts

Turnover	78,930	
Donations Received	1,543	
Grants Received	24,600	
Sundry income	800	
		<hr/>
		105,873

Payments

Activity Items	3,615	
Food and Drink	1,241	
Rent and Room Hire	9,525	
Insurance and professional fees	3,770	
Wages	75,383	
Pension costs	321	
Repairs and Clothing	4,215	
Office Expenses and Advertising	624	
Training and Sundry Costs	2,996	
Motor and Travel Costs	108	
		<hr/>
		101,798

Excess of receipts over payments

4,075

Independent examiner's report to the trustees of Busydays Daycare

We report on the accounts of the trust for the year ended 23rd October 2020, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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.

It is our responsibility to :

- Examine the accounts under section 145 of the 2011 Act,
- Follow the procedures laid down in the general directions given by the commission under section 145 (5) (b) of the 2011 Act,
- To state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 next statement.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that in any material respect the requirements :
 - a. to keep accounting records in accordance with section 130 of the 2011 Act, and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,

have not been met, or

2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fawcett & Co (Accountants) Limited

Fawcett & Co (Accountants) Limited
Brunswick House
86-88 Carholme Road
Lincoln
LN1 1SP

Dated 28/09/2021