

BRISTOL OLDER PEOPLE'S FORUM

England & Wales · Charity number 1162616

Details

Other names	BOPF
Status	Registered
Legal form	CIO
Registered	2015-07-10
Register	View on the Charity Commission register

Contact

Address	The Create Centre B-Bond Warehouse Smeaton Road Bristol BS1 6XN
Phone	01179279222
Email	finance@bopf.org.uk
Website	www.bopf.org.uk

Activities

Objects: 1 TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY WORKING WITH THOSE IN THE CITY OF BRISTOL WHO ARE SOCIALLY AND ECONOMICALLY EXCLUDED ON THE GROUNDS OF THEIR AGE, RELIEVING THE NEEDS OF SUCH PEOPLE AND SUPPORTING THEIR PARTICIPATION IN SOCIETY.2 THE RELIEF OF POVERTY AND SICKNESS AND THE PRESERVATION AND PROTECTION OF GOOD PHYSICAL OR MENTAL HEALTH AMONGST PERSONS WHO ARE IN NEED AS A RESULT OF THEIR AGE IN THE CITY OF BRISTOL.IN FURTHERANCE OF THESE OBJECTS, THE TRUSTEES SHALL:A INCREASE, CO-ORDINATE AND PROVIDE INFORMATION ABOUT OPPORTUNITIES FOR OLDER MEMBERS OF ALL OF BRISTOL'S COMMUNITIES; B GIVE OLDER PEOPLE A VOICE AND FACILITATE THEIR ENGAGEMENT WITH SERVICE PROVIDERS, SO AS TO INFLUENCE THE QUALITY AND RELEVANCE OF LOCAL SERVICES AND PROVISIONS AND SO BETTER MEET THE NEEDS OF PEOPLE OVER 55; C RESEARCH OR PARTICIPATE IN RESEARCH INTO THE CAUSES AND EFFECTS OF SOCIAL EXCLUSION OF OLDER PEOPLE IN THE CITY; ANDD PROMOTE ACTIVITIES THAT SUPPORT THE HEALTH AND WELL-BEING OF OLDER PEOPLE IN BRISTOL

Activities: Bristol Older People's Forum is a member-led organisation (circa 3000 members). Our aims are shaped around support, empowerment and challenging ageism. We enable older people to have a direct say

in policy and decision-making around identified priorities including: isolation and loneliness and mental and physical well-being. ACTIVITIES include: Open Forums, Newsletters, Workshops and Research.

Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives, Human Rights/religious Or Racial Harmony/equality Or Diversity, Other Charitable Purposes
- **Who:** Elderly/old People

Geography

- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£93,678	£93,736	-	-
2024-03-31	£97,814	£87,615	-	-
2023-03-31	£94,917	£65,189	-	-
2022-03-31	£40,811	£53,296	-	-
2021-03-31	£58,456	£57,528	-	-

Trustees

Name	Role	Appointed
Beryl Eileen Means		2023-10-19
Christina Mary Stokes		2019-03-28
David Ian Jepson		2025-07-31
David Robert Elson		2013-05-16
GLORIA MORRIS		2015-06-30
Helena Milton-Thompson		2025-07-31
Joanne Goldsworthy Hesketh		2022-10-20
Lyn Mitchell Porter		2019-07-25
Nigel Geoffrey Varley		2024-10-24
Pat Foster		2022-09-22
Patricia Ann Mensah		2019-07-25
Shelley Margaret Lanchbury		2025-07-31
Taramati Mistry		2020-11-05

Accounts



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2024 to 31 March 2025

Annual Report & Accounts

1 April 2024 to 31 March 2025

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO

Registered charity number: 1162616

Registered office and operational address:

The Create Centre, B-Bond Warehouse, Smeaton Road, Bristol, BS1 6XN

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Christina Mary Stokes, Chair

Trish Mensah, Deputy Chair

David Elson

Pat Foster

Joanne Goldsworthy Hesketh

Eileen Means

Taramati Mistry

Gloria Morris

Lyn Mitchell Porter

Nigel Varley (appointed 24 October 2024)

Trustees resigned since 31 March 2024

Judith Irene Brown, BOPF Ambassador (resigned 24 October 2024)

Ismail Yilmaz (resigned 10 October 2024)

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor, 5 Mount Pleasant, Millbrook, Torpoint, Cornwall PL10 1BH

Staff

Yolanda Pot, BOPF Finance & Administration Manager

Ian Patrick Quaife, BOPF Development Manager

Susanna Mackenzie, BOPF Project Coordinator

Report of the Trustees for the period 1 April 2024 to 31 March 2025

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2024 to 31 March 2025.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the city.
- d. Promote activities that support the health and well-being of older people in Bristol.

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages.

Achievements and performance

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1. BOPF PROJECTS

1.1. BCC Bristol Impact Fund 2

- 1.1.1. BOPF Open Forum Meetings
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- 1.1.3. BOPF Meetup Mornings
- 1.1.4. BOPF Housing Action Group (HAG)
- 1.1.5. BOPF Newsletter
- 1.1.6. BOPF Representation

1.2. BOPF Cost of Living and Community Hub Project (Quartet)

1.3. My Music, My Memories and Me! (Quartet)

1.4. Death Cafes (Awards for All)

1.5. Feeding Bristol/BOPF Cookbook (BCC Winter Household Support Fund)

1.6. Community Climate Action Project (Bristol Climate and Nature Partnership)

1.7. Bristol Community Festival, 27 March 2025 (BCC)

1.8. Learning and Co-design and Reflective Practice (BCC/UK Shared Prosperity Fund (UKSPF))

1.9. BOPF Research Consultations

1. BOPF PROJECTS

Introduction

This has been another busy year for the staff team and trustees, with some new projects to add to our expanding services. As well as this, we have recently moved offices. We are now based at the Create Centre in Smeaton Road (right on the river with views of the Suspension Bridge).

We are now into our final year of a four-year funding cycle from Bristol City Council (The Bristol Impact Fund 2 - BIF2) and we have just completed our application for the next four-year period from April 2026 to March 2030.

Our membership remains consistent at around three thousand members, so we would like to say thank you to all our members for their support and look forward to another year representing older people in Bristol.

1.1. BCC Bristol Impact Fund 2

1.1.1. BOPF Open Forum Meetings

We have settled on the Triodos Community Foundation venue for our Open Forum meetings. This meets all our health and safety and accessibility requirements. The forum is always well-attended and is an opportunity for members to meet up and have meaningful input on a wide range of issues.

We continue to invite a wide range of speakers as outlined below.

SPEAKERS at our Open Forum Meetings and AGM

1) BOPF Open Forum 1, 25 April 2024, Triodos Foundation, 43 attendees

- **Silvertime Legal, *Legacy Fortress for Generations***

David Bayliss, Advisor

Topics included: wills, trusts and how these can protect your assets, lasting powers of attorney and managing care fees (offering free consultations).

- **BOPF Project Update Report**, Ian Quaife, BOPF Development Manager
- **Bristol Home Library Service, *Bringing the Library to you***
Ken Luxon, Service Manager, **Contact details:** Royal Voluntary Service, bhlsvisits@royalvoluntaryservice.org.uk, 0771 4898558

2) BOPF Open Forum 2, 13 June 2024, Triodos Foundation, 35 attendees

- **Ashton Vale Suffragettes Local Bus Campaign**

Ian Quaife, BOPF Development Manager

- **Activist Memories, Trish Mensah, BOPF Deputy Chair**

Trish gave a short talk about a project BOPF is doing with Bristol Radical History Group called "Activists Memories"

- **Homesharing - *a way to make life better***

Ramona Amuza, Director, Homeshare West

Contact details: <https://www.homesharewest.org/> Tel: 0117 369 3045

Covering B&NES, Bristol, North Somerset & South Gloucestershire

Homeshare West is an arrangement for mutual benefit between a Householder and a Homesharer, supported by the Homeshare Co-ordinators

3) BOPF Open Forum 3, 22 August 2024, Broadmead Baptist Church

- This meeting had to be cancelled, due to last minute security notice from the venue.

4) BOPF AGM & Open Forum 4, 24 Oct 2024, Broadmead Baptist Church, 44 attendees

- **BOPF Trustees Standing for Election:**

Trustees standing again: Christina Stokes (Chair), Trish Mensah (Deputy Chair),

David Elson, Pat Foster, Joanne Goldsworthy, Eileen Means, Tara Mistry, Gloria Morris,

Lyn Porter and Nigel Varley.

Vote in favour was unanimously carried forward.

Judith Brown, our BOPF Ambassadors decided to stand down after many years of service.

We would like to thank Judith for all her hard work.

Ismail Yilmaz, our Treasurer also decided to stand down. We would like to thank Ismail for all his hard work over the past year.

- **AbilityNet, Digital Skills Training for Older People**

Lucy Walsh, Trainer for South Wales and the West

For further info: <https://abilitynet.org.uk/BTDigitalSkills>, enquiries@abilitynet.org.uk,

Tel: 0300 180 0028

- **Refugee Welcome Homes (video1 video2)**

Rachael Bee, Director at Refugee Welcome Homes

Our mission: all people should have a place to call home.

We want to reduce homelessness for refugees and to help them access accommodation as a first step towards integration in their new life in the uk.

What do we do? We link people with a spare room to rent with refugees at risk of homelessness in Bristol and support them both all the way.

- **BOPF Project Update Report**

Ian Quaife, BOPF Development Manager and Suzi Mackenzie, BOPF Project Coordinator

- **Cllr Lorraine Francis, Chair of the Adult & Social Care Committee**

How are we going to serve our population with a shrinking budget?

5) **BOPF Open Forum 5**, 12 December 2024, Sparks Bristol, attendance: 30

- **Community Climate Action Project**

Rachel Mohun, Senior Coordinator: Community Climate Action Bristol Climate & Nature Partnership

Bristol Climate & Nature Partnership

Vision: a zero carbon, socially just Bristol where all our communities and nature thrive

Membership organisation (1,300 diverse members), City networking

- **BOPF Project Update Report**, Ian Quaife, BOPF Development Manager

- **Avon Fire & Rescue Service, Stay safe at home**

Luke Lyons, Crew Manager Community Fire Safety

For further information: <https://www.avonfire.gov.uk> Tel: 0117 926 2061

6) **BOPF Open Forum 6**, 6 February 2025, Triodos Foundation, 37 attendees

- **Temple Quarter Development Update**

Clem Teagle, Head of Communications and Engagement, Bristol Temple Quarter LLP

- **BOPF Project Update Report**, Ian Quaife, BOPF Development Manager

- **The Role of a BOPF Trustee**, Eileen Means, BOPF Trustee

- **Assistive and rehabilitative robotics**, University of Bristol

Prof Jonathan Rossiter, Professor of Robotics is working on developing robotic clothing to help older people maintain independence. **New research project: VIVO - the Active Soft**

Matter Hub for Enhanced Independent Living. Jonathan Rossiter, Principal Investigator

School of Engineering Mathematics and Technology, Dates 01/12/2024 to 30/11/2030

1.1.2. BOPF Challenging Ageism Workshops

The BOPF on-line Challenging Ageism Workshops have continued successfully throughout 2024/25, with a mix of professional workers and older people. This work is an important part of our drive to challenge all forms of age discrimination and ageist stereotypes.

1.1.3. BOPF Meetup Mornings

The bi-monthly online meetings offered members the chance to explore particular issues with a guest speaker in a smaller group. This year we invited a range of organisations including: Bristol Women's Voice, the Redcross, Avonfire, the Bristol Energy Network and Community Climate Action Project.

1.1.4. BOPF Housing Action Group (HAG)

In the last year, the BOPF HAG group has continued to focus its priorities on fire safety in communal settings and tower blocks. We are now planning to develop a stronger advisory role on housing issues, particularly those affecting older people – with a focus on retrofitting of homes and heat resilience, as set out in our recently published community climate action plan.

1.1.5. BOPF Newsletter

There is always a challenge to find the funding for the newsletter as postage, printing and distribution continue to increase. We are however, committed to producing both a printed copy for our members who are not on-line, and an electronic version. Future issues will also include more articles written by our members.

1.1.6. BOPF Representation

Our staff team and trustees sit on a number of key working and advisory groups and attend many of the consultation and policy making meetings by the local authority, public health, and voluntary sector. Our priority is to ensure that older people are either 'in the room' or represented by the BOPF team and trustees with an aim to influence decisions, and act upon the issues raised by BOPF members.

In the last year we have been working closely with and advising the Temple Quarter team (made up of Bristol City Council (BCC), West of England Combined Authority, Network Rail and the University of Bristol) on accessible public toilets, car-parking, seating, community space, public transport and housing that meet the needs of older people. We have also worked closely with BCC and voluntary partners on plans to improve adult and social care contracts. The emphasis here is to ensure that older and disabled people are part of the policy development.

1.2. BOPF Cost of Living and Community Hub Project (Quartet)

The Cost-of-Living project was funded by the Bristol City Council via Quartet for the period October 2022 to February 2024. BOPF was successful in applying for continuation funding, extending the project until October 2025.

From April 2024 to March 2025 the Project Coordinator worked to broaden out the community hub role to complement and support all BOPF activity, as there are clear links with cost of living/building community resilience and other BOPF projects - such as development of a Community Climate Action Plan. She finished updating website information to align it with this approach. We were pleased to tell members about this at the October Open Forum and AGM. We will work to keep the website aligned with our Open Forum speakers, feedback from members and the community exchange. We take key information and share it through our newsletters and social media.

The community hub digital and in personal outreach activity is increasing engagement with BOPF membership and allowing us to diversify our membership offer with a focus on developing community resilience.

Our close work with Bristol Women's Voice continued, testing new ways of engaging members via an art workshop and with attendance at their annual International Women's Day event at City Hall. Two BOPF trustees ran a workshop exploring how older women can make change happen and we continued the discussion via our stand for the rest of the day. We're excited to continue this work in an advisory role for Bristol Women's Voice's older women's health project over year ahead.

1.3. My Music, My Memories and Me! (Quartet)

Working in partnership with Bristol Beacon, our music club is now embedded into our core service provision. Based in the Terrace room it focusses on participant's favourite music track and their story behind the choice. Lively discussions take place and the chosen music, which ranges from folk to rock to pop and much more, is played, via YouTube on a big screen.

1.4. Death Cafes (Awards for All)

We were successful in applying to Awards for All to run a project titled 'Embracing death, dying and life!' for a year from Dec 2024. A core part of this work involves running death cafes, which have been popular with members in a previous pilot. Two of these took place in February and March, giving members and potential members a chance to talk openly about death and dying.

"I have given consideration to my end of life, but there were practical things I had overlooked, so very helpful" attendee feedback

1.5. Feeding Bristol/BOPF Cookbook (BCC Winter Household Support Fund)

We received funding from Feeding Bristol to print a further 500 copies of the BOPF Cookbook.

As before the cookbooks are popular and great conversation starters with a wide variety of BOPF members or people interested in what BOPF does. They give us the opportunity to talk about food poverty issues, sharing resources available on our website such as the Food bank/club list. They are also part of our ongoing food related work included within the evolving BOPF Community Climate Action plan.

1.6. Community Climate Action Project (Bristol Climate and Nature Partnership)

Over the last year this has been a major piece of work, developed with the BOPF staff team and a core group of older people. The climate action priorities, which include, community engagement, transport, food, homes, energy, and nature were identified by the wider community of older people. The completed plan and summary are available on our website. Going forward, we plan to embed many of the actions into our core programme of work, including the continuation of our panel of climate advisors.

1.7. Bristol Community Festival, 27 March 2025 (BCC)

We received some funding from BCC towards an extra Open Forum. On 27 March we held the Bristol Community Festival Open Forum with 52 attendees.

We commissioned a photographer and created a new display stand showcasing BOPF's work over the last 30 years. The event included lots of discussion, especially on challenging ageism and BOPF's future priorities.

It was great that Councillor Francis attended and participated in the discussion. This led to a further meeting between BOPF's Development Manager and Cllr Francis to discuss ongoing work. An additional benefit from being part of the Community Festival was our Development Manager presenting at the festival closing event. He attended alongside an 'Ashton Vale Suffragette' (BOPF member) and presented learnings from their social action success story.

1.8. Learning and Co-design and Reflective Practice (BCC/ UK Shared Prosperity Fund (UKSPF))

In September our Project Coordinator was part of a co-design group for the first of two city-wide workshops for community hubs. The main outcome was learning from each other about community cohesion challenges, opportunities, strengths and building on this with the great turnout for the final workshop.

Following this she participated in 6 reflective sessions for equity hubs, facilitated by an external organisation. These gave us opportunity to reflect on our work and practices, explore where equity-focused hubs are at this moment in time and share understandings and practices. A summary report of reflections was presented to BCC and shared as part of the second city-wide workshop.

1.9. BOPF Research Consultations

We continue to work with education and policy institutions on research and as advisors, including work with the Centre for Sustainable Energy, ARK West, Climate Action and Nature Partnership and Sirona (Health

Financial Review

At the end of this financial year there was a total of £31,679 in unrestricted funds (2024 £30,673) and we had a surplus of £1,006 in total unrestricted funds (2024 £2,103). Of the unrestricted funds, £18,000 are designated funds (2024 £18,199) and £13,679 are general funds (2024 £12,474). The total restricted funds carried forward stood at £37,204 (2023 £29,108).

Going concern

We were successful this year in attracting £91,018 in grants (2024 £95,563), £287 in donations (2024 £302) and £1,970 in charitable trading income (2024 £1615).

This long-term funding, along with careful budgeting and financial management, ensures that BOPF remains a going concern for the foreseeable future.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to three months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately three months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, Governance and Management

Governing document

BOPF is a Charitable Incorporated Organisation (CIO) governed by its constitution dated 30 June 2015. It was registered as a CIO on 10th July 2015. Anyone over the age of 55 can become a member and on the 31st March 2025, there were 2680 members.

Organisation

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the BOPF Development Manager and the BOPF Finance and Administration Manager, in conjunction with the BOPF Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Trustees can claim public transport or mileage expenses to Trustee Meetings and Open Forum meetings. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

Trustees

The Trustees continued to meet regularly throughout the year at Trustee Board meetings. The Board, the formal decision-making body, regularly considered a range of reports on, for example, the latest financial position of BOPF including grants updates, the Chair's report and the agendas for future Open Forum meetings. Reports to the Board were also made by the BOPF Development Manager.

As at the end of March 2025, there were 10 Trustees on the Board, including the Chair and Vice-Chair. Induction sessions were provided to new Trustees. Trustees represent BOPF on a wide range of external organisations and bodies, and this is kept under regular review by the Board.

Trustee Recruitment Policy

Bristol Older People's Forum (BOPF) recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of the people whom the charity serves and must have available to it all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

When a need has been identified to recruit trustees, a sub-committee will manage the process. This will include the Chair and at least one other trustee together with any other people deemed appropriate by the trustees.

The sub-committee will have responsibility for ensuring that the remainder of the recruitment and induction process are carried out. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.

Before any recruitment process starts the Board of Trustees will undertake an audit of existing members to identify what additional skills and experience are required.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP (Statement of Recommended Practice);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 31 July 2025 and signed on their behalf by:

 18 / 08 / 2025

Christina Stokes
BOPF Chair

 18 / 08 / 2025

Trish Mensah
BOPF Vice-Chair

Independent Examiner's Report to the Trustees of Bristol Older People's Forum CIO

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31st March 2025 which are set out on pages 15 to 25.

Responsibilities and basis of report

As the charity's trustees, 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



28 / 08 / 2025

Rupert Taylor

5 Mount Pleasant, Millbrook, Torpoint, Cornwall PL10 1BH

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2024 to 31 March 2025

	Note	Unrestricted funds 2024-25	Restricted funds 2024-25	Total funds 2024-25	Total funds 2023-24
		£	£	£	£
Income					
Donations and legacies	3	287	-	287	302
Charitable activities					
Grants	4	2,000	89,018	91,018	95,563
Charitable trading activities	5	1,970	-	1,970	1,615
Total charitable activities		3,970	89,018	92,988	
Investments	6	403	-	403	334
Total Income		4,660	89,018	93,678	97,814
Expenditure:					
Charitable activities	7	3,654	90,082	93,736	87,615
Total Expenditure		3,654	90,082	93,736	87,615
Net income/expenditure		1,006	(1,064)	(58)	10,198
Transfers between funds		-	-	-	-
Net movement in funds		1,006	(1,064)	(58)	10,198
Total funds brought forward		37,203	30,673	67,877	57,678
Total funds carried forward		38,209	29,610	67,819	67,877

BALANCE SHEET

31 March 2025

Balance SheetNote
ref.**Total funds**
31 Mar 2025**Total funds**
31 Mar 2024

£

£

Fixed assets:

11 Tangible assets

Net book value

-

959

Total fixed assets

-

959

Current assets:

12 Debtors

-

-

Cash at bank and in hand

Unity Trust Bank

47,177

46,371

Triodos bank

20,750

20,347

PayPal

54

54

Petty cash

18

326

Total current assets

67,999

67,097

Liabilities:

13 Creditors: Amounts falling due within one year

180

180

Prepaid Income

-

-

Total current liabilities

180

180

Net current assets

67,819

66,917

Total assets less current liabilities

67,819

67,877

Total net assets**67,819****67,877****The funds of the charity:**

15 Restricted income funds

36,140

37,203

Unrestricted funds

14 General fund

13,679

12,673

14 Designated fund

18,000

18,000

Total unrestricted funds

31,679

30,673

Total charity funds**67,819****67,877**

Approved by the Trustees on 31 July 2025 and signed on their behalf by:



18 / 08 / 2025



18 / 08 / 2025

Christina Stokes
BOPF ChairTrish Mensah
BOPF Vice-Chair

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, for Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £1000 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight-line basis as follows:
IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

Gifts and donations	2025 (all unrestricted)	2024 (all unrestricted) £
Website donations	25	10
Newsletter donations	-	-
Open Forum donations	172	164
Other Donations	90	128
Total Gifts & donations	287	302

4. Income from charitable activities: grants

Grants	2025 £	2024 £
BCC Bristol Impact Fund 2	49,868	49,419
BIF2 10% Uplift - Oct23-Sept25	-	9,974
BIF2 Steering Group - Nov23-Oct24	-	450
St Monica Trust	-	500
Feeding Bristol (BOPF Cookbook)	2,000	5,400
John James Bristol Foundation	-	820
Quartet_BCC Cost of Living	25,000	25,000
Quartet - Vinyl Record Club	-	4,000
Community Climate Action	6,750	-
Awards for All - Death Cafes	4,860	-
UK Shared Prosperity Fund (UKSPF) Learning and Co-design (Small Grants Fund)	525	-
UKSPF Reflective Practice (Small Grants Fund)	525	-
Winter Household Support Fund 2024 - Grant 2 Award Feeding Bristol (BOPF Cookbook reprint)	990	-
BCC Bristol Community Festival event, 270325	500	-
Fixed asset reserve	-	-
Total	91,018	95,563

5. Income from charitable activities: trading income

Income from other trading activities	2025	2024
Newsletter adverts	600	-
BOPF Consultancy	1370	1,615
Total	1,970	1,615

6. Investment income

Investment income of £403 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities

1 April 2024 - 31 March 2025

	Basis of apportionment	Total Unrestricted	Total Restricted	Total 2024 -25	Total 2023 -24
Direct costs					
Salaries, NI & pension	75% of staff time	407	56,505	56,912	50,996
Freelance fees		124	446	570	4,600
Staff expenses		8	359	366	311
Newsletter		2,780	1,586	4,366	-
Venue costs		-	892	892	1,568
Event/Project costs		199	1,687	1,886	2,916
Communications costs		-	990	990	1,986
Total direct costs		3,519	62,464	65,983	62,377
Support costs					
Salaries	25% of staff time	136	18,835	18,971	16,999
Other staff costs (CPD, DBS, training, recruitment)		-	403	403	310
Insurance		-	541	541	481
Rent		-	4,492	4,492	4,492
Telephone		-	557	557	510
Bank charges		-	71	71	72
Printing		-	-	-	294
Postage		-	2	2	4
Stationary		-	116	116	-
IT Hardware		-	358	358	42
IT Maintenance		-	291	291	661
IT website (domain & hosting)		-	206	206	-
IT Software		-	134	134	112
Independent Examination		-	180	180	180
Info Commissioners Office (ICO)		-	47	47	40
Trustee expenses		-	152	152	84
Trustee training		-	55	55	-
Trustee meetings venue hire		-	113	113	-
Trustee thank yous		-	26	26	-
Membership (Voscur, NPC)		-	78	78	-
Depreciation		-	959	959	958
Total support costs		136	27,617	27,753	25,238
Total charitable activity costs		3,654	90,082	93,736	87,615

The charity identifies the costs of its support functions, which are apportioned between its charitable activities undertaken in the year.

8. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2024-25 £	Restricted funds 2024-25 £	Total funds 2024-25	Total funds 2023-24 £
Salaries	543	72,411	72,954	66,201
Social Security costs	-	1,302	1,302	370
NEST Pension contributions	-	1,627	1,627	1,424
Total staff costs	543	75,340	75,883	67,995

No employees had employee benefits in excess of £60,000 (2024 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

Two Trustees received £152 for travel expenses for the furtherance of the CIO's charitable objects during the year (2023-24 £84 to one trustee).

There were no other related party transactions during the year.

9. Staff numbers

The average head count (number of staff employed) over the course of the year was 3 staff (2024 3). This equates to an average of 2.5 full-time member of staff (2024 2.5).

10. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol. The total of such grants in 2024-25 was £49,868 (2023-24 £59,843)

11. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2024	2,875	2,875
Additions	-	-
Disposals	-	-
As at 31 March 2025	-	-
Depreciation		
As at 1 April 2024	1916	1916
Charge for the year	959	959
Eliminated on disposals	-	-
As at 31 March 2025	-	-
Net book value as at 31 March 2025	-	-
Net book value as at 31 March 2024	959	959

12. Debtors

	2025	2024
Sundry debtors	-	-
Total	-	-

13. Creditors: amount falling due within one year

	2025	2024
Accruals	180	180
Total	180	180

14. Analysis of movements in unrestricted funds

	Balance 1 Apr 2024	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2025
	£	£	£	£	£
General fund	12,474	2,660	1,455	-	13,679
Designated funds		-	-	-	-
Contingency fund	18,000	-	-		18,000
Feeding Bristol (BOPF Cookbook)	-	2,000	2,000	-	-
John James Bristol Foundation	199	-	199		-
Total designated funds	18,199	2,000	2,199	-	18,000
Total	30,673	4,660	3,654	-	31,679

	Balance 1 Apr 2023	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2024
	£	£	£	£	£
General fund	10,570	2,251	347	-	12,474
Designated funds					
Contingency fund	18,000	-	-	-	18,000
Feeding Bristol (BOPF Cookbook)	-	5,400	5,400	-	-
John James Bristol Foundation	-	820	621	-	199
Total designated funds	18,000	6,220	6,021	-	18,199
Total	28,570	8,471	6,368	-	30,673

General fund: The 'free reserve' after allowing for all designated funds.

Contingency fund: Calculated as three months running costs, in accordance with the charity's Reserves Policy.

15. Analysis of movements in restricted funds

	Balance 1 Apr 2024	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2025
	£	£	£	£	£
BCC Bristol Impact Fund 2	2,005	49,868	49,905	-	1,968
BIF2 10% Uplift	9,974	-	-	-	9,974
BIF2 Steering Group	450	-	144	-	306
Bristol Harbour Festival 2022	1,516	-	1,516	-	-
Quartet BCC Cost of Living Yr2	19,270	25,000	26,206	-	18,064
Quartet - Vinyl Record Club	2,585	-	2,585	-	-
AwardsForAll_Platform60	446	-	446	-	-
Community Climate Action	-	6,750	4,715	-	2,035
Awards for All - Death Cafes	-	4,860	1,260	-	3,600
UKSPF Learning and Co-design (Small Grants Fund)	-	525	525	-	-
UKSPF Reflective Practice (Small Grants Fund)	-	525	525	-	-
Winter Household Support Fund 2024 - Grant 2 Award Feeding Bristol (BOPF Cookbook reprint)	-	990	990	-	-
BCC Bristol Community Festival 270325	-	500	307	-	193
Fixed asset reserve	959	-	959	-	-
Total	37,204	89,018	90,082	-	36,140

Previous year comparison: movements in Restricted Funds 2023-24

	Balance 1 Apr 2023	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2024
	£	£	£	£	£
BCC Bristol Impact Fund 2	1,070	49,419	48,484	-	2,005
BIF2 10% Uplift - Oct23-Sept25	-	9,974	-	-	9,974
BIF2 Steering Group - Nov23-Oct24	-	450	-	-	450
St Monica Trust	-	500	500	-	-
Bristol Harbour Festival 2022	1,516	-	-	-	1,516
Quartet - BCC Cost of Living Yr1	17,095	-	17,095	-	-
Quartet - BCC Cost of Living Yr2	-	25,000	5,730	-	19,270
Quartet - Vinyl Record Club	-	4,000	1,416	-	2,585
AwardsForAll_Platform60	7,511	-	7,064	-	446
Fixed asset reserve	1,917	-	958	-	959
Total	29,108	89,343	81,247	-	37,204

Purpose of Restricted Funds

BCC Bristol Impact Fund 2

Core funding from the Bristol City Council to deliver our key services.

The goal of the second round of Bristol Impact Fund is to grow the power of local communities that experience the greatest inequality.

BIF2 10% Uplift - Oct23-Sept25

Grant from BCC in recognition of the pressure that the rise in cost-of-living has placed on VCSE organisation over the last year and the impact that has on the ability to deliver Bristol Impact Fund 2 (BIF2) grant funded activities.

BIF2 Steering Group

Role and Purpose of the Steering Group:

- To shape the Monitoring, Evaluation and Learning (MEL) programme and grant management over the life of BIF2, making sure that the grantee voice is part of all decision-making, reflecting the full diversity of projects funded under BIF2.
- To take part in co-designing and co-leading the MEL programme and grant management activities.
- To act as a sounding board/ critical friend; ensuring the MEL programme is helpful and meaningful to grantees.

Awards For All (Platform60) - funding for the design and development of the Platform60 website. <https://platform60.org.uk>

BCC Cost of Living Community Hubs (Quartet) - funding for the Cost-of-Living part-time Project Worker post to develop a range of cost-of-living support measures, working with older people.

The Household Support Fund (HSF) is a series of local government funds provided by the Department for Work and Pensions (DWP). It supports vulnerable households with the rising cost of living and providing support with food is a key part of this.

Quartet - Vinyl Record Club - The Express Grant Programme

The development of our Vinyl Record Club will include on-line and in-person outreach meetings. To deliver an innovative and creative new service to improve well-being and address social-isolation.

Bristol Harbour Festival - arts-based project to develop a more diverse involvement and attendance at the harbourside festival. Funding available to develop a further art-based project with older people.

Community Climate Action

To develop a Bristol Older People's Community Climate Action Plan 2025

Awards for All - Death Cafes

We would like to employ a Wellbeing Facilitator to support Bristol Older People's Forum (BOPF) members with practical and emotional support and signposting around death and dying. The facilitator will organise, deliver and share learning from 6x Death Cafes in central Bristol over the duration of a twelve-month project, aiming for c.12 people per session.

UKSPF Learning and Co-design (Small Grants Fund)

The Funded Activities entail full participation in two half-day UKSPF Learning and Co-design workshops to take place before 31st March 2025, as well as the co-design of one workshop.

UKSPF Reflective Practice (Small Grants Fund)

The Funded Activities entail full participation to the best of your ability in seven half-day Reflective Practice sessions to take place before 31st March 2025.

BCC Bristol Community Festival, 270325

The event will be a special edition of the Open Forums that Bristol Older People's Forum members attend. This extra funding will give us the opportunity to run an Open Forum focused on member experience and best practice. Members will be invited to share experiences, learning and promote opportunities related to current BOPF activity, such as the Community Climate Action project, Older Women's Space, Music and Memories, Public Transport and Housing Action.

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Accounts



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2023 to 31 March 2024

Annual Report & Accounts

1 April 2023 to 31 March 2024

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO

Registered charity number: 1162616

Registered office and operational address:

c/o Age UK Bristol, Canningford House, Ground Floor, 38 Victoria Street, Bristol, BS1 6BY

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Christina Mary Stokes, Chair

Trish Mensah, Deputy Chair

Judith Irene Brown, BOPF Ambassador

David Elson

Pat Foster

Joanne Goldsworthy Hesketh

Eileen Means (appointed 19 October 2023)

Taramati Mistry

Gloria Morris

Lyn Mitchell Porter

Ismail Yilmaz (appointed 27 April 2023)

Trustees resigned since 31 March 2023

No Trustees resigned

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Yolanda Pot, BOPF Finance & Administration Manager

Ian Patrick Quaife, BOPF Development & Engagement Manager

Susanna Mackenzie, BOPF Project Worker

Report of the Trustees for the period 1 April 2023 to 31 March 2024

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2023 to 31 March 2024.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the city.
- d. Promote activities that support the health and well-being of older people in Bristol.

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages.

Achievements and performance

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1. BOPF PROJECTS

1.1. BCC Bristol Impact Fund 2

- 1.1.1. BOPF Open Forum Meetings
- 1.1.2. BOPF Challenging Ageism Workshops
- 1.1.3. BOPF Meetup Mornings
- 1.1.4. BOPF Housing Action Group (HAG)
- 1.1.5. BOPF Public Toilets Equalities Network (PTEN)
- 1.1.6. BOPF Newsletter
- 1.1.7. BOPF Representation

1.2. Quartet - BOPF Cost of Living Project

1.3. Quartet - My Music, My Memories and Me!

1.4. BCC Household Support Fund/Feeding Bristol - BOPF Cookbook

1.5. St Monica Trust - BOPF Coronation Celebrations 2023

1.6. John James Foundation - BOPF 30th Anniversary Celebrations 2023

1.7. BOPF Research Consultations

1. BOPF PROJECTS

Introduction

This has been another busy year for the BOPF team. We have expanded our services to meet new needs, identified by our members. Bus cuts, the cost-of-living challenges, housing and climate change have all been high on our agenda.

We are now into our third year of a four-year funding cycle from Bristol City Council (The Bristol Impact Fund 2 - BIF2) and we are already building the foundations ahead of the next round of local authority funding from 2026.

Our membership stays consistent at around 3000 members (although we are keen to increase the numbers to reflect the diversity of our city) so we'd like to say thank you to all our members for their support and we look forward to another year representing older people in Bristol.

1.1. BCC Bristol Impact Fund 2

1.1.1. BOPF Open Forum Meetings

We have recently moved back to the Broadmead Baptist Church for the bi-monthly open forum meetings. The forum is always well-attended and is an opportunity for members to meet up and have a meaningful say on a many different issues. We continue to invite wide range of speakers, outlined below.

SPEAKERS at our Open Forum Meetings and AGM

- 1) BOPF Open Forum 1, 20 April 2023, Triodos (22) & Zoom participants: (11) Total: 33**
 - **Rebecca Garnett, PhD researcher at Oxford University within the Nuffield Department of Primary Care,**
Rebecca gave a presentation about Investigating the attitudes of patients and their family/friends towards prescription medication.
 - **BOPF Cost of Living Project, Suzi Mackenzie, BOPF Project Worker**
 - **BOPF Coronation Tea Party for Older People at Triodos Venue, Thursday 25 May 2023,**
Christina Stokes, BOPF Chair
 - **BOPF Project Work Update Report, Ian Quaife, BOPF Development Manager**
- 2) BOPF Open Forum 2, 8 June 2023, Triodos (33), Zoom participants (11), total (44)**
 - **Bristol Temple Quarter Development, Bristol City Council**
Clem Teagle, Communications and Engagement Manager and Jane Greenaway, Consultation and communication, Bristol Temple Quarter Joint Delivery Team
Clem gave a PowerPoint presentation about the Temple Quarter Regeneration Programme.
 - **Diabetes Prevention Service (pilot), Brunelcare & NHS partnership**
Lauren Freeman, Service Coordinator
 - **BOPF Project Work Update Report, Ian Quaife, BOPF Development Manager**
- 3) BOPF AGM & Open Forum 3, 13 July 2023, Triodos (34), Zoom participants (14), Total: 48**
 - **Reclaim Our Buses Campaign, led by West of England Shared Transport and Active Travel Network (WESACT). Maria Carvalho, Campaigner.**
Maria gave a PowerPoint presentation on Zoom
 - **Cllr Helen Holland, The Life of a Councillor**
Helen shared with us that she wouldn't be standing again next year. She had been a councillor for 33 years and was keen to allow younger people to bring in fresh experiences to the city council.
 - **BOPF Project Work Update Report, Ian Quaife, BOPF Development Manager**
- 4) BOPF AGM & Open Forum 4, 21 Sept 2023, Triodos (36), Zoom participants (12), Total: 48**
 - **The Bristol Bus Boycott of 1963 - Then and Now**
Silu Pascoe and Joyce Morris-Wisdom who took part in the Bristol Boycott
Silu Pascoe gave the helicopter view of the Bristol Bus Boycott Campaign and Joyce gave the view from the ground at the age of 14, as she was actually there.

- **BOPF Cookbook Project, Suzi Mackenzie, BOPF Cost of Living Project Worker**
Suzi: We have received funding from Feeding Bristol for this project to do something from the feedback we got from the Cost-of-Living survey we carried out earlier in the year, which was how to cook more cost effectively with simple recipes. We are therefore going to put together a recipe book compiled by BOPF members and other older people in Bristol.
- **Marvin Rees, Elected Mayor of Bristol (pre-recorded video)**
Eight Years in Office, The Highlights and Challenges
 Marvin spoke about the journey the city has been on over the past two years and some of the challenges and opportunities ahead.
- **Election of BOPF Trustees**

5) BOPF Open Forum 5, 23 November 2023, Triodos attendance: 36

- ***Ageless Strength: Staying Strong as We Grow Older***
Sarah Mowl, Personal Strength Training, Older and Stronger
- **BOPF Project Work Update Report, Ian Quaife, BOPF Development Manager**
- **BOPF Cookbook Project, Suzi Mackenzie, BOPF Project Coordinator**
 BOPF received funding from Feeding Bristol to create a BOPF cookbook.
 Suzi introduced Viviane and Norma who spoke about recipes for the BOPF Cookbook Project. The cookbook will be launched on 29 January 2024 at the Triodos venue.
 We will be printing 1000 copies of the book.
- **London School of Economics (LSE)**
Care and Place (CAPE): Relationship between Housing Characteristics and People's Social Care Needs and Care Use
 Dr Nicola Brimblecombe, Project Lead, Assistant Professorial Research Fellow, Care Policy and Evaluation Centre (CPEC), London School of Economics and Political Science. Email: n.s.brimblecombe@lse.ac.uk
 Jayeeta Rajagopalan, Research Officer, Care Policy and Evaluation Centre (CPEC), London School of Economics and Political Science.

6) BOPF Open Forum 6, 22 February 2024, Triodos: 23 (bad weather)

- **Bristol Women's Voice, *Caring Economy Campaign***
Dahlia Von Carolath, Community Organiser
- **Celebrating Age Festival 2024**
 Jo Stokes, Age UK Bristol, Community Services Manager
- **BOPF Project Update: Suzi Mackenzie, BOPF Project Coordinator**
- **Centre for Deaf and Hard of Hearing People (CfD)**
Equipment Service, Steve Mullins, Equipment Officer
-

1.1.2. BOPF Challenging Ageism Workshops

The BOPF Challenging Ageism Workshops have continued successfully throughout 2023/24, with a mix of professional workers and older people attending on-line. This work is a core part of our drive to build an 'age- friendly city', and challenge all forms of ageism, discrimination and ageist stereotypes, which unfortunately continue to undermine older people.

We also ran an additional workshop for the Devon Partnership NHS Trust Dementia Team, looking at the relationship between ageism and dementia.

1.1.3. BOPF Meetup Mornings

The bi-monthly online meetings offer members the chance to explore particular issues with a guest speaker in a smaller group. This year we have covered a range of topics including transport, scams, Bristol Reader the Bristol Law Centre.

1.1.4. BOPF Housing Action Group (HAG)

The BOPF HAG group has refocused its priorities on fire safety in communal settings and tower blocks. There are a number of concerns, highlighted by the group and underlined by a recent report that has identified serious health and safety failings. This year we have also supported the Gilton House Tenants group of older people, who have been campaigning for compensation for a serious delay in refitting safe cladding to their tower block.

Following our BOPF Housing Survey Report in 2020 and our Policy Update Paper in 2023, we are committed to continuing to improve housing for older people across the city.

1.1.5. BOPF Public Toilets Equalities Network (PTEN)

We have led on the work of the network, but will be now be refocussing our approach to ensure that we build upon the two main successes over the last year. These are firstly, ensuring that fully accessible public toilets are included in all new regeneration initiatives in Bristol. This is now included in the Local Plan, which sets out the planning obligations of new re development initiatives. Secondly, we have worked with the council to develop a city-wide 'toilet map' of businesses that offer open non-customer access to their toilet facilities.

1.1.6. BOPF Newsletter

There is always a challenge to find the funding for the newsletter as postage, printing and distribution costs remain high. We are however, committed to producing a printed copy for many of our members who are not on-line, as well as an electronic version. Following our September 2023 issue, we will be producing regular issues throughout the coming year.

1.1.7. BOPF Representation

Our staff team and trustees sit on a number of working and advisory groups and attend many of the consultation and policy making mechanisms at Local Authority, Public Health and voluntary sector levels. Our priority is to ensure firstly, that older people are 'around the table' and able to influence decisions, and secondly to articulate and act upon the issues and concerns raised by BOPF members.

In 2023, our trustees have represented BOPF on the Transport and Homes & Communities Board of the One-City Plan (strategy for the city until 2050), the One City Plan update, Health Care/Social & Adult Care, the Temple Quarter regeneration scheme, Sirona (NHS) People's Voice, The Public Transport Equalities Group and many other decision and consultation bodies.

Ashton Vale Bus Campaign - Throughout 2023 we have worked closely with the Ashton Vale Suffragettes - a group of older women leading the campaign to reinstate their local bus service, after two years with no service. In April this year, after months of campaigning, the service was brought back. This has been great news for the local community and we were happy to provide support. We have now set up regular community meetings with the First Bus (main bus providers in Bristol) management team to review all bus routes and other services. The bus campaign has also included the bus cuts to Stapleton Village, again we have supported the reinstatement of the service.

1.2. Quartet - BOPF Cost of Living Project

The Cost-of-Living project was funded by the Bristol City Council via Quartet for the period October 2022 to February 2024. BOPF was successful in applying for continuation funding, extending the project until October 2025.

From April 2023 to March 2024 our Project Worker acted on feedback from the cost-of-living survey, strengthening our role as a community hub for older people through various activities. We've improved information on the website, visiting local groups and community spaces across Bristol talking to older people, gathering experiences and promoting information resources and the work of BOPF through attendance at events. We included a regular cost-of-living focused update at Open Forums, connected with other community organisations and achieved success supporting members with transport related social action.

Acting on feedback from members about an increased sense of isolation and fear in this time of cost-of-living challenges, we explored new ways of connecting and having good conversations. One of the new things we tested were 'death cafes'. These spaces offer an opportunity for a cuppa, cake and an informal conversation about death and dying. The groups don't offer bereavement support, but a conversation without expectation. Members who attended gave positive feedback.

1.3. Quartet - My Music, My Memories and Me!

Our music club has continued throughout 2023 and into 2024. We are now working in partnership with the Bristol Beacon, which has been a very successful arrangement. The music club is based in the Terrace room and focusses on participant's favourite music track and their story behind the choice. Lively discussions take place and the chosen music, which ranges from folk to rock to pop and much more, is played, via YouTube on a big screen.

1.4. BCC Household Support Fund/Feeding Bristol - BOPF Cookbook

We were successful in receiving Household Support Fund money from Feeding Bristol to produce a cookbook, responding to feedback from members about increase food costs. Members gathered recipes and produced '**I Want to Cook! Healthy, easy, budget friendly recipes**'. The cookbook has proved popular, with 1000+ copies distributed across Bristol.

1.5. St Monica Trust - BOPF Coronation Celebrations 2023

In May 2023 we held a celebratory event, marking the Coronation of King Charles. This was well attended with more than seventy older people and people had an enjoyable afternoon, with plenty of cake and sandwiches!

1.6. John James Foundation - BOPF 30th Anniversary Celebrations 2023

In November, funded through John James, a local charity we celebrated our 30th BOPF Anniversary, with another successful social event for our members, marking three decades of representing older people in Bristol.

1.7. BOPF Research Consultations

We have also worked with a number of organisations on smaller research consultations including the following:

The London School of Economics on a Housing and Adult Social Care Research Study, Healthwatch Bristol on an Adult Social Care Project, with Dr Angela Nobbs from the University of Bristol on Urinary catheter study and Julie Clayton from the University of Bristol on a poetry workshop.

Financial Review

At the end of this financial year there was a total of £30,474 in unrestricted funds (2023 £28,570) and we had a surplus of £1,904 in total unrestricted funds (2023 £3,726). Of the unrestricted funds, £18,199 are designated funds (2023 £18,000) and £12,474 are general funds (2023 £10,570). The total restricted funds carried forward stood at £37,204 (2023 £29,108).

Going concern

We were successful this year in attracting £95,563 in grants, £302 in donations and £1,615 in charitable trading income.

We were successful with our **Bristol Impact Fund 2 (BIF)** bid to the Bristol City Council for **£195,940** for the period October 2021 to September 2025, broken down as follows:

October 2021 - September 2022: £47,231; October 2022 - September 2023: £48,971

October 2023 - September 2024: £49,867; October 2024 - September 2025: £49,871

For this period, we received **£49,419** of our **BCC Bristol Impact Fund grant** (2023 £48,282).

This long term funding, along with careful budgeting and financial management, ensure that BOPF remains a going concern for the foreseeable future.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to three months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately three months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, Governance and Management

Governing document

BOPF is a Charitable Incorporated Organisation (CIO) governed by its constitution dated 30 June 2015. It was registered as a CIO on 10th July 2015. Anyone over the age of 55 can become a member and on the 31st March 2024, there were 2710 members.

Organisation

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the BOPF Development Manager and the BOPF Finance and Administration Manager, in conjunction with the BOPF Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Trustees can claim public transport or mileage expenses to Trustee Meetings and Open Forum meetings. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

Trustees

The Trustees continued to meet regularly throughout the year at Trustee Board meetings. The Board, the formal decision-making body, regularly considered a range of reports on, for example, the latest financial position of BOPF including grants updates, the Chair's report and the agendas for future Open Forum meetings. Reports to the Board were also made by the BOPF Development Manager.

As at the end of March 2024, there were 11 Trustees on the Board, including the Chair, Vice-Chair, and BOPF Ambassador. Induction sessions were provided to new Trustees. Trustees represent BOPF on a wide range of external organisations and bodies, and this is kept under regular review by the Board.

Our BOPF Ambassador sits on the following boards: The NHS Ageing Well Board, Bristol City Council One City Home and Communities Board, Bristol City Council People Scrutiny, Bristol City Council One City Board, BCC One City Living Rent Commission.

Trustee Recruitment Policy

Bristol Older People's Forum (BOPF) recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of the people whom the charity serves and must have available to it all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

When a need has been identified to recruit trustees, a sub-committee will manage the process. This will include the Chair and at least one other trustee together with any other people deemed appropriate by the trustees.

The sub-committee will have responsibility for ensuring that the remainder of the recruitment and induction process are carried out. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.

Before any recruitment process starts the Board of Trustees will undertake an audit of existing members to identify what additional skills and experience are required.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP (Statement of Recommended Practice);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 25 July 2024 and signed on their behalf by:

 31 / 07 / 2024

Christina Stokes
BOPF Chair



31 / 07 / 2024

Ismail Yilmaz
BOPF Treasurer

Independent Examiner's Report to the Trustees of Bristol Older People's Forum CIO

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31st March 2024 which are set out on pages 15 to 26.

Responsibilities and basis of report

As the charity's trustees, 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



01 / 08 / 2024

Rupert Taylor

5 Mount Pleasant, Millbrook, Torpoint, Cornwall PL10 1BH

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2023 to 31 March 2024

	Note	Unrestricted funds 2023-24	Restricted funds 2023-24	Total funds 2023-24	Total funds 2022-23
		£	£	£	[see note 17] £
Income:					
Donations and legacies	3	302	-	302	203
<i>Charitable activities:</i>					
Grants	4	-	95,563	95,563	92,830
Charitable trading income	5	1,615	-	1,615	1,820
Total charitable activities		1,615	95,563	97,178	94,650
Investments	6	334	-	334	65
Total Income		2,251	95,563	97,814	94,917
Expenditure:					
Charitable activities	7	347	87,268	87,615	65,189
Total Expenditure		347	87,268	87,615	65,189
Net income/expenditure		1,904	8,295	10,198	29,728
Transfers between funds		-	-	-	-
Net movement in funds		1,904	8,295	10,198	29,728
Total funds brought forward		29,108	28,570	57,678	27,950
Total funds carried forward		31,012	36,865	67,877	57,678

BALANCE SHEET

31 March 2024

Balance SheetNote
ref.**Total funds**
31 Mar 2024**Total funds**
31 Mar 2023

£

£

Fixed assets:12 **Tangible assets**

Net book value

959

1,917

Total fixed assets

959

1,917

Current assets:13 **Debtors**

-

-

Cash at bank and in hand

Unity Trust Bank

46,371

35,748

Triodos bank

20,347

20,013

PayPal

54

44

Petty cash

326

105

Total current assets

67,097

55,911

Liabilities:14 **Creditors: Amounts falling due within one year**

180

150

Prepaid Income

-

-

Total current liabilities

180

150

Net current assets

66,917

55,761

Total net assets**67,877****57,678**15 **The funds of the charity:**

Restricted income funds

37,204

29,108

Unrestricted funds

General fund

12,474

10,570

Designated fund

18,199

18,000

Total unrestricted funds

30,474

28,570

Total charity funds**67,877****57,678**

Approved by the Trustees on 25 July 2024 and signed on their behalf by:

 31 / 07 / 2024 31 / 07 / 2024Christina Stokes
BOPF ChairIsmail Yilmaz
BOPF Treasurer

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, for Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight-line basis as follows:
IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

Gifts and donations	2024 (all unrestricted) £	2023 (all unrestricted) £
Website donations	10	45
Newsletter donations	-	30
Open Forum donations	164	78
Other Donations	128	50
Total Gifts & donations	302	203

4. Income from charitable activities: grants

Grants	2024 £	2023 £
BCC Bristol Impact Fund 2	49,419	48,202
BIF2 10% Uplift - Oct23-Sept25	9,974	-
BIF2 Sterling Group - Nov23-Oct24	450	-
St Monica Trust	500	-
Feeding Bristol (BOPF Cookbook)	5,400	-
Bristol Harbour Festival	-	2,500
John James Bristol Foundation	820	-
Quartet_BCC Cost of Living	25,000	24,928
Quartet - Vinyl Record Club	4,000	-
Tudor Trust	-	4,000
BCC Community Resilience Fund	-	3,200
AwardsForAll, Platform60	-	10,000
Total	95,563	92,830

5. Income from charitable activities: trading income

Income from other trading activities	2024	2023 £
BOPF Consultancy	1,615	1,820
Total	1,615	1,820

6. Investment income

Investment income of £334 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities**1 April 2023 - 31 March 2024**

		Total Unrestricted	Total Restricted	Total 2023-24	Total 2022-23
	Basis of apportionment				
Direct costs					
Salaries, NI & pension	75% staff time	243	50,753	50,996	42,701
Freelance fees		-	4,600	4,600	-
Staff expenses		-	311	311	65
Venue costs		-	1,568	1,568	200
Event costs		-	2,798	2,798	-
Transport costs		-	51	51	-
Meeting costs		-	14	14	-
Project expenses		23	-	23	-
Communications costs		-	1,986	1,986	807
Other expenses		-	30	30	-
Total direct costs		266	62,111	62,377	43,772
Indirect costs (overheads)					
Salaries	25% staff time	81	16,918	16,999	14,234
Other staff costs (CPD, training, recruitment)		-	310	310	325
Governance (see note 8)		-	304	304	277
Office costs (see note 8)		-	6,667	6,668	6,581
Total overheads (indirect costs)		81	25,157	25,238	21,416
Total charitable activity costs		347	87,268	87,615	65,189

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs				Basis of apportionment
	Unrestricted	Restricted	Total 2023-24	Total 2022-23	
	£	£	£	£	
Governance					
Salaries, NI & Pension	18	3,722	3,740	3,131	Staff time
Independent Examination	-	180	180	150	Governance
Trustee expenses	-	84	84	62	Governance
Info Commissioners Office (ICO)	-	40	40	40	Governance
Membership (NPC)	-	-	-	25	Governance
Total Governance	18	4,026	4,044	3,409	
Office costs					
Salaries, NI & Pension	63	13,196	13,259	11,102	staff time
Other Staff expenses (CPD + DBS + recruitment)	-	310	310	325	other staff costs
Insurance	-	481	481	443	office costs
Rent	-	4,492	4,492	4,084	office costs
Telephone	-	510	510	455	office costs
Bank charges	-	72	72	73	office costs
Printing	-	294	294	152	office costs
Postage	-	4	4	9	office costs
Stationary	-	-	-	15	office costs
IT Hardware	-	42	42	-	office costs
IT Maintenance	-	661	661	291	office costs
IT Software	-	112	112	101	office costs
Depreciation	-	958	958	958	office costs
Total Office costs	63	21,131	21,195	18,008	
Total Support costs	81	25,157	25,238	21,417	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2023-24 £	Restricted funds 2023-24 £	Total funds 2023-24 £	Total funds 2022-23 £
Salaries	324	65,876	66,201	55,466
Social Security costs	-	370	370	210
NEST Pension contributions	-	1,424	1,424	1,258
Total staff costs	324	67,670	67,995	56,934

No employees had employee benefits in excess of £60,000 (2024 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

One Trustee received £84 for travel expenses for the furtherance of the CIO's charitable objects during the year (2021-22 £62 to two trustees).

There were no other related party transactions during the year.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 3 staff (2023 2). This equates to an average of 2.5 full-time member of staff (2023 2).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol. The total of such grants in 2023-24 was £59,843 [Feeding Bristol and Quartet are not gov bodies] (2022-23 £51,402).

12. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2023	2,875	2,875
Additions	-	-
Disposals	-	-
As at 31 March 2024	2,875	2,875
Depreciation		
As at 1 April 2023	958	958
Charge for the year	958	958
Eliminated on disposals	-	-
As at 31 March 2024	1916	1916
Net book value as at 31 March 2024	959	959
Net book value as at 31 March 2023	1917	1917

13. Debtors

	2024	2023
Trade debtors	-	-
Prepayments	-	-
Total	-	-

14. Creditors: amount falling due within one year

	2024	2023
Sundry creditors	-	-
Accruals	180	150
Total	180	150

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2023	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2024
	£	£	£	£	£
General fund	10,570	2,251	347	-	12,474
Designated funds					
Contingency fund	18,000	-	-	-	18,000
Feeding Bristol (BOPF Cookbook)	-	5,400	5,400	-	-
John James Bristol Foundation	-	820	621	-	199
Total designated funds	18,000	6,220	6,021	-	18,199
Total	28,570	8,471	6,368	-	30,673

	Balance 1 Apr 2022	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2023
	£	£	£	£	£
General fund	6,844	2,588	1,262	2,400	10,570
Designated fund	18,000	-	-	-	18,000
Total	24,844	2,588	1,262	-	28,570

General fund: The 'free reserve' after allowing for all designated funds.

Contingency fund: Calculated as three months running costs, in accordance with the charity's Reserves Policy.

John James Foundation The funding was used for an event to celebrate our thirty-year anniversary on 9 November 2023.

16. Analysis of movements in restricted funds

	Balance 1 Apr 2023	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2024
	£	£	£	£	£
BCC Bristol Impact Fund 2	1,070	49,419	48,484	-	2,005
BIF2 10% Uplift - Oct23-Sept25	-	9,974	-	-	9,974
BIF2 Steering Group - Nov23-Oct24	-	450	-	-	450
St Monica Trust	-	500	500	-	-
Bristol Harbour Festival 2022	1,516	-	-	-	1,516
Quartet - BCC Cost of Living Yr1	17,095	-	17,095	-	-
Quartet - BCC Cost of Living Yr2	-	25,000	5,730	-	19,270
Quartet - Vinyl Record Club	-	4,000	1,416	-	2,585
AwardsForAll_Platform60	7,511	-	7,064	-	446
Fixed asset reserve	1,917	-	958	-	959
Total	29,108	89,343	81,247	-	37,204

	Balance 1 Apr 2022	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2023
	£	£	£	£	£
BCC Bristol Impact Fund 2	705	48,202	46,963	(874)	1,070
Tudor Trust (Platform60 - transition hosting)	-	3,000	3,000	-	-
Tudor Trust (Platform60 - Steering Group Meetings)	-	500	500	-	-
BCC Community Resilience Fund	-	3,200	2,901	(299)	-
Awards For All (Platform60)	-	10,000	1,990	(500)	7,511
BCC Cost of Living (Quartet)	-	24,928	6,631	(1,202)	17,095
Bristol Harbour Festival 2022	-	2,500	984	-	1,516
Fixed asset reserve	-	-	958	2,875	1,917
Age UK Bristol (Newsletter)	2,400	-	-	2,400	-
Total	3,105	92,330	63,927	2,400	29,108

Purpose of Restricted Funds

BCC Bristol Impact Fund 2

Core funding from the Bristol City Council to deliver our key services.

The goal of the second round of Bristol Impact Fund is to grow the power of local communities that experience the greatest inequality.

BIF2 10% Uplift - Oct23-Sept25

Grant from BCC in recognition of the pressure that the rise in cost-of-living has placed on VCSE organisation over the last year and the impact that has on the ability to deliver Bristol Impact Fund 2 (BIF2) grant funded activities.

BIF2 Steering Group - Nov23-Oct24

Role and Purpose of the Steering Group:

- To shape the Monitoring, Evaluation and Learning (MEL) programme and grant management over the life of BIF2, making sure that the grantee voice is part of all decision-making, reflecting the full diversity of projects funded under BIF2;
- To take part in co-designing and co-leading the MEL programme and grant management activities;
- To act as a sounding board/ critical friend; ensuring the MEL programme is helpful and meaningful to grantees.

Awards For All (Platform60) - funding for the design and development of the Platform60 website. <https://platform60.org.uk>

BCC Cost of Living Community Hubs (Quartet) - funding for the Cost-of-Living part-time Project Worker post to develop a range of cost-of-living support measures, working with older people.

The Household Support Fund (HSF) is a series of local government funds provided by the Department for Work and Pensions (DWP). It supports vulnerable households with the rising cost of living and providing support with food is a key part of this.

Quartet - Vinyl Record Club - The Express Grant Programme

The development of our Vinyl Record Club will include on-line and in-person outreach meetings. To deliver an innovative and creative new service to improve well-being and address social-isolation.

Bristol Harbour Festival - arts-based project to develop a more diverse involvement and attendance at the harbourside festival. Funding available to develop a further art-based project with older people.

17. Statement of Financial Activities: previous year comparison

	Note	Unrestricted funds 2022-23	Restricted funds 2022-23	Total funds 2022-23
		£	£	£
Income:				
Donations and legacies	3	203	-	203
<i>Charitable activities:</i>				
Grants	4	500	92,330	92,830
Charitable trading income	5	1,820	-	1,820
Total charitable activities		2,320	92,330	94,650
Investments	6	65	-	65
Total Income		2,588	92,330	94,917
Expenditure:				
Charitable activities	7	1,262	63,927	65,189
Total Expenditure		1,262	63,927	65,189
Net income/expenditure		1,326	28,403	29,728
Transfers between funds		2,400	(2,400)	-
Net movement in funds		3,726	26,003	29,728
Total funds brought forward		24,845	3,105	27,950
Total funds carried forward		28,570	29,108	57,678

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(issyilmaz@hotmail.com) and Rupert Taylor
(rupert.taylor@rocketmail.com) from
bopfadmin@ageukbristol.org.uk
IP: 86.7.192.214



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Accounts



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2022 to 31 March 2023

Annual Report & Accounts

1 April 2022 to 31 March 2023

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO

Registered charity number: 1162616

Registered office and operational address:

c/o Age UK Bristol, Canningford House, Ground Floor, 38 Victoria Street, Bristol, BS1 6BY

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Christina Mary Stokes, Chair

Trish Mensah, Deputy Chair

Judith Irene Brown, BOPF Ambassador

David Elson

Pat Foster (appointed 22 September 2022)

Joanne Goldsworthy Hesketh (appointed 20 October 2022)

Taramati Mistry

Gloria Morris

Lyn Mitchell Porter

Ismail Yilmaz (appointed 27 April 2023)

Trustees resigned since 31 March 2022

Ian McDowell Bickerton (resigned 22 September 2022)

Sarwat Manzur (resigned 22 September 2022)

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Yolanda Pot, BOPF Finance & Administration Manager

Ian Patrick Quaife, BOPF Development & Engagement Manager

Susanna Mackenzie, BOPF Project Worker

Report of the Trustees for the period 1 April 2022 to 31 March 2023

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2022 to 31 March 2023.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the city.
- d. Promote activities that support the health and well-being of older people in Bristol.

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages.

Achievements and performance

CONTENTS

1. BOPF PROJECTS

1.1. BCC Bristol Impact Fund 2

- 1.1.1. BOPF Open Forum Meetings**
- 1.1.2. BOPF Challenging Ageism Workshops**
- 1.1.3. BOPF Meetup Mornings/Vinyl record Club**
- 1.1.4. BOPF Digital Inclusion Project workshops**
- 1.1.5. BOPF & BCC Newsletter**
- 1.1.6. The BOPF Advisory Group**
- 1.1.7. Other Representation**
- 1.1.8. BOPF Membership**

1.2. BCC Community Resilience Fund

1.3. BOPF Cost of Living Project

1.4. Platform60 Project

1.5. BOPF Consultations

1. BOPF PROJECTS

Introduction

2023 has been another exciting year, with new challenges emerging, particularly around the cost-of-living crisis, bus cuts, closures to accessible public toilets, and more recently, the lack of NHS dentists available in local areas.

We are now in our second year of a four-year funding cycle from Bristol City Council (The Bristol Impact Fund 2 – BIF2) and we continue with our core services, topped up with projects, funded through other sources.

1.1. BCC Bristol Impact Fund 2

1.1.1. BOPF Open Forum Meetings

Post-Covid our Open Forum meetings (bi-monthly) are now back to in-person, with the hybrid option of also joining on-line. We have moved from the Broadmead Baptist Church to the Triodos Foundation venue, near Bristol city centre. Attendance numbers are increasing and almost back to pre-Covid levels. The forum is a chance for members to have a say on issues, as well as opportunity for detailed discussion.

SPEAKERS at our Open Forum Meetings and AGM

- 1) **BOPF Open Forum 1**, 12 May 2022, Zoom Registration: 42
 - **Bristol Women's Voice, *Disabled Women Take Action Project***,
Helen Ince, Community Organiser, www.bristolwomensvoice.org.uk
 - **Mobility Research using GPS in the community, University of Bristol**
Michael O'Breasail, Senior Research Associate
 - **BOPF Project Work Update Report**, Ian Quaife, BOPF Development Manager
- 2) **BOPF Open Forum 2**, 14 July 2022, Zoom Registration: 42
 - **Age UK Bristol Services, Kay Libby, CEO, *Guide to Later Life Bristol 2022 Age Friendly Strategy and Plan***, Bianca Rossetti, Age UK Bristol Project Manager
 - **Bristol Disability Equality Forum, *BDEF Climate Action Projects***
Emma Geen, Community Climate Action Coordinator,
www.bristoldef.org.uk/community-climate-action
 - **BCC Community Resilience Fund and BOPF Project Work Update**
Ian Quaife, BOPF Development Manager
- 3) **BOPF AGM & Open Forum 3**, 22 September 2022, Zoom Registration: 51
 - **Cllr Donald Alexander**, Cabinet Member for Transport and Co-Chair of Bristol One-City Transport Board ***Overview of Bristol Transport***
 - **National Lottery Community Fund**
Lorna Henry, Funding Officer for Bristol South West Funding Team
 - **Election of BOPF Trustees**
- 4) **BOPF Open Forum 4**, 24 November 2022, Zoom Registration: 40
 - **Dan Norris, Mayor of West of England Combined Authority (WECA)**
The Role of the Metro Mayor & Transport funding and planning
 - **Live Longer Better - Ageing Well, *Wesport inspire active lives through physical activity and sport***. Saliha Ahmed, Ageing Well Senior Project Manager, Wesport,
www.wesport.org.uk
- 5) **BOPF Open Forum 5**, 23 February 2023, Zoom Registration: 41
 - ***Researching into Health Conditions as we Age – How you can get involved***
Julie Clayton PhD, Bristol University, Patient/Public Involvement and Engagement Coordinator
 - **BOPF New Projects for 2023, including Cost of Living**, Ian Quaife, BOPF Development

Manager

- **Celebrating Age Festival - *Have your say on CAF Theme and Events***

Jennifer DeKalb-Poyer, Age UK Bristol Fundraising and Communications Manager

1.1.2. BOPF Challenging Ageism Workshops

The workshops are a key part of our drive to build an age-friendly city. The sessions continue to be well attended with a mix of older people and professionals (who work with older people). The focus remains on exploring ageism, ageist stereotypes and age discrimination.

1.1.3. BOPF Meetup Mornings/Vinyl record Club

The monthly meetings alternate between discussion on a particular issue and our new Vinyl Record Club, which has attracted more older men – a group less likely to participate in activities and services. The record club is a chance to talk about your favourite record and the story behind it - a real 'feel-good' project.

1.1.4. BOPF Digital Inclusion Project workshops

We are looking to reconfigure this service, as our Health Watch and Brunel Care partners were recently made redundant. On-line exclusion continues to be an issue for many older people, so we will be looking to work with new partners and offering more computer workshops.

1.1.5. BOPF & BCC Newsletter

Working in partnership with Bristol City Council, we have recently agreed a further two issues of the newsletter. The focus will be on the cost-of-living information and support. It will continue to be available as either a hard-copy posted out to members and on-line.

1.1.6. The BOPF Advisory Group

The BOPF Advisory Group has developed in a number of ways. As well as trustees representing BOPF on the Transport and Homes & Communities Board of the One-City Plan (strategy for the city until 2050) we continue to advise on a number of areas of consultation. These have included the One City Plan update, the Rent Commission report on rent caps, Home Choice (mechanism for allocation council/housing association properties), Health Care/Social & Adult Care, and the Temple Quarter regeneration scheme. We are also leading new work on accessible toilet facilities, dentist closures, the bus cuts and age-friendly housing - with policy papers on each.

1.1.7. Other Representation

Our staff team and trustees sit on a number of representative and advisory bodies to highlight issues affecting older people (often forgotten by decision makers) and pushing for policy changes.

Our development manager chairs the monthly Council's Adult & Social Care Equalities Group, a mechanism for the voluntary sector to act as a 'critical friend' to the local authority.

1.1.8. BOPF Membership

Post-Covid, our staff team and trustees have been out and about at meetings and visiting groups, encouraging new membership. It is important that we increase our numbers (currently around 2,700) and that we reflect the diversity of our city in terms of age range, sexuality, gender, disability, ethnic background and class.

1.2. BCC Community Resilience Fund

Local authority funding to support four voluntary sector organisations (working with older people) in applying for substantial capital grant funding. We advised the Bangladesh Association and the Somali Elders Group in developing detailed bids. We also supported Brunel Care and Age UK Bristol on their funding applications.

1.3. Cost of Living Project

The Cost-of-Living project is funded by the Bristol City Council via Quartet for the period October 2022 to February 2024. In February 2023 we recruited a BOPF Project Worker Suzi Mackenzie, who is working part-time on a number of cost-of-living projects. This has a focus on supporting older people from signposting information to highlighting the concerns and issues around the steep rise in food, energy and mortgage/rent costs. We recently completed a BOPF cost-of-living survey (available on our website or in hard copy) and have developed a panel of BOPF members to address some of the cost-of-living issues, raised by members.

1.4. Platform60 Project

Working with Newcastle elders, Devon WASPI Women (campaigning for state pension justice) and others, we are in the process of developing a new website, which has a focus on older people, activism and raising issues that affect people in later life.

1.5. BOPF Consultations

We worked on the **Connecting through Culture** project in partnership with the University of Bristol and the Watershed. This focussed on language and the words used to reflect the lives, identity, sexuality and struggles of LGBTQ+ Elders.

Bristol Harbour Festival 2022 was an arts-based project to develop a more diverse involvement and attendance at the harbourside festival. Funding available to develop a further art-based project with older people. BOPF recruited a group of older people to participate in the project and advised on workshop development and delivery.

Healthwatch Dignity in Hospital Project (consultation) - Working with Healthwatch Bristol, BOPF recruited an on-line discussion group of older people to participate in research looking at inpatient care in Bristol hospitals.

NHS SBS, Sharon Woma, Imagine If...Project (consultation/workshop) - We arranged and recruited a group of older BOPF members to participate in a workshop exploring their own personal health care vision. This to feed into the NHS Integrated Care Board's plans for health and well-being over the next two decades.

Royal Osteoporosis Society (consultation) – we organised a number of one-to-one interviews with BOPF members to discuss osteoporosis in later life.

Financial Review

At the end of this financial year there was a total of £28,570 in unrestricted funds compared to £24,845 in the previous year, so we had a surplus of £3,726 in total unrestricted funds. Of the £28,570 unrestricted funds, £18,000 are designated funds and £10,570 are general funds. The total restricted funds carried forward stood at £29,107.

Going concern

We were successful this year in attracting £92,330 in grants, £203 in donations and £1,820 in charitable trading income.

We were successful with our **Bristol Impact Fund 2 (BIF)** bid to the Bristol City Council for **£195,940** for the period October 2021 to September 2025, broken down as follows:

October 2021 - September 2022: £47,231; October 2022 - September 2023: £48,971

October 2023 - September 2024: £49,867; October 2024 - September 2025: £49,871

For this period, we received **£48,202** of our **BCC Bristol Impact Fund grant**.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to three months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately three months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, Governance and Management

Governing document

BOPF is a Charitable Incorporated Organisation (CIO) governed by its constitution dated 30 June 2015. It was registered as a CIO on 10th July 2015. Anyone over the age of 55 can become a member and on the 31st March 2023, there were 2720 members.

Organisation

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the BOPF Finance and Administration Manager and the BOPF Engagement and Development Manager, in conjunction with the BOPF Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Trustees can claim public transport or petrol travel expenses to Trustee Meetings and Open Forum meetings. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

Trustees

The Trustees continued to meet regularly throughout the year at **Trustee Board meetings** and at the Informal Trustee Get Togethers. The Board, the formal decision-making body, regularly considered a range of reports on, for example, the latest financial position of BOPF including grants updates, the Chair's report, the BOPF Ambassador's report and the agendas for future Open Forum meetings. Reports to the Board were also made by the BOPF Development and Engagement Manager.

The **Informal Trustee Get Togethers** were introduced to enable Trustees to have a more informal and relaxed wide-ranging discussion. There are no agendas or minutes for these Get Togethers, and they have no decision-making powers. The Terms of Reference were agreed at the Trustee Board.

As at the end of March 2023, there were **10 Trustees** on the Board, including the Chair, Vice-Chair, and BOPF Ambassador. Induction sessions were provided to new Trustees. The Chair very frequently sends out Trustee Updates, so Trustees are kept informed of key developments in between meetings. Trustees represent BOPF on a wide range of external organisations and bodies, and this is kept under regular review by the Board.

Our **BOPF Ambassador** sits on the following boards: The NHS Ageing Well Board, Bristol City Council One City Home and Communities Board, Bristol City Council People Scrutiny, Bristol City Council One City Board, BCC One City Living Rent Commission.

Trustee Recruitment Policy

Bristol Older People's Forum (BOPF) recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of the people whom the charity serves and must have available to it all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

When a need has been identified to recruit trustees, a sub-committee will manage the process. This will include the Chair and at least one other trustee together with any other people deemed appropriate by the trustees.

The sub-committee will have responsibility for ensuring that the remainder of the recruitment and induction process are carried out. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.

Before any recruitment process starts the Board of Trustees will undertake an audit of existing members to identify what additional skills and experience are required.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP (Statement of Recommended Practice);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 20 July 2023 and signed on their behalf by:

Christina Stokes 01 / 08 / 2023

Christina Stokes
BOPF Chair

Trish Mensah 05 / 08 / 2023

Trish Mensah
BOPF Deputy Chair

Independent Examiner's Report to the Trustees of Bristol Older People's Forum CIO

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31st March 2023 which are set out on pages 13 to 23.

Responsibilities and basis of report

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

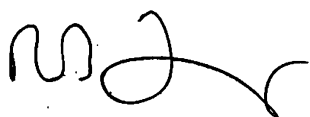
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



07 / 08 / 2023

Rupert Taylor
Easton Business Centre, Felix Road, Bristol, BS5 0HE

21st July 2023

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2022 to 31 March 2023

	Note	Unrestricted funds 2022-23	Restricted funds 2022-23	Total funds 2022-23	Total funds 2021-22
		£	£	£	£
Income:					
Donations and legacies	3	203	-	203	1,540
<i>Charitable activities:</i>					
Grants	4	500	92,330	92,830	35,253
Charitable trading income	5	1,820	-	1,820	4,009
Total charitable activities		2,320	92,330	94,650	35,253
Investments	6	65	-	65	9
Total Income		2,588	92,330	94,917	40,811
Expenditure:					
Charitable activities	7	1,262	63,927	65,189	53,296
Total Expenditure		1,262	63,927	65,189	53,296
Net income/expenditure		1,326	28,403	29,728	(12,485)
Transfers between funds		2,400	(2,400)	-	-
Net movement in funds		3,726	26,003	29,728	(12,485)
Total funds brought forward		24,845	3,105	27,950	40,435
Total funds carried forward		28,570	29,108	57,678	27,950

BALANCE SHEET

31 March 2023

Balance SheetNote
ref.

		Total funds 31 Mar 2023	Total funds 31 Mar 2022
		£	£
	Fixed assets:		
12	Tangible assets		
	Net book value	1,917	-
	<i>Total fixed assets</i>	1,917	-
	Current assets:		
13	Debtors	-	-
	Cash at bank and in hand		
	Unity Trust Bank	35,748	7,799
	Triodos bank	20,013	19,949
	PayPal	44	301
	Petty cash	105	51
	<i>Total current assets</i>	55,911	28,100
	Liabilities:		
14	Creditors: Amounts falling due within one year	150	150
	Prepaid Income	-	-
	Total current liabilities	150	150
	<i>Net current assets</i>	55,761	27,950
	Total net assets	57,678	27,950
15	The funds of the charity:		
	Restricted income funds	29,108	3,105
	Unrestricted funds		
	General fund	10,570	6,845
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	28,570	24,845
	Total charity funds	57,678	27,950

Approved by the Trustees on 20 July 2023 and signed on their behalf by:

 01 / 08 / 2023
Christina Stokes
BOPF Chair
 05 / 08 / 2023
Trish Mensah
BOPF Deputy Chair

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, for Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight-line basis as follows:
IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

	2023	2022 £
Gifts and donations		
Website donations	45	-
Newsletter donations	30	25
Open Forum donations	78	-
Other Donations	50	515
Legacies	-	1000
Total Gifts & donations	203	1,540

4. Income from charitable activities: grants

Grants	2023	2022 £
BCC Bristol Impact Fund 2	48,202	23,616
Voice & Influence Partnership	-	8,192
Bristol Join-up Project	-	2,445
Bristol Harbour Festival	2,500	-
Tudor Trust	4,000	1,000
BCC Community Resilience Fund	3,200	-
AwardsForAll, Platform60	10,000	-
Quartet, BCC Cost of Living	24,928	-
Total	92,830	35,253

5. Income from charitable activities: trading income

Income from other trading activities	2023	2022 £
Newsletter adverts	-	650
BOPF Consultancy	1,820	3,359
Total	1,820	4,009

6. Investment income

Investment income of £65 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities
1 April 2022 - 31 March 2023

		Total Unrestricted	Total Restricted	Total 2022 -23	Total 2021-22
	Basis of apportionment				
Direct costs					
Salaries, NI & pension	75% of staff time	817	41,884	42,701	33,986
Freelance fees		-	-	-	774
Staff expenses		-	65	65	16
Venue costs		-	200	200	-
Trustee expenses		-	-	-	11
Communications costs		-	807	807	408
Total direct costs (includes salaries)		817	42,955	43,772	35,194
Indirect costs (Overheads)					
Salaries	25% of staff time	272	13,961	14,234	11,329
Other staff costs (CPD, training, recruitment)		-	325	325	542
Governance (see note 8)		-	277	277	336
Office costs (see note 8)		173	6,408	6,581	5,896
Total overheads (indirect costs)		445	20,971	21,416	18,102
Total charitable activity costs		1,262	63,927	65,189	53,296

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs				Basis of apportionment
	Unrestricted	Restricted	Total 2022-23	Total 2021-22	
	£	£	£	£	
Governance					
Salaries, NI & Pension	60	3,071	3,131	2,492	Staff time
Independent Examination	-	150	150	150	Governance
Trustee expenses	-	62	62	27	Governance
Info Commissioners Office (ICO)	-	40	40	40	Governance
Membership (Voscur, NPC)	-	25	25	-	Governance
PR (cards)	-	-	-	119	Governance
Total Governance	60	3,349	3,409	2,828	
Office costs					
Salaries, NI & Pension	212	10,890	11,102	8,836	staff time
Staff CPD	-	175	175	167	other staff costs
Staff Training and Mentoring	-	-	-	375	other staff costs
Recruitment Costs	-	150	150	-	other staff costs
Insurance	-	443	443	431	office costs
Rent	172	3,912	4,084	4,084	office costs
Telephone	-	455	455	566	office costs
Bank charges	1	72	73	76	office costs
Printing	-	152	152	8	office costs
Postage	-	9	9	-	office costs
Stationary	-	15	15	137	office costs
IT Hardware	-	-	-	23	office costs
IT Maintenance	-	291	291	291	office costs
IT Software	-	101	101	280	office costs
Depreciation	-	958	958	-	
Total Office costs	385	17,623	18,009	15,274	
Total Support costs	445	20,972	21,417	18,102	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2022-23 £	Restricted funds 2022-23 £	Total funds 2022-23 £	Total funds 2021-22 £
Salaries	1,081	54,385	55,466	44,358
Social Security costs	-	210	210	-
NEST Pension contributions	8	1250	1,258	956
Total staff costs	1,089	55,845	56,934	45,314

No employees had employee benefits in excess of £60,000 (2023 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

Two Trustees received £62 for travel expenses for the furtherance of the CIO's charitable objects during the year (2021-22 £11 to one trustee).

There were no other related party transactions during the year.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 2 staff (2022 2). This equates to an average of 2 full-time member of staff (2021 1.5).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol. The total of such grants in 2022-23 was £51,402 (2021-22 £32,845).

12. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2022	1,334	1,334
Additions	2,875	2,875
Disposals	(1,334)	(1,334)
As at 31 March 2023	2,875	2,875
Depreciation		
As at 1 April 2022	1,334	1,334
Charge for the year	958	958
Eliminated on disposals	(1,334)	(1,334)
As at 31 March 2023	958	958
Net book value as at 31 March 2023	1,917	1,917
<i>Net book value as at 31 March 2022</i>	-	-

13. Debtors

	2023	2022 £
Trade debtors	-	-
Prepayments	-	-
	-	-

14. Creditors: amount falling due within one year

	2023	2022 £
Sundry creditors	-	-
Accruals	150	150
Total	150	150

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2022	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2023
	£	£	£	£	£
General fund	6,844	2,588	1,262	-	8,170
Designated fund	18,000	-	-	-	18,000
Total	24,844	2,588	1,262	-	26,170

	Balance 1 Apr 2021	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2022
	£	£	£	£	£
General fund	6,328	5,558	5,041	-	6,845
Designated fund	18,000	-	-	-	18,000
Total	24,328	5,558	5,041	-	24,845

General fund: The 'free reserve' after allowing for all designated funds.

Designated fund: Calculated as six months running costs, in accordance with the charity's Reserves Policy.

16. Analysis of movements in restricted funds

	Balance 1 Apr 2022	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2023
	£	£	£	£	£
BCC Bristol Impact Fund 2	705	48,202	46,963	(874)	1,070
Tudor Trust (Platform60 - transition hosting)	-	3,000	3,000	-	-
Tudor Trust (Platform60 - Steering Group Meetings)	-	500	500	-	-
BCC Community Resilience Fund	-	3,200	2,901	(299)	-
Awards For All (Platform60)	-	10,000	1,990	(500)	7,511
BCC Cost of Living (Quartet)	-	24,928	6,631	(1,202)	17,095
Bristol Harbour Festival 2022	-	2,500	984	-	1,516
Fixed asset reserve	-	-	958	2,875	1,917
Age UK Bristol (Newsletter)	2,400	-	-	2,400	-
Total	3,105	92,330	63,927	2,400	29,108

Transfers between funds:

£2,875 was transferred into the Fixed Asset Reserve from the respective restricted revenue funds to provide for future depreciation on fixed assets purchased with those funds.

£2,400 was transferred from the Age UK Bristol fund to General Funds because this fund was incorrectly treated as Restricted in the previous financial year.

	Balance 1 Apr 2021	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2022
	£	£	£	£	£
BCC Bristol Impact Fund 2	-	23,616	22,911	-	705
Voice & Influence Partnership	3,333	8,192	11,526	-	-
Bristol Join-up Project	-	2,445	2,445	-	-
Quartet (Meetup Mornings)	4,280	-	4,280	-	-
Age UK Bristol (Newsletter)	4,800	-	2,400	-	2,400
BAB Challenging Ageism Workshops	920	-	920	-	-
BCC Adult & Social Care (ASCCT)	774	-	774	-	-
BCC Neighbourhoods & Communities (Parks Project)	2,000	-	2,000	-	-
Tudor Trust (Age Activism Peer Learning Group)	-	1,000	1,000	-	-
Total	16,107	35,253	48,255	-	3,105

Purpose of Restricted Funds

BCC Bristol Impact Fund 2 - Core funding from the Bristol City Council to deliver our key services.

Tudor Trust (Platform60 - Steering Group Meetings) - funding to cover participation in the steering group with a focus on the development of a separate entity.

Tudor Trust (Platform60 - transition hosting) - funding towards the costs of developing the Platform60 Project into an independent organisation/entity.

BCC Community Resilience Fund - Bristol City Council funding to support four voluntary sector organisations apply for the Bristol City Council capital grant funding.

Awards For All (Platform60) - funding for the design and development of the Platform60 website.

BCC Cost of Living (Quartet) - funding for the Cost-of-Living part-time Project Worker post to develop a range of cost-of-living support measures, working with older people.

Bristol Harbour Festival 2022 - arts-based project to develop a more diverse involvement and attendance at the harbourside festival. Funding available to develop a further art-based project with older people.

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Accounts



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2021 to 31 March 2022

Annual Report & Accounts

1 April 2021 to 31 March 2022

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO

Registered charity number: 1162616

Registered office and operational address:

c/o Age UK Bristol, Canningford House, 38 Victoria Street, Bristol, BS1 6BY

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Christina Mary Stokes, Chair

Trish Mensah, Deputy Chair

Judith Irene Brown, BOPF Ambassador

Ian McDowell Bickerton

David Elson

Sarwat Manzur (appointed 2 July 2021)

Taramati Mistry

Gloria Morris

Lyn Mitchell Porter

Trustee resigned since 31 March 2021

Pat Gregory (appointed 23 January 2020, resigned 1 June 2021)

Tony Wilson (appointed 30 June 2015, resigned 23 September 2021)

Jenny Smith (appointed 12 November 2016, resigned 17 March 2022)

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Yolanda Pot, BOPF Finance & Administration Manager

Ian Patrick Quaife, BOPF Development & Engagement Manager

Report of the Trustees for the period 1 April 2021 to 31 March 2022

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2021 to 31 March 2022.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the city.
- d. Promote activities that support the health and well-being of older people in Bristol.

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages as follows:

Achievements and performance

CONTENTS

1. BOPF PROJECTS

1.1. Voice & Influence Partnership (VIP)

1.2. BCC Bristol Impact Fund 2

1.2.1. BOPF Open Forum Meetings

1.2.2. BOPF Challenging Ageism Workshops

1.2.3. BOPF Meetup Mornings

1.2.4. BOPF Digital Inclusion Project workshops

1.2.5. BOPF & BCC Newsletter

1.2.6. Platform60 Project

1.2.7. The BOPF Advisory Group

1.2.8. BOPF Consultations

2. BOPF Membership

1. BOPF PROJECTS

2022 has been a challenging and exciting year for us. We were successful in obtaining the Bristol Impact Fund 2, four-year core funding from the Bristol City Council, which means we are able to continue all our main services and develop new ones as well. We have also been working on projects from other sources of funding.

We have a small staff team of two, strongly supported by our Board of Trustees and deliver a wide range of services on behalf of the BOPF members.

All our work is based on the principle that older people should be at the centre of decision and policy making. This for us is the best way of challenging ageism, age discrimination, negative ageist stereotyping and promoting civic responsibility.

'We speak **as** older people not **for** older people.'

1.1. Voice & Influence Partnership (VIP)

Our work with the Voice and Influence Partnership (VIP) was for the period May 2018 to September 2021. The Partnership was funded by the Bristol City Council and was made up of The Care Forum (the leading partner), Bristol Older People's Forum, Centre for Deaf and Hard of Hearing People, OTR LGBTQ+ (Off The Record), SARI (Stand Against Racism & Inequality) and WECIL (The West of England Centre for Inclusive Living).

The VIP was created to help make sure that individuals, groups and communities whose voices aren't always heard are listened to, and are part of shaping Bristol's future.

In September 2021 we completed our three and a half-year contract with Bristol City Council, to carry out formal consultation and ensure that the voice of older people was heard.

1.2. BCC Bristol Impact Fund 2

1.2.1. BOPF Open Forum Meetings

Our Bi-Monthly Open Forum meetings, post-Covid have so far been via Zoom and we continue to attract healthy numbers. We have again this year attracted speakers who can both inspire and inform, with a focus on issues raised by our BOPF members.

SPEAKERS at our Open Forum Meetings and AGM

1) BOPF Open Forum 1, 29 April 2021. Zoom Registration: 51

- **Moving Bristol Forward Campaign - Clean Air, Better Transport, Emilia Melville**
<https://www.movingbristolforward.co.uk/>
- **Liveable Neighbourhoods for Bristol Campaign, Alan Morris, hello@liveablebristol.org.uk**
- **Black Lives Matter, Rob Mitchell, Creative Media Producer and Ros Martin**
- **GoJauntly Walking App and the Bristol Walk Festival, Claudette Anderson**
<https://www.gojauntly.com/>

2) BOPF Open Forum 2, 24 June 2021, Zoom Registration: 118

- **Marvin Rees, Mayor of Bristol, Marvin sets out his vision for the next 3 years in Bristol,** focusing on 3 THEMES: Inclusion, Sustainability, Biodiversity and Delivery
- **Digital Inclusion - How do we get more older people on Zoom?**
Facilitator: Ian Quaife, BOPF Development and Engagement Manager
- **Diabetes Type 2 Peer Support Service, Brigstowe, Robyn Taylor, Peer Support Coordinator, www.brigstowe.org**

3) BOPF AGM & Open Forum 3, 23 September 2021, Zoom Registration: 67

- **Brunelcare Service, Help When You Need It - Support Within the Community**
Femi Robinson, Support Services Manager
- **The Bristol Impact Fund - Our Vision for the next Four Years**
Ian Quaife, BOPF Development and Engagement Manager spoke about:
BOPF's 4 Year Work Programme including: BOPF Open Forums, BOPF and BCC Covid-19 Newsletter, Digital Champions Project, BOPF Meetup Mornings, BOPF Challenging Ageism Workshops and the BOPF Advisory Group.
- **Election of BOPF Trustees**

4) BOPF Open Forum 4, 18 November 2021, Zoom Registration: 60

- **A One City Food Equality Strategy 2022 - 2032, Bristol City Council Consultation**
Lucy Jackman, <https://feedingbristol.org/>
- **Dan Norris, Mayor of West of England Combined Authority (WECA)**
- **BOPF Bristol Older People's new Advisory Group**, Ian Quaife, BOPF Development and Engagement Manager

5) BOPF Open Forum 5, 10 February 2022, Zoom Registration: 70

- **BOPF Work Update - The Bristol Impact Fund (BIF2) and *Our Vision for the Next Four Years***, Ian Quaife, BOPF Development and Engagement Manager
- **Bristol Walking Alliance, '*50 Ways to Better Walking*'**
Dr Suzanne Audrey, Executive member, Bristol Walking Alliance, Senior Research Fellow in Public Health, University of Bristol.
- **Launch of Bristol Older People's Forum Advisory Group, Marvin Rees, Elected Mayor of Bristol, Pre-recorded introduction, *How will it work? & Q&A***, Ian Quaife, BOPF Development and Engagement Manager.

6) BOPF Open Forum 6, 24 March 2022, Zoom Registration: 60

- **Police & Crime Commissioner (PCC), Mark Shelford, *Economic and Cyber Crime and the ROLE of the PCC***
- **Continence Care, Nikki Cotterill (NC)**, Professor in Continence Care, Centre for Health and Clinical Research, UWE
- **BOPF Work Update** - Ian Quaife, BOPF Development and Engagement Manager.

1.2.2. BOPF Challenging Ageism Workshops

Our monthly Challenging Ageism Workshops continue to be well attended. The focus is on people's lived and professional experiences of age discrimination. We explore how we can work collectively and individually to challenge ageist assumptions of older people based on negative stereotypes.

1.2.3. BOPF Meetup Mornings

The monthly Meetup Mornings Discussion Group has been running throughout the year, with invited guests leading discussions on a diverse range of subjects, from local wildlife, phone and internet scamming and the challenges of Osteoporosis.

1.2.4. BOPF Digital Inclusion Project workshops

Working with a number of partners including NHS Health Watch, the BOPF Digital Inclusion Project workshops are now under way, with sessions taking place across the city. This initiative is aimed at older people who are looking for one-to-one support to improve their skills on their own phones, tablets or laptops.

1.2.5. BOPF & BCC Newsletter

Our BOPF Newsletter, in partnership with Bristol City Council, has continued with a focus on the Covid pandemic and the recovery. Moving forward, as part of a City-wide approach, we will be featuring news and information to help offset some of the worst effects of the cost-of-living crisis.

The newsletter comes out three times a year and is available as a hard-copy posted out or as an on-line version.

1.2.6. Platform60 Project

Platform 60 is a new project we are working on. This is based around the development of a website providing information on issues affecting older people and local and national campaigns, as well as a focus on culture and identity. We are working towards Platform 60 becoming a fully independent organisation, with a national focus.

1.2.7. The BOPF Advisory Group

The **BOPF Advisory Group** is part of a formal arrangement with Bristol City Council, which enables us to advise, consult and offer expertise around key issues, such as housing, transport and social care. We now have members of our BOPF board in key positions on the Homes & Communities Board and the Transport Board, which forms part of the One-City Plan vision for Bristol.

1.2.8. BOPF Consultations

We continue to deliver a range of commissioned consultation and advice work to other organisations. These include **Ad Infinitum - Creative Chats** (workshops), **Nuffield Council on Bioethics** (Workshop), **BCC Extra Care Housing Consultation** (workshop),

We also continue to advise a number of other local projects, including the **Women in Property South West**, **BCC Bristol Harbour Festival Consultation** and **Turning Silver to Gold**. Indeed, approaches from outside organisations requesting our support and guidance on working with older people are increasing, reflecting BOPF's reputation and professionalism as an organisation.

Much of this work is focussed on how projects can improve their communications and development work to ensure that older people are not portrayed or treated in a stereotypical or negative light.

2. BOPF Membership

BOPF Membership remains at just under 3000 but we are striving to attract more older people to join. This will be a main focus over the coming year.

Financial Review

At the end of this financial year there was a total of £24,845 in unrestricted funds compared to £24,328 in the previous year, so we had a surplus of £517 in total unrestricted funds. Of the £24,844 unrestricted funds, £18,000 are designated funds and £6,845 are general funds. The total restricted funds carried forward stood at £3,105.

Going concern

We were successful this year in attracting £35,253 in grants, £1,540 in donations and legacies and £4009 in other trading activities.

We were successful with our **Bristol Impact Fund 2 (BIF)** bid to the Bristol City Council for **£195,940** for the period October 2021 to September 2025, broken down as follows:

October 2021 - September 2022: £47,231; October 2022 - September 2023: £48,971

October 2023 - September 2024: £49,867; October 2024 - September 2025: £49,871

For this period, we received **£23,616** of our **BCC Bristol Impact Fund grant**.

Our contract worth £60,000 with **The Care Forum** for the Bristol City Council's **Voice & Influence Partnership** commissioning equality work, for the 3 year period, May 2018 to May 2021, was extended until 30 September 2021 with an additional **£8192**.

We received an additional **£2445** from the **Care Forum** for the Bristol Join-up Project for the Life Under Lockdown work until December 2021.

We received a **£1000** grant from **Tudor Trust** for the Platform60 project.

We brought forward **£920** of the grant received from **Bristol Ageing Better** to run 3 more Challenging Ageism Workshops during April to June 2021.

We received a **£2000** grant from **BCC Neighbourhoods & Communities Service** in December 2020 for the Future Parks Project carried out during April to November 2021.

We brought forward **£4800** received from **Age UK Bristol** to produce 4x *BOPF & BCC Covid-19 Newsletters* to during the 2021-22 period.

We brought forward **£4280** of the £5000 grant received from **Quartet** to **deliver 14x Meetup Mornings until December 2021**.

We brought forward **£774** of the £3000 grant received from the **BCC Adult and Social Care** Commissioning Team for work on the Informal Carers Research Project.

We received **£845** from **Nuffield Council on Bioethics** for BOPF Consultancy and a membership engagement workshop during July-August 2021.

We received **£500** from **Ad Infinitum** for a Creating Arts Project which took place during March to May 2021.

We received **£1037** from **BCC Adult Social Care** for the BCC Extra Care Housing Consultation Zoom Workshop 15 July 2021.

We received **£500** from **Curam Care** for an advert in the *BOPF & BCC Covid-19 Newsletter*.

We received **£770** for **Miscellaneous workshops**

The Trustees are therefore confident that the charity is a going concern and will remain so for the coming financial year.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to six months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately six months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, Governance and Management

Governing document

BOPF is a Charitable Incorporated Organisation (CIO) governed by its constitution dated 30 June 2015. Anyone over the age of 55 can become a member and on the 31st March 2021, there were 2716 members.

Organisation

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the BOPF Finance and Administration Manager and the BOPF Engagement and Development Manager, in conjunction with the BOPF Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Trustees can claim public transport or petrol travel expenses to Trustee Meetings and Open Forum meetings. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

Trustees

The Trustees continued to meet regularly throughout the year at Trustee Board meetings and at the Informal Trustee Get Togethers. The Board, the formal decision-making body, regularly considered a range of reports on, for example, the latest financial position of BOPF including grants updates, the Chair's report, the BOPF Ambassador's report and the agendas for future Open Forum meetings. Reports to the Board were also made by the BOPF Development and Engagement Manager.

The Informal Trustee Get Togethers were introduced to enable Trustees to have a more informal and relaxed wide-ranging discussion. There are no agendas or minutes for these Get Togethers, and they have no decision-making powers. The Terms of Reference were agreed at the Trustee Board. They have proved successful, particularly at a time when Trustees have been physically unable to meet, due to the Covid pandemic.

As at the end of March 2022, there were 9 Trustees on the Board, including the Chair, Vice-Chair, and BOPF Ambassador. Induction sessions were provided to new Trustees. During summer 2021, Trustees updated The Staff and Trustee Induction Policies and the BOPF Financial Management and Controls Policy; these were agreed at the July 2021 Trustee Board. The Chair very frequently sends out Trustee Updates, so Trustees are kept informed of key developments in between meetings. Trustees represent BOPF on a wide range of external organisations and bodies, and this is kept under regular review by the Board.

Our BOPF Ambassador sits on the following boards: The NHS Ageing Well Board, Bristol City Council One City Home and Communities Board, Bristol City Council People Scrutiny, Bristol City Council One City Board, BCC One City Living Rent Commission.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP (Statement of Recommended Practice);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 21 July 2022 and signed on their behalf by:



Christina Stokes
BOPF Chair



Trish Mensah
BOPF Deputy Chair

Independent Examiner's Report to the Trustees of Bristol Older People's Forum CIO

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31st March 2022 which are set out on pages 13 to 22.

Responsibilities and basis of report

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

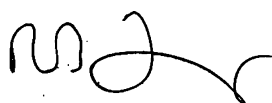
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Rupert Taylor
Easton Business Centre, Felix Road, Bristol, BS5 0HE

24 August 2022

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2021 to 31 March 2022

	Note	Unrestricted funds 2021-22	Restricted funds 2021-22	Total funds 2021-22	Total funds 2020-21
		£	£	£	£
Income					
Donations and legacies	3	1,540	-	1,540	588
Grants		-	35,253	35,253	54,702
Charitable activities	4	-	35,253	35,253	54,702
Other trading activities	5	4009	-	4009	3,120
Investments	6	9	-	9	46
Total Income		5,558	35,253	40,811	58,456
Expenditure on:					
Charitable activities	7				
BOPF Management		1,540	-	1,540	1,916
BCC Bristol Impact Fund 2		-	22,911	22,911	-
Voice & Influence Partnership		-	11,526	11,526	23,667
BOPF Age Friendly Transport Project (BAB)		-	-	-	5,295
BOPF Age Friendly Housing Project (BAB)		-	-	-	2,068
BOPF & BCC Covid Newsletter		292	2,400	2,692	2,100
BOPF Challenging Ageism Workshops		-	920	920	8,481
BOPF Meetup Mornings		-	4,280	4,280	720
Bristol Join-up Project		-	2,445	2,445	9,586
BOPF Health Care Research		-	774	774	2,226
Tudor Trust - Platform60		-	1,000	1,000	-
BOPF Consultation		3,209	2,000	5,209	970
Celebrating Age Festival		-	-	-	500
Total charitable activities		5,041	48,255	53,296	57,528
Total Expenditure		5,041	48,255	53,296	57,528
Net income/expenditure		517	- 13,002	- 12,485	928
Transfers between funds		-	-	-	-
Net movement in funds		517	- 13,002	- 12,485	928
Reconciliation of funds		-	-	-	-
Total funds brought forward		24,328	16,107	40,435	39,507
Total funds carried forward		24,845	3,105	27,950	40,435

BALANCE SHEET

31 March 2022

Note ref.		Total funds 31 Mar 2022	Total funds 31 Mar 2021
		£	£
	Fixed assets:		
12	Tangible assets		
	Net book value	-	-
	<i>Total fixed assets</i>	-	-
	Current assets:		
13	Debtors	-	-
	Cash at bank and in hand		
	Unity Trust Bank	7,799	20,492
	Triodos Bank	19,949	19,939
	PayPal	301	93
	Petty cash	51	61
	<i>Total current assets</i>	28,100	40,585
	Liabilities:		
14	Creditors: Amounts falling due within one year	150	150
	Prepaid Income	-	-
	Total current liabilities	150	150
	<i>Net current assets</i>	27,950	40,435
	<i>Total assets less current liabilities</i>	27,950	40,435
	Total net assets	27,950	40,435
	The funds of the charity:		
15	Restricted income funds	3,105	16,107
	Unrestricted funds		
	General fund	6,845	6,328
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	24,845	24,328
	Total charity funds	27,950	40,435

Approved by the Trustees on 21 July 2022 and signed on their behalf by:


Christina Stokes
BOPF Chair

Trish Mensah
BOPF Deputy Chair

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, for Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight line basis as follows:

IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

	2022	2021
Gifts and donations	£	£
Website donations	-	95
Newsletter donations	25	220
Other Donations	515	273
Legacies	1000	-
Total Gifts & donations	1,540	588

4. Income from charitable activities

Grants	2022	2021
	£	£
BCC Bristol Impact Fund 2	23,616	-
Voice & Influence Partnership	8,192	24,500
Bristol Join-up Project (Covid-19 Research)	2,445	7,702
Quartet (Meetup Mornings)	-	5,000
Age UK Bristol (Newsletter)	-	5,100
BAB Challenging Ageism Workshops	-	4,400
BCC Adult & Social Care (ASCCT) (Research)	-	3,000
BCC Neighbourhoods & Communities (Parks Project)	-	2,000
Bristol City Council (Newsletter)	-	1,200
Tudor Trust (Consultation)	1,000	500
Wessex Water (Consultation)	-	400
Celebrating Age Festival (Open Mic Night Event)	-	500
BAB Age Friendly Housing Project	-	400
Total income from charitable activities	35,253	54,702

5. Income from other trading activities

	2021	2021
	£	£
Newsletter adverts	650	3050
BOPF Consultancy	3,359	70
Total income earned from other trading activities	4,009	3120

6. Investment income

Investment income of £9 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities
1 April 2021 - 31 March 2022

		Unrestricted funds	Restricted funds	Total 2021 -22	Total 2020-21
	Basis of apportionment	Total Unrestricted £	Total Restricted	Total 2020 -21	Total 2020-21
Direct costs					
Salaries, NI & pension	75% staff time	2,296	31,689	33,986	32,644
Freelance fees		-	774	774	824
Consultation fees		-	-	-	-
Staff expenses		-	16	16	-
Grants		-	-	-	3,025
Newsletter Printing		-	-	-	735
Newsletter Mailing		-	-	-	273
Newsletter Postage		-	-	-	1,110
Trustee expenses		11	-	11	-
Project expenses		-	-	-	984
Communications costs		-	408	408	1,080
Total direct costs		2,307	31,887	35,194	40,674
Indirect costs (Overheads)					
Salaries	25% staff time	765	10,563	11,329	10,881
Other staff costs (CPD, training)		542	-	542	-
Governance (see note 8)		296	40	336	288
Office costs (see note 8)		1,130	4,765	5,896	5,685
Total overheads (indirect costs)		2,733	15,368	18,102	16,854
Total charitable activity costs		5,040	48,255	53,296	57,528

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs			Total 2020-21	Basis of apportionment
	Unrestricted	Restricted	Total 2021-22		
	£	£	£	£	
Governance					
Salaries, NI & Pension	168	2,324	2,492	2,394	Staff time
Independent Examination	150	-	150	150	Governance
Trustee expenses	27	-	27	-	Governance
Info Commissioners Office (ICO)	-	40	40	40	Governance
Membership (Voscur, NPC)	-	-	-	65	Governance
PR (cards)	119	-	119	33	Governance
Total Governance	464	2,364	2,828	2,682	
Office costs					
Salaries, NI & Pension	597	8,239	8,836	8,487	staff time
Staff CPD	167	-	167	159	Office costs
Staff Training and Mentoring	375	-	375	-	
Insurance	431	-	431	427	Office costs
Rent	333	3,751	4,084	4,084	Office costs
Telephone	102	463	566	424	Office costs
Bank charges	76	-	76	74	Office costs
Printing	-	8	8	-	Office costs
Postage	-	-	-	5	Office costs
Stationary	137	-	137	-	Office costs
Hardware	-	23	23	-	
IT Maintenance	-	-	291	291	Office costs
Website hosing	-	-	-	120	Office costs
IT Software	50	230	280	101	Office costs
Total Office costs	2,269	13,005	15,274	14,172	
Total Support costs	2,733	15,368	18,102	16,854	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2021-22 £	Restricted funds 2021-22 £	Total funds 2021-22 £	Total funds 2020-21 £
Salaries	3,018	41,340	44,358	42,621
Social Security costs	-	-	-	-
NEST Pension contributions	44	913	956	904
Total staff costs	3,062	42,253	45,314	43,525

No employees had employee benefits in excess of £60,000 (2022 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

One Trustee received £11 for travel expenses for the furtherance of the CIO's charitable objects during the year (2020-21 £0). In the previous year no Trustee received expenses due to the Covid-19 lockdown.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 2 staff (2021 1.5). This equates to an average of 1.5 full-time member of staff (2021 0.9).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol. The total of such grants in 2021-22 was £32,845 (BIF: £23,616, VIP: £8,192 and BCC Extra Care Housing Consultation: £1037). In 2020-21 the total was £6,200.

12. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2021	1,334	1,334
Additions	-	-
As at 31 March 2022	1,334	1,334
Depreciation		
As at 1 April 2021	1,334	1,334
Charge for the year	-	-
As at 31 March 2022	1,334	1,334
Net book value	-	-
As at 1 Apr 2021	-	-
As at 31 March 2022	-	-
<i>Balance at 31 March 2021</i>	<i>-</i>	<i>-</i>

13. Debtors

	2022 £	2021 £
Trade debtors	-	-
Prepayments	-	-
	-	-

14. Creditors: amount falling due within one year

	2022 £	2021 £
Sundry creditors	-	5
Accruals	150	150
Total	150	150

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2021	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2022
	£	£	£	£	£
General fund	6,328	5,558	5,041	-	6,845
Designated fund	18,000	-	-	-	18,000
Total	24,328	5,558	5,041	-	24,845

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2021
	£	£	£	£	£
General fund	5,160	3,084	1,916	-	6,328
Designated fund	18,000	-	-	-	18,000
Total	23,160	3,084	1,916	-	24,328

General fund: The 'free reserve' after allowing for all designated funds.

Designated fund: Calculated as six months running costs, in accordance with the charity's Reserves Policy.

16. Analysis of movements in restricted funds

	Balance 1 Apr 2021	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2022
	£	£	£	£	£
BCC Bristol Impact Fund 2	-	23,616	22,911	-	705
Voice & Influence Partnership	3,333	8,192	11,526	-	-
Bristol Join-up Project	-	2,445	2,445	-	-
Quartet (Meetup Mornings)	4,280	-	4,280	-	-
Age UK Bristol (Newsletter)	4,800	-	2,400	-	2,400
BAB Challenging Ageism Workshops	920	-	920	-	-
BCC Adult & Social Care (ASCCT)	774	-	774	-	-
BCC Neighbourhoods & Communities (Parks Project)	2,000	-	2,000	-	-
Tudor Trust (Age Activism Peer Learning Group)	-	1,000	1,000	-	-
Total	16,107	35,253	48,255	-	3,105

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2021
	£	£	£	£	£
Voice & Influence Partnership	2,500	24,500	23,667	-	3,333
Bristol Join-up Project	1,884	7,702	9,586	-	-
Quartet (Meetup Mornings)	-	5,000	720	-	4,280
Bristol City Council (Newsletter)	-	1,200	1,200	-	-
Age UK Bristol (Newsletter)	-	5,100	300	-	4,800
South Gloucestershire CCG (Newsletter)	-	600	600	-	-
BAB Challenging Ageism Workshops	5,000	4,400	8,481	-	919
BCC Adult & Social Care (ASCCT)	-	3,000	2,226	-	774
BCC Neighbourhoods & Communities (Parks Project)	-	2,000	-	-	2,000
Tudor Trust (Age Activism Peer Learning Group)	-	500	500	-	-
BAB Age Friendly Transport	5,295	-	5,295	-	-
BAB Age Friendly Housing	1,668	200	1,868	-	-
Other restricted funds	-	1,170	1,170	-	-
Total	16,347	55,372	55,612	-	16,107

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Accounts



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2020 to 31 March 2021

Annual Report & Accounts

1 April 2020 to 31 March 2021

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO

Registered charity number: 1162616

Registered office and operational address:

c/o Age UK Bristol, Canningford House, 38 Victoria Street, Bristol, BS1 6BY

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Ian McDowell Bickerton, Chair (appointed 25th July 2019)

Trish Mensah, Deputy Chair (appointed AGM 25th July 2019)

Judith Irene Brown, BOPF Ambassador (appointed 25th July 2019)

Christina Mary Stokes, Treasurer (appointed 28th March 2019)

David Elson (appointed 30th June 2015)

Taramati Mistry (appointed 5th November 2020)

Gloria Morris (appointed 30 June 2015)

Lyn Mitchell Porter (appointed AGM 25th July 2019)

Jenny Smith (appointed 12 November 2016)

Trustee resigned since 31 March 2020

Alun Davies (appointed 5th November 2020, resigned 4 February 2021)

Pat Gregory (appointed 23rd January 2020, resigned 1 June 2021)

Tony Wilson (appointed 30 June 2015, resigned 23 September 2021)

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Finance & Administration Manager: Yolanda Pot

Engagement and Development Manager: Ian Patrick Quaife

Report of the Trustees for the period 1 April 2020 to 31 March 2021

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2020 to 31 March 2021.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the City.
- d. Promote activities that support the health and well-being of older people in Bristol.

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages as follows:

1. COMMUNICATIONS

1.1. BOPF & BCC Covid-19 Newsletter

1.2. BOPF Website

1.3. BOPF Facebook

1.4. Zoom

2. BOPF PROJECTS

2.1. Voice & Influence Partnership (VIP)

2.2. BOPF Age Friendly Transport and Housing Projects

2.3. BOPF Challenging Ageism Workshops

2.4. BOPF Meetup Mornings

2.5. Bristol Join-up Project

2.6. BOPF Health Care Research

2.7. BOPF Consultation

2.8. Other BOPF Work

3. BOPF Membership

4. BOPF Open Forum Meetings

Achievements and performance

1. COMMUNICATIONS

1.1. BOPF & BCC Covid-19 Newsletter

In partnership with Bristol City Council (BCC), we have continued to produce a series of Covid information and advice newsletters throughout the year, both in hard copy and electronic formats. The publication and distribution costs are kindly funded by BCC. The newsletters have also included contributions from other organisations, in particular from the Bristol Support Hub, a partnership of charities and groups led by Age UK Bristol, of which BOPF is a member.

A significant proportion of our 3000 members are digitally excluded – i.e., not online - and some rely heavily on hard copy information to keep updated and in touch. The newsletters are specifically designed with this in mind, and have enabled BCC to provide our members with key information particularly about Covid-19, for example, on shielding, wearing face coverings, and testing sites. Through the newsletters, BOPF has been able to inform members about important projects and research we have been undertaking, including Life under Lockdown, the Housing Survey, and the Carers Survey. We have run articles on other topics such as Covid scams and claiming pension credit.

1.2. BOPF Website (www.bopf.org.uk)

In 2019, BOPF received grant funding from St Monica Trust and the John James Bristol Foundation to develop a new website, which was launched at the Open Forum in February 2020. A new website had been recommended in a consultant's report on transforming BOPF as a way of significantly developing our communications strategy.

The website has proved popular, with positive feedback received. The website has been particularly important during the Covid crisis, as it has enabled us to provide crucial information and links to our online members, and the outside world. The challenge throughout has been our capacity to keep the website as regularly updated as we would wish, and we unsuccessfully advertised for a volunteer to help us with website support. We will continue to explore every possible opportunity to find this support, including through grant applications.

1.3. BOPF Facebook

The Facebook Page has again been a vital way of communicating with our members and others, during the Covid pandemic. We have been able to post articles and snippets of information at short notice, and have also encouraged our members and Trustees to write articles of interest to our audience.

1.4. Zoom

As with many organisations, Zoom has become a crucial means of communication throughout the pandemic. For our bi-monthly Open Forum, we used to physically meet at Broadmead Baptist Church in the city centre. It became clear early on that this would be completely unviable, so we started using Zoom instead from September 2020. The first meeting attracted about 40 members, but it has steadily increased since then. We are very conscious that, as mentioned earlier, many of our members are not online and we are currently exploring ways to be increasingly inclusive, such as live streaming. Our Trustee Board has been meeting through Zoom since summer 2020, and it's now regularly used for many other meetings and get togethers, both internally and externally.

2. BOPF PROJECTS

All our work is based on the principle that older people should be centrally involved in all aspects of decision and policy making. This we believe is the best way of challenging ageism and ageist practices.

This year has been challenging in many ways but also rewarding as many of our diverse projects are making a real difference to BOPF members across the city. We hope this will continue over the next year and beyond.

2.1. Voice & Influence Partnership (VIP)

Our work with the Voice and Influence Partnership (VIP) is for the period May 2018 to September 2021. The Partnership is funded by the Bristol City Council and is made up of The Care Forum (the leading partner), Bristol Older People's Forum, Centre for Deaf and Hard of Hearing People, OTR LGBTQ+ (Off The Record), SARI (Stand Against Racism & Inequality) and WECIL (The West of England Centre for Inclusive Living).

The VIP has been created to help make sure that individuals, groups and communities whose voices aren't always heard are listened to, and are part of shaping Bristol's future.

We have now completed our third year of our three-year contract with Bristol City Council, to carry out formal consultation and ensure that the voice of older people is being heard. We are part of a group of organisations representing those who are disadvantaged in society (as set out in the 2010 Equalities Act).

With the pandemic the nature of this work has changed. The formal consultation work with Bristol City Council (BCC) (via our Open Forum) ceased in 2020. Face-to-face work with local projects and groups has also been curtailed. In response we have been able to continue to deliver Open Forum meetings to our online-members, supporters and other organisations via video conferencing (Zoom).

As part of VIP work, Ian Quaife, our Engagement and Development Manager, chairs the **Adult and Social Care Equalities Group** - comprising senior officers and councillors from BCC, voluntary sector organisations and officers from the Clinical Commissioning Group (CCG) and leading health providers Sirona. This is an important piece of work and enables BOPF to be at the centre of decision and policy making within this service.

VIP work also includes the current development of the **BOPF Advisory Group** as a formal structure to **Bristol's One-City Plan** (this is an over-arching strategy for the development of Bristol until 2050, made up of the voluntary, public and private sectors and other local interest groups). As part of this, we are working closely with the **BCC City Office** and **Bristol Ageing Better (BAB)** to establish BOPF as a key mechanism of future decision-making. Our members will, via the Advisory Group be able to influence, advise, design and deliver new policy and services that meet the main themes of the One-City Plan, including input into the Six Boards (including Transport, Housing and Health & Wellbeing) that sit within its structure. This will include a core involvement in the plan's annual 'refresh' (the yearly update of the plan).

This development has been shaped around Bristol is an **Age Friendly City** status and we will continue to work with BAB, ensuring that the recently developed Age Friendly Action Plan is reflected in the way the Council delivers its services to older people. Key to this is to ensure that **Ageism** (treating older people unfavourably) and age discrimination is eradicated from policy and service delivery.

2.2. BOPF Age Friendly Transport and Housing Projects

The funding for our transport and housing projects came to an end in the last year. We have however, continued to pick some of the important elements of this work through our VIP funding. Christina Stokes, BOPF board Trustee and Treasurer, now sits on the BCC Transport Board, and will represent our members at this important decision-making level. This year also saw the launch of our Housing Documentary Film, reflecting the lives of five of our members in their homes and communities. This built upon the themes identified in last year's housing research survey. Going forward, we plan to continue the work of our Housing Action Group over the next year.

2.3. BOPF Challenging Ageism Workshops

In the last year we have delivered 9 Challenging Ageism Workshops to 135 participants. These have been successful and demand is high, with numbers of people from Bristol (and even across the world!) increasing month by month. The sessions include an exploration of ageism, age discrimination in the work place and ageist stereotypes (younger and older), using the knowledge and experiences of the participants to highlight the realities of age inequality.

2.4. BOPF Meetup Mornings

In March 2021 we were successful in obtaining funding from Quartet for our *BOPF Meet-up Mornings* to be delivered during the period March to December 2021. This project has been set up to give on-line members a chance to get together for a social chat about memories from the past, as well discussing current issues. The sessions are hosted by Pat Gregory a longstanding member and BOPF Trustee and Ambassador Judith Brown. It's informal and relaxed and has proven to be a great success.

2.5. Bristol Join-up Project

This period has also seen the continuation of our Life Under Lockdown research project (funded by the National Lotteries Community Fund via The Care Forum as part of the Bristol Join Up Partnership – five projects supporting older people). This work has focussed on the challenges facing older people during the first two lockdowns. Our first survey report was published last year and the second of three reports, includes individual and group interviews, conducted at the tail end of last year through to February 2021. It also includes research into the effects of Covid-19 on the care home sector.

2.6. BOPF Health Care Research

During the year we were commissioned by Bristol City Council Adult and Social Care Commissioning Team to look into the challenges for carers and those they care for. **The Carers Report** was a major piece of research, established to inform the council's new strategy for services that support unpaid carers (a majority being older people), responsible for looking after husbands, wives, partners, siblings and sometimes friends. This work was completed in April 2021, and BCC are now taking the findings forward into their future planning.

2.7. BOPF Consultation

We continue to deliver a range of commissioned consultation and advice work to other organisations. These include an age activism project called **Platform 60**. This is a developing network of UK wide older activists looking to address nationwide and local issues affecting older people. Working through the Tudor Trust and with support from Independent Age, BOPF are

advising on Platform 60's organisational structure, communications plan and future project management.

We also continue to advise a number of other local projects, including the **Campaign for Liveable Neighbourhoods Feeding Bristol**, **Wessex Water** and the **Voi E-scooter** trials in Bristol. Indeed, approaches from outside organisations requesting our support and guidance on working with older people are increasing, reflecting BOPF's reputation and professionalism as an organisation.

Much of this work is focussed on how projects can improve their communications and development work to ensure that older people are not portrayed or treated in a stereotypical or negative light.

2.8. Other BOPF Work

We have hosted with Age UK Bristol, two **Open Mic Night Events** (On Zoom), featuring the many creative singing and poetic talents of older people across Bristol. These have been well-attended and enjoyable fun events. Another arts-based project has also recently been completed, featuring five of our members working in partnership with a project called **Ad Infinitum**. Each participant used writing, poetry and art to explore how they were meeting ever-day personal challenges, such as the current pandemic.

We also continue to answer any questions or concerns from our members via the office phone or on email. Sometimes this is specific queries, which we can deal with in the office, or just a member phoning for a chat. Whichever, every one of these calls is important to us and we are always available throughout the week to help out where we can.

3. BOPF Membership

BOPF has almost 3000 members over 55 years old, and can therefore legitimately claim to speak for a significant number of older people in the city. As part of the Voice and Influence Partnership, we have had a sustained drive to sign up more members over the last three years.

It remains a clear goal to continue to increase both BOPF membership and also attendance at Open Forum meetings, particularly amongst minority communities, as these are seen as two key ways of extending the influence of BOPF with decision-makers and strengthening the voice of older people in the city.

People over 55 years living in Bristol can sign up to become members via the BOPF Website:

<https://www.bopf.org.uk/about/become-a-member/>

Table - Number of BOPF Members

	2020-21	2019-20	2018-19	2017-18	2016-17
Total members	31 Mar 21: 2830	31 Mar 20: 2792	31 Mar 19: 2675	31 Mar 18: 2707	31 Mar 17: 2747
New BOPF members	276	205	130	67	69
Ceased BOPF members	238	88	162	107	67
Members on email	688	616	464	365	294

4. BOPF Open Forum Meetings

Our bi-monthly BOPF Open Forum Meetings are an opportunity for people to come together and meet others, listen to speakers and get involved. They are very much about socialising, learning, participating and campaigning. We have again this year brought to the Open Forum speakers who can both inspire and inform, and topics covered have included: living with Covid-19 and *Life Under Lockdown*, challenging ageism, tackling climate change, living with diabetes and walking for health. You will find a list of our speakers below.

During 2020-2021 we held 5 Open Forum Zoom Meetings: Our AGM, 3 Open Forum meetings and the BOPF Housing Film Screening. These attracted a total of 304 attendees.

Table – Open Forum attendance

Open Forum (OF) attendance	2020-21	2019-20	2018-19
No of meetings	5	6	6
Attendance	304	334	226

SPEAKERS at our Open Forum Meetings and AGM

1. **BOPF AGM 1**, 24 September 2020. Zoom Panellists: 10; Attendees: 22, Total: 32
 - **Karin Smyth MP - *My work as a Bristol Member of Parliament***
 - **David Saunders, *Solar on Our Roofs - How We Can Tackle Climate Change***
 - **BOPF Project update, Ian Quaife, BOPF Engagement & Development Manager**
2. **BOPF Open Forum 2**, 26 November 2020, Zoom Meeting Registration: 55
 - **Cllr Asher Craig, Bristol Deputy Mayor and Cabinet Member for Communities, Equalities and Public Health**
 - ***Contents of Asher's presentation:***
 1. *Covid-19 update in Bristol and its impact on vulnerable communities*
 2. *Bristol's response to the Black Lives Matter movement*
 3. *Disability Equality Commission*
 - **Activist Memories Project** - BOPF Trustees: Tony Wilson and Trish Mensah
 - **Walking for Health** - Ian Bickerton, BOPF Chair and Julie Boston, Campaigner
 - **Life under Lockdown Research - Interactive Session** led by Ian Quaife, BOPF Engagement & Development Manager
3. **BOPF Open Forum 3**, 25 February 2021, Zoom Meeting Registration: 85
 - **National Pensioners Convention <https://www.npcuk.org>**
Jan Shortt, General Secretary, *The Impact of Ageism on Older People's Rights*
 - **Diabetes UK www.diabetes.org.uk**, Verity McLelland, Regional Volunteering and Outreach Manager (South West)
 - **BOPF New Project: *Meetup Mornings 2021 - Initial Ideas*** led by Ian Quaife, BOPF Engagement and Development Manager
4. **BOPF Housing Film Screening**, 5 March 2021, Zoom Meeting Registration: 132
 - **Film background & Role of the Funders: BOPF**, Ian Quaife;
Bristol Ageing Better, Laura Thacker and **Care & Repair England**, Elly Hopkins
 - **Panel Discussion: *How can we ensure that older people are meaningfully involved in the design, development and delivery of housing policy?***
 - **Paul Smith:** CEO Elim Housing Association (previously cabinet member for housing at Bristol City Council)
 - **Tony Wilson:** BOPF Housing Action Group member and Brunel Housing Board Member
 - **Oona Goldsworthy:** CEO of Brunel Housing
 - **Cllr Helen Godwin:** Chair of Bristol Homes & Communities Board
 - **Neil Maggs:** Film Maker, Maggs Smart Media Director

Financial Review

At the end of this financial year there was a surplus of £1168 in unrestricted funds and a deficit of £240 in restricted funds. Unrestricted reserves are £24,328 and restricted reserves are £16,107.

Going concern

We were successful this year in attracting £58,456 in grants, donations and charitable and other activities.

We had a contract worth £60,000 with The Care Forum for the Bristol City Council's **Voice & Influence Partnership** commissioning equality work, for the 3-year period, May 2018 to May 2021. This has been extended until 30 September 2021.

We have £920 remaining of the grant received from Bristol Ageing Better to run 3 more **Challenging Ageism Workshops** during April to June 2021.

We also received a £2000 grant from Bristol City Council for the **Future Parks Project** to be carried out during April to November 2021.

We have £4800 from Age UK (Bristol) to produce **4x BOPF & BCC Covid-19 Newsletters** to be published during the 2021-22 period.

We have £4280 from Quartet to deliver **14x Meet-Up Mornings** which will continue through until December 2021.

There is a small amount of money paid to us by Bristol City council Adult and Social Care Commissioning Team for one more month of work on **Our Informal Carers Research Project**.

We will receive an additional £2445 from the Care Forum for the **Bristol Join-up Project** for the Life Under Lockdown work which will continue until December 2021

In April 2021 we will receive £500 from **Ad Infinitum** for a Creating Arts Project taking place during March to May 2021.

We also collect donations from members via our website and newsletter, and attract income from advertising in the newsletter.

The Trustees are therefore confident that the charity is a going concern and will remain so for the coming financial year.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to six months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately six months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, Governance and Management

Governing document

BOPF is a Charitable Incorporated Organisation governed by its constitution dated 30 June 2015. Anyone over the age of 55 can become a member and on the 31st March 2021, there were 2830 members.

Organisation

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the BOPF Project and Finance Manager, and BOPF Engagement and Development Manager, in conjunction with the BOPF Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Trustees can claim public transport or petrol travel expenses to Trustee Meetings and Open Forum meetings. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

Trustees

The Trustees continued to meet regularly throughout the year at Zoom Trustee Board meetings and at the new Informal Trustee Get Togethers. The Board, the formal decision-making body, regularly considered a range of reports on, for example, the latest financial position of BOPF including grants updates, the Chair's report, the BOPF Ambassador's report, progress on the consultant's Transformation Action Plan, Voice and Influence Partnership feedback, and the agendas for future Open Forum meetings. Reports to the Board were also made by the Engagement and Development Manager and the Finance and Administration Manager.

The Informal Trustee Get Togethers were introduced to enable Trustees to have a more informal and relaxed wide-ranging discussion. There are no agendas or minutes for these Get Togethers, and they have no decision-making powers. The Terms of Reference were agreed at the Trustee Board. They have proved successful, particularly at a time when Trustees have been physically unable to meet.

As at the end of March 2021, there were 11 Trustees on the Board, including the Chair, Vice-Chair, Treasurer, and Ambassador. Induction sessions were provided new Trustees. During summer 2020, Trustees updated all BOPF policies and, together with the Manifesto, these were agreed at the September 2020 Trustee Board. The Chair very frequently sends out Trustee Updates, so Trustees are kept informed of key developments in between meetings. Trustees represent BOPF on a wide range of external organisations and bodies, and this is kept under regular review by the Board.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

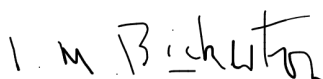
The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 2nd July 2021 and signed on their behalf by:



Ian Bickerton
BOPF Chair



Christina Stokes
Treasurer

Independent Examiner's Report to the Trustees of Bristol Older People's Forum CIO

I report the accounts of the charity for the period from 1 Apr 2020 to 31 March 2021 which are set out on pages 16 to 25.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Rupert Taylor
Easton Business Centre, Felix Road, Bristol, BS5 0HE

5th July 2021

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

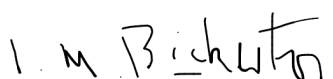
1 April 2020 to 31 March 2021

	Note	Unrestricted funds 2020-21	Restricted funds 2020-21	Total funds 2020-21	Total funds 2019-20
		£	£	£	£
Income					
Donations	3	588	-	588	838
Total Grants		-	54,702	54,702	70,528
Total charitable activities	4	-	54,702	54,702	70,528
Other trading activities	5	2,450	670	3,120	1,105
Investments	6	46	-	46	79
Total Income		3,084	55,372	58,456	72,549
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	7				
BOPF Management		1,916	-	1,916	1,597
Voice & Influence Partnership		-	23,667	23,667	20,125
BOPF Website		-	-	-	3,500
BAB Participating Network		-	-	-	2,250
BOPF Age Friendly Transport Project (BAB)		-	5,295	5,295	14,705
BOPF Age Friendly Housing Project (BAB)		-	2,068	2,068	13,332
BOPF & BCC Covid Newsletter		-	2,100	2,100	-
BOPF Challenging Ageism Workshops		-	8,481	8,481	-
BOPF Meetup Mornings		-	720	720	-
Bristol Join-up Project		-	9,586	9,586	1,101
BOPF Health Care Research		-	2,226	2,226	-
BOPF Consultation		-	970	970	-
Celebrating Age Festival		-	500	500	-
Other Group Projects		-	-	-	2,185
Total charitable activities		1,916	55,612	57,528	58,796
Total Expenditure		1,916	55,612	57,528	58,796
Net income/expenditure		1,168	(240)	928	13,754
Transfers between funds		-	-	-	-
Net movement in funds		1,168	(240)	928	13,754
Reconciliation of funds		-	-	-	-
Total funds brought forward		23,160	16,347	39,507	25,753
Total funds carried forward		24,328	16,107	40,435	39,507

BALANCE SHEET

31 March 2021

Note ref.		Total funds 31 Mar 2021	Total funds 31 Mar 2020
		£	£
	Fixed assets:		
12	Tangible assets		
	Net book value	-	-
	<i>Total fixed assets</i>	-	-
	Current assets:		
13	Debtors	-	107
	Cash at bank and in hand		
	Unity Trust Bank	20,492	19,545
	Triodos bank	19,939	19,893
	PayPal	93	-
	Petty cash	61	66
	<i>Total current assets</i>	40,585	39,612
	Liabilities:		
14	Creditors: Amounts falling due within one year	150	105
	Prepaid Income	-	-
	Total current liabilities	150	105
	<i>Net current assets</i>	40,435	39,507
	<i>Total assets less current liabilities</i>	40,435	39,507
	Total net assets	40,435	39,507
	The funds of the charity:		
15	Restricted income funds	16,107	16,347
	Unrestricted funds		
	General fund	6,328	5,160
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	24,328	23,160
	Total charity funds	40,435	39,507

Approved by the Trustees on 2nd July 2021 and signed on their behalf by:

Ian Bickerton
BOPF Chair

Christina Stokes
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, for Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £300 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight line basis as follows:

IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

	2021	2020
Gifts and donations	£	£
Website donations	95	-
Open forum donations	-	136
Newsletter donations	220	332
Newsletter donations Gift Aid	-	100
Other Donations	273	270
Total Gifts & donations	588	838

4. Income from charitable activities

Grants	2021	2020
	£	£
Voice & Influence Partnership	24,500	20,000
Bristol Join-up Project (Covid-19 Research)	7,702	2,985
Quartet (Meetup Mornings)	5,000	-
Age UK Bristol (Newsletter)	5,100	-
BAB Challenging Ageism Workshops	4,400	5,000
BCC Adult & Social Care (ASCCT) (Research)	3,000	-
BCC Neighbourhoods & Communities (Parks Project)	2,000	-
Bristol City Council (Newsletter)	1,200	-
Tudor Trust (Consultation)	500	-
Wessex Water (Consultation)	400	-
Celebrating Age Festival (Open Mic Night Event)	500	-
BAB Participating Network	-	2,250
St Monica Trust (website)	-	3,000
John James Bristol Foundation	-	500
BAB Age Friendly Transport Project	-	20,000
BAB Age Friendly Housing Project	400	15,000
LinkAge Network	-	1,500
BAB Kickstart	-	293
Total income from charitable activities	54,702	70,528

5. Income from other trading activities

	2021	2020
	£	£
Newsletter Adverts	3050	-
Stalls	-	40
Mailout Income	-	1065
Consultancy	70	-
Total income earned from other trading activities	3120	1,105

6. Investment income

Investment income of £46 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities

1 April 2020 - 31 March 2021

		BOPF Unrestricted funds	Total Restricted	Total 2020 -21	Total 2019-20
	Basis of apportionment	Total Unrestricted £	Total Restricted	Total 2020 -21	Total 2019-20
Direct costs					
Salaries, NI & pension	75% of staff time	-	32,644	32,644	-
Freelance fees		-	824	824	26,893
Consultation fees		-	-	-	2,079
Staff expenses		-	-	-	2,600
Grants		-	3,025	3,025	198
Newsletter Printing		-	735	735	1,927
Newsletter Mailing		-	273	273	446
Newsletter Postage		-	1,110	1,110	2,365
Venue costs		-	-	-	787
Event costs		-	-	-	-
Transport costs		-	-	-	63
Meeting costs		-	-	-	92
Trustee expenses		-	-	-	163
Project expenses		-	984	984	1,571
Communications costs		-	1,080	1,080	1,709
Other expenses		-	-	-	-
Total direct costs		-	40,674	40,674	40,892
Indirect costs (Overheads)					
Salaries	25% of staff time	-	10,881	10,881	8,964
Freelance fees		-	-	-	693
Governance (see note 8)		288	-	288	593
Office costs (see note 8)		1,628	4,056	5,685	7,654
Total overheads (indirect costs)		1,916	14,937	16,854	17,903
Total charitable activity costs		1,916	55,612	57,528	58,795

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs			Basis of apportionment
	unrestricted	restricted	Total 2020-21	
	£	£	£	
Governance				
Salaries, NI & Pension	-	2,394	2,394	Staff time
Freelance fees	-	-	-	Freelance time
Independent Examination	150	-	150	Governance
Trustee expenses	-	-	-	Governance
Info Commissioners Office (ICO)	40	-	40	Governance
Trustee meetings refreshments	-	-	-	Governance
Trustee training	-	-	-	Governance
Membership (Voscur, NPC)	65	-	65	Governance
PR (cards)	33	-	33	Governance
Total Governance	288	2,394	2,682	
Office costs				
Salaries, NI & Pension	-	8,487	8,487	staff time
Freelance fees	-	-	-	Freelance time
Staff CPD	159	-	159	Office costs
Insurance	427	-	427	Office costs
Rent	159	3,925	4,084	Office costs
Telephone	293	131	424	Office costs
Bank charges	74	-	74	Office costs
Printing	-	-	-	Office costs
Postage	5	-	5	Office costs
Stationary	-	-	-	Office costs
Depreciation	-	-	-	Office costs
Hardware	-	-	-	Office costs
IT Maintenance	291	-	291	Office costs
Website hosing	120	-	120	Office costs
IT Software	101	-	101	Office costs
Total Office costs	1,628	12,544	14,172	
Total Support costs	1,916	14,937	16,854	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2019-20 £	Restricted funds 2019-20 £	Total funds 2019-20 £	Total funds 2019-20 £
Salaries	-	42,621	42,621	37,740
Social Security costs	-	-	-	-
NEST Pension contributions	-	904	904	888
Total staff costs	-	43,525	43,525	38,628

No employees had employee benefits in excess of £60,000 (2020 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

No Trustees received expenses during the year (2019-20 £311). In the previous year Trustee expenses were for travel and parking costs for the furtherance of the CIO's charitable objects. However due to Covid-19 this year no travel or parking expenses have been incurred.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 1.5 staff (2020 1.5). This equates to an average of 0.9 full-time member of staff (2020 0.9).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol. The total of such grants in 2020-21 was £6,200 (2019-20 nil).

12. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2020	1,334	1,334
Additions	-	-
As at 31 March 2021	1,334	1,334
Depreciation		
As at 1 April 2020	1,334	1,334
Charge for the year	-	-
As at 31 March 2021	1,334	1,334
Net book value	-	-
As at 1 Apr 2020	-	-
As at 31 March 2021	-	-
<i>Balance at 31 March 2020</i>	-	-

13. Debtors

	2021 £	2020 £
Trade debtors	-	107
Prepayments	-	-
	-	107

14. Creditors: amount falling due within one year

	2021 £	2020 £
Sundry creditors	-	5
Accruals	150	100
	150	100

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 March 2021
	£	£	£	£	£
General fund	5,160	3,084	1916	-	6328
Designated fund	18,000	-	-	-	18,000
Total	23,160	3,084	1916	-	24,328

General fund: The 'free reserve' after allowing for all designated funds.

Designated fund: Calculated as six months running costs, in accordance with the charity's Reserves Policy.

16. Analysis of movements in restricted funds

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 March 2021
	£	£	£	£	£
Voice & Influence Partnership	2,500	24,500	23,667	-	3,333
Bristol Join-up Project	1,884	7,702	9,586	-	-
Quartet (Meetup Mornings)	-	5,000	720	-	4,280
Bristol City Council (Newsletter)	-	1,200	1,200	-	-
Age UK Bristol (Newsletter)	-	5,100	300	-	4,800
South Gloucestershire CCG (Newsletter)	-	600	600	-	-
BAB Challenging Ageism Workshops	5,000	4,400	8,481	-	919
BCC Adult & Social Care (ASCCT)	-	3,000	2,226	-	774
BCC Neighbourhoods & Communities (Parks Project)	-	2,000	-	-	2,000
Tudor Trust (Age Activism Peer Learning Group)	-	500	500	-	-
Blue Marble Research (Wessex Water Consultation)	-	400	400	-	-
Voi Technology UK Ltd (eScooters Consultation)	-	70	70	-	-
Age UK Bristol (Celebrating Age Festival)	-	500	500	-	-
BAB Age Friendly Transport	5,295	-	5,295	-	-
BAB Age Friendly Housing	1,668	200	1,868	-	-
Care & Repair (Housing Project)	-	200	200	-	-
Total	16,347	55,372	55,612	-	16,107

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