

Trustees' Annual Report for the period

Period start date

Period end date

From

01

04

2020

To 31

03

2021

Section A

Reference and administration details

Charity name

Millstream Day Centre

Other names charity is known by

Benson Millstream Centre

Registered charity number (if any)

1163000

Charity's principal address

Benson Millstream Centre

Mill Stream

Benson

Postcode

OX10 6RL

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---|
| 1 | Geraldine Gault | Chair | | |
| 2 | Rob Wadley | Vice Chair | | |
| 3 | Nick Duncan | Secretary | | |
| 4 | Noelle Stallard | | | |
| 5 | Victoria Newton | | | |
| 6 | Sue Clayton | | 19 th October 2020 | |
| 7 | | | | |
| 8 | | | | |
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| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
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Section B Structure, governance and management

Description of the charity's trusts

| | |
|--------------------------------|--------------------------------------|
| Type of governing document | Constitution |
| How the charity is constituted | Charitable Incorporated Organisation |
| Trustee selection methods | Appointed by existing Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The existing Trustees appoint trustees. A skills audit of existing Trustees is undertaken so that, looking forward, an assessment of unmet needs can be made to inform the search and appointment process.

Trustees are DBS checked and provided with formal documents such as accounts, constitution, and CC guidance.

As part of their induction new Trustees are encouraged to visit the Centre and experience a full day's service.

The key risk is that of accident or acute illness occurring to one of our frail customers. A protocol is in place for dealing with accidents and illness and a policy for vulnerable adults is in place. The manager and our chef are first aid trained. The Centre benefits from being located on the same site at the Millstream Surgery.

As a small organisation, with only two paid members of staff, staff absence is a significant service continuity risk. Various options have been explored and Trustees have recruited a relief manager on a casual basis and a contract chef to cover staff absences.

The nature of the organisation means that significant responsibility falls on Trustees to support Centre staff and volunteers. Inevitably the time that individual Trustees have available to provide that support is limited. The recruitment in October 2020 of an additional Trustee was designed to address emerging capacity issues.

Trustees hold up to date public liability insurance. Croner HR have been engaged to support a full H&S review and update of the Centre's risk assessments.

Summary of the objects of the charity set out in its governing document

To provide relief to elderly and disabled people and in particular those living in and around Benson, Ewelme, Berrick Salome, Roke, and Preston Crowmarsh by providing day care services and such other services as the Trustees may decide from time to time

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Centre closed its normal operations on 16th March 2020 to comply with Public Health guidance. It did not reopen to visiting customers until 17th May 2021.

Trustees responded to an initiative, prompted by local churches and its own manager, to host a volunteer-led Help Hub. The Hub was initially managed by volunteers from local churches and charities and the Benson Patient Panel. The activity was supported by allowing the Hub access to the Centre's infrastructure, buildings, kitchen, bank accounts and insurance.

The initiative was supported by generous donations from residents but as the lockdown progressed the Centre stepped in to apply and manage grants from central and local government as well as other charitable bodies such as Oxfordshire Community Foundation.

Volunteers provided a range of services to customers of the Centre and vulnerable and isolated individuals/families in the area. Services included delivery of hot meals (3 times per week), preparation and delivery of food parcels, essential shopping, prescription collection and delivery, visits, and chat calls by volunteers to isolated individuals with the supply and provision of activity packs.

When it became clear that the Centre was going to be closed to customers for an extended period Trustees took a greater role in co-ordinating the activity of the Hub. The outreach service that emerged through the year "Millstream@Home" is now a permanent feature in the services run from the Centre.

So successful was the collaboration behind the Hub that it has been formalised by the creation of the Millstream Liaison Committee, which offers representatives of local Councils (parish, district, and county), local churches, local charities, and the Patients Panel to discuss and influence the running of the Centre.

Looking forward, fund raising for the planned extension and refurbishment of the Centre continues. It has been delayed by the cancellation of SODC's 2020/21 Capital Grant scheme, which potentially, match-funds monies already raised. Trustees have been able to set aside funds raised from other sources and are well placed to finalise funding in the coming year which should enable contracts to be placed in the first half of 2022.

In accordance with our obligations, the Trustees report that we have had regard to the Charity Commission's guidance on public benefit and that we confirm that the activities listed above meet those requirements.

Additional details of objectives and activities (Optional information)

It is important that Trustees recognise the contributions of the resolute team of volunteers (200 registered and over 90 individuals became active volunteers). Mention should be given to local chef Nick Negus who provided meals from the Centre.

The commitment of our staff, always highly valued, came to the fore during this period. Apart from the hours of voluntary effort, knowledge of the residents likely to need support, using existing support networks proved invaluable.

We are grateful to the range of local benefactors who enabled the Hub to be financed, ranging from residents, local charities to local councils.

Trustees always recognise the support received from SOFEA who distribute surplus food whilst providing training to young people. This support was more important than ever to ensure that necessary supplies were available to ensure that hot meals and food parcels reached those in need.

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Activities of a team of one hundred Help Hub volunteers co-ordinated from the Centre.

Over 3300 freshly prepared meals supplied to isolated/vulnerable residents.

Nearly eight hundred food parcels sourced and delivered.

Two hundred local households received support from the Hub

Efforts that were recognised by an award from the High Sherriff of Oxfordshire in March 2021.

Section E

Financial review

Brief statement of the charity's policy on reserves

In 2016 Trustees adopted a risk-based approach to assessing levels of Contingency (emergency reserves), and that sum was set at £7000. Whilst a number of the risks identified occurred in the year, the occurrence of a pandemic did not feature. Moving forward Trustees are adopting a simpler, pragmatic approach to determining the level of Contingency moving forward and in future will aim to keep a minimum of 3 months operating cost in Contingency, £12000.

Trustees have established renewal funds to meet ongoing maintenance and renewal commitments, at 31 March 2021 £18950 had been allocated to those funds. In addition, funds raised specifically for the Centre's redevelopment sat at £15754.

On 31 March 2021 the Centre held £33000 more than those funds required to meet the above commitments. This Reserve puts the Centre in an advantageous position as it looks to deliver the initiatives flowing from the Trustees development plan

Details of any funds materially in deficit

We have no deficits

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our invested funds, Founders Capital, provided by several benefactors but notably from two major donors. An agreement exists that income distributed can be used at the discretion of Trustees but that the capital may only be used in exceptional circumstances.

Section F

Other optional information

Section G**Declaration**

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|-----------------|----------------------|
| Signature(s) | G. Gault | R Wadley. |
| Full name(s) | GERALDINE GAULT | Robin Wadley |
| Position (eg Secretary, Chair, etc) | CHAIR | Trustee & Vice Chair |
| Date | 14/07/22 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Millstream Day Centre

1163000

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Fund Raising | 3,081 | - | - | 3,081 | 11,095 |
| Grants & Donations | 50,732 | - | - | 50,732 | 13,001 |
| Meals & Cofee | 6,345 | - | - | 6,345 | 19,378 |
| Other | 582 | - | - | 582 | 1,638 |
| Investment Income | 5,089 | - | - | 5,089 | 5,907 |
| | - | - | - | - | - |
| Centre Development Grants/Donations | - | 4,000 | - | 4,000 | 4,000 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 65,829 | 4,000 | - | 69,829 | 55,020 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 65,829 | 4,000 | - | 69,829 | 55,020 |
| A3 Payments | | | | | |
| Staff Costs/Salaries | 24,877 | - | - | 24,877 | 29,196 |
| Classes | - | - | - | - | 1,590 |
| Groceries & Provisions | 3,228 | - | - | 3,228 | 9,673 |
| Building Costs | 6,306 | - | - | 6,306 | 6,740 |
| Supplies & services | 4,073 | - | - | 4,073 | 2,067 |
| Office Expenses | 2,430 | - | - | 2,430 | 1,777 |
| 400 Club Prizes | 2,205 | - | - | 2,205 | 2,477 |
| Miscellaneous | 51 | - | - | 51 | 219 |
| | - | - | - | - | - |
| Centre Development | - | - | - | - | 2,178 |
| Sub total | 43,170 | - | - | 43,170 | 55,917 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 43,170 | - | - | 43,170 | 55,917 |
| Net of receipts/(payments) | 22,659 | 4,000 | - | 26,659 | 897 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 50,830 | 197,361 | - | 248,191 | - |
| Cash funds this year end | 73,489 | 201,361 | - | 274,850 | 897 |

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

| Category | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Barclays - Main Account | 18,126 | 6,361 | - |
| | Barclays - Collin Account | 150 | | |
| | CAF 60 Day Deposit | 55,000 | | |
| | SUTL Cazenove Charity Bond CAF Account | - | 106,333 | - |
| | Cash | 213 | - | - |
| | Total cash funds | 73,489 | 201,361 | - |
| (agree balances with receipts and payments account(s)) | | | | |

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

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

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|--------------------------------|-----------------|-----------------------------|
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

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

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

| Signature | Print Name | Date of approval |
|-----------|------------|---------------------|
| | | |
| | | 09/08/2021 |

Millstream Day Centre

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31ST March 2021

I report on the accounts for the Millstream Day Centre Trust for the year ended 31st March 2021 which are set out on the Receipts and payments accounts attached.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

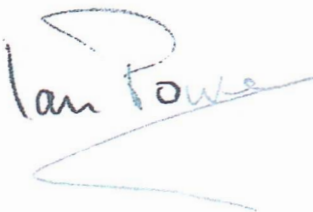
In connection with my examination, no matter has come to my attention:

- 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

Have not been met; or

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

Ian Powell
7 Preston Crowmarsh
OX106SL



27th July 2021