



## Trustees' Annual Report for the period

**From 1<sup>st</sup> April 2022 Period start date To 30<sup>th</sup> March 2023 Period end date**

**Charity name: Millstream Day Centre**

**Charity registration number: 1163000**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>At the start of our year we closed the Centre for the recommended period of 10 days due to a chain of Covid infections, none serious.</p> <p>In April the charity was steadily acquiring the final funding required to allow the tenders to be sent out to local builders for our extension and refurbishment project. Discussions took place with Benson Parish Council about the release of a grant of £25,000 from their Community Infrastructure Levy (CIL) fund. Additionally, the descendants of the providers of our Founders' Capital were asked for their special approval for monies to be temporarily withdrawn from our investments to fund the start of the project, pending the expected CIL money grant and capital project funding from South Oxfordshire District Council (SODC), an award of £29,678, paid in two halves. Tender documents were sent out to four builders who expressed interest and a phasing plan was agreed to ensure that the Centre could remain open throughout the period of works. Our landlord, the South Oxfordshire Housing Association (SOHA) was briefed on their earlier agreement for our extension and supplied with all the relevant documents.</p> <p>In May Ewelme Parish Council awarded a grant of £4,000.</p> <p>In June, customers were taken to and participated in Jubilee celebrations in Ewelme.</p> <p>Rob Wadley and Geraldine Gault exchanged roles of Chair and Vice-chair.</p> <p>Due to the ever-increasing administration demands on the charity the Trustees agreed to</p>

<p>Summary of the main activities – continued</p>	<p>recruit and advertised for an administration assistant, a new treasurer was also recruited.</p> <p>Details of tenders received were discussed and analysed. In view of the costs, non-essential items were removed from the project and the likely contractors, Roy Passey Builders, asked to provide a revised tender.</p> <p>An application was made to the Oxford Community Foundation for a grant to support the Centre during the building work.</p> <p>In July the descendants of founders contacted confirmed their support of our exceptional need to borrow from the Founders' Capital.</p> <p>Roy Passey Builders amended tender was accepted and contract signed.</p> <p>The Employment Tribunal raised over the summary dismissal of the charity's former manager was held by video link with the judge reserving judgement.</p> <p>A new administration assistant was recruited.</p> <p>The first half of our revenue grant from SODC was received.</p> <p>Building work started on schedule in August. The only impact on our customers at this stage was the non-availability of our garden. Hot meal delivery continued throughout the project despite the work.</p> <p>By September the lounge area was not available, due building work. Normal activities continued but capacity at the Centre was restricted to a maximum of 24. Total meal numbers supplied continued to be buoyant averaging over 30 per day, exceeding our target.</p> <p>The Centre was nominated for the Queens Award for Voluntary Service (QVAS).</p> <p>A weekly free of charge "Millstream Mugs" initiative has started, providing a warm room, tea, coffee and companionship, run by volunteers. Donations to date, from this totalled £200.</p> <p>The Employment Tribunal judge's ruling was received and published supporting summary dismissal and accordingly all the employee's claims have been dismissed.</p> <p>In November the first phase of the building work was completed, the Centre's operation was now in the new extended lounge while dining area and disable toilets were refurbished.</p> <p>The Centre hosted dignitaries, including an Oxfordshire Deputy Lord Lieutenant, for the</p>
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<p>Summary of the main activities – continued</p>		<p>village Remembrance Sunday ceremony and parade.</p> <p>A fundraising musical evening was held in Ewelme in December raising £1,240 and a pair of Deputy Lieutenants visited in furtherance of our QVAS nomination.</p> <p>The Millstream Liaison Committee, which offers representatives of local Councils (parish, district, and county), local churches, local charities, and the patients panel the ability to discuss and influence the running of the Centre continued to successfully operate throughout this year.</p> <p>The extension and refurbishment was completed, in December, ahead of schedule and just 5% over budget. The Charity would like to record our thanks to Roy Passey Builders for both the quality of their work, co-operation with our needs, and cost saving suggestions. Final building control approval is still outstanding, including safety systems which are our landlords, SOHA's responsibility. On Christmas Eve the refurbished foyer was damaged by a water leak above the ceiling, due to a faulty tank, not the recent building work.</p> <p>In January the water tank was repaired by SOHA and the paintwork damage repaired free of charge by Passey Builders.</p> <p>CIL funding of £25,000 was finally approved by Benson Parish Council in February.</p> <p>In March a new manager was recruited. A team of three experienced staff were also recruited as job-share Support Managers with complementary skills ready for the next financial year.</p> <p>Despite a difficult year the charity is proud to have delivered uninterrupted services throughout the period including our Millstream@Home, outreach which has continued to provide support for customers and the larger community albeit with reduced demand.</p> <p>Final Building Control sign-off is still outstanding due difficulty in getting responses from our landlord (SOHA).</p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>	<p>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.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	It is important that Trustees recognise the continuing contribution of the resolute team of around 75 volunteers with diverse roles and skills during the year, vital to the safe, efficient and economical running of our charity.
Other		<p>We are grateful to the range of local benefactors who enabled the Centre to be financed, and contributed significantly to our extension project, ranging from residents, local charities to local councils.</p> <p>Trustees continue to recognise the support received from SOFEA who distribute surplus food whilst providing training to young people. This support was important to ensure cost effective supplies were available to benefit our customers.</p>

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Activities of a team of up to 85 volunteers both at the Centre and reaching out to the community, co-ordinated from the Centre.</p> <p>During the year we provided a record number of 4,348 customer meals and despite all the difficulties of our building project we served an average number of 29.9 customers per day.</p> <p>We made a difference to the lives of over 50 local residents plus their carers and supporters both remotely and at the Centre. The charity, using an expert volunteer, obtained attendance allowance for over 10 customers including a total of over £10,000 in back allowances.</p> <p>The Charity provided continuing support through the Millstream@Home initiative, but with reduced demand following the reduction in Covid infections.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Centre and Millstream@Home meals averaged 20.9 and 9 respectively per day, despite significant building work at the Centre. This was in line with the 30-meal target set for the financial year.
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Performance of fundraising activities against objectives set	Para 1.41	Local fundraising raised a net amount of £6,263 against a target of £6,000. Events included the annual 400 Club, Carol Singing, Halloween Trail, Music Night and raffle.
Investment performance against objectives	Para 1.41	Investment income target was £4,700, £5,164 received, due to slightly higher than expected investment returns in the year.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Centre undertook a considerable building project during the year, using significant grants, donations and reserves accumulated over several years to fund the project. A release of some of the Founders' Capital occurred to ensure payments could be made ahead of some grant receipts, with the plan to pay back as much as possible next year. The underlying financial performance of the Centre when the building project receipts and payments were removed for management reporting purposes, indicated a small profit for the year of £1,416. Given the levels of disruption and personnel changes during the year, this is a healthy position for the Centre to move forward in 2023/24.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Three months' running costs in the event of no income. Restricted reserves for final completion of the building project and Founders' Capital (described below)
Amount of reserves held	Para 1.22	£194,146, including £150,008 restricted reserves
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	We have no deficits
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Unrestricted grants and donations £16,493 Customer Income £27,902 Investment income £5,164 Grants and donations relating to the building project £56,431. Fundraising net income £6,263
Investment policy and objectives including any social investment policy adopted	Para 1.46	Founders' Capital is invested in a mixture of Charities Aid Foundation funds and Schroder Income Trust. A complete review of the investments is planned once the building work is completed and final grants received in 2023/24
A description of the principal risks facing the charity	Para 1.46	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, our support managers,

		<p>and our chef are First Aid trained.</p> <p>Ongoing reliance on donations, fundraising and grants to support the running costs of the Centre is being addressed by increasing the capacity of the Centre and customer fees. Key issue here is in availability of cost-effective transport to draw customers from further afield.</p>
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Other		<p>Our invested funds, Founders' Capital, was 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.</p>
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	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.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Trustees are DBS checked and provided with formal documents such as accounts, constitution, and CC guidance.</p> <p>As part of their induction new Trustees are encouraged to visit the Centre and experience a full day's service.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We are a small charity with a simple structure: five volunteer trustees, a professional volunteer treasurer, three paid staff (with additional admin and maintenance support from volunteers).
Relationship with any related parties	Para 1.51	The Charity maintains an informal relationship through its Liaison Group with parallel local agencies, Parish and District Councils, ensuring good communication and common supportive objectives
Other		

## Reference and Administrative details

Charity name	Millstream Day Centre
Other name the charity uses	Benson Millstream Centre
Registered charity number	1163000
Charity's principal address	Mill Stream Benson Wallingford 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	Rob Wadley	Chair		
2	Geraldine Gault	Vice Chair		
3	Noelle Stallard			
4	Victoria Newton			
5	Sue Clayton			
6				
7				
8				
9				
10				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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### Additional information (optional)

#### 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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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information



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### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Rob Wadley	Geraldine Gault
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Position (e.g. Secretary, Chair, etc)

Chair	Vice Chair
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Date

27 <sup>th</sup> January 2024
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## Receipts and pay

For the period from

4/1/2022

### Section A Receipts and payments

#### Unrestricted funds

#### Restricted funds

to the nearest £

to the nearest £

#### A1 Receipts

Fund Raising	8,899	-
Grants & Donations	16,493	1,740
Meals & Cofee	27,902	-
Hall Hire	821	-
Investment Income	5,164	-
Other	924	-
Garden Room Grants/Donations	-	56,431
<b>Sub total(Gross income for AR)</b>	<b>60,203</b>	<b>58,171</b>

#### A2 Asset and investment sales, (see table).

Liquidation of Schroder funds	-	40,000
	-	-
<b>Sub total</b>	<b>-</b>	<b>40,000</b>

#### Total receipts

60,203

98,171

#### A3 Payments

Staff Costs/Salaries	28,460	-
Classes	900	-
Groceries & Provisions	11,558	-
Building Costs	7,558	740
Supplies & services	1,521	-
Office Expenses	3,042	-
400 Club Prizes	2,636	-
Miscellaneous	168	-
Garden Room	-	155,736
<b>Sub total</b>	<b>55,843</b>	<b>156,476</b>

#### A4 Asset and investment purchases, (see table)

	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

#### Total payments

55,843

156,476

<i>Net of receipts/(payments)</i>	4,360	- 58,305
A5 Transfers between funds	- 64,870	64,870
A6 Cash funds last year end	105,336	6,125
<i>Cash funds this year end</i>	44,138	12,690

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

Categories	Details
B1 Cash funds	
	Barclays - Main Account
	Barclays - Colln Account
	Cash
	<b>Total cash funds</b>

(agree balances with receipts and payments account(s))

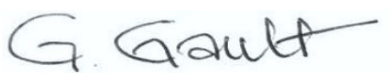
B2 Other monetary assets	Details

<b>B3 Investment assets</b>	<b>Details</b>
	Schroder Income Trust
	CAF Account

<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>

<b>B5 Liabilities</b>	<b>Details</b>


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

Signature
#VALUE!


	1163000	CC16a
ments accounts		
To	3/31/2023	

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Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £
-	8,899	6,654
-	18,233	47,950
-	27,902	22,638
-	821	1,041
-	5,164	4,473
-	924	895
-	56,431	9,293
-		
-	118,374	92,944

-	40,000	
-	-	-
-	40,000	-
-	158,374	92,944

-	28,460	28,231
-	900	570
-	11,558	8,027
-	8,298	7,520
-	1,521	1,844
-	3,042	2,864
-	2,636	2,498
-	168	250
-	155,736	9,529
-	212,319	61,333

-	-	
-	-	
-	-	-
-	212,319	61,333

-	- 53,945	31,611
-	-	-
-	111,461	79,850
-	57,516	111,461

period

Unrestricted funds	Restricted funds	Endowment funds
to nearest £	to nearest £	to nearest £
42,838	12,690	
1,240		
60	-	-
44,138	12,690	-
OK	OK	OK
Unrestricted funds	Restricted funds	Endowment funds

to nearest £	to nearest £	to nearest £
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Fund to which asset belongs	Cost (optional)	Current value (optional)
	58,333	46,440
	88,667	90,190
	-	-
	-	-
	-	-

Fund to which asset belongs	Cost (optional)	Current value (optional)
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

Fund to which liability relates	Amount due (optional)	When due (optional)
	-	

	-	
	-	
	-	
	-	

Print Name	Date of approval
R Wadley	16-Jan-24
G Gault	16-Jan-24

## **Millstream Day Centre**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31ST March 2023**

I report on the accounts for the Millstream Day Centre Trust for the year ended 31st March 2023 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



13<sup>th</sup> January 2024