



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2023 Period start date To 31st March 2024 Period end date

Charity name: Millstream Day Centre - trading as Benson Millstream 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 this year the Centre was operating normally and up to full capacity, but still waiting for key documents and actions from our landlord SOHA to complete Building Control sign off.</p> <p>This situation inhibited fund raising within the building and restricted sub-letting for the benefit of the charity.</p> <p>Throughout this year our new manager, as her experience grew, ably supported by our 3 job-share support managers, has introduced a great variety of exciting and stimulating activities of many sorts, achieving for the first-time complete involvement of all our customers. A very significant achievement bringing both the benefits of mental stimulation and physical activity to all.</p> <p>Our outreach service continues to operate delivering hot meals to the community, our other services remain available, prescriptions, essential shopping etc. but demand is low partly because we are aware that many pairings of volunteers established during the pandemic continue to independently provide one to one help.</p>

		<p>During May we gained a new trustee with an accountancy background who will take charge of our grant applications.</p> <p>In June, we conducted a Customer Survey to attain a global overview of our service and potential areas for improvement in the future. The responses from our customers were overwhelmingly positive and our showed that “our customers value the way they are welcomed and treated at the Centre.”</p> <p>In August we appointed Taurus Fire to assist us in completing the fire safety aspects of our Building Control sign off as we were still awaiting final actions from our landlord.</p> <p>Another new trustee was appointed in October with considerable corporate experience; and using business contacts to produce a complete redesign of the Centre’s website aimed at enhancing its profile.</p> <p>In October a large water leak was discovered under the main building which, before repair, damaged one of our new interior walls. Due to the leak our planned opening by Oxfordshire’s Lord-Lieutenant was further delayed.</p> <p>By December Building Control signoff was achieved at last and the water leak repaired</p> <p>By March final plans were agreed for a formal opening of the new extension at the end of April followed by an open day for our community to experience our new facilities.</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</p>
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		year.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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 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.
<i>Other</i>		

#### 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 around 75 volunteers both at the Centre and reaching out to the community, co-ordinated from the Centre.</p> <p>During the year we provided 4,139 customer meals and served an average number of 28 customers per day.</p> <p>We continued to make a difference to the lives of over 50 local residents plus their carers and supporters both remotely and at the Centre.</p> <p>The charity, using an expert volunteer, continued to obtained attendance allowances for our customers.</p> <p>The charity provided continuing support through the Millstream@Home initiative, delivering hot meals but also shopping and prescriptions when required.</p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Centre attendance and Millstream@Home meals averaged 20 and 8 respectively per day, This was slightly below the meal target of 29 set for the financial year
Performance of fundraising activities against objectives set	Para 1.41	Local fundraising raised a net amount of £6,221 against a target of £6,500. Events included 400 club small lottery and other local fundraisers, cake sales etc.
		Investment income was £3,561 against a target of £4,500, due to lower returns and lower

Investment performance against objectives	Para 1.41	investment balance.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The extension building work at the Centre was completed at the end of 2022/23. The final grant money was received and the retention invoice paid in 2023/24, completing this significant project. The majority of the money borrowed from Founders Capital to cover the timing of Capital Grant receipts was returned, with just £10,000 still to be repaid in the future, due to additional work and consequent extra cost in completing the project. The hope is to be able to do this at the end of the next financial year. 2023-24 saw overall net income from unrestricted funds total £8,131 with customer numbers good, and this income supported by fundraising, grants and donations. Costs were well managed by the Centre team to ensure these were kept in line with the budget. Cash funds at the end of the year were £41,709, of which £2,901 is restricted.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A minimum of three months' running costs in the event of no income. General reserves are being built up to enable the return of Founders Capital to the original investment value in the future.
Amount of reserves held	Para 1.22	Total reserves of £216,386, including £177,483 of 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	<p>Unrestricted grants and donations £22,277</p> <p>Customer Income £33,495</p> <p>Investment income £3,561</p> <p>Restricted funds £17,821</p> <p>Fundraising net income £6,221</p>
		Founders' Capital is invested in IFSL CAF ESG Funds, split between Cautious and Income & Growth Funds.

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>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, 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>
Other		<p>Our invested funds, Founders' Capital, was provided by several benefactors but notably from two major donors. An agreement exists that income obtained can be used at the discretion of Trustees but that the capital may only be used in exceptional circumstances.</p>

## 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	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 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: currently 6 volunteer trustees, a professional volunteer treasurer, five paid staff, including 3 job-sharing support managers (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		Until 16 <sup>th</sup> May 2023	
	5	Sue Clayton			
	6	Julie Broscomb		From 5 <sup>th</sup> May 2023	
	7	Caroline Massingham		From 1 <sup>st</sup> October 2023	
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				

### 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	

### 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)		

## 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)		
	Full name(s)	Lucy White	
	Position (eg Secretary, Chair, etc)	Trustee	
	Date	06/01/2024	



## Receipts and payments account

For the period from

4/1/2023

To

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
Fund Raising	9,097	-	-
Grants & Donations	22,277	2,482	-
Meals & Cofee	33,495	-	-
Hall Hire	1,182	-	-
Investment Income	3,561	-	-
Other	1,253	-	-
Garden Room	-	15,339	-
	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>70,865</b>	<b>17,821</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>			
Liquidation of Schroder	-	-	-
Closure of Schroder	-	-	44,174
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>44,174</b>
<b>Total receipts</b>	<b>70,865</b>	<b>17,821</b>	<b>44,174</b>
<b>A3 Payments</b>			
Staff Costs/Salaries	30,781	-	-
Classes	1,380	581	-
Groceries & Provisions	13,754	-	-
Building Costs	7,727	-	-
Supplies & services	3,213	-	-
Office Expenses	2,993	-	-
400 Club Prizes	2,886	-	-
Miscellaneous	-	-	-
Garden Room	-	7,178	-
<b>Sub total</b>	<b>62,734</b>	<b>7,759</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>			
Investment in IFSL	-	-	78,174
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>78,174</b>
<b>Total payments</b>	<b>62,734</b>	<b>7,759</b>	<b>78,174</b>
<b>Net of receipts/(payments)</b>	<b>8,131</b>	<b>10,062</b>	<b>- 34,000</b>
<b>A5 Transfers between funds</b>	<b>19,851</b>	<b>- 19,851</b>	<b>-</b>

A6 Cash funds last year end	44,826	12,690	-
Cash funds this year end	72,808	2,901	- 34,000

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

Categories	Details	Unrestricted to nearest £
B1 Cash funds	Barclays - Main Account	38,768
	Barckays - Colln Account	-
	Cash	40
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>38,808</b>
		Agreement Error
B2 Other monetary assets	Details	Unrestricted to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
	IFSL	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

Signed by one or two trustees on behalf of

Signature

Print Name

Lucy White

Peter Laidlaw 17/1/13

Lucy White

Peter Laidlaw



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3/31/2024

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Total funds to the nearest £	Last year to the nearest £
9,097	8,899
24,759	18,233
33,495	27,902
1,182	821
3,561	5,164
1,253	924
15,339	56,431
-	-
88,686	118,374
-	40,000
44,174	-
44,174	40,000
132,860	158,374
30,781	28,460
1,961	900
13,754	11,558
7,727	8,298
3,213	1,521
2,993	3,042
2,886	2,636
-	168
7,178	155,736
70,493	212,319
78,174	
-	
78,174	-
148,667	212,319
- 15,807	- 53,945
-	-

57,516
41,709

111,461
57,516



Restricted to nearest £	Endowment to nearest £
2,901	-
-	-
2,901	-
OK	Agreement Error

Restricted to nearest £	Endowment to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
181,000	174,582
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	
-	
-	
-	

ame	Date of approval
hite	7/1/2025
nigan	7/1/2025

## **Millstream Day Centre**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31ST March 2024**

I report on the accounts for the Millstream Day Centre Trust for the year ended 31st March 2024 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



18<sup>th</sup> November 2024