



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: April 2020 ---- **To:** Period April 2021

Charity name: Memory Lane Eastbourne

Charity registration number: 1163541

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the provision of facilities and other leisure time occupation in the interest of social welfare with the object of improving conditions of the life of the person with dementia (and other associated conditions) and their carers in Eastbourne and the surrounding area.
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	Provision of social activities such as singing, dancing, art/craft, swimming, indoor bowls, gardening, cinema, coffee morning and fundraising activities. We also hope to run subsidised social outings twice a year.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Activities are open to anyone with dementia or a similar condition, and their carer to participate jointly. Trustees have regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The policy is to apply for local and national grants, to support our activities.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The Charity is very grateful to the contribution of our valuable volunteers. At present we have approximately 20 volunteers. We find various ways to

		<p>support and encourage our volunteers such as holding a thank you tea party once a year and organised social events. This was a very unusual year for volunteers. As all activities were cancelled due to Covid, there was little for volunteers to do. But some helped by delivering care packages and meeting members in the park when guidelines allowed.</p> <p>Our bookkeeper also kept all the accounts up to date and completed end of year returns.</p> <p>Other volunteers telephoned each other to offer mutual support.</p>
Other		

Achievements and performance

<p>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.</p>	<p>Para 1.20</p>	<p>Due to lockdown most of our usual face-face activities were suspended. However the manager made telephone calls to all members weekly and delivered a care package monthly which included Art/craft materials, quizzes, colouring, newsletter and usually some treat- like sweets, chocolates or cakes. This was a great way to offer door step support to members who were very isolated.</p> <p>With a lot of time and commitment we managed to organise our singing sessions online with Facebook. This went extremely well. During the second lockdown we changed this to a Zoom session, so that members could be more involved.</p> <p>We also undertook 2 Zoom quizzes which raised money, awareness and was a good social activity for our members.</p> <p>When allowed we organised socially distanced meetings in the park and enjoyed a coffee and chat together.</p> <p>We have been told by many members that having Memory Lane keeping in touch, helped them through the nightmare of lockdown.</p>
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		The manager was able to spend a significant amount of time fundraising and we are now in a good financial situation.
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Additional Information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The main objective set was to keep the charity going and to ensure members all felt that they were not alone at this very challenging time. This was fully met. A second objective was to spend time raising money, so when we were able to restart groups, we had the finances to do so. This was also fully met.
Performance of fundraising activities against objectives set	Para 1.41	Although we couldn't run groups and therefore activity donations were virtually zero this year, the grants obtained were double from the previous year. We also raised quite a lot from In Memorial donations and are currently raising £200 per month on a cash draw.
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	The charities finances are in a very stable condition.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees set the policy of 6 months reserve to be held but to hold a meeting when funds fall below 9 months. The trustees set this policy to ensure the Manager's role is secure and to ensure that planned groups can continue into the future.
Amount of reserves held	Para 1.22	The Charity currently has approx. 18 months reserves.
Reasons for holding zero reserves	Para 1.22	

Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	Sources of funds will continue by seeking grants, local fundraising and our cash draw currently £2,000 per year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The main risk to the charity is our massive decrease in membership due to Covid, 19 members passed away. Its therefore imperative that n umbers raise so that we can continue to run groups for the benefit of all members.
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <i>trust deed, memorandum and articles of association etc</i>	Para 1.25	Constitution.
How is the charity constituted? <i>for example limited company unincorporated association, CIO</i>	Para 1.25	Memory Lane is a 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	Appointed by existing Trustees.

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	Volunteers Training usually held yearly including handout Do's and Don'ts. Policies Adopted. Health and Safety Safeguarding Vulnerable Adults Equality and Diversity Grievance Covid 19 Policy
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Currently Working with. Eastbourne 3VA Dementia Action Alliance DISC Best of Eastbourne Care for the Carers Carers Breaks Eastbourne Volunteers Eastbourne Admiral Nurse.
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Memory Lane Eastbourne
Other name the charity uses	
Registered charity number	1163541
Charity's principal address	20 Langney Green, Eastbourne, BN23 6HY

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	Meg Lansom	Chair		
2	Jan Holden	Vice Chair		
3	Nicole Farley	Treasurer		
4				
5				
6				

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	
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
Part Time Manager	Carol McHale	46 Weavers Close, Eastbourne, BN21 2BH
Accountant	David Jenkins	Unit A6, Chaucer Business Park, Dittons Road, Polegate, BN26 6QH

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

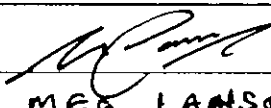
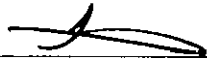
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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	MEG LANSOM	JAN HOLDEN
Position (for example Secretary, Chair, etc)	CHAIR	VICE-CHAIR
Date	19 June 2021	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
MEMORY LANE

On accounts for the year
ended

05/04/21

Charity no
(if any)

1163541

Set out on pages

Number of pages (including number of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/04/21.

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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

09/06/21

Name:

THOMAS PETER JENKINS

Relevant professional
qualification(s) or body

F.M.A.A.T.

(If any):

Address:

UNIT A6 CHAUCER BUSINESS PARK, DITTONS ROAD,
POLEGATE, EAST SUSSEX
BN26 6QH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Memory Lane Eastbourne

160341

Receipts and payments accounts

CC16a

For the period
from

01 Apr 20

To

31 Mar 21

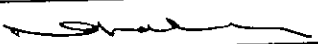

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year ¹ to the nearest £
A1 Receipts					
Donations @ activities	117	-	-	117	2,086
Donations - Various	6,132	-	-	6,132	5,166
Collections/Fundraising	4,524	-	-	4,624	5,178
Grants	7,454	19,012	-	26,467	13,000
Other	604	-	-	604	9,411
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	18,831	19,012	-	37,843	34,841
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,831	19,012	-	37,843	34,841
A3 Payments					
Expenses @ activities	1,435	2,545	-	3,980	5,701
Room Hire	-	-	-	-	145
Development Work	-	-	-	-	1,440
Payroll	12,221	8,666	-	20,887	10,345
Stamps/Sundries	266	48	-	314	77
Printing/Stationery	46	110	-	157	679
Fundraising	1,653	-	-	1,653	133
Volunteers	146	32	-	177	55
Other	604	-	-	604	-
Insurance	9	-	-	9	208
Training	-	-	-	-	183
Sub total	16,381	11,400	-	27,781	18,966
A4 Asset and investment purchases, (see table)					
	-	288	-	288	718
	-	-	-	-	-
Sub total	-	288	-	288	718
Total payments	16,381	11,688	-	28,069	19,684
Net of receipts/(payments)	2,450	7,324	-	9,774	15,157
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,051	9,234	-	34,285	19,128
Cash funds this year end	27,501	16,558	-	44,059	34,285

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	27,601	16,558	#
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				

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

Signature	Print Name	Date of approval
	NICOLE FARLEY	9/5/21
	JAN HOLDEN	11/5/21



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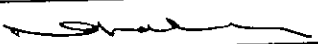

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		-	-	-
		-	-	-
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