



Trustees' Annual Report for the period

From **6-4-23** Period start date To **5-4-24** Period end date

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	The provision of facilities and other leisure time occupation in the interest of social welfare with the object of improving conditions and quality of life for the person with dementia (and associated conditions) and their carers in Eastbourne and 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, games, art/craft, indoor bowls, gardening, cinema trips, coffee mornings and outings. We also organise some fundraising activities.
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 on a self referral basis, to attend together with their carer. 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	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The charity relies heavily on a group of approximately 12-20 volunteers, without whom it could not function. They are supported by the co-ordinator and through an annual social and training

		event. A workshop for all volunteers was held in October 2023.
Other		Two further attempts were made to recruit a coordinator following the resignation of the original employee in January 2023. A successful candidate commenced a twelve month contract in December 2023, but at reduced hours.

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>Our core activities have continued to attract new members from the area and provide a regular programme for those experiencing dementia and their carers. An activity takes place every Wednesday (singing, music, games or cinema), with the addition of monthly bowling sessions and a craft club on other days.</p> <p>Once again a series of Intergenerational Workshops were held this year, bringing together a group of school children with some of our members to explore and perform the opera Carmen.</p> <p>There have been three parties in this period : for the King's Coronation, for Christmas and Easter – which coincided with the charity's Tenth Birthday.</p> <p>Members have also taken part in the annual outing to a local museum and attended the Pantomime at Christmas. A bi-monthly newsletter keeps members informed and our Facebook page is kept up to date.</p> <p>Our 'Friends' group for carers who are no longer eligible to attend the activity groups is flourishing. It also provides several of our volunteers as well as giving support to those who are coming to terms with the loss of their caring role.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The main aim of the Trustees during this period was to secure the future of the charity by recruiting a suitable person to act as coordinator following the resignation of our former employee. This we were finally able to achieve in December 2023. Planning was also commenced to identify new Trustees to replace those standing down within the next 12 months.</p>
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Performance of fundraising activities against objectives set	Para 1.41	Fundraising, donations and access to charitable grants has been at the same level as the previous year. The task of applying for charitable funds has been delegated to a volunteer.
Investment performance against objectives	Para 1.41	To date we have been unable to access an investment account.
Other		Outgoings were reduced this year because of not having regular salary costs for 10 months.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's finances are in a stable condition.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are to meet the costs of a coordinator to ensure our activities can run for at least 12 months without income.
Amount of reserves held	Para 1.22	£14,000
Reasons for holding zero reserves		N/A
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	There has been a significant change in the composition of the Trustees, as three new Trustees have been appointed to replace three longstanding former Trustees.

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	Grants, donations, in memoria, fundraising, charity draw.
Investment policy and objectives including any social investment policy adopted	Para 1.46	In process
A description of the principal risks facing the charity	Para 1.46	Not being able to attract new members. Damage to reputation locally. Loss of support from hall landlord. Coordinator resigning. Disunity amongst Trustees. Inability to attract grant monies.
Other		

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	Appointed by existing Trustees after process of application and references to evidence due diligence.

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	Health & Safety Equality & Diversity Safeguarding Adults Grievance Procedure Risk Management Trustee expenses Trustee Conflicts of Interest Serious Incident Reporting Policy Financial Reserves Investing charity funds
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Overall responsibility lies with the Trustees. There is also a Social Committee and a part time paid coordinator Memory Lane networks with : Eastbourne 3VA Eastbourne Dementia Action Alliance Wealden DAA Companions Café (formerly Know Dementia Eastbourne)
Relationship with any related parties	Para 1.51	MLE works in partnership with: Catholic Church of Christ the King Hampden Park Bowls Club Defiant Sports St Andrews Prep School Intergenerational Opera CIC Various independent singers/performers.
Other		

Reference and Administrative details

Charity name	Memory Lane Eastbourne
Other name the charity uses	As above
Registered charity number	1163541
Charity's principal address	109 Madeira Way Eastbourne BN23 5UN

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	6-4-23 to 2-4-24	
3	Deb Crook		6-4-23 to 18-10-23	
4	Sarah Bax-Jaegar	Treasurer		
5	Madeleine Furminger		23-10-23 to 5-4-24	
6	Angela Jumbo		4-3-24 to 5-4-24	
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15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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
Independent Examiner	Steve Smith	6 Trossachs Close, Eastbourne, BN23 8HA

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

Deborah Crook, Co-ordinator

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)

MEG ANN LANSOM	
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Position (eg Secretary,
Chair, etc)

CHAIR	
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Date

23 7 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

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For the period from	Period start date 4/5/2023	To	Period end date 4/5/2024
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations at Activities	3,657	-	-	3,657	2,987
Other Donations	2,344	1,680	-	4,024	6,508
Donations in Memory	345	-	-	345	1,930
Grant	500	-	-	500	10,500
Fundraising	6,963	-	-	6,963	7,465
Other Income	251	-	-	251	340
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	14,060	1,680	-	15,740	29,730
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,060	1,680	-	15,740	29,730
A3 Payments					
Employee costs	6,096	-	-	6,096	17,627
Activity costs	4,286	1,744	-	6,030	5,758
Fundraising	1,869	-	-	1,869	2,315
Other	2,027	-	-	2,027	2,688
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	14,278	1,744	-	16,022	28,388
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,278	1,744	-	16,022	28,388
Net of receipts/(payments)	- 218	- 64	-	- 282	1,342
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,762	1,425	-	28,187	26,846
Cash funds this year end	26,544	1,361	-	27,905	28,188

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	Specific Activities	-	1,361	-
	Other Activities	26,544	-	-
		-	-	-
	Total cash funds	26,544	1,361	-
	(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	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	