

Trustees Annual Report for the Alzheimer's Café UK CIO 1165335

1 April, 2022 - Mar 31, 2022

[Abbreviations: AC = Alzheimer Café; ACUK charity]

Reference and administrative details

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Trustees either on the date the annual report was approved, and/or, who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; Josh Cudworth (new in Spring, 2022).

What is an Alzheimer Café? Definition and purpose

An AC is a monthly post-diagnostic support intervention for people with dementia, their family and friends. They, and anyone else interested in dementia, can attend, free of charge, without prior registration. The AC is planned and hosted by trustees, a steering committee, professionals, volunteers and an advisory committee.

An AC provides dementia-related education, support, information and opportunities to socialize -for people with dementia, their family carers, and anyone else interested in dementia. An AC gathering is held in a safe, café-like setting and atmosphere.

The aims of the AC aims are to help:

- prevent social isolation of people with dementia and their family/ friend carers
- make dementia 'openly discussable', including and acknowledging people with dementia
- reduce stigma about dementia; to make it easier to talk about having dementia and being a carer

The AC is an economical 'education and support intervention'. The venue, refreshments, education, insurance and equipment require financing. The trustees, advisors, steering committee and volunteers are not paid.

Structure, governance, and management

The charity's governing document is its Constitution. It converted to a Charitable Incorporated Organisation (CIO) in 2016, and requires a minimum of three trustees.

Recruitment and appointment of new trustees is through resolution passed at the trustees' meeting. Trustees have regard for matching the candidates' skills, knowledge, and experience to the current ACUK needs.

The trustees established a 'Steering Committee' (SC) comprising trustees and volunteers. The SC is responsible to the trustees for helping to host the monthly AC sessions, and for making recommendations for longer-term AC-related planning.

Objectives of the ACUK Constitution

The objectives of the Alzheimer Café UK CIO are twofold:

- To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the United Kingdom and the world through the provision of support groups and other activities, services, advice and information as the trustees may from time-to-time think fit;
- To advance the education of the public about dementia and about care and support for people living with dementia, their families and carers.

The Trustees manage the Farnborough AC, and also the extended remit of the AC UK by:

- planning the annual programme of the Farnborough AC

- . maintaining and updating the AC UK website on behalf of all ACs in the UK
- . helping new ACs to start, and visiting and giving AC talks for existing cafes
- . monitoring post, email, and phone - for requests for information about ACs
- . holding annual ACUK Networking and conference events
- . commissioning and offering **dementia-related education**, which includes the following courses:
 - a) 2-day course for leaders: "How to host an AC: for coordinators and interviewers"
 - b) 1-day course for volunteers: "What happens at an AC: how can you help?"
 - c) 4-day course for caregivers "Communication and care-giving in dementia: a positive vision"
 - d) 1-day course for the public, anyone interested in dementia: "Lighting DARC (Dementia Awareness Reaching Committees)

Education includes:

- . speaking about dementia to the press, radio, TV, and to schools, and organizations and charities
- . visiting and giving talks about ACs
- . writing about ACs for publicity, conference presentations, journal articles, and translations of articles
- . maintaining contacts with (AC founder) Dr. Bère Miesen, and with other ACs nationally and internationally

Education for volunteers at the Farnborough AC

New volunteers are given the Volunteers Booklet, and they attend courses, as offered - which include:

- . Adult protection (safeguarding)
- . Risk assessment at Alzheimer Cafés
- . Food and Hygiene
- . First Aid
- . 1-day course about the dementia and the AC, for AC Volunteers

The Farnborough AC - Activities and achievements this past year

The AC Farnborough hosts monthly gatherings for people with dementia, their families and carers, volunteers, professionals, and other persons with an interest. The Dementia-related talks and presentations are provided in a safe environment, with opportunities for the attendees to socialise, make contacts, learn, and ask questions of trustees and attending professionals. The presentations follow a set of themes, which broadly follow the dementia process.

The AC is popular with its attendees and guests, typically hosting fifty to sixty people each month. The AC sessions resumed when the restrictions relating to Covid (Omicron variant) were lifted.

Despite the break because of Covid (and attrition during this interval), these numbers are being reached again. Local GPs, dementia services, and AC guests are sign-posting newcomers to the AC; other have started attending after finding information on the ACUK website.

Volunteer numbers have also risen again quickly with much interest coming through the local 'Voluntary Action' recruitment services. A one-day course about the AC, was held for volunteers in the spring of 2022.

The ACUK trustees hold an annual 'ACUK Networking Day' to support other ACs and evaluate the ACs according to the standard quality control criteria. This year's meeting will be hosted by the ACs on the Isle of Wight in September, 2022.

Trustees have met with other ACs to help them re-start; they remain in contact with AC leaders in Canada and the Netherlands.

Financial review

Cash reserves are held for expenditures related to meeting the ACUK objectives. At the end of the relevant accounting period (for this fiscal year 1 April. 2021, to 31 March 2022) the charity held £ 50,340.43 in cash reserves. All funds received in this reporting interval were in the form of donations.

ACUK financial summary	01apr2020-31mar2021	Current year
Assets starting year	42,712.30	50,005.30
Income	10,924.20	2, 539.12
Total Expenditure	3,631.35	1,904.37
Bank and cash balance at year end	50,005.30	50,340.43

Expenditure during this year was low because of the activities cancelled due to Covid.

The usual expenses associated with rental of premises, insurance, and catering for the AC sessions, were resumed in September 2021, (halted again during December 2021 and January 2022 due to Covid Omicron variant), and AC re-started in February 2022. While the AC was paused there were some promotional and operational expenses for keeping in contact with the volunteers, steering committee members, other local dementia-related organisations, and AC café guests.

Happily, future activities related to supporting other ACs and providing dementia-related courses for family carers, professional caregivers, and AC volunteers are already in planning stages, and, as seen from the figures above, we are in a good financial position to continue with these for several years - given the current funds held.

Trustees' plans for the near to medium future

Plans include maintaining the items described above and:

- . To keep publicizing the AC, supporting other ACs, and promoting dementia education
- . To ensure continuity of help – sufficient trustees, steering committee members, and volunteers
- . To evaluate and update ACUK practice with regard to any new Charity Guidelines

Ongoing evaluation is part of our accountability and having records for planning and teaching purposes.

There are five ways the AC is evaluated, namely by:

- . direct **verbal** and **non-verbal** feedback to organisers by those attending an AC
- . written response in the '**AC Comments Book**'
- . a monthly '**AC Summary Evaluation Form**' recorded by AC organisers. This includes records of attendance, topics, speakers, glitches, and surprises. [Summary notes help complete the QCC form.]
- . **word-of-mouth accounts in the media**, i.e. AC guests expressing themselves in articles, verbal interviews for the radio, TV, and at talks and public events
- . the annual self-evaluation using **the prescribed 33 European AC Quality Control Criteria**, completed by the trustees

Statement on public benefit The trustees have had due regard for the Charity Commission's public benefit guidance and have taken it into account regarding any decisions for which it has relevance.

Acknowledgements

The trustees would like to thank the Steering Committee members and volunteers for their contribution to the continuing success of the Alzheimer Café. We also wish to express our appreciation to our donors.

On behalf of the Trustees,
Gemma M. M. Jones (Chair)
4 Oct. 2022

Dear CC officers,

Please find our submission to the CC herewith, for the fiscal year 01 April 2021 to 31 March, 2022.

Alzheimer Café UK Trustees

Alzheimer Café UK, CIO, 1165335

Statement of Accounts 01-04-2021 to 31-03-2022

	01apr2021 - 31mar2022 current fiscal year	01apr2020 - 31mar2021 previous year
<u>Statement of Accounts: Assets and Liabilities at year end</u>		
	£	£
B1 Cash Funds Bank Current A/c Balance	13,837.11	23,671.88
Bank Reserve A/c Balance	36,296.26	26,292.65
Petty Cash Float	207.06	41.15
	50,340.43	50,005.68
B5 Liabilities	£0.00	£0.00

Note 1

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Signed on behalf of all the trustees

Name Signature Date of approval

Gemma M. M. Jones Chair		04/10/2022
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Hilary Dyce Secretary		04/10/2022
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Receipts and Payments Account

	2021-2022	2020-2021
A1 Receipts / Income	Current Year	Previous Year
	£	£
Donations	£ 2,535.51	£ 20,397.50
Grants	£ -	£ -
Tins	£ -	48.89
Interest	£ 3.61	£ -
Other	£ -	£ -

A1 Total Receipts	£ 2,539.12	£ 20,446.39
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A3 Payments / Expenses		
Hall rent	£ -	-£ 1,575.00
Insurance	-£ 86.40	£ -
Farnb café	£ -	-£ 1,436.50
Admin	-£ 234.88	-£ 561.47
Courses	£ -	-£ 10,328.99
Publicity	-£ 849.00	-£ 180.00
Equipment	£ -	-£ 605.05
Consulting	£ -	£ -
Other cafes	£ -	-£ 415.30
Misc	-£ 734.09	£ -

A3 Total Payments	-£ 1,904.37	-£ 15,102.31
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Net of Receipts / Payments	£ 634.75	£ 5,343.62
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Cash Funds last year end (Current + Reserve + Petty)	£ 50,005.68	£ 37,369.18
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Cash Funds this year end (Current + Reserve + Petty)	£ 50,340.43	£ 50,005.68
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