

# **Trustees Annual Report for the Alzheimer's Café UK CIO 1165335 for the duration of 1 April, 2022 - Mar 31, 2023**

**[Abbreviations: AC = Alzheimer Café; ACUK = Alzheimer Café charity, CIO]**

## **Reference and administrative details**

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Website: [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)

Principal office: 60 Church Ave., Farnborough, Hampshire, UK, GU14 7AP

**Trustees** who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; Josh Cudworth,

## **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, dementia-related professionals, and volunteers.

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 by making it easier to talk about dementia - having it, 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. The ACUK 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.

### **Trustees manage the Farnborough AC, and the extended remit of the AC UK, by:**

- planning the annual programme of the Farnborough AC and promoting it locally
- maintaining and updating the AC UK website on behalf of all cafes following the 'AC model' in the UK
- helping new ACs to start; visiting and giving talks for existing ACs
- monitoring post, email, and phone - for requests for information about ACs
- holding annual ACUK Networking and conference events for all AC leaders in the UK
- 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; others 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 was 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. 2022, to 31 March 2023) the charity held £ 47,908.00 in cash reserves. All funds received in this reporting interval were in the form of donations.

ACUK financial summary	<b>01apr2020 - 31mar2021</b>	<b>01apr21 - 31mar22</b>	<b>Current year 01apr22 - 31mar 23</b>
<b>Assets starting year</b>	42,712.30	50,005.30	50,340.43
<b>Income</b>	10,924.20	2, 539.12	2,757.52
<b>Total Expenditure</b>	3,631.35	1,904.37	3,443.08
<b>Bank and cash balance at year end</b>	50,005.30	50,340.43	47,908.25

Expenditure is increasing again as (post-Covid), normal activities have resumed and attendance at the Farnborough Café has been increasing again.

Activities relating to *supporting other ACs*, and *providing dementia-related courses* for family carers, professional caregivers, and AC volunteers are also being resumed. As seen above, from the current funds held, the ACUK is in a good financial position to continue all aspects of its functioning for several years.

### Trustees' plans for the near to medium future

Plans include maintaining the items described above and:

- To continue publicizing the AC locally, to support other ACs, and to promote dementia education – especially for family carers
- To ensure continuity of help – by having sufficient trustees, steering committee members, and volunteers
- To evaluate and update ACUK practice regarding any new Charity Guidelines

Ongoing evaluation is part of the ACUK's accountability; evaluations are used to maintain the quality of the café gatherings, and for planning and teaching purposes.

There are a range of ways the AC is evaluated - namely by:

- direct **verbal** and **non-verbal** feedback to organisers, volunteers, and from guests attending an AC
- written responses in the '**AC Comments Book**'
- a monthly '**AC Summary Evaluation Form**' recorded by AC organisers. This includes records of attendance, topics, speakers, equipment glitches, and surprises. [Summary notes help complete the Quality Control Criteria 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 European AC Quality Control Criteria** (33 items, published on the ACUK website), 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 ACUK Trustees,  
Dr Gemma MM Jones (Chair)  
30 May, 2023

Dear CC Officers,

Please find our submission to the CC herewith, for the fiscal year 01 April 2022 to 31 March, 2023.

Alzheimer Café UK Trustees

**Alzheimer Café UK, CIO, 1165335**

**Statement of Accounts 01-04-2022 to 31-03-2023**

	01apr2022 - 31mar2023 current fiscal year	01apr2021 - 31mar2022 previous year
<b><u>Statement of Accounts; Assets and Liabilities at year end</u></b>	£	£
B1 <b>Cash Funds</b> Bank Current A/c Balance	11,220.19	13,837.11
Bank Reserve A/c Balance	36,455.90	36,296.26
Petty Cash Float	232.16	207.06
	47,908.25	50,340.43
B5 <b>Liabilities</b>	£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		21/06/2023
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Hilary Dyce Secretary		21/06/2023
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