

Trustees Annual Report for the Alzheimer's Café UK CIO 1165335 for the duration of 1 April, 2023 - Mar 31, 2024

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

Reference and administrative details

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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, education and 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. AC gatherings are 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', through education and by including and acknowledging people with dementia
- reduce stigma about dementia by making it easier to talk about dementia – about 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' AGM 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 of 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 ACUK Networking and conference events for 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 professional caregivers "Communication and care-giving in dementia: a positive vision"
 - d) 3 and 4-day courses for family carers "Communication and care-giving in dementia: a positive vision"
 - e) 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 (the AC founder), Dr. Bère Miesen, and other ACs nationally and internationally

Education for volunteers at the Farnborough AC

Volunteers are given the Volunteers Booklet; they attend courses when there are sufficient people to offer them. These 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 guests/attendees to socialize, make contacts, learn, and ask questions of trustees and attending professionals. The presentations follow a set of themes, which broadly follow the dementia process. (Details provided in the Book, The Alzheimer Café; why it works, by GMM Jones, 2010).

The AC is popular with its attendees and guests, typically hosting between seventy to eighty people each month. (This autumn we offered free transport to AC guests, by renting a van with a volunteer driver from the borough.) Sign-posting to the AC is by local GPs, dementia services, and AC guests; others have started attending after finding information on the ACUK website.

Volunteer numbers remain stable at between 15 – 20 - many coming through the local 'Voluntary Action' recruitment services. Dementia courses held for volunteers this past year, were about the AC, adult protection, first aid, and food and hygiene.

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 in October 2023, was held in Fleet; AC leaders from the Isle of Wight attended remotely. (This was successful, and we will try it again in future to maximize participation for those living furthest away.)

Trustees attended the 20th anniversary of the Nailsworth AC, in April 2023.

Trustees have helped the Camberley AC, the Newport AC, and the New AC at Parklands on the Isle of Wight.

Trustees remain in contact with AC leaders in Canada, the Netherlands; they are also in contact with leaders of the AC's in the USA, and the Dementia Cafes in Ireland.

Trustees have given advice to people wanting to start ACs in Surrey and Hampshire.

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. 2023, to 31 March 2024) the charity held £ 41,779.43 in cash reserves. All funds received in this reporting interval were in the form of donations.

ACUK financial summary	COVID 01apr2020 - 31mar2021	COVID 01apr21 - 31mar22	past year 01apr22 - 31mar 23	Current Year 01apr23 - 31mar24
Assets starting year	42,712.30	50,005.30	50,340.43	47,908.25
Income	10,924.20	2, 539.12	2,757.52	3,030.09
Total Expenditure	3,631.35	1,904.37	3,443.08	6,536.60
Bank and cash balance at year end	50,005.30	50,340.43	47,908.25	41,779.43

Post-Covid Expenditure has returned to normal since AC activities resumed, and attendance at the Farnborough Café has increased beyond pre-Covid numbers 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.

The AC is evaluated in several ways, 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)
16 Aug., 2024

Dear CC Officers,

Please find our submission to the CC herewith, for the fiscal year 01 April 2023 to 31 March, 2024.

Alzheimer Café UK Trustees

Alzheimer Café UK, CIO, 1165335

Statement of Accounts 01-04-2023 to 31-03-2024

	01apr2023 - 31mar2024 current fiscal year	01apr2022 - 31mar2023 previous year
<u>Statement of Accounts; Assets and Liabilities at year end</u>		
	£	£
B1 Cash Funds		
Bank Current A/c Balance	4,644.39	11,220.19
Bank Reserve A/c Balance	36,945.75	36,455.90
Petty Cash Float	189.29	232.16
	41,779.43	47,908.25
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		16/08/2024
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Hilary Dyce Secretary		16/08/2024
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Receipts and Payments Account

Receipts / Income					Payments / Expenses									
Donations	Grants	Tins	Interest	Other	Hall rent	Insurance	Farmb cafe	Admin	Courses	Publicity	Equipment	Consulting	Other cafes	Misc
Current	£ 2,540.24	£ -	£ -	£ -	-£ 1,240.80	-£ 86.40	-£ 2,321.60	-£ 252.88	-£ 3,344.00	-£ 279.75	£ -	-£ 72.00	-£ 778.70	-£ 685.41
Petty	£ -	£ -	£ -	£ -	£ -	-	-	-	-	£ -	£ -	-	-	£ 1,680.00
Reserve	£ -	£ -	£ -	£ 489.85	£ -	-	£ -	-	£ -	£ -	£ -	£ -	£ -	-
Total	£ 2,540.24	£ -	£ -	£ 489.85	-£ 1,240.80	-£ 86.40	-£ 2,321.60	-£ 252.88	-£ 3,344.00	-£ 279.75	£ -	-£ 72.00	-£ 778.70	£ 994.59
Total					Total									
Receipts	£ 3,030.09				Payments	-£ 7,381.54								

Current Account - closing balance this year end	
Starting balance current acct. (statement)	11,220.19
Closing balance (statement)	4,644.39

Petty Cash Account - closing balance	
Starting balance current acct (Statement)	232.16
Closing balance (Statement)	

Reserve Account - closing balance this year end	
starting balance current acct (statement)	36,455.99
Closing balance (statement)	36,945.77