

TAVISTOCK MEMORY CAFE

England & Wales · Charity number 1165389

Details

Status Registered

Legal form CIO

Registered 2016-02-02

Register [View on the Charity Commission register](#)

Contact

Address Abbey Surgery
28 Plymouth Road
Tavistock
Devon
PL19 8BU

Phone 07765644843

Email info@tavistockmemorycafe.co.uk

Website www.tavistockmemorycafe.co.uk

Activities

Objects: TO RELIEVE THE NEED OF PERSONS LIVING WITH DEMENTIA, TOGETHER WITH THEIR FAMILY AND CARERS, BY PROVIDING A RANGE OF SERVICES AND ACTIVITIES IN COOPERATION WITH VOLUNTARY AND STATUTORY ORGANISATIONS IN WEST DEVON, INCLUDING RAISING AWARENESS OF DEMENTIA, PROVIDING SOCIAL ACTIVITIES, INFORMATION AND ADVICE, THERAPEUTIC INTERVENTIONS, AND EDUCATION AND TRAINING.

Activities: Tavistock Memory Cafe is a Charitable Incorporated Organisation based in Tavistock, Devon. The Cafe provides a range of activities for those living with dementia and offers sessions where carers can obtain support, advice and information. We are grateful for our excellent volunteers and we're always pleased to hear from more! We support other local Dementia Friendly initiatives.

Classification

- **How:** Provides Services, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£11,954	£9,775	-	-
2024-03-31	£14,789	£7,947	-	-
2023-03-31	£11,926	£11,717	-	-
2022-03-31	£6,283	£3,278	-	-
2021-03-31	£2,213	£1,386	-	-

Trustees

Name	Role	Appointed
Graham Malcolm Coiley	Chair	2016-07-01
Catherine Helene Bailey		2016-01-16
Francine Paula Rees		2019-09-23
HEATHER RAYNE		2009-03-16
Judy Hannaford Hirst		2024-01-22
Mark Simon Mitchell		2025-05-31
Professor Roger John BULL CBE		2018-01-01

TAVISTOCK MEMORY CAFE

England & Wales - Charity number 1165389

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2024		31	03	2025

Section A Reference and administration details

Charity name

Tavistock Memory Cafe

Other names charity is known by

Registered charity number (if any)

1165389

Charity's principal address

Abbey Surgery, 28 Plymouth Road
Tavistock
Devon
PL19 8BU

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	Graham Coiley	Chair		Board of Trustees
2	Judy Hirst			"
3	Heather Rayne	Secretary		"
4	Jenny Smith			"
5	Fran Rees			"
6	John Bull	Treasurer		"
7	Catherine Bailey	Vice-chair		"
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting for a 3 year term with option to be re-elected. Or appointed by Board of Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. 	<p>Tavistock Memory Café has continued to provide a range of services over the past year with a busy programme of social events and support activities taking place during the year. The highlights: • 150 SESSIONS IN THE YEAR • 300 HOURS OF SUPPORT • 100 MEMBERS • 30 VOLUNTEERS • 1000+ CUPS OF TEA!</p> <p>In this year we continued to experience an increase in demand for our dementia support activities. Our membership increased to around 100 regular attendees at one or more of our sessions.</p> <p>In April 2025 Tavistock Memory Café opened a new weekly Café for members. This resulted from a recognition of a need for more social activity provision, and planning by trustees and volunteers. To facilitate the success of this project the Board agreed to engage with a session supervisor on a self-employed basis.</p> <p>It continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary, including our local Admiral Nurse, Social Services, and the Tavistock Dementia Alliance through the Dementia Coordinator. Tavistock Area Support Services continue to be a key partner. The Memory Cafe continued to run face-to-face Cognitive Stimulation Therapy sessions, which have proved beneficial and popular. We work closely with the town library where several sessions are held each month.</p> <p>The trustees continued to meet as planned every 2 months and governance was achieved through standing agenda items that included conflict of interest declaration, financial review, and analysis of our activities against our objectives.</p> <p>The trustees made a change to the constitution relating to the mix of elected and nominated trustees, as well as the period of time a trustee can</p>
--	--

serve on the Board. These changes were communicated to the Charity Commission in June 2024.

The charity continues to recognise that the majority of its funding is through bequests and donations – this is monitored closely as it is seen as a risk area. Other funding is sought through grants and awards. Although income was lower than the previous year, the charity had a surplus of £2179 at year end and a satisfactory cash balance. The charity is in a strong financial position at the end of the 2024-25 year.

Policies are due for review and update where required in Summer/Autumn 2025.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the need of persons living with dementia, together with their family and carers, by providing a range of services and activities in cooperation with voluntary and statutory organisations in West Devon, including raising awareness of dementia, providing social activities, information and advice, therapeutic interventions, and education and training.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Tavistock Memory Café (TMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Tavistock and the surrounding areas.

In 2024-25 Tavistock Memory Café offered a range of face-to-face sessions, as set out below:

Membership numbers were around 100 in this reporting year, many attending our sessions regularly. This resulted in us continuing to run two parallel sessions on our fortnightly Café sessions. The main Café sessions offer a social place for all to gather. Stimulating and entertaining activities are provided for those living with dementia. Carers have a 'break-out' session separately at which they can share information, receive advice and support, and listen to key speakers on relevant topics. The feedback is always that members derive much benefit from these sessions.

This is in addition to:

- Weekly Cognitive Stimulation Therapy sessions for courses of 12 weeks, with 3 courses per year.
- Monthly Care and Share (a 4 hour session offering activities and mini-respite for carers)
- Monthly reminiscence session
- Monthly ex-carers support meeting.
- The new weekly Café 'Catch a Cuppa' open for 2 hours.

The TMC Board of Trustees meet at a minimum of 6 times per year, at which the charity's activities are reviewed. The finances are reviewed alongside planned spending and anticipated income. All members were invited to attend and contribute to the AGM (June 2024).

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The work of TMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees. At the time of reporting the number of volunteers involved is around 35.

There continues to be the required induction of our volunteers, as well as introducing relevant training for their role including dementia awareness, food hygiene, first aid, safeguarding, and health and safety.

A recognition scheme for volunteers is both appreciated and important in acknowledging the contribution that volunteers make.

We are delighted to welcome volunteers from local schools, and senior students report that they gain a great amount from the volunteering they undertake with Tavistock Memory Cafe, as well as them working towards awards such as the Duke of Edinburgh award.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In the year 2024-25 Tavistock Memory Café has experienced increasing demand for its' services and support. The Café provides vital social contact for our members living with dementia, their families and carers. As well as offering stimulating activities, the advice and support is invaluable.

The Café is pleased to be able to provide a range of support sessions as set out above but recognises that this is only possible through the dedication of volunteers and the donations that we receive.

A significant achievement this year is the commencement of the new Monday Café 'Catch a Cuppa'. Only possible through the planning, funding, and volunteering of our charity.

Feedback from members about our support has been positive, both anecdotally and through survey results.

TMC maintains a team of around 35 volunteers (operational and trustees) all of whom are dedicated, compassionate and motivated.

Section D**Achievements and performance**

--

Section E**Financial review**

Brief statement of the charity's policy on reserves

Tavistock Memory Café Board of Trustees have agreed to set aside a reserve sufficient for 2 years of running costs. This reserve is set at £6000.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Summary of Tavistock Memory Café Accounts 2024-25

Receipts for 2024-25 were £11995
 Payments for 2023-24 were £9776
 Surplus for the year £2179

The principal source of funds was donations and fund-raising through sponsorship.
 Trustees agreed to suspend membership fees for 2024-25 as the charity funds allowed this. Gift Aid is available on donations that qualify.
 The charity has a current account and savings/interest account.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Graham Coiley	
Full name(s)	Graham Malcolm Coiley	
Position (eg Secretary, Chair, etc)	Chair	
Date	13 th October 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Tavistock Memory Café	No (if any) 1165389
---------------------------------------	------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
---------------------	---------------------------------	----	-------------------------------

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 to the nearest £
A1 Receipts					
Membership Fees	-	-	-	-	-
Donations - General	11,475	-	-	11,475	14,698
Donations - Gift Aid	72	-	-	72	39
Grants	-	-	-	-	-
Interest	407	-	-	407	52
Miscellaneous	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,954	-	-	11,954	14,789
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,954	-	-	11,955	14,789
A3 Payments					
Administration and Office	1,366	-	-	1,366	1,128
Refreshments	-	-	-	-	573
Member Activities	3,571	-	-	3,571	4,469
Rent	2,039	-	-	2,039	608
Publicity	582	-	-	582	63
Insurance	311	-	-	311	260
Sundries (incl. volunteer training)	1,266	-	-	1,266	846
Bank Charges	-	-	-	-	-
Equipment	640	-	-	640	-
Sub total	9,775	-	-	9,775	7,947
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	9,775	-	-	9,775	7,947
Net of receipts/(payments)	2,179	-	-	2,180	208
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,995	-	-	21,995	21,995
Cash funds this year end	24,175	-	-	24,175	-

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	Funds at 31st March 2025	24,175	-	-
		-	-	-
		-	-	-
	Total cash funds	24,175	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
	Graham Coiley	GRAHAM M COILEY	13/10/2025	

TAVISTOCK MEMORY CAFE

England & Wales - Charity number 1165389

Accounts



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2023	To	31	03	2024

Section A Reference and administration details

Charity name

Tavistock Memory Cafe

Other names charity is known by

Registered charity number (if any)

1165389

Charity's principal address

Abbey Surgery, 28 Plymouth Road
Tavistock
Devon
PL19 8BU

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	Graham Coiley	Chair		Board of Trustees
2	Judy Hirst		From 22/01/2024	"
3	Heather Rayne	Secretary		"
4	Jenny Smith			"
5	Fran Rees			"
6	John Bull			"
7	Catherine Bailey	Vice-chair		"
8				"
9	Steve Pearson		Until 23/01/2024	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting for a 3 year term with option to be re-elected. Or appointed by Board of Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>Tavistock Memory Café has continued to provide a range of services over the past year with a busy programme of social events and support activities taking place during the year. The highlights: • 170 SESSIONS IN THE YEAR • 300 HOURS OF SUPPORT • 90 MEMBERS • 26 VOLUNTEERS • 500+ CUPS OF TEA!</p> <p>In this year we continued to experience an increase in demand for our dementia support activities. Our membership increased to around 90 regular attendees.</p> <p>It continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary, including our local Admiral Nurse, Social Services, and the Tavistock Dementia Alliance through the new-in-role Dementia Coordinator. The Memory Cafe continued run face-to-face Cognitive Stimulation Therapy sessions, which have proved beneficial and popular to the point that a 2nd group has been developed. We worked closely with the town library where we now host a once a month 'reminiscence' session.</p> <p>The Café and members have benefitted greatly from the arrangement with Cycling Without Age with regular bicycle rides for members around the local park.</p> <p>The trustees continued to meet as planned every 2 months and governance was achieved through standing agenda items that included conflict of interest declaration, financial review, analysis of our activities against our objectives.</p> <p>The charity continues to recognise that the majority of its funding is through bequests and donations – this is monitored closely as it is seen as a risk area. Other funding is sought through grants and awards. Perhaps due to work to raise the profile of Tavistock Memory Café, some sizeable</p>
--	--

donations have been received from organisations and individuals in the year. Additionally some £5000 was raised through fund-raising events. The charity is in a strong financial position at the end of the 2023-24 year.

Policies are due for review and update where required in Summer 2024.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the need of persons living with dementia, together with their family and carers, by providing a range of services and activities in cooperation with voluntary and statutory organisations in West Devon, including raising awareness of dementia, providing social activities, information and advice, therapeutic interventions, and education and training.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Tavistock Memory Café (TMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Tavistock and the surrounding areas.

In 2023-24 Tavistock Memory Café offered a range of face-to-face sessions, as set out below:

Membership numbers were in the 80-90 range in this reporting year, many attending our sessions regularly. This resulted in us continuing to run two parallel sessions on our fortnightly Café sessions. The main Café sessions offer a social place for all to gather. Stimulating and entertaining activities are provided for those living with dementia. Carers have a 'break-out' session separately at which they can share information, receive advice and support, and listen to key speakers on relevant topics. The feedback is always that members derive much benefit from these sessions.

This is in addition to:

- Weekly Cognitive Stimulation Therapy sessions for courses of 14 weeks (two parallel courses)
- Monthly Care and Share (a 4 hour session offering activities and mini-respite for carers)
- Monthly reminiscence session
- Monthly ex-carers support meeting.

The TMC Board of Trustees meet at a minimum of 6 times per year, at which the charity's activities are reviewed. The finances are reviewed alongside planned spending and anticipated income.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The work of TMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees. At the time of reporting the number of volunteers involved is around 35.

There continues to be the required induction of our volunteers, as well as introducing relevant training for their role including dementia awareness, food hygiene, first aid, safeguarding, and health and safety.

We are delighted to welcome volunteers from local schools, and senior students report that they gain a great amount from the volunteering they undertake with Tavistock Memory Cafe, as well as them working towards awards such as the Duke of Edinburgh award.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In the year 2023-24 Tavistock Memory Café has experienced increasing demand for its' services and support. The Café provides vital social contact for our members living with dementia, their families and carers. As well as offering stimulating activities, the advice and support is invaluable.

The Café is pleased to be able to provide a range of support sessions as set out above but recognises that this is only possible through the dedication of volunteers and the donations that we receive.

Feedback from members about our support has been positive, both anecdotally and through survey results.

With the growing numbers of members, and a clear increasing need for dementia support, we continue to explore ways to expand our provision and to identify the most beneficial activities to provide.

TMC maintains a team of around 35 volunteers (operational and trustees) all of whom are dedicated, compassionate and motivated.

Section D**Achievements and performance**

--

Section E**Financial review**

Brief statement of the charity's policy on reserves

Tavistock Memory Café Board of Trustees have agreed to set aside a reserve sufficient for 2 years of running costs. This reserve is between £6000 and £9000.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Summary of Tavistock Memory Café Accounts 2023-24

Receipts for 2023-24 were £14789
 Payments for 2023-24 were £7947
 Surplus for the year £6842

The principal source of funds was donations (£14698), with a significant proportion of this coming through fund-raising sponsorship e.g Lands End to John O'Groats bike ride.
 Trustees agreed to suspend membership fees for 2023-24 as the charity funds allowed this. Gift Aid made up the balance of income.
 Trustees agreed to open a savings/interest account and deposit some funds into this account to realise some interest earnings.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Graham Coiley	
Full name(s)	Graham Malcolm Coiley	
Position (eg Secretary, Chair, etc)	Chair	
Date	21 st September 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Tavistock Memory Café	No (if any) 1165389
--	-------------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
------------------------	---------------------------------	----	-------------------------------

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 to the nearest £
A1 Receipts					
Membership Fees	-	-	-	-	45
Donations - General	14,698	-	-	14,698	10,629
Donations - Gift Aid	39	-	-	39	133
Grants	-	-	-	-	1,119
Interest	52	-	-	52	-
Miscellaneous	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	14,789	-	-	14,789	11,926
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,789	-	-	14,789	11,926
A3 Payments					
Administration and Office	1,128	-	-	1,128	1,692
Refreshments	573	-	-	573	397
Member Activities	4,469	-	-	4,469	7,588
Rent	608	-	-	608	953
Publicity	63	-	-	63	-
Insurance	260	-	-	260	247
Sundries (incl. volunteer training)	846	-	-	846	840
Bank Charges	-	-	-	-	-
Equipment	-	-	-	-	-
	-	-	-	-	-
Sub total	7,947	-	-	7,947	11,717
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,947	-	-	7,947	11,717
Net of receipts/(payments)	6,842	-	-	6,842	208
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,048	-	-	15,048	15,048
Cash funds this year end	21,995	-	-	21,995	15,048

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	Funds at 31st March 2024	21,995	-	-
		-	-	-
		-	-	-
	Total cash funds	21,995	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
	Graham Coiley	GRAHAM M COILEY	01/06/2024	

TAVISTOCK MEMORY CAFE

England & Wales - Charity number 1165389

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	04	2022	To	31	03	2023

Section A Reference and administration details

Charity name

Tavistock Memory Cafe

Other names charity is known by

Registered charity number (if any)

1165389

Charity's principal address

Abbey Surgery, 28 Plymouth Road
Tavistock
Devon
Postcode PL19 8BU

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	Graham Coiley	Chair		Board of Trustees
2	Alan Payne	Vice-chair		"
3	Heather Rayne	Secretary		"
4	Jenny Smith			"
5	Stephen Pearson			"
6	John Bull			"
7	Catherine Bailey			"
8	Fran Rees			"
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting for a 3 year term with option to be re-elected. Or appointed by Board of Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>In this year (post-pandemic) we experienced a significant increase in demand for our dementia support activities. Our membership increased to around 60 regular attendees (almost double the number compared with pre-pandemic).</p> <p>It continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary, including our local Admiral Nurse, Social Services, and the Tavistock Dementia Alliance. The Memory Cafe continued to contribute to face-to-face Cognitive Stimulation Therapy sessions, which have proved beneficial and popular to the point that a 2nd group has been developed. We worked closely with the town library where we now host a once a month 'reminiscence' session.</p> <p>The trustees continued to meet as planned every 2 months and governance was achieved through standing agenda items that included conflict of interest declaration, financial review, analysis of our activities against our objectives.</p> <p>The charity continues to recognise that the majority of its funding is through bequests and donations – this is monitored closely as it is seen as a risk area. Other funding is sought through grants and awards. Perhaps due to work to raise the profile of Tavistock Memory Café, some sizeable donations have been received from organisations and individuals. The charity is in a strong financial position at the end of the 2022-23 year.</p> <p>Policies are due for review and update where required in Summer 2023.</p>
--	--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the need of persons living with dementia, together with their family and carers, by providing a range of services and activities in cooperation with voluntary and statutory organisations in West Devon, including raising awareness of dementia, providing social activities, information and advice, therapeutic interventions, and education and training.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Tavistock Memory Café (TMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Tavistock and the surrounding areas.

In 2022-23 the Memory Café was fully operational with a range of face-to-face sessions, as set out below. Our monthly Care and Share session was reintroduced and quickly gained popularity.

Membership numbers attending the Memory Café grew rapidly as we came out of the Covid period and in this reporting year, we had around 60 members registered, many attending our sessions regularly. This resulted in us continuing to run two parallel sessions on our fortnightly Café sessions. The main Café sessions offer a social place for all to gather. Stimulating and entertaining activities are provided for those living with dementia. Carers have a 'break-out' session separately at which they can share information, receive advice and support, and listen to key speakers on relevant topics. The feedback is always that members derive much benefit from these sessions.

This is in addition to:

- Weekly Cognitive Stimulation Therapy sessions
- Monthly Care and Share (a 4 hour session offering activities and mini-respite for carers)
- Monthly reminiscence session
- Monthly ex-carers support meeting.

The TMC Board of Trustees meet at a minimum of 5 times per year, at which the charity's activities are reviewed. The finances are reviewed alongside planned spending and anticipated income.

Additional details of objectives and activities (Optional information)

The work of TMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees.

There continues to be the required induction of our volunteers, as well as introducing relevant training for their role including dementia awareness, food hygiene, first aid, safeguarding, and health and safety.

We are delighted to welcome volunteers from local schools, and senior students report that they gain a great amount from the volunteering they undertake with Tavistock Memory Cafe, as well as them working towards awards such as the Duke of Edinburgh award.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In the year 2022-2023 Tavistock Memory Café has experienced increasing demand for its' services and support. The Café provides vital social contact for our members living with dementia, their families and carers. As well as offering advice and support.

The Café is pleased to be able to provide a range of support sessions as set out above but recognises that this is only possible through the dedication of volunteers and the donations that we receive.

Feedback from members about our support has been positive, both anecdotally and through a survey results.

With the growing numbers of members, and a clear increasing need for dementia support, we continue to explore ways to expand our provision and to identify the most beneficial activities to provide.

TMC maintains a team of around 30 volunteers (operational and trustees) all of whom are dedicated, compassionate and motivated.

--

Section E

Financial review

Brief statement of the charity's policy on reserves

Tavistock Memory Café Board of Trustees have agreed to set aside a reserve sufficient for 2 years of running costs. This reserve is between £6000 and £9000.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Summary of Tavistock Memory Café Accounts 2022-23

Receipts for 2022 - 2023 were £11926
Payments for 2022 - 2023 were £11717
Surplus for the year £208

The principal source of funds was donations (£10629). Contributions from membership fees were minimal at £45 as the Trustees agreed to waive fees for the year in question. Trustees agreed to suspend membership fees for 2022 as the charity funds allowed this. Grants and Gift Aid made up the balance of income.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Graham Coiley	
Full name(s)	Graham Malcolm Coiley	
Position (eg Secretary, Chair, etc)	Chair	
Date	30 th October 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Tavistock Memory Café	No (if any) 1165389
--	-------------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
------------------------	---------------------------------	----	-------------------------------

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 to the nearest £
A1 Receipts					
Membership Fees	45	-	-	45	473
Donations - General	10,629	-	-	10,629	4,461
Donations - Gift Aid	133	-	-	133	637
Grants	1,119	-	-	1,119	712
Miscellaneous	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,926	-	-	11,926	6,283
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,926	-	-	11,926	6,283
A3 Payments					
Administration and Office	1,692	-	-	1,692	698
Refreshments	397	-	-	397	113
Member Activities	7,588	-	-	7,588	1,152
Rent	953	-	-	953	580
Publicity	-	-	-	-	-
Insurance	247	-	-	247	207
Sundries (incl. volunteer training)	840	-	-	840	528
Bank Charges	-	-	-	-	-
Equipment	-	-	-	-	-
Sub total	11,717	-	-	11,717	3,278
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,717	-	-	11,717	3,278
Net of receipts/(payments)	208	-	-	208	3,005
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	208	-	-	208	3,005

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	Funds at 31st March 2023	15,048	-	-
		-	-	-
		-	-	-
	Total cash funds	15,048	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	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	
	Graham Coiley	GRAHAM M COILEY	30/10/2023	

TAVISTOCK MEMORY CAFE

England & Wales - Charity number 1165389

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

Section A Reference and administration details

Charity name

Tavistock Memory Cafe

Other names charity is known by

Registered charity number (if any)

1165389

Charity's principal address

Abbey Surgery, 28 Plymouth Road
Tavistock
Devon
Postcode PL19 8BU

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	Graham Coiley	Chair		Board of Trustees
2	Alan Payne	Vice-chair		"
3	Heather Rayne	Secretary		"
4	Jenny Smith			"
5	Stephen Pearson			"
6	John Bull			"
7	Catherine Bailey			"
8	Fran Rees			"
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting for a 3 year term with option to be re-elected. Or appointed by Board of Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	<p>In this year our activities continued to be significantly influenced by the Covid-19 pandemic. We managed risks by following Government guidance and undertaking strict procedures to minimise the risk of infection.</p> <p>It continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary, including our local Admiral Nurse, Social Services, and the Tavistock Dementia Alliance. The Memory Cafe contributed to the re-opening of face-to-face Cognitive Stimulation Therapy sessions. We worked closely with the town library where we now host a once a month 'reminiscence' session.</p> <p>The trustees continued to meet as planned but remotely, and governance was achieved through remote means. Significant work has been put into preparing risk assessments in readiness for re-opening our face-to-face sessions.</p> <p>The charity continues to recognise that the majority of its funding is through bequests and donations – this is monitored closely as it is seen as a risk area. Other funding is sought through grants and awards. The charity is in a strong financial position at the end of the 2021-22 year.</p> <p>Policies are due for review and update where required in Summer 2022.</p>
---	--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the need of persons living with dementia, together with their family and carers, by providing a range of services and activities in cooperation with voluntary and statutory organisations in West Devon, including raising awareness of dementia, providing social activities, information and advice, therapeutic interventions, and education and training.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Tavistock Memory Café (TMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Tavistock and the surrounding areas.

For part of the 2021-22, due to Covid-19, Tavistock Memory Café had to suspend its usual face-to-face sessions and establish alternative ways of providing support to those living with dementia. This was achieved by providing various support services including:

- Outdoor 'Memory Picnic' gatherings
- Weekly telephone calls
- Monthly newsletters
- Remote video meetings including virtual cognitive stimulation therapy
- Doorstep visits

In the second part of 2021-22 the Memory Café began to restart our face-to-face sessions – following strict Covid-19 safety guidance. Procedures were regularly monitored by the trustees and changes made as necessary.

Membership numbers attending the Memory Café grew rapidly as we came out of the Covid period and by the Summer of 2022, we had around 50 members registered, many attending our sessions regularly. This resulted in us continuing to run two parallel sessions on our fortnightly Café sessions. This is in addition to:

- Weekly Cognitive Stimulation sessions
- Monthly reminiscence session
- Monthly ex-carers support meeting.

The TMC Board of Trustees meet at a minimum of 5 times per year, at which the charity's activities are reviewed. The finances are reviewed alongside planned spending and anticipated income.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The work of TMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees, in the Covid-19 period all involved have had to seek innovative ways of providing services.

There continues to be the required induction of our volunteers, as well as introducing relevant training for their role including dementia awareness, food hygiene, first aid, and health and safety. This training has been switched to remote.

We are delighted to welcome volunteers from local schools, and senior students report that they gain a great amount from the volunteering they undertake with TMC, as well as them working towards awards such as the Duke of Edinburgh award.

Summary of the main achievements of the charity during the year

In the disrupted 2021-22 Covid-19 period the Tavistock Memory Café has had to create innovative ways of providing support and keeping in contact with our members living with dementia, their families and carers.

During the first half of the year, we managed to provide vital support through:

- Outdoor 'Memory Picnic' gatherings
 - Some 25 members have benefitted.
- Weekly telephone calls by our volunteers
- Monthly newsletters
- Remote video meetings including virtual cognitive stimulation therapy
- Doorstep visits

All of the above were risk assessed and made 'Covid safe'.

Feedback from this support has been positive, both anecdotally and through a survey that we ran in early 2022.

In the second part of 2021-22, our face-to-face sessions recommenced as set out above. With the growing numbers of members (around 60 at the time of writing), and a clear increasing need for dementia support, we continue to explore ways to expand our provision and to identify the most beneficial activities to provide.

TMC has maintained contact and motivation from our team of volunteers which number approx. 20.

--

Section E

Financial review

Brief statement of the charity's policy on reserves

Tavistock Memory Café Board of Trustees have agreed to set aside a reserve sufficient for 2 years of running costs. This reserve is between £6000 and £9000.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Summary of Tavistock Memory Café Accounts 2021-22

Receipts for 2020-21 were £6283
Payments for 2020-21 were £3278
Surplus for the year £3005

The principal source of funds was donations (£4461). Contributions from membership fees were £473. However, trustees agreed to suspend membership fees for 2022 as the charity funds allowed this. Grants and Gift Aid made up the balance of income.

Gift Aid arrangements were put in place for the first time in 2021-22.

Expenditure was significantly reduced through the Covid-19 period due to the suspension of our normal activities. Although, later in the year our activities recommenced and so an increasing expenditure was seen.

Section F

Other optional information

--

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Graham Coiley	
Full name(s)	Graham Malcolm Coiley	
Position (eg Secretary, Chair, etc)	Chair	
Date	27 th November 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Tavistock Memory Café	No (if any) 1165389
---------------------------------------	------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
------------------------	---------------------------------	----	-------------------------------

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 to the nearest £
A1 Receipts					
Membership Fees	473	-	-	473	-
Donations - General	4,461	-	-	4,461	1,713
Donations - Gift Aid	637	-	-	637	-
Grants	712	-	-	712	500
Miscellaneous	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,283	-	-	6,283	2,213
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,283	-	-	6,283	2,213
A3 Payments					
Administration and Office	698	-	-	698	361
Refreshments	113	-	-	113	-
Social Activities	1,152	-	-	1,152	775
Rent	580	-	-	580	-
Publicity	-	-	-	-	-
Insurance	207	-	-	207	201
Sundries (incl. volunteer training)	528	-	-	528	49
Bank Charges	-	-	-	-	-
Equipment	-	-	-	-	-
Sub total	3,278	-	-	3,278	1,386
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,278	-	-	3,278	1,386
Net of receipts/(payments)	3,005	-	-	3,005	827
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	3,005	-	-	3,005	827

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	Funds at 31st March 2022	14,945	-	-
		-	-	-
		-	-	-
	Total cash funds	14,945	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	Graham Coiley	GRAHAM M COILEY		27/11/2022

TAVISTOCK MEMORY CAFE

England & Wales - Charity number 1165389

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name Tavistock Memory Cafe

Other names charity is known by

Registered charity number (if any) 1165389

Charity's principal address
 Abbey Surgery, 28 Plymouth Road
 Tavistock
 Devon
Postcode PL19 8BU

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	Graham Coiley	Chair		Board of Trustees
2	Alan Payne	Vice-chair		"
3	Heather Rayne	Secretary		"
4	Jenny Smith			"
5	Stephen Pearson			"
6	John Bull			CIO members
7	Catherine Bailey			"
8	Fran Rees			"
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

--	--	--

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting for a 3 year term with option to be re-elected. Or appointed by Board of Trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> policies and procedures adopted for the induction and training of trustees; <input type="checkbox"/> the charity's organisational structure and any wider network with which the charity works; <input type="checkbox"/> relationship with any related parties; <input type="checkbox"/> trustees' consideration of major risks and the system and procedures to manage them. 	<p>During the Covid-19 pandemic it became increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary, including our local Admiral Nurse, Social Service, and the Tavistock Dementia Alliance. The Memory Cafe is a major contributor in making Tavistock a Dementia Friendly Town. In 2020-21 we have contributed to initiatives including the Tovertafel (Magic Table), and the Cycling Without Age trishaw initiative.</p> <p>The trustees continued to meet as planned but remotely, and governance was achieved through remote means. Significant work has been put into preparing risk assessments in readiness for re-opening our face-to-face sessions.</p> <p>The charity recognises that the majority of its funding is through bequests and donations - this is monitored closely as it is seen as a risk area. Other funding is sought through grants and awards. The charity is in a strong financial position at the end of the 2020-21 year.</p> <p>All policies are due for review and update where required in Summer 2021.</p>
--	--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the needs of persons living with dementia together with their carers by providing education, training, information and advice, social events and outings at fortnightly sessions, and to have a resource of activities which provide stimulation for those living with dementia to help improve quality of life for them and their carers.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Tavistock Memory Café (TMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Tavistock and the surrounding areas.

In 2020/21, due to Covid-19 Tavistock Memory Café had to suspend its usual face-to-face sessions and establish alternative ways of providing support to those living with dementia. This was achieved by providing various support services including:

- Outdoor 'Memory Picnic' gatherings
- Weekly telephone calls
- Monthly newsletters
- Remote video meetings including virtual cognitive stimulation therapy
- Doorstep visits

The TMC Board of Trustees meet at a minimum of 4 times per year, at which the charity's activities are reviewed. The finances are reviewed alongside planned spending and anticipated income.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The work of TMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees, in the Covid-19 period all involved have had to seek innovative ways of providing services.

There continues to be the required induction of our volunteers, as well as introducing relevant training for their role including dementia awareness, food hygiene, first aid, and health and safety. This training has been switched to remote.

We are delighted to welcome volunteers from local schools, and senior students report that they gain a great amount from the volunteering they undertake with TMC, as well as them working towards awards such as the Duke of Edinburgh award.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In the disrupted 2020-21 Covid-19 period the Tavistock Memory Café has had to create innovative ways of providing support and keeping in contact with our members living with dementia, their families and carers.

We believe we have managed to provide vital support through:

- Outdoor 'Memory Picnic' gatherings
 - o Some 25 members have benefitted.
- Weekly telephone calls by our volunteers
- Monthly newsletters
- Remote video meetings including virtual cognitive stimulation therapy
- Doorstep visits

All of the above were risk assessed and made 'Covid safe'.

TMC also participated in a Devon-wide virtual Cognitive Stimulation Therapy research project, and we were able to offer beneficiaries two courses of 12 weeks of this important type of support. Feedback was very positive in providing connections, cognitive benefits, and fun.

TMC has maintained contact and motivation from our team of volunteers which number approx. 20.

One of our trustees has successfully completed a Diploma in Charity Fundraising.

--

Brief statement of the charity's policy on reserves

Tavistock Memory Café Board of Trustees have agreed to set aside a reserve sufficient for 2 years of running costs. This reserve is between £6000 and £9000.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Summary of Tavistock Memory Café Accounts 2020/21

Receipts for 2020/21 were £2213
Payments for 2020/21 were £1386
Surplus for the year £827

The principal source of funds was donations (£1713). Contributions from membership fees were nil due to Covid-19 suspending our normal activity. Grants making up the balance of income.

Expenditure was significantly reduced through the Covid-19 period due to the suspension of our normal activities.

Section F Other optional information

[Empty box for optional information]

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Graham Coiley	
Full name(s)	Graham Malcolm Coiley	
Position (eg Secretary, Chair, etc)	Chair	
Date	9 th August 2021	



Receipts and payments account

For the period from	04/01/2020	To
---------------------	------------	----

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Membership Fees	-	-	-
Donations	1,713	-	-
Grants	500	-	-
Miscellaneous	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	2,213	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	2,213	-	-
A3 Payments			
Administration and Office	361	-	-
Refreshments	-	-	-
Social Activities	775	-	-
Rent	-	-	-
Publicity	-	-	-
Insurance	201	-	-
Sundries	49	-	-
Bank Charges	-	-	-
Equipment	-	-	-
Sub total	1,386	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	1,386	-	-
Net of receipts/(payments)	827	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	11,113	-	-
Cash funds this year end	11,940	-	-

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Bank	11,872
	Petty Cash	68
		-
	Total cash funds	11,940

(agree balances with receipts and payments account(s))

OK

	Details	Unrestricted funds to nearest £
B2 Other monetary assets		-
		-
		-
		-
		-
		-

	Details	Fund to which asset belongs
B3 Investment assets		

	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	IT Equipment	

	Details	Fund to which liability relates
B5 Liabilities		

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

Signature

Print N

Graham

165389

Accounts

03/31/2021

CC16a



Total funds

Last year

to the nearest £

to the nearest £

-	786
1,713	3,398
500	300
-	31
-	-
-	-
-	-
-	-
2,213	4,515

-	-
-	-
-	-

2,213	4,515
-------	-------

361	437
-	384
775	4,979
-	1,027
-	220
201	201
49	204
-	-
-	500
1,386	7,952

-	-
-	-
-	-

1,386	7,952
-------	-------

827	- 3,437
-	-
11,113	14,550
11,940	11,113

the period

Restricted funds
to nearest £

-
-
-
-

OK

Restricted funds
to nearest £

-
-
-
-
-
-

Cost (optional)

-
-
-
-
-

Cost (optional)

-
-
-
-
-
-
-
-
-

Amount due (optional)

-
-

Endowment funds
to nearest £

-
-
-
-

OK

Endowment funds
to nearest £

-
-
-
-
-
-

Current value (optional)

-
-
-
-
-

Current value (optional)

50
-
-
-
-
-
-
-
-

When due (optional)

-	
-	
-	

name	Date of approval
Coiley	08/09/2021