



# 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

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## 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)

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

- ☐ 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.

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.

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.

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.

All policies are due for review and update where required in Summer 2021.

## 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 it's 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****Section G Declaration**

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

Signed on behalf of the charity's trustees

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



## Receipts and payments account

For the period from	04/01/2020	To
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
Membership Fees	-	-	-
Donations	1,713	-	-
Grants	500	-	-
Miscellaneous	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b> (Gross income for AR)	2,213	-	-
<b>A2 Asset and investment sales, (see table).</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total receipts</b>	2,213	-	-
<b>A3 Payments</b>			
Administration and Office	361	-	-
Refreshments	-	-	-
Social Activities	775	-	-
Rent	-	-	-
Publicity	-	-	-
Insurance	201	-	-
Sundries	49	-	-
Bank Charges	-	-	-
Equipment	-	-	-
<b>Sub total</b>	1,386	-	-
<b>A4 Asset and investment purchases, (see table)</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-
<b>Total payments</b>	1,386	-	-
<b>Net of receipts/(payments)</b>	827	-	-
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	11,113	-	-
<b>Cash funds this year end</b>	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
		-
	<b>Total cash funds</b>	11,940
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets		-
		-
		-
		-
		-
		-
		-
B3 Investment assets		
B4 Assets retained for the charity's own use		
	IT Equipment	
B5 Liabilities		

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



Signature

Print N


Graham

165389

ounts

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

-	
-	
-	-

1,386	7,952
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827	- 3,437
-	-
11,113	14,550
11,940	11,113

the period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	50
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

lame	Date of approval
Coiley	08/09/2021