



# 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)

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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.

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.

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.

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 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.

Policies are due for review and update where required in Summer 2022.

## 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 <sup>th</sup> November 2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Tavistock Memory Café

No (if any)  
1165389

## Receipts and payments accounts

CC16a

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 £
<b>A1 Receipts</b>					
Membership Fees	473	-	-	473	-
Donations - General	4,461	-	-	4,461	1,713
Donations - Gift Aid	637	-	-	637	-
Grants	712	-	-	712	500
Miscellaneous	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,283</b>	<b>-</b>	<b>-</b>	<b>6,283</b>	<b>2,213</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,283</b>	<b>-</b>	<b>-</b>	<b>6,283</b>	<b>2,213</b>
<b>A3 Payments</b>					
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	-	-	-	-	-
<b>Sub total</b>	<b>3,278</b>	<b>-</b>	<b>-</b>	<b>3,278</b>	<b>1,386</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,278</b>	<b>-</b>	<b>-</b>	<b>3,278</b>	<b>1,386</b>
<b>Net of receipts/(payments)</b>	<b>3,005</b>	<b>-</b>	<b>-</b>	<b>3,005</b>	<b>827</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,005</b>	<b>-</b>	<b>-</b>	<b>3,005</b>	<b>827</b>

## 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 £
<b>B1 Cash funds</b>	Funds at 31st March 2022	14,945	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	14,945	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	27/11/2022	