



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		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)

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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 (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).

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 2<sup>nd</sup> group has been developed. We worked closely with the town library where we now host a once a month 'reminiscence' session.

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.

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.

Policies are due for review and update where required in Summer 2023.

## 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)**

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.

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

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### 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 <sup>th</sup> October 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
Tavistock Memory Café	1165389

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## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2022		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 £
<b>A1 Receipts</b>					
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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>11,926</b>	<b>-</b>	<b>-</b>	<b>11,926</b>	<b>6,283</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>11,926</b>	<b>-</b>	<b>-</b>	<b>11,926</b>	<b>6,283</b>
<b>A3 Payments</b>					
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	-	-	-	-	-
<b>Sub total</b>	<b>11,717</b>	<b>-</b>	<b>-</b>	<b>11,717</b>	<b>3,278</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>11,717</b>	<b>-</b>	<b>-</b>	<b>11,717</b>	<b>3,278</b>
<b>Net of receipts/(payments)</b>	<b>208</b>	<b>-</b>	<b>-</b>	<b>208</b>	<b>3,005</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>208</b>	<b>-</b>	<b>-</b>	<b>208</b>	<b>3,005</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 2023	15,048	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	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 £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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	30/10/2023	