



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2023		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)

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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.

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!

In this year we continued to experience an increase in demand for our dementia support activities. Our membership increased to around 90 regular attendees.

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.

The Café and members have benefitted greatly from the arrangement with Cycling Without Age with regular bicycle rides for members around the local park.

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 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

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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
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Receipts and payments accounts

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For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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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
		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	01/06/2024	