



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)

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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:
• 150 SESSIONS IN THE YEAR • 300 HOURS OF SUPPORT • 100 MEMBERS • 30 VOLUNTEERS • 1000+ CUPS OF TEA!

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.

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.

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.

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.

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.</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. 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.</p> <p>Policies are due for review and update where required in Summer/Autumn 2025.</p>
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Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

<p>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.</p>
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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)

<p>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.</p> <p>In 2024-25 Tavistock Memory Café offered a range of face-to-face sessions, as set out below:</p> <p>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.</p> <p>This is in addition to:</p> <ul style="list-style-type: none"> • 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. <p>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).</p>
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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

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

Receipts and payments accounts

CC16a

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
		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	13/10/2025	