



**Registered Charity 1166411**

# **ANNUAL REPORT AND ACCOUNTS**

**For year ending 30<sup>th</sup> June 2024**

## **1. REFERENCE AND ADMINISTRATION DETAILS**

### **1.1 Charity Name**

Keystone Palliative Support Centre (known as Keystone Support Centre)  
Registered Charity Number 1166411  
Incorporated as a Charity on 7 April 2016

### **1.2 Purpose of the Charity**

This is defined in the founding documents as “To relieve the suffering of those with life-limiting illnesses, their carers and the recently bereaved in Alsager and the surrounding parishes of Church Lawton and Odd Rode”.

In practice this means that the charity operates, each week, a Patient and Carer Support Group and a Bereavement Support Group as well as providing a range of therapies (such as Massage, Reflexology, Aromatherapy and Reiki), a social and learning environment (art therapy, board games etc.) and Movement and Balance classes under the banner “Tripudio”.

### **1.3 Charity's Administrative Address**

c/o Homefields  
9, Chells Hill  
Church Lawton  
Stoke on Trent  
ST7 3FB

### **1.3 Trustees holding office during the Financial Year**

Jane Kay Chair and Treasurer  
Joyce Key (ex-officio) Founder and Centre Manager  
Nicola Edge  
Kath Knight  
Mick Salt

### **1.4 Trustee Board**

The above-named trustees form the charity's board and do not receive a salary or any other fees or allowances for discharging their duties. Trustees are drawn from diverse backgrounds in Public, Private and Health sectors, bringing a wide range of expertise and experience. The Trustee Board is clear about the Charity's aims, focussing on ensuring a viable future for the range of services and compliance with statutory legal and financial requirements.

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Board is committed to meeting the standards laid out in the Charity Commission code and relevant legislation as well as the principles laid out by Cheshire Voluntary Services' GRIPP programme. Board members have attended appropriate networking and training activities.

The Charity is constituted as a Charitable Incorporated Organisation, whose only voting members are its Charity Trustees.

## **3. BRIEFING BY THE TRUSTEE BOARD CHAIR**

### **3.1 Overview of the Year**

#### **Services**

Throughout the financial year 2023/24 Keystone has continued to operate the Seasons Bereavement Group and Tripudio Movement and Balance classes at Lawton Memorial Hall in Church Lawton. The Support Group for those living with a life-limiting illness have not restarted but these patients were given Complementary Therapy Treatments by the two qualified practitioners Jane Kay and Judith Unwin. Sadly in February 2024 our much-loved therapist Judith passed away suddenly after generously giving her time for free for many years; Judith was much loved and is greatly missed by all at Keystone.

All the services have been well attended and much appreciated. There has been some turnover of attendees, some have sadly either passed away or become too ill to attend and others have reached a point where they're able to move on with their lives without Keystone's support.

Of the 10 new attendees, numbering several have integrated quickly into the group while some remain more comfortable with one to one therapy.

The average number of attendees has remained steady at approximately 30 per week.

#### **Volunteers**

Volunteer numbers have remained steady at approximately 15 and there have been a number of extra-curricular contributions to fundraising events such as the market stall at the Alsager Christmas Lights Switch-on event.

#### **Costs**

Costs have reduced by over 25% this year, from £10,936 to £7,964, chiefly as a result of concentrating all activities into one day, as opposed to the 1.4 days that Keystone's operations used previously. Most costs other than Hall Fees have remained broadly similar although Tripudio Instructor's Fees have risen by around 15% due to running more sessions, last year's being curtailed by the hall being unavailable for a period due to flood damage. As a result of cancelling the landline and broadband part of the way through the year telephone costs have reduced, the support centre now relies on a mobile number only for telephone contact and utilises the secure WiFi in place for the Hall Staff rather than its own.

**Note regarding outstanding (invoiced) premises fees**

The administrator of the premises rented by Keystone, i.e. Lawton Memorial Hall administered by Church Lawton Parish Council, has suffered some difficulties during the past year leading to approximately £1,650 of Hall Fees having yet to be billed. Rather than provision for these outstanding fees in this financial year I have decided to note them here, as the exact amounts are unknown but it should be noted that this will negatively impact the finances for the 2024/25 financial year.

**Income**

Total income for the year was just £4,568, well down on previous years and comprising £3,238 raised through the group's own activities plus a very generous donation of £1000 from The Lodge Tyre Company and a Gift Aid rebate from the previous year of £330.

Keystone therefore suffered an operating loss of **£3,396** – an improvement on the previous year.

### **3.2 Moving Forward**

Costs for the financial year 2024/25 are expected to be broadly in line with this year, although the operating deficit will increase due to t.

Further measures will have to be taken to cut costs in order to reduce the operating losses and prolong the life of the charity and the board will see if as a group we are able to bring back past successful fundraising activities.

See Section 5 for budget and Appendix 2 for breakdown of budget

#### 4 Results for Financial Year 2023/24

The results were quite different to the budget, for the reasons discussed earlier.

##### Operating Results Year Ending 30<sup>th</sup> June 2024

	Actual 2023/24	Budget 2023/24	Actual 2022/23
Revenue	£4,568	£7,090	£5,650
Expenditure	£7,964	£12,370	£10,935
Surplus/Deficit	-£3,396	-£5,280	£ -5,285

Appendix 1 shows the results in more detail

#### 5. Outline Service Plan and Budget for FY 2024/25

	Budget 2024/25	Actual 2023/24
Revenue	£5000	£4568
Expenditure	£10420	£7964
Surplus/Deficit	-£5,420	-£3,396

See Appendix 2 for Breakdown

## APPENDIX 1

### KEYSTONE SUMMARY ACCOUNT JULY 2023 – JUNE 2024

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Income		Expenditure	
<u>2022</u>	<u>2023/24</u>	<u>2022/23</u>	<u>2023/24</u>
9348 Balance at Bank 1st July 2023	19607	7487 Hall Fees	4966
Balance at The Charity Bank 1/7/2022	0	1520 Tripudio Instructor Fees	1760
Donations, Sponsorship, Fundraising			
5650 Events	4568	539 BT & Vodafone (landline & mobile)	392
0 *Gift Aid Relief	0	116 Marketing Materials	104
0 Charity Bank Interest (est.)	0	40 Mktg/Fundraising events	40
15371 Transferred from Charity Bank	0	388 Insurances	388
		410 Consumables: Food etc.	121
		288 Therapist materials	113
		0 Membership & Professional Fees	0
		0 Transport Costs	0
		148 IT costs	80
		0 Covid-19 Related - PPE etc.	0
		0 Patient Direct Support	0
		<b>10936 Total Expenditure</b>	<b>7964</b>
Balance at Bank as of 30th June 2023	9348	0 Balance at Bank as of 30th June 2024	16211
<b>30369</b>	<b>24175</b>	<b>10936</b>	<b>24175</b>

Certified by Treasurer and Chair Mrs Jane Kay on 11th February 2025.

Signed ..... 

## APPENDIX 2

### ASSUMPTIONS FOR 2024/25 BUDGET

<b>Expenditure</b>	<b>£</b>
Hall Rental	7000
Tripudio Instructor (48 sessions @ £40)	1920
Mobile (Tesco Mobile)	350
Marketing Costs	200
Events (Assumes 1 x Coffee Morning Spring 2024)	150
Insurance	400
Consumables (Food, Tea, Coffee, Napkins, Ink etc.)	200
Therapist Materials	100
PPE (assumes sufficient stock from previous year)	0
Membership & Professional Fees	0
Transport	0
IT Costs	100
<b>Total</b>	<b>10420</b>

<b>Revenue</b>	<b>£</b>
Regular Donations	300
Events	750
Collection Boxes and Individual Donations	2500
Corporate Donations	1000
In Memoriam	200
Gift Aid Rebate (re 2022/2023)	250
<b>Total</b>	<b>5000</b>