

Charity Registration Number:

1170159

BEYOND MEMORY CAFÉ CONSORTIUM

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

CONTENTS

	Page
Reference and Administrative Details	3
Trustees' Report	4 to 7
Independent Examiner's Report	8
Receipts and Payments Accounts	9
Statement of assets and liabilities	10

Trustees

J Delves	Died 21 April 2020
J Wildman (Chair)	
R Johnstone	
C Palmer (Treasurer)	
A McKiernan	Resigned 11 February 2021
E Jones	Appointed 06 April 2020
J Hadley	Appointed 07 May 2020, resigned 18 February 2021

Advisors

A Francis - IT Consultant
J Edwards - Administrator

Charity Registration Number 1170159

Principal address
Hansford Bell
Culver House
13 West Street
Tavistock
PL19 8AN

Independent Examiner
Dawn O'Connor FCA
Yannons Chartered Accountants
The Gallery
New Quay Street
Teignmouth
Devon
TQ14 8DA

TRUSTEES' REPORT

The Management Committee of Devon Memory Café Consortium (DMCC) presents its Trustees' Annual Report and financial statements for the year ended 31 March 2021.

OBJECTIVES AND ACTIVITIES

Our objective of Devon Memory Café Consortium (DMCC) is to promote the efficient and effective use of resources for charitable purposes among the network of over 50 independently run Memory Cafés in Devon. Acting as an informed voice, representing Memory Cafés in Devon, providing training and setting a benchmark for quality assurance of service for member Memory Cafés we continue to act in the public interest.

We continued developing two major projects despite the year being very difficult because of the Coronavirus pandemic that started in January 2020 and forced all our Memory Cafés to close down for an unknown amount of time. We encouraged all our Members to keep in contact with their membership and held Zoom meetings with our Memory Cafés to share ideas.

Our members were encouraged to work towards achieving the DMCC Quality Assurance Mark for Memory Cafés by working in conjunction with Teignbridge CVS.

During Covid we continued to keep in regular contact with our members via Zoom, through our quarterly newsletters and creating a Covid Bulletin sheet to keep people informed of developments. We also did a survey of all our members to find out how they were managing during the pandemic and as a result set up our first re-start meeting in September 2020 to discuss the situation and what would be expected.

The Memory Café Matters Project continued working on creating a bespoke training package specifically designed for Memory Cafés in Devon by engaging Tom Gibb of Picturing Health to create several videos based on our Dementia Awareness training session held for Memory Café staff and volunteers in the previous year.

Public benefit statement

The training we provide is aimed at Memory Cafés' organisers and volunteers to equip them with the skills and knowledge needed to enable Memory Cafés to operate safely and successfully in cafés that are open and free to members of the public and follows the guidance issued by the Charity Commission on public benefit.

ACHIEVEMENTS AND PERFORMANCE

The DMCC dedicated 'Quality Assurance' Mark (QA) sets a benchmark intended to reassure members of the public that the Memory Café they choose to visit recognises the difficulties dementia can pose. Most Memory Café volunteers have an understanding of dementia so are in a good position to provide the safe and stigma free environment a Memory Café should deliver. To date seventeen Memory Cafés have successfully demonstrated that they are working to the designated level and have been awarded a DMCC QA certificate, with several more working towards the QA.

We held our third AGM and Convention on 3rd December 2020, online because of COVID. Once again it was a good opportunity for all members to share good practice and support each other (in a COVID safe way). At the online Convention we launched nine DMCC Memory Café Matters training videos based on Dementia Awareness that was then made available for them on our website.

During the year we continued to produce our newsletter for Memory Cafés in Devon with regular updates of the work the DMCC is undertaking on their behalf. This newsletter enables us to advertise current events, to share good practice and to publicise local news stories about activities taking place in Devon Memory Cafés.

In June 2020 we created our first DMCC Covid Information Sheet that was sent out to all members to keep them informed of developments as the situation was constantly changing. This was appreciated by everyone so continued to create these on a regular basis during Covid.

We would like to thank both Anne McKiernan and Julia Hadley for their work as Trustees recently. Both retired this year.

Fundraising activities

Our principal funding continues to be provided by Devon County Council (DCC) to enable us to support Memory Cafés, their Coordinators and volunteer training. DCC also support our Devon Memory Café Consortium Quality Assurance Scheme and other services we provide to all our Memory Cafés in Devon county. We have a few other benefactors who kindly donate money to our charity from events and activities.

Statistical information about Memory Cafés

We continue to recognise that Devon's Memory Cafés, (with the support of the Devon Memory Café Consortium), are providing a valuable financial contribution to the County. The statistical information we gather is shared with our members and Devon County Council to assist with their strategic planning. The provision of this post diagnosis support service to those who 'Live with Dementia' and those who care for them has no comparable service to date.

FINANCIAL REVIEW

Financial position

The accounts shown contain activities in the year to 31 March 2021.

Total income for the year was £38,340

Total expenditure £14,132

The bank balance on 31 March 2021 was £90,445

Amount of reserves held: Reserves held as at 31 March 2021 were £90,445 (£80,305 unrestricted funds and £10,140 restricted funds).

Amount owed by the charity : £840 for accounts preparation and the independent examiner's fee for 2019/20 and 2020/21.

All projects remain within budget.

Our current structure will allow us to continue to keep core costs to an absolute minimum.

For 2021, core costs were only £14,132.

Core costs for 2021-22 are expected to be around £20,000.

Investment and reserves policy

Reviewed annually, Devon Memory Café Consortium acts as an umbrella organisation for Memory Cafés in Devon, providing training and setting a benchmark for quality assurance of service for member Memory Cafés. As a charity it is dependent on external funding which is unpredictable.

To limit risk to the organisation in the event of a significant lack of funding, the trustees aim to hold a Reserve Fund equivalent to six months core running costs.

Projected activities for next year 2021-22

We plan to continue developing our two projects in the coming year.

Our Quality Assurance Mark for Memory Cafés in Devon in conjunction with Teignbridge CVS, Devon County Council and NEW Devon. This QA mark demonstrates, for public benefit, that a Memory Café has reached the required standard of the Mark by providing support, services and activities to improve the health and wellbeing of people living with dementia and their carers. It also shows both professionals and the public that the policies and practices of the Café are robust and ensure a safe, caring, effective and responsive service.

The Memory Café Matters Project will continue to design bespoke training films and resources – not currently available from any other source, specifically designed for our Memory Cafés, by working closely with Devon County Council and Devon Carers to support volunteers working with people in the early stages of Dementia.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Due to the death of Jim Delves (Chairman), June Wildman (vice Chair and a founding member of the charity) was appointed as the Chairperson in May 2020 and ratified at the AGM in December 2020.

The Devon Memory Café Consortium (DMCC) charity is controlled by its governing document as a Charitable Incorporated Organisation (CIO) registered on 14 November 2016. The charity is governed by a group of five trustees with relevant skills and experience. Trustees meet bi-monthly.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

DMCC has policy documents that include: management of funds, risk assessment and drawing up a risk register which will be reviewed on a regular basis by the Trustees. The main risk identified is potential delay in bringing projects to a successful conclusion during COVID.

The Devon Memory Consortium registered as a CIO on 14 November 2016 and has been set up to promote the efficient and effective use of resources for charitable purposes among the network of Memory Cafés in Devon.

DMCC continues to be reliant upon volunteers, the charity has one part time self-employed member of staff and does not have offices or other infrastructure to maintain and only a small amount of IT equipment. This structure continues to allow us to keep core costs to an absolute minimum. Trustee selection methods are followed in accordance with our Constitution document Items 13 to 18.

Trustee selection methods

Our trustees are elected from our membership or from application to the charity, interviewed by the committee and ratified at the AGM.

NOTES TO THE FINANCIAL STATEMENTS**ACCOUNTING POLICIES****Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The accounts have been prepared on a cash basis so no account is taken of monies due or liabilities at the year end. These are however, shown in the statement of assets and liabilities.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

TRUSTEES' REMUNERATION AND BENEFITS

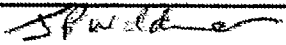
There were no trustees' remuneration or other benefits during the year.

During the year to 31 March 2021 reimbursement of trustees' expenses for travel, stationery and public liability insurance of £584 (2020: £2,077), were paid.

REPORT OF THE TRUSTEES for the year to 31 March 2021

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	DEANE PATRICIA NULMAN
Position	Chairman
Date	16.11.21

Independent examiner's report on the accounts

Report to the trustees/members of	Devon Memory Café Consortium
Charity number	11701159
On accounts for the year ended	31 March 2021
Set out on pages	9-10

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:**Date:** 6th December 2021**Name:**

Dawn O'Connor FEA

Relevant professional body:

The Institute of Chartered Accountants in England and Wales

Address:

Yamons Chartered Accountants
The Gallery
New Quay Street
Teignmouth
Devon
TQ14 8DA.

Receipts and payments accounts

For the year ended 31 March 2021

<u>Receipts and payments</u>	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Receipts				
Members' Subscriptions	90		90	430
Grants and Donations	31,250	7,000	38,250	33,478
Training Contributions			-	-
Total receipts	31,340	7,000	38,340	33,908
Payments				
Grants Paid	-		-	-
Admin fees	5,358		5,358	5,820
Accountancy			-	750
Printing, Postage and Stationery	174		174	217
Insurance	386		386	-
Venue hire and refreshments	-		-	2,292
Sundry Expenses	-		-	231
Website Costs	835		835	786
Travel & Subsistence	93		93	3,429
ICT	227		227	
Training	7,059		7,059	9,087
sub total	14,132	-	14,132	22,612
Asset purchases				
Total payments	14,132	-	14,132	22,612
Net of receipts/(payments)	17,208	7,000	24,208	11,296
Cash funds last period end	63,097	3,140	66,237	54,941
Cash funds this year end	80,305	10,140	90,445	66,237

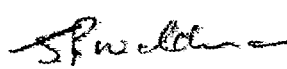
As at 31 March 2021 the restricted fund represented grants from the Provincial Grand Lodge of Devonshire to be distributed to memory cafes in Devon.

Statement of assets and liabilities at the end of the period

			2021	2020
	Unrestricted/ funds	Restricted/ funds	Total	Total
	£	£	£	£
Cash funds				
H58C Bank Account	80,305	10,140	90,445	66,297
Assets retained for the charity's own use				
Computer equipment (at cost)	433	-	433	433
liabilities				
Accounts preparation and independent examiner's fee (2020 and 2021)	840	-	840	420

Signed by one trustee on behalf of all the trustees.

Signature:



Print Name

I P RAJENDRAN

Date of approval

16.11.21