

Charity Registration Number: 1170059

DEVON MEMORY CAFÉ CONSORTIUM

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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Trustees

J Wildman (Chair)

R Johnstone

C Palmer (Treasurer)

E Jones

D Mitchell

Appointed 07 February 2022, Resigned 04 July 2022

Advisors

A Francis - IT Consultant

J Edwards - Administrator

Charity Registration Number

1170159

Principal addressHansford 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 2022.

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.

The Memory Café Matters Project continued with Picturing Health, working on creating our bespoke training package specifically designed for Memory Cafés in Devon. This project is now nearly finished and being tested by Memory Cafés throughout Devon. We were able to demonstrate the newly created 'Memory Café Hub' developed by the project at our annual Convention and then made it available to all our members via our website.

The DMCC dedicated 'Quality Assurance' Mark (QAM) sets a benchmark intended to reassure members of the public that the Memory Café they choose to visit recognises the difficulties that dementia can pose. This QAM demonstrates, for public benefit, that a Memory Café has reached the required standard 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. We like to think this ensures most of the 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.

Public benefit statement:

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

ACHIEVEMENTS AND PERFORMANCE

We continued to encourage our members to work towards achieving the DMCC Quality Assurance Mark for Memory Cafés by working in conjunction with Teignbridge CVS - even during the pandemic. Up-to-date, eighteen Memory Cafés have successfully demonstrated they are working to the designated level and have been awarded a DMCC QA certificate, with several more working towards the QAM and many others now renewing their certificates.

Activities have been once again severely restricted due to the continued Covid crisis regulations.

Our regular Newsletters and Covid update sheets continue to keep all Memory Cafés in Devon informed of the latest developments. Zoom meetings were encouraged and used to keep members in touch.

Our Start-up Fund has been well-used and we have encouraged all cafes to re-open for meetings in person as and when they can but as soon as possible. We are hoping this will be achieved in the coming year ahead, which will be the Queen's Platinum Jubilee anniversary and we will be planning special activities throughout Devon.

We undertook two additional Memory Café Covid surveys to obtain up-to-date information about how our Memory Cafés were managing to keep in contact with their members and volunteers during Covid. From their replies we produced summary documents we could share with them and with the Joint Commissioning Manager of Adult Mental Health in Devon County Council to assist them with their strategic planning for dementia in the county.

We designed Zoom Start-up workshops for all our members to discuss how to operate safely in the Covid crisis in conjunction with Teignbridge CVS. We developed a Risk Assessment Workshop to advise our members about Covid issues to be considered when opening in the ever-changing situation. We held our second session of Start-up meetings online.

We held our fourth AGM and Convention in November 2021 (on-line once again because of Covid). It continues to be a good opportunity for all members to share good practice and support one another. At the Convention we had an introductory talk about our new DMCC Memory Café Hub learning resource and how coordinators, volunteers and others involved in Memory Cafés could make use of it. Our guest speaker was Sarah Dent (Commissioning Development Officer, Adult Commissioning and Health, Devon County Council) providing an update on Dementia in Devon.

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 supports our Devon Memory Café Consortium Quality Assurance Scheme and other services we provide to all our Memory Cafés in Devon county. We have a small number of 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 include activities in the year to 31 March 2022.

Total income for the year was £32,635.

Total expenditure £37,519

The bank balance on 31 March 2022 was £85,561

Amount of reserves held: Reserves held as at 31 March 2022 were £85,561 (£78,501 unrestricted funds and £7,060 restricted funds).

Amount owed by the charity: £450 for accounts preparation and the independent examiner's fee for 2021/22.

All projects remain within budget.

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

For 2021-22, core costs were £24,805.

Core costs for 2022-23 are expected to be around £15,000.

Investment and reserves policy

Our financial position is 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 2022-23

We will continue to support our Memory Cafés as they re-open after the disruption caused by the Covid pandemic. Also to work with Devon County Council on their long-term strategic plan for dementia in the county.

Promotion and development remains a priority of our Quality Assurance Mark for Memory Cafés in Devon in conjunction with Teignbridge CVS and Devon County Council.

The Memory Café Matters project is now nearing completion. We hope to finalise our bespoke training films and provide resources to support the training that we have specifically created for Memory Cafés. As this evolves, we will continue to develop our website for the Memory Café Hub to make it as accessible as possible for our members and their volunteers.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 just 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 that has recently been updated. 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.

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.

Expenses of £4,062 (2021: £584) were reimbursed to 3 (2021: 2) of the trustees during the year to 31 March 2022 for computer costs and travel.

REPORT OF THE TRUSTEES for the year to 31 March 2022

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


Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position

Date


EMMA JONES
TRUSTEE
31/11/22

Independent examiner's report on the accounts

Report to the trustees/members of	Devon Memory Café Consortium
Charity number	1170159
On accounts for the year ended	31 March 2022
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 2022.

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:** 30 November 2022**Name:**

Dawn O'Connor FCA

Relevant professional body:

The Institute of Chartered Accountants in England and Wales

Address:

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

Receipts and payments accounts

For the year ended 31 March 2022.

Receipts and payments:	2022	2022	2022	2021
	Unrestricted funds	Restricted funds	Total funds.	Total funds.
	£	£	£	£
Receipts:				
Members' Subscriptions	130		130	90
Grants and Donations	32,505		32,505	38,250
Training Contributions			-	-
Total receipts	32,635	-	32,635	38,340
Payments				
Grants Paid	-	3,080	3,080	-
Admin fees	5,401		5,401	5,358
Accountancy	840		840	-
Printing, Postage and Stationery	110		110	174
Insurance	-		-	386
Bank Charges	20		20	-
Sundry Expenses	100		100	-
Gifts for Jubilee Packs	6,120		6,120	-
Website Costs	2,856		2,856	835
Travel & Subsistence	98		98	98
ICT	550		550	227
Consultancy Support	5,880		5,880	-
Training	8,950		8,950	7,059
sub-total	30,925	3,080	34,005	14,132
Asset purchases	3,514		3,514	-
Total payments	34,439	3,080	37,519	14,132
Net of receipts/(payments)	- 1,804	- 3,080	- 4,884	24,208
Cash funds last period end	80,305	10,140	90,445	66,237
Cash funds this year end	78,501	7,060	85,561	90,445

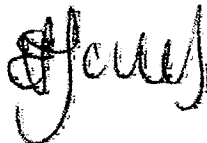
As at 31 March 2022 the restricted fund represented grants from the Provincial Grand Lodge of Devonshire to be used for the benefit of memory cafes in Devon.

Statement of assets and liabilities at the end of the period

	Unrestricted funds	Restricted funds	Total
	£	£	£
Cash funds			
HSBC Bank Account	<u>78,501</u>	<u>7,060</u>	<u>85,561</u>
Assets retained for the charity's own use			
Computer equipment (at cost):	<u>3,947</u>	<u>-</u>	<u>3,947</u>
Liabilities			
Accounts preparation and independent examiner's fee:	<u>450</u>	<u>-</u>	<u>450</u>

Signed by one trustee on behalf of all the trustees:

Signature



Print Name

 EMMA
JONES

Date of approval

3-11-22