

Charity Registration Number: 1170159

DEVON MEMORY CAFÉ CONSORTIUM

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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REFERENCE AND ADMINISTRATIVE DETAILS**Trustees**

J Wildman (Chair)	Resigned 03 November 2022
R Johnstone	Resigned 02 March 2023
C Palmer (Treasurer)	
E Bird	Resigned 03 March 2023
D Mitchell	Resigned 04 July 2022
M Garvey (Chair)	Appointed 03 November 2022
A McKiernan	Appointed 03 November 2022
J Hadley	Appointed 03 November 2022
J Tregoning	Appointed 07 October 2022
G Tregoning	Appointed 07 October 2022
S Milton	Appointed 03 November 2022

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 2023.

OBJECTIVES AND ACTIVITIES

Devon Memory Café Consortium is a membership organisation which aims to support memory cafes across Devon to provide a quality service to people living with dementia and their carers.

We provide our members with quality information, guidance and training on running memory cafes, and also opportunities to meet, learn and share with each other. We encourage and support our members to achieve this through our Quality Assurance Mark process. We always welcome new memory cafes to join DMCC.

The DMCC promotes the efficient and effective use of resources for charitable purposes among the current network of 50 independently run Memory Cafes in Devon. Our website contains a web map containing contact information for all member memory cafes and the Memory Café Hub; a valuable learning resource for volunteers, trustees and the public.

ACHIEVEMENTS AND PERFORMANCE

We have continued to develop the DMCC dedicated Quality Assurance' Mark (QAM) working in conjunction with Teignbridge CVS. Our 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 want to ensure that 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.

Our Memory Café Hub contains an on-line training resource for all our Memory Cafes, created by Picturing Health. There is a free on-line dementia awareness training course for Memory Cafe coordinators and volunteers in nine-parts that can be completed individually or used for group training. It is designed to be used with or without the guidance and feedback of a memory cafe coordinator.

The Memory Café Hub also contains five modules explaining how to set up and manage a memory café and includes information on: management and legislation, volunteers, fundraising, activities and publicity. There is also a video titled 'What is a Memory Café' that can be used for marketing purposes by our Memory Cafes. There are five modules explaining how to set up and manage a memory café and includes information on: management and legislation, volunteers, fundraising, activities and publicity.

We re-introduced regional forums in May 2022 to encourage our Memory Cafes to meet up in person after the three-year break due to the pandemic. We set up regional locations to enable the coordinators to easily travel to meetings and combined this with a delivery of marketing materials for Platinum Jubilee parties as a way of encouraging clients to re-engage with their Cafes – many of our Cafes had not met up in person since the start of Covid.

Our second group of regional forums took place in March 2023. At these we asked participants to identify their training needs and used this information to create a training plan going forward. The top training priorities were safeguarding and first aid.

The Jubilee celebration packs were well received and several Cafes - that had previously closed, decided to re-open and client numbers at our Memory Cafes increased back to nearly pre-pandemic figures. It also provided an ideal opportunity for their clients to talk about their memories of the Queen and her many years on the throne.

Our sixth AGM and Convention took place in November 2023, and was a good opportunity to share information about our new Memory Café Hub. The Convention allows all our members to meet up, share good practice and support one another. We had two guest speakers one from Picturing Health, who talked and demonstrated the new videos that had become available for training of their volunteers, the other being the Commissioning Development Officer, Adult Commissioning and Health from Devon County Council, who provided an insight into the County perspective of Dementia in Devon. It was an opportunity for her to find out first-hand what is happening in Memory Cafes throughout the county.

We continued to produce our quarterly newsletters, as a way of keeping in contact with all our 50 plus Memory Cafes, giving them the space to share information and photographs about their activities in their local area. We also linked with Cornwall Memory Cafe Network as they started to develop their own Memory Cafe network.

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.

Fundraising activities

Our principal funding continues to be provided by Devon County Council (DCC) to enable us to support Devon Memory Cafes. DCC also supports our Devon Memory Café Consortium Quality Assurance Scheme and the other services we provide to all our Memory Cafés. 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. The provision of this 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 2023.

Total income for the year was £31,320

Total expenditure £32,556

The bank balance on 31 March 2023 was £84,325

Amount of reserves held: Reserves held as at 31 March 2023 were £84,325 (£77,265 unrestricted funds and £7,060 restricted funds).

Amount owed by the charity : £500 for accounts preparation and the independent examiner's fee for 2022/23 and £548 for hours worked by J Edwards and associated travel and telephone expenses.

All projects remain within budget.

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

For 2022-23, core costs were £12,380

Core costs for 2023-24 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 have agreed to hold a Reserve Fund equivalent to six months core running costs.

Projected activities for next year 2023-24

To strengthen links and communications between Memory Cafes and DMCC, and between DMCC and other stakeholders.

To make the Memory Café Hub more accessible as a learning tool for Memory Cafes in Devon and beyond, and to other relevant groups

To address other training needs of Memory Cafe Coordinators and volunteers.

To re-design and re-launch our website

To support the development of new Memory Cafes in the county.

To support our Memory Cafes to meet quality assurance standards as directed in our Quality Assurance Mark in conjunction with Teignbridge CVS and Devon County Council.

To ensure DMCC is well supported administratively.

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).

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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

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 £312 (2022: £4,062) were reimbursed to 1 (2022: 3) of the trustees during the year to 31 March 2023 for room hire and refreshments (2022: computer costs and travel).

REPORT OF THE TRUSTEES for the year to 31 March 2023

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

Signed on behalf of the charity's trustees

Signature(s)	M. H. Gurney
Full name(s)	MARY MARGARET GURNEY
Position	CHAIR
Date	16/11/23

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 2023
Set out on pages 10 - 11

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023.

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:** 7th December 2023**Name:**

Dawn O'Connor FCA

Relevant professional body:

The Institute of Chartered Accountants in England and Wales

Address:

Yannons Chartered Accountants
The Gallery
New Quay Street
Teignmouth
Devon

TQ14 8DA

Receipts and payments accounts**For the year ended 31 March 2023**

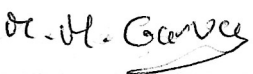
<u>Receipts and payments</u>	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Receipts				
Members' Subscriptions	280		280	130
Grants and Donations	31,040		31,040	32,505
Training Contributions			-	-
Total receipts	31,320	-	31,320	32,635
Payments				
Grants Paid	780		780	3,080
Admin fees	7,409		7,409	5,401
Accountancy	450		450	840
Project Management	1,000		1,000	-
Printing, Postage and Stationery	204		204	110
Insurance	96		96	-
Bank Charges	61		61	20
Sundry Expenses	94		94	100
Gifts for Jubilee / Coronation Packs	4,517		4,517	6,120
Venue Hire & Refreshments	975		975	-
Website Costs	2,806		2,806	2,856
Travel & Subsistence	745		745	98
ICT	144		144	550
Consultancy Support	9,030		9,030	5,880
Training	4,155		4,155	8,950
sub total	32,466	-	32,466	34,005
Asset purchases	90		90	3,514
Total payments	32,556	-	32,556	37,519
Net of receipts/(payments)	- 1,236	-	- 1,236	- 4,884
Reserve fund	7,500		7,500	
Cash funds last period end	71,001	7,060	78,061	90,445
Cash funds this year end	77,265	7,060	84,325	85,561

Statement of assets and liabilities at the end of the period


	Unrestricted funds £	Restricted funds £	Total £
Cash funds			
HSBC Bank Account	77,265	7,060	84,325
	<hr/>	<hr/>	<hr/>
Assets retained for the charity's own use			
Computer equipment (at cost)	4,037	-	4,037
	<hr/>	<hr/>	<hr/>
Liabilities			
	1,048	-	1,048
	<hr/>	<hr/>	<hr/>

Signed by one trustee on behalf of all the trustees

Signature



Print Name



Date of approval

