

Charity registration number 1170159

**DEVON MEMORY CAFE CONSORTIUM**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# DEVON MEMORY CAFE CONSORTIUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	C Furse M Garvey S Milton J Dudding	(Appointed 27 November 2024)
Charity number	1170159	
Auditor	Prydis Accounts Limited Clyst House Manor Drive Clyst St. Mary Exeter Devon EX5 1GB	

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# DEVON MEMORY CAFE CONSORTIUM

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# **DEVON MEMORY CAFE CONSORTIUM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

#### **Objectives and activities**

Devon Memory Café Consortium (DMCC) 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 our Quality Assurance Mark. 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 over 50 independently run Memory Cafes in Devon. Our website contains contact information for all member memory cafes in Devon as well as the Memory Café Hub, a valuable training and learning resource for volunteers, trustees and the public.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

During the year we support just over 50 Memory Cafes operating across Devon County, some meeting weekly, some fortnightly, some monthly.

The number of people affected by dementia and carers registered as visiting Memory Cafes across the county has gradually risen throughout the year to just over 3,000, though not all attend every session.

Throughout the previous year 2023/24 there were approximately 1080 Memory Cafe meetings held across the county, this has now risen to 1130, with approximately 21,000 individual visits to these Memory Cafes.

We started organising bi-annual area forums in north, south, east, west and mid-Devon in May 2022 and these have grown the frequency and size. The locally organised face-to-face meetings for Memory Cafe coordinators and volunteers are valued opportunities to share good practice and learn from each other.



# DEVON MEMORY CAFE CONSORTIUM

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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Our main aims for the year were:

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

We achieve this by developing local forums in consultation with Memory Café coordinators, agreeing geographical areas and leads in each area. We hold two local forums in each of the five areas during the year, as well as our annual Convention and AGM where we have external speakers as well as internal discussions.

**2. To make the Memory Café Hub more accessible as a learning tool for Memory Cafes in Devon.**

Our Memory Café Hub <https://memorycafehub.org.uk> contains free resources for co-ordinators, volunteers and others running memory cafes, or similar community services for people living with dementia. We have now publicised the Hub beyond Devon. It contains five modules explaining how to set up and manage a memory café including legislation, volunteers, fundraising, activities and publicity, and a video titled 'What is a Memory Café' that can be used for marketing purposes by our Memory Cafes.

In addition, the Hub contains free on-line training resources for use of all Memory Café co-ordinators, volunteers and trustees. The dementia awareness training is in nine parts that can be completed individually or used for group training. It has the option of obtaining a certificate on completion by correctly answering questions after watching each of the nine training sections.

**3. To address training needs of Memory Cafe Coordinators and volunteers**

In the last year we set up 3 one-day First Aid training sessions across the county.

We have raised dementia awareness by inviting the virtual Dementia Bus visits provided by Training2Care to two more locations across Devon. Visitors to the bus included Memory Café staff and volunteers, carers and colleagues in other areas of health and social care. Over 80% of attendees report courses were good or excellent.

All our volunteers have access to free online Safeguarding and Mental Capacity Act training provided for us by Devon County Council. Approximately 70 of our members have now signed up for the course.

We also commissioned a Cognitive Stimulation Course specifically aimed at Memory Cafes from Memory Matters, Plymouth. This course was delivered to 5 locations with 16 coordinators and volunteers at each event.

The Memory Café Hub (see 2 above) provides excellent free dementia awareness training as well as how to set up and run a Memory Café, accessible to all our members and the public.

**4. To support Memory Cafes to meet quality assurance standards**

We have continued to develop the DMCC dedicated Quality Assurance' Mark (QAM) working in conjunction with Teignbridge CVS. Our QAM demonstrates that a Memory Café has reached a high standard of provision of support, services and activities to improve the health and wellbeing of people living with dementia and their carers. It also evidences to professionals and the public that the policies and practices of the Café are robust and ensure a safe, caring, effective and responsive service.

**5. To support the development of new MCs**

In the last year 6 new Memory Cafes opened. DMCC provides a small grant of £250 to help with the set-up of all new Memory Cafes in the county. We also support newer and smaller cafes with information, mentoring, and buddying.

Our Memory Café Hub provides detailed guidance on setting up new Memory Cafes. All report being appreciative of receiving this support.

# DEVON MEMORY CAFE CONSORTIUM

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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Our annual Convention took place in November 2024, bringing together our members from Memory Cafes across Devon and providing the opportunity to share, learn and support one another. Guest speakers included Emma Elston who on the development of the new Dementia Strategy for the Devon, also speakers Devon Carers, The Filo Project and Devon Access to Services. Attendees valued the opportunity to listen and learn from external speakers and meet and share with each other.

Our principal funding to enable us to support Devon Memory Cafes continues to be provided by Devon County Council (DCC). We have a small number of other benefactors who kindly donate money to our charity from events and activities.

#### Financial review

Total income for the year was £31,010

Total expenditure £40,754

The bank balance on 31 March 2025 was £77,238

Amount of reserves held as of the 31st March 2024 was £81,275

The amount owed by the charity: Nil

All projects remain within budget.

Our current structure allows us to continue to keep core costs to an absolute minimum. We have no office and our administrator is part-time, usually working two days a week.

For 2024 - 25, core costs were £8,967

Our financial position is reviewed annually. As a charity, we are 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.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.



# DEVON MEMORY CAFE CONSORTIUM

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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Our activities as set out in our contract with Devon County Council are

- 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 training needs of Memory Cafe Coordinators and volunteers.
- To ensure that our website remains up-to-date and relevant.
- To support the development of new Memory Cafes in the county.
- In conjunction with Teignbridge CVS, to support our Memory Cafes to meet quality assurance standards as set out in our Quality Assurance Mark.
- To ensure DMCC is well supported administratively.

In addition, the trustees have agreed five areas of focus for the three-year period 2025-2028. These are

#### Awareness raising and publicity

- More people will be aware of memory cafes in Devon.
- More and new people will be coming to memory cafes in Devon.

#### Accessibility and diversity

- At least 10% more memory cafes have opened
- Transport to more memory cafes is available

#### Volunteers

- More volunteers are helping in memory cafes
- All volunteers have received core training on supporting people with dementia

#### Quality

- All memory cafes in Devon will have self-assessed as good against a bespoke memory café quality tool
- All memory café co-ordinators have received annual refresher training
- All memory café staff and volunteers have had access to networking opportunities

#### Being a well-run sustainable organisation

- We have a long term sustainable financial situation
- We have a sufficient number of trustees to ensure the long-term running of DMCC
- We have delivered projects and actions against our plan using our own people and trusted partners / individuals that have benefitted memory cafes and their users

### Structure, governance and management

The Devon Memory Café Consortium (DMCC) 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 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 trustees meet bi-monthly. They review the risk register on an annual basis.

DMCC continues to be reliant upon volunteers. The charity has just one part-time self-employed administrator and does not have offices or other infrastructure to maintain. It has 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 Constitutional document, Items 13 to 18.

The trustees who served during the year and up to the date of signature of the financial statements were:

A McKiernan

(Resigned 30 June 2025)

# DEVON MEMORY CAFE CONSORTIUM

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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C Furse	
G Tregoning	(Resigned 13 April 2025)
J Tregoning	(Resigned 13 April 2025)
M Garvey	
S Milton	
T Peters	(Resigned 3 June 2025)
J Dudding	(Appointed 27 November 2024)

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

### 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. Our Memory Cafes are open to members of the public affected by dementia and we follow the guidance issued by the Charity Commission on public benefit.

The trustees' report was approved by the Board of Trustees.

  
M Garvey  
Chair  
Dated: 12/04/25

# DEVON MEMORY CAFE CONSORTIUM

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

**FOR THE YEAR ENDED 31 MARCH 2025**

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The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

# DEVON MEMORY CAFE CONSORTIUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Notes						
<b>Income from:</b>						
Donations and legacies	10	31,000	31,010	31,268	-	31,268
<b>Expenditure on:</b>						
Charitable activities	31,970	8,784	40,754	26,612	2,000	28,612
Gross transfers between funds	-	-	-	60	(60)	-
<b>Net (expenditure)/income for the year/</b>						
<b>Net movement in funds</b>	(31,960)	22,216	(9,744)	4,716	(2,060)	2,656
Fund balances at 1 April 2024	86,019	5,000	91,019	81,303	7,060	88,363
<b>Fund balances at 31 March 2025</b>	<u>54,059</u>	<u>27,216</u>	<u>81,275</u>	<u>86,019</u>	<u>5,000</u>	<u>91,019</u>

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.



# DEVON MEMORY CAFE CONSORTIUM

## BALANCE SHEET

AS AT 31 MARCH 2025

Notes	2025		2024	
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets		4,037		4,037
<b>Current assets</b>				
Cash at bank and in hand	77,238		86,982	
Net current assets		77,238		86,982
<b>Total assets less current liabilities</b>		81,275		91,019
<b>Income funds</b>				
Restricted funds		27,216		5,000
Unrestricted funds		54,059		86,019
		81,275		91,019

The financial statements were approved by the Trustees on .....12/11/25.....

M. H. Garvey

M Garvey

Trustee

12/11/25

# DEVON MEMORY CAFE CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2025**

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### **1 Accounting policies**

#### **Charity information**

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.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

### **2 Taxation**

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

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