



## **Annual report 2024**

### **May 2023 – April 2024**

#### **HDCF Chair's Report 2024**

**Nikki Sawkins**

We have had another busy year – with our Trustees, volunteers and supporters working so hard to continue funding the charity and providing services to enable our services to continue and to grow.

Now in our 12<sup>th</sup> year, our service to our families who need a break from their 24/7 care of their loved one with dementia, by providing activities at our group sessions of movement, music, support and meeting together and also our respite care at home. What we are able to provide isn't available to many in this county or country, but we wouldn't be able to do it without the amazing support of the local community and dedicated people, many who are in this room.

Being awarded the Tamsyn Imison Award this year was a highlight and recognition of the work we provide for the local community was special, thank you to Michael and those that nominated us.

I would like to particularly acknowledge and thank all the Trustees old and new for all the hard work and time that they have given to making HDCF such a successful charity. Thank you to Alison and Geoff who are stepping down as Trustees – for their support over the years. Welcome to those that have joined us. Thank you to our Patron Paddy Cox for his continued support. Lots of people play their part – a few to mention - Tracy who is our social media lead, Jill who has made and sold greetings cards over the years, Arlette who arranges the monthly ladies lunch, our volunteers who support our activities every week, our fundraisers, those that donate, time, items, money. Thank you to our paid Dementia Support Workers from First Choice and Prestige, your expertise you provide for those with dementia is acknowledged and appreciated every week – we couldn't manage without any of you.

Reg. Address: The Old Rectory, London Road, Halesworth, Suffolk IP19 8LR

Patron: Patrick Cox [paddycox@tiscali.co.uk](mailto:paddycox@tiscali.co.uk)

Email: [info@halesworthdementia.co.uk](mailto:info@halesworthdementia.co.uk)

Website: [halesworthdementia.co.uk](http://halesworthdementia.co.uk)

As we depend on grant funding, fundraising and donations to be able to make this all happen – we thank our grant givers, our fundraising supporters and also those in the community who donate particularly those that think of us at the funeral of a loved one.

As we progress the development of the charity, we are planning continued partnership working with many local organisations with some new projects in development with the Volunteer Centre and Halesworth Health and Care. Our new website has just been launched with details of what the fund provides and information on how to contact us – a particular thank you to Pete Kelly for the final production!

As the charity goes from strength to strength, we know the numbers requiring help and support are increasing of this much needed service – please continue to support us – come and join us - a very big thank you to you all.

### **Community Liaison Report**

**Nikki Sawkins is the lead for this Team**

#### **Respite Care:**

We have had another busy year, May 2023 – April 2024 during this time we looked after 34 clients with respite of 2 – 4 hours a week. A flexible service to meet the needs of our clients.

We have supported one client to attend an art class twice a week, which he has benefitted from a great deal, managing to continue an interest he has been involved in over many years.

Working with 2 agencies, First Choice and Prestige, who have a specific team of Dementia Care Support Workers who have undergone additional training in Dementia Care and wish to work with people with Dementia.

First Choice have provided 1742 hours at a cost of £38,377.

Prestige has provided 472 hours at a cost of £10,309.

The data collected:-

4 clients died at home.

4 went into Residential Care – our service often delays the need for people to be admitted to residential care.

3 went into hospital – 1 died, 1 admitted into nursing care home, 1 admitted into hospital care.

TOTAL number of hours of care provided this year - 2214 hours at a cost of £48,684.74.

Since the charity was formed and the respite service provided in 2014 we have provided a staggering 23,584 hours of care at a cost of £416,027 to 163 people with dementia and their families. With supporting 155 people with dementia

our impact goes further than that in the support we give to husbands, wives, daughters, sons, grandchildren, partners and friends.

### **Group Activities:**

We provide different activities 4 days of the week at the moment with plans in place to make it a full 5-day week with an art/craft session in planning.

We have seated movement on a Monday with Sophie at Holton Village Hall which is very popular.

On a Tuesday afternoon, our memory café held at the Coop Community room, has grown to large numbers now, supporting those with dementia and their loved ones. Activities are provided by our amazing volunteers for those with dementia, whilst those looking after them can have a break or receive some support themselves at the café, all over a cup of tea and cake.

Alternate Wednesdays the singing group 'singing with friends' led by Jo is a very popular activity session again a chance to for those with dementia and their carer to meet up and share our love of music with friends

Friday we have seated tap dancing, a new venture this year led by Gareth at the Community room at the Coop. We work in partnership with the Pear Tree Fund with this service. Those that attend are reaping the benefits of exercise, improving balance and well-being and having fun too!

Friday afternoon the Community room at the Coop provides us with a lovely venue for us to offer support and advice to family carers. We have tea and cake to share as well as support and advice on many aspects of dementia and caring for those with dementia. Sharing experiences and information has been worthwhile. Although numbers have been low, if one person attends and needs help, it is worthwhile.

### **Grants Report**

#### **Pippa Evans Is the lead for this Team**

HDCF is dependent on the generosity of grant giving trusts to continue its vital work in supporting carers and people with dementia in Halesworth and surrounding areas.

I took over the role of fundraiser at the beginning of 2024, and I would like to thank the two previous fundraisers, James Fyfe, and Geoffrey Cackett for their sterling work for the charity, and their help and advice for myself.

In the last twelve months HDCF received funding from the Charities Aid Foundation, the Heveningham Hall Country Fair Trust, the Suffolk Carers Foundation, Communities Together and the Simon Gibson Charitable Trust, putting us in an excellent position for the year ahead. However, we will not

rest on our laurels but continue to apply for as many grants as possible in order to fund our vital work.

## **Finance Report**

**Iris Smith Treasurer**

My Report is quite brief as Anna's report will tell you all about the fundraising endeavours.

Donations to the fund from all sources are slightly down on 2023 but an increase of £15,000 in grants means our finances are healthy.

Bank balances total £109,159. However, although this seems a lot of money, the fund paid out £54,511 in *Respite Care* and *Activities* during 2024, which was an increase of £10,000 on 2023.

## **Events & Fundraising**

**Anna Mickleburgh is the lead for this Team**

The fund has had a very good year on the events and fundraising. Some of the events and fundraising organised and managed by the Fundraising team -

The **100+ club** has now achieved 140 members, which will bring in £5,400 per annum.

**Film matinees** at the CUT have varied during the past year but have had constant support from our regulars. This has achieved £1,418 including the raffle draw and it is also regarded as PR for the fund through advertising.

**The i.Chameleon pop-up shop** raised a wonderful £1,733.64 due the hard work of a dedicated crew of volunteers.

The **Golf Day**, hosted at Halesworth Golf, raised some £5,611 after expenses, an increase on last year. I am delighted to say that the next Golf Day will be on Wednesday May 7<sup>th</sup> 2025.

Other events organised by other people in aid of HdCF –

Will Bird's football matches	£885.95
Rumburgh Morris Dancers	£1,000.00
Sibton White Horse	£1,100.00
Janet Heath's coffee morning	£321.77
Giles Scoble's Bike Ride	£1,520.00
Arlette Smith (Ladies who lunch)	£466.44

The Fund truly thanks all those wonderful people who support us with draw prizes, help, time and inspiration.

I could not have organised and arranged a lot of this without the invaluable support of Jackie Richardson, Iris Smith, Dave Rich and John Giles plus our lovely committee.

Thank you all so much.

### **Publicity Report**

#### ***John Wood Publicity & Minutes Secretary***

Generally speaking, the last year has been fairly successful on the publicity front. We've had very good coverage in the Community News, Halesworth Hoot and Team Times in particular. Deadlines can be a bit troublesome at times, especially the Community News where it seems to change. However, by keeping an eye on deadlines and circulating reminders via WhatsApp things have gone much better.

Coverage in the local press has been hit and miss. We had superb coverage of the sponsored cycle ride last summer, but nothing for the Tamsyn Imison Award or Golf Day. One lives in hope!

The use of photos is an area where we could probably still do more, and it would certainly enhance the appearance of articles. If anyone attends an event it would be handy if a photo or two could be emailed to me for inclusion, but consent does need to be obtained.

I would like to thank all the committee for their continued support and patience over the last year.

### **To Close:**

It has been another very busy year as reflected in this report, showing the work of the Halesworth Dementia Carers' Fund of the Respite Care Service and Halesworth Dementia Project. We continue to provide much needed help and support to those who are living with dementia and those who care for them. We thank you all for your help and support which enables us to provide this service for the local community and please keep supporting us – your help is invaluable.

**A Local Charity for Local People.**



**ANNUAL REPORT**

**AND**

**FINANCIAL STATEMENTS**

**For the year ended 30 April 2024**

**Prepared under the Receipts and Payments Basis**



**HALESWORTH DEMENTIA CARERS' FUND**  
**Year ended 30 April 2024**

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**HALESWORTH DEMENTIA CARERS' FUND**  
**REPORT OF THE TRUSTEES**  
**For the year ended 30 April 2024**

The trustees present their report with the financial statements of the charity for the year ended 30 April 2024. The trustees have adopted the provision 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 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objects of the charity are to preserve and protect the health of people living with dementia, their families in Halesworth, Suffolk and the surrounding area by:

1. Providing or ensuring the provision of information, support and services to those living with dementia and their family carers.
2. Raising awareness of dementia amongst the people of Halesworth and the surrounding area and promoting the development of a dementia friendly community.
3. Working with other charities and organisations to manage projects and activities which benefit people with dementia and their carers.
4. Co-operating with and supporting other organisations and charities with similar or complementary purposes.

**ACHIEVEMENTS AND PERFORMANCE**

During the year we delivered 2214 hours of respite care. In total 38 of our families received our Respite Care Service. In addition the charity ran 5 activity groups for carers and people with dementia: Seated Movement, Memory Café, Singing with Friends, Seated Tap Dancing and a Carers Support Group. These groups provide 6 hours a week of activities to our families. In total Halesworth *dementia* Carers' Fund has provided support to over 60 families living with dementia.

**FINANCIAL REVIEW**

**Financial position**

The receipts and payments of the charity are set out in the accounts on pages 4 and 5.

**Reserves policy**

The charity holds reserves:

1. To provide financial stability and sustainability for the organisation.
2. To protect against unforeseen financial challenges, such as sudden loss of funding, unexpected increases in expenses, or emergency situations.
3. To ensure continued support for carers and individuals affected by dementia, even during times of financial uncertainty.

The charity aims to maintain reserves equivalent to 12 months of operating expenditure. This level is reviewed annually and adjusted as necessary to reflect the current financial landscape and organisational needs.

**HALESWORTH DEMENTIA CARERS' FUND**  
**REPORT OF THE TRUSTEES (continued)**  
**For the year ended 30 April 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is established as a charitable incorporated organisation (CIO) registered 30 November 2016 as amended on 16 January 2021 and 10 June 2024.

**Recruitment and appointment of new trustees**

New trustees are recruited and appointed by the trustee board from the local community. Potential trustees are asked to attend a minimum of 3 meetings before they are nominated. They are made aware of the legal responsibilities, and asked to identify what they can bring to serve the interests of the charity. Where a specific role becomes vacant a detailed job description will be drafted.

Since the year end 2 trustees have resigned, Mrs Alison Catherine Cackett and Mr Geoffrey Philip Henry Cackett, and 3 new trustees have been appointed, Mrs Pippa Ann Evans, Mrs Julie Watson and Mrs Irene Veronica Morris.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity number 1170477

The charity uses HDCF as its working name

**Principal address**

The Old Rectory  
London Road  
Halesworth  
Suffolk  
IP19 8LR

**Trustees holding office during the year**

Mrs Nicola Jane Sawkins (Chair)  
Mrs Teresa Fyfe (ex Chair) – resigned 12.07.23  
Mrs Iris Kathleen Smith (Treasurer)  
Mrs Alison Catherine Cackett (Secretary)  
Mr Geoffrey Philip Henry Cackett  
Mr James Fyfe – resigned 12.07.23  
Mrs Nicola Jill Kelly  
Mrs Anna Constance Mickleburgh  
Mrs Jacqueline Anne Richardson  
Mr John Frederick Lawrence Wood

**HALESWORTH DEMENTIA CARERS' FUND**  
**REPORT OF THE TRUSTEES (continued)**  
**For the year ended 30 April 2024**

**Independent Examiner**

P N van Dijk FMAAT  
Van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

**Bankers**

Lloyds Bank PLC  
HSBC UK Bank PLC

Approved by order the board of trustees on 4 July 2024 and signed on its behalf by:

Mrs Nikki Sawkins (Chair)

**HALESWORTH DEMENTIA CARERS' FUND**  
**Receipts and Payments Account**  
**For the year ended 30 April 2024**

	<b>Note</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Receipts</b>			
Grants	1	45500	28590
Voluntary Donations		28267	34638
Fundraising		7870	5042
Trading Income		1734	1247
<b>Total Receipts</b>		<b>83371</b>	<b>69517</b>
<b>Payments</b>			
Charitable Purposes	2	54511	44236
Fundraising costs		2575	2125
Administration		1725	2026
Publicity		855	564
<b>Total Payments</b>		<b>59666</b>	<b>48951</b>
<b>Surplus of Receipts over Payments</b>		<b>23705</b>	<b>20566</b>
Cash Funds brought forward		85454	64888
Cash Funds carried forward	3	<b>109159</b>	<b>85454</b>
<b>Represented by:</b>			
General Fund		49159	35454
Designated Reserve		60000	50000
		<b>109159</b>	<b>85454</b>

**HALESWORTH DEMENTIA CARERS' FUND**  
**Notes to the Receipts and Payments Account**  
**For the year ended 30 April 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>1. Grants</b>		
Heveningham Hall Trust	20000	20000
Suffolk Community Foundation	20000	0
Halesworth Town Council	5000	5000
Communities Together	500	0
Suffolk Council	0	3590
	<hr/>	<hr/>
	45500	28590
<b>2. Payments for Charitable Purposes</b>		
Halesworth Dementia Project	<hr/>	<hr/>
	54511	44236
<b>3. Cash Funds carried forward</b>		
Cash at bank - Lloyds account	83408	44470
Cash at bank - Lloyds account (Friends)	12312	11364
Cash at bank - HSBC account	13439	29620
	<hr/>	<hr/>
	109159	85454

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HALESWORTH DEMENTIA CARERS' FUND**

I report to the trustees on my examination of the accounts for the Halesworth Carers' Dementia Fund (the Trust) for the year ended 30 April 2024.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;  
or
2. the accounts do not accord with those records.

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



P N van Dijk FMAAT  
Van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
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4 July 2024



**ANNUAL REPORT**

**AND**

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**HALESWORTH DEMENTIA CARERS' FUND**  
**Year ended 30 April 2024**

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I report to the trustees on my examination of the accounts for the Halesworth Carers' Dementia Fund (the Trust) for the year ended 30 April 2024.

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4 July 2024