



Foxhall Centre

Charitable Incorporated Organisation

Annual Report & Financial Statements Year Ended 31st March 2021

Registered Charity No 1171154

110 Parliament Road
Ipswich
IP4 5EP

Foxhall Centre
Annual Report to 31 March 2021

Trustees' Report and Financial Statements

Contents

	<i>Page</i>
<i>Trustees and Administration Information</i>	2
<i>Report from the Chair</i>	3
<i>Trustees' Annual Report</i>	4
<i>Review of Activities</i>	6-8
<i>Statement of Public Benefit</i>	9
<i>Review of the Transactions and Financial Position of the Charity</i>	10
<i>Independent Examiner's Report</i>	11
<i>Statement of Financial Activities</i>	12
<i>Balance Sheet</i>	13
<i>Accounting Policies and Notes to the Accounts</i>	14-16

Foxhall Centre
Annual Report to 31 March 2021

Foxhall Centre

Registered Charitable Incorporated Organisation No 1171154

Trustees

Ian Meigh

Chair

Peter Dodd CTA

Treasurer

Sharron Cozens

Retired 5th March 2021

Vicky Hosking

William Henry

Registered Office Address

110 Parliament Road
Ipswich IP4 5EP

Bankers

Co-operative Bank PLC
PO Box 250,
Delf House,
Southway,
Skelmersdale,
WN8 6WT

Independent Examiner

Rachel Marsh FMAAT AATQB
Marsh Accountancy
67 Gardeners Road
Debenham
Suffolk IP14 6RX

Management Team

Yvonne Kane

Centre Manager

Debbie Dodd

Operations Manager

Catherine Baker

Deputy Centre Manager

Foxhall Centre
Annual Report to 31 March 2021

Report from the Chair

The Foxhall Centre Lavender Trust provides care and support for older people, many of whom are living with dementia and/or other long term health conditions. It provides far more than just care and support services however as it provides an opportunity for the older people of Ipswich, and the surrounding area, to meet people and enjoy regular conversation with old and new friends.

It is also a centre that helps to combat loneliness and isolation by providing a happy, welcoming environment where its members can benefit from companionship with others of a similar age; have fun; take part in a range of stimulating and fun activities and enjoy a variety of entertainment.

Unfortunately, the Covid 19 crisis severely restricted our operations this year as we were forced to close when the national lockdown was announced in March and the centre did not open again until mid August. We thank the management team who worked extremely hard putting in place appropriate safety measures to keep our returning members and staff safe on re-opening in August but sadly, due to the need for social distancing our numbers were severely restricted to just 10 per day. There was further disappointment when the second national lockdown was announced in the Autumn which led to the centre remaining closed for the rest of the financial year.

Whilst closed we were fortunate enough to be supported financially by Adult Community Services until the end of the year and were also able to apply for the government's financial Furlough scheme support payments which meant we did not lose any staff during the pandemic.

The management team worked hard to keep in touch with members and to carry out welfare checks especially for members known to live on their own whilst the centre was closed and this was very much appreciated by both members and their families as well as the Board of Trustees.

Despite the challenges every person and organisation has faced during the year, we cannot thank those individuals and organisations enough that have continued to support us. A special mention however must be given to Fynn Valley Golf Club, the Ladies that Lunch and the White House Ladies Club for their amazing support during the year. Without such support from individuals, and local organisations and groups we would not have been able to maintain our services and be in a position to re-open again as soon as it was possible to do so.

Of course I must mention the reluctant retirement of Sharron Cozens from the Board of Trustees and thank her sincerely for her support and guidance as a board member. Sharron had a wealth of social care experience and will be greatly missed from the Board. We must also sincerely thank Sharron for her amazing fundraising efforts also having raised thousands of pounds for the organisation over the past two years.

As we enter the next financial year, our future remains uncertain. Our success will be dependent on our ability to return to operating fully and increasing our member numbers to pre-covid levels. Marketing will be essential and every effort will be made to promote the excellent services offered by our staff. I would like to thank all the staff for their support, commitment and dedication to keeping the Foxhall Centre available for the benefit of the community during these exceptional and difficult times

We remain committed to delivering safe services for the benefit the older population of Ipswich and look forward to the challenge ahead.

Ian Meigh

Chairman

13 July 2021

Foxhall Centre
Annual Report to 31 March 2021

Trustees' Annual Report

The Trustees, submit their annual report and the independently examined financial statements for the year ended 31 March 2021.

Structure, Governance and Management.

Governing instrument

The Charity is governed as a Charitable Incorporated Organisation (CIO).

The constitution was agreed and registered with the Charity Commission on 17th January 2017.

The Charity is governed by its Board of Trustees.

Trustees and Operational Structure

The Trustees of the Centre during the year were as shown on the previous page.

The Trustees are responsible for the strategic direction, governance and policies of the CIO. The day to day operation of the Centre is delegated to the Management Team consisting of the Centre Manager, Operations Manager, and the Deputy Centre Manager.

Governance and Internal Control

Company and Charity law require the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- prepared the financial statements on the going concern basis.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity for publication is reliable; and
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- a strategic plan and an annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variance from budgets, and non-financial performance;
- delegation of authority and segregation of duties;
- identification and management of risks.

The Trustees are pleased to report that the charity's internal financial controls, in particular, conform with guidelines issued by the Charity Commission.

Foxhall Centre
Annual Report to 31 March 2021

Objectives and Activities

The objects of the CIO are:-

- To relieve elderly people and those with a disability resident in Ipswich and surrounding areas who are in need, by the provision of a day centre for such persons, and items, services or facilities calculated to relieve the needs of such persons.
- To promote and assist the general good of all elderly people by assisting the work of statutory authorities and voluntary organisations engaged in providing facilities for physical and mental recreation, developing physical improvement, furthering health, relieving poverty, distress or sickness.
- To relieve financial hardship, sickness and poor health amongst elderly people

The Foxhall Centre is a local independent charity which provides a range of activities and services from the Foxhall Centre Lavender Trust venue, for people over the age of fifty, with the aim of improving quality of life and offering practical support, advice and information.

Foxhall Centre
Annual Report to 31 March 2021

Review of Activities 2020/21

Achievements and performance

Services offered

The Foxhall Centre Lavender Trust continues to provide professional support for older people living in Ipswich and the surrounding areas. We are a Dementia Friendly charity and all our staff are fully trained to provide person centred care and support tailored to the individual needs of those attending the centre.

Our services are aimed at supporting older people to remain independent and living in their own homes for as long as they able to do so, and we pride ourselves in the quality of care and support provided and the friendly and relaxed atmosphere of our centre where there is always fun and laughter.

Our activities are both mentally and physically stimulating and encourage and enable our members to maintain their memory and communication skills through discussion and reminiscence especially when taking part in activities such as, musical bingo, quizzes and games. They also help members to maintain and/or improve their mobility and dexterity when, for example: doing gentle exercises, baking, gardening or moving/dancing to the musical entertainment

Our small dedicated team of staff take the time needed to get to know every individual member so that activities can be offered that will be enjoyed and engaging for everyone. This year our events have been severely limited both due to the social distancing requirements and the safety precautions required to keep both staff and members safe throughout the day.

Dignity and respect is really important to us, as is valuing every member for what they can bring to the centre. Everyone is welcome regardless of their circumstances and/or personal needs.

The safety of our staff and members is of course paramount and sadly we had to temporarily close our doors towards the end of March 2020 due to the Covid 19 crisis. During the year we were able to operate for 12 weeks between 18 August 2020 and 4 November 2020, before the second lockdown forced our closure once again.

The centre will remain closed into the new financial year until such time as the government indicates it is safe for us to reopen and all the necessary safety precautions have been implemented.

Foxhall Centre

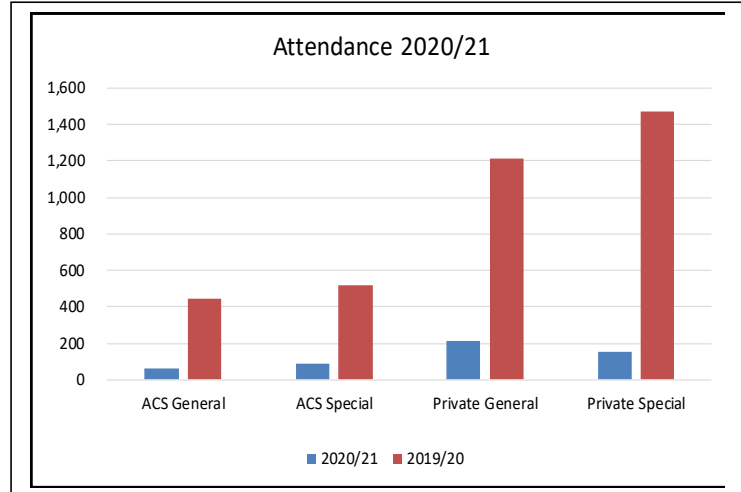
Annual Report to 31 March 2021

Day Services

Our services can be accessed directly or via referral from local authorities and/or other voluntary organisations.

Members can attend as many times a week as they wish/need and for the whole day, or half a day depending on their needs.

In 2020/21 we provided a total of 515 (2019/20 - 3647) core sessions of which 71% (2019/20 - 73%) were privately funded. The period during which we were able to open was limited to 12 weeks due to the Covid 19 crisis



Additional Services

In addition to the care and support provided we also offer the following additional services which can be accessed by our members as and when required:

- Chiropody
- Hairdressing

Refreshments

We provide our members with a choice of a 2 course mid-day meal which is home cooked and nutritious and which meets the individual dietary needs of our members. In addition, we also provide the following refreshments

- Light Breakfast as required
- Packed Tea (Sandwiches and Cake) as required
- Snacks during the day

During 2019/20 we provided 502 lunches (2019/20 - 3818) but no other refreshments (2019/20 – 16).

Staffing.

During the year we employed an average of eleven part time staff. Due to safety concerns and the need for social distancing our volunteers were asked to keep away from the centre until such time as all restrictions were lifted. We look forward to their return as they are an important part of our team.

Future plans

The charity was successful during the first three years operation and built up both its finances and members to ensure the charity's sustainability. The Covid19 crisis has and continues to significantly impact on the charity both in terms of its financial resources and its membership as was expected. Our numbers dropped by more than 50% for the short period we were open and we expect it will drop further once we reopen.

Foxhall Centre
Annual Report to 31 March 2021

Whilst the future therefore remains uncertain the management team remain positive and in terms of the immediate future, they will focus of getting the centre fully operational again taking into account any precautions that will be required to be kept in place to keep staff and members safe whilst at the centre. Work will also be focused on attracting new members to the centre.

Funders

We wish to express our sincere thanks for all the support and enthusiasm of all our funders and fundraisers without whom the continued success of the Centre, and survival of the temporary enforced closure due to Covid 19 could not happen.

Specific mention should be made of the Suffolk County Council Adult Care Services support grant and the government's Job Retention Scheme as well as the donations made by individuals, families and clubs which combined have enabled us to limit the amount of the deficit to a reasonable level

Betty Ortiz	Mr and Mrs Hunt
Edna Garnham family (Dec'd)	Mr Kemish
Fynn Valley Golf Club	Ladies that Lunch
Eve Greenhaugh family (Dec'd)	White Horse Ladies Club
Mr and Mrs Gunnell	

and the many others.

Foxhall Centre
Annual Report to 31 March 2021

Reserves Policy

At their meeting on 9 May 2017, the Trustees reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and resolved that:

- a) That the General Reserve should be established and built up to a level which would finance a reasonable period in which to run down the organisation's operations in the event of a major loss of funding.
- b) That the level of General Reserve should be reviewed in line with this policy on an annual basis.

Approved by the Board of Trustees
Reviewed 17 April 2018

Supporting Statement

A target figure of £15,000 based on a three month winding-down period, was initially set in the 2017/18 budget. At the end of 2017/18, through prudent financial planning and a highly successful year, we were able to reach and exceed the recommended level of general reserves.

Having reviewed this figure, this level was thought insufficient to ensure sufficient time and facilities would be available to ensure all customers are able to secure alternative care arrangements, and to enable smooth transition, in the event of the Centre's closure.

At their meeting on 17th April 2018 the Trustees agreed that a target figure of £60,000 based on a six month winding-down period should be set and maintained.

Statement of Public Benefit

The objectives, and review of achievements and performance sections of this report clearly set out the activities which the Charity undertakes for the public benefit.

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Commission in determining the activities undertaken by the Charity.

Foxhall Centre
Annual Report to 31 March 2021

Review of the transactions and financial position of the charity

The format of the financial statements and accounts is in accordance with the recommendations of the Statement of Recommended Practice for Charity Accounts. Income and expenditure is analysed between restricted and non-restricted funds in the Statement of Financial Activities on page 12 and the balance sheet is included on page 13.

Results for the period

The Income and Expenditure Account shows net deficit on unrestricted funds for the year ended 31 March 2021 of (£837) (2019/20 -surplus £46,858). There is a surplus on all unrestricted funds of £183,937 (2019/20 – £184,775) at 31 March 2021

The project funds have also been closely monitored. At the end of the period, one fund is showing a financial surplus on Revenue Funds due to the fact that expenditure on the underlying activities will be made in future periods.

Financial position at balance sheet date

The Board considers that the charity's financial position at the balance sheet date is satisfactory.

Degree of financial dependency

As mentioned above, the charity is dependent on the voluntary efforts of its members and volunteers. However, there is no significant degree of dependence on any single member or small group of members in respect of voluntary effort or financial contributions.

Political contributions

The charity made no political contributions during the year.

Independent Examiner

In accordance with the Charities Act 2011, the financial statements have been independently examined by Rachel Marsh FMAAT AATQB

By Order of the Board

Signed

Date 13 July 2021



Peter Dodd CTA

Hon. Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Foxhall Centre for the year ended 31 March 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 114 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the financial statements under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations for you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- Which gives reasonable cause to believe that in any material respect the requirements
 - o To keep accounting records in accordance with Section 130 of the Charities Act and
 - o To prepare accounts which accord with the accounting records and
 - o To comply with the accounting requirements of the Charities Act

have not been met, or

- To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.



Rachel Marsh FMAAT AATQB
Marsh Accountancy
67 Gardeners Road
Debenham
Suffolk IP14 6RX

Date: 27 August 2021

Foxhall Centre Lavender Trust
Year ended 31 March 2021

Statement of Financial Activities

	<i>Note</i>	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total</i> £	<i>2019-20</i> £
INCOMING RESOURCES					
Grant income	3	102,457	-	102,457	1,954
Charitable activity income	3	23,358	-	23,358	169,318
Fundraising and donations	3	4,435	163	4,598	19,175
Investment Income		514		514	379
TOTAL INCOMING RESOURCES		130,764	163	130,927	190,826
RESOURCES EXPENDED					
<i>Charitable Expenditure</i>					
Staff costs	4	119,381	-	119,381	114,662
Accommodation and office costs	4	6,196		6,196	9,929
Operational costs	4	2,633	-	2,633	14,322
Other costs	4	3,387	-	3,387	3,636
<i>Charitable Expenditure</i>		131,597	-	131,597	142,549
<i>Fundraising Costs</i>					
		5		5	226
TOTAL RESOURCES EXPENDED		131,602	-	131,602	142,775
SURPLUS /(DEFICIT)		(837)	163	(674)	48,051
Reserves B/F		184,775	1,617	186,392	138,340
Balance carried forward		183,937	1,780	185,717	186,392

Foxhall Centre Lavender Trust
Balance Sheet as at 31 March 2021

	<i>Note</i>	<i>31 March 2021</i>	<i>31 March 2020</i>
FIXED ASSETS			
Furniture and Equipment	2	5,311	7,567
<i>Tangible Fixed Assets</i>		<u>5,311</u>	<u>7,567</u>
Current Assets			
<i>Debtors</i>			
Debtors		713	10,869
Accrued income		-	1,954
Payments in advance		1,506	
<i>Total Debtors</i>		<u>2,219</u>	<u>12,823</u>
<i>Bank and Cash</i>			
Current Account		130,192	61,367
Deposit Account		50,000	100,000
Petty Cash Core		300	422
Petty Cash kitchen		120	390
Undeposited Funds		5	4,303
<i>Cash at bank and in hand</i>		<u>180,617</u>	<u>166,482</u>
Net Current Assets		182,836	179,305
Current Liabilities			
Creditors		418	480
Tax and National Insurance		2,012	
<i>Current liabilities</i>		<u>2,430</u>	<u>480</u>
Net Current Assets		<u>180,406</u>	<u>178,824</u>
		<u>185,717</u>	<u>186,392</u>
FUNDS			
Unrestricted Funds		183,937	184,775
Restricted Funds		1,780	1,617
		<u>185,717</u>	<u>186,392</u>

At the end of the period, restricted funds show a surplus balance due to the fact that income has been received in advance of expenditure on the projects' activities which will be made in future periods.

These financial statements were approved by the Board of Trustees on 13 July 2021

Signed:- Ian Meigh - Chair

Foxhall Centre Lavender Trust

Year ended 31 March 2021

Notes to the Financial Statements

Year ended 31 March 2021

Note 1 Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

- a) Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Volunteer time is not included in the financial statements.
- b) Grants are recognised in full in the statement of financial activities in the year in which they are receivable. Resources expended are recognised in the period in which they are incurred.
- c) Depreciation is provided at rates calculated to write down the cost or initial valuation of other assets on a straight line basis over their expected useful life to their estimated residual value.

The depreciation rates in use are as follows:

Furniture - 5 years
Computers and equipment- 1 year
Office Equipment - 1 year
Other Equipment - 5 years
Assets with a purchase price of less than £50 are written off in the year of purchase.

- d) Restricted funds are to be used for specific purposes as laid down by the donor.
Expenditure which meets these criteria is charged to the fund together with a fair allocation of support costs.
- e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Trust.

Note 2 Fixed Assets

	Computers	Furniture	Other Equipment	Total
	£	£	£	£
Cost				
<i>At 1 April 2020</i>		7,049	4,229	11,278
Additions	896		-	896
Disposals		-	-	-
<i>At 31 March 2021</i>	<u>896</u>	<u>7,049</u>	<u>4,229</u>	<u>12,174</u>
Depreciation				
<i>At 1 April 2020</i>		(1,770)	(1,941)	(1,455)
Charge for the year	(896)	(1,410)	(846)	(5,408)
Disposals			-	-
<i>At 31 March 2021</i>	<u>(896)</u>	<u>(3,180)</u>	<u>(2,787)</u>	<u>(6,863)</u>
Net book value				
<i>At 31 March 2021</i>	<u>-</u>	<u>3,869</u>	<u>1,442</u>	<u>5,311</u>
<i>At 31 March 2020</i>	<u>-</u>	<u>5,279</u>	<u>2,288</u>	<u>7,567</u>

Foxhall Centre Lavender Trust
Year ended 31 March 2021

Note 3 Analysis of incoming resources

	Unrestricted £	Restricted £	2020/21 £	2019/20 £
Grant Income				
Government Grants	102,457	-	102,457	1,954
Trust Grants	-	-	-	-
Other Grants	-	-	+	+
Grant Income	102,457	-	102,457	1,954
Charitable Activity Income				
Private Attendance Fees	13,792		13,792	101,913
ACS Attendance Fees	6,721		6,721	45,419
Taster Day Fees	210		210	390
Meals Fees	2,613		2,613	19,859
Breakfast / Refreshment Fees	-		-	29
Bathing / Hairdressing Fees	22		22	1,708
Total Charitable Activity Income	23,358	-	23,358	169,318
Donations				
Fundraising General	4,435		4,435	15,833
Fundraising Client	-	163	163	3,342
Total Donations	4,435	163	4,598	19,175

Note 4 Analysis of resources expended

Analysis	Unrestricted £	Restricted £	2020/21 £	2019/20 £
Staff Costs				
Salaries	115,261	-	115,261	109,837
Pension costs	3,580		3,580	3,643
Recruitment	-		-	919
Staff training	540		540	262
Total	119,381	-	119,381	114,662

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

Accommodation and Office Costs

Property expenses	2,621		2,621	4,586
Telephone	628		628	614
Printing and publicity	-		-	-
Stationery	85		85	413
Postage	108		108	212
Equipment maintenance	-		-	1,139
IT Costs	112		112	349
Insurance	1,569		1,569	1,538
Other office	359		359	465
Finance and payroll costs	715		715	614
Total	6,196	-	6,196	9,929

Operational

Activity Costs	124	-	124	5,086
Kitchen Costs	1,305		1,305	6,481
Cleaning / Protective Clothing	1,203		1,203	2,755
Total	2,633	-	2,633	14,322

Other Costs

Marketing Costs	-	-	-	975
Miscellaneous Centre Costs	235	-	235	405
Restricted Funding Expenditure	-	-	-	-
Depreciation	3,152	-	3,152	2,256
Total	235	-	3,387	3,636

Fundraising costs

Fundraising Costs	5		5	226
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Foxhall Centre Lavender Trust
Year ended 31 March 2021

Note 5

5.1 Trustee Expenses

No trustees were paid expenses during the year

5.2 Fees for examination or audit of the accounts

	2019/20	2019/20
	£	£
Independent examiner's or auditors' fees	200	200
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	None	None

Note 6 Staff Costs

	2019/20	2019/20
	£	£
6.1 Gross wages, salaries and benefits in kind	115,261	109,160
Employer's National Insurance costs	-	677
Pension costs	3,580	3,643
Recruitment Costs	-	919
Staff Training	540	262
Total staff costs	119,381	114,662

6.2 The average number of employees employed in the year was 11

Note 7 Movement in Restricted Funds

	At the start of the Year	Incoming Resources	Resources Expended	Balance at Year end
	£	£	£	£
Client Fundraising	1,617	163	-	1,781
Total Funds	1,617	163	0	1,781

Note 8 Purposes of Restricted funds

Client Fundraising

Funds raised by clients to be used to fund activities and events directly benefiting the clients