



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2021 Period start date To 31st March 2022 Period end date

Charity name: The Forget Me Not's (Crawley)

Charity registration number: 1173729

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the FMNC are:-</p> <p>"To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</p> <ul style="list-style-type: none">a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.c. Educating the general public in all areas relating to dementia and thereby raising awareness of the support and education available to those affected by dementia.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Main activities:</p> <ul style="list-style-type: none">- Tuesday evenings 17:30 – 20:00 provides support, advice and information for carers as well as a hot meal and companionship to help reduce feelings of isolation.- Friday lunch club 10:30 – 14:00 for carers and cared for as required including lunch, supervised seated exercises, advice and information, games and quizzes and live entertainment, providing mental stimulation, friendship, support and fun aimed at giving respite for carers.- Adhoc community and fundraising events including Afternoon Teas, craft sales, craft

		<p>sessions and one to one visits to individuals in hospitals and care homes.</p> <ul style="list-style-type: none"> - Enabling and encouraging members to form their own social events
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees declare that they have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit whilst carrying out their duties.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The activities of the club and support given to our members continued in the same vein at the beginning of the year as in the previous year owing to the impact of the COVID pandemic. The Friday Lunch Club and Tuesday Support Evenings were suspended at this time to help protect our members, most of which are highly vulnerable, from cross contamination of the virus, and owing to government restrictions at that time. However, whilst the sessions were suspended we continued to maintain contact and provide support where possible to our members. This included twice weekly telephone calls to check on their welfare, provide verbal support and offer any assistance should it be required.</p> <p>The arrival of slightly warmer weather and a relaxation of COVID related restrictions meant that in April we were able to start taking the club to member's back gardens for Afternoon Teas in lieu of the Friday Lunch Club. These had to be quite small gatherings (no more than six) and were very well received. They also provided the opportunity for the charity to offer more personal support to its members particularly to those who lost friends and relatives during the pandemic.</p> <p>At the beginning of June we were able to commence a phased restart of the Friday Lunch Club sessions at our new venue, the Charcoal Burner in Furnace Green. The Landlord here has very kindly allowed us to use one of his rooms free of charge and has proved to be a great supporter of the charity.</p> <p>Whilst the number of members were restricted initially, this was quickly raised during the month as COVID restrictions became more relaxed. In July the Friday Lunch Club was operating without restriction on numbers. New procedures were put in place at every stage to comply with COVID restrictions and recommended procedures to maintain best practice.</p> <p>Tuesday support evenings also recommenced in July and have been a</p>

		<p>great source of support for attending members.</p> <p>Apart from a short period from mid-December to the beginning of February, when the Tuesday and Friday session were suspended due to a spike in Covid infections, the charity continued to deliver the Friday Lunch Club and Tuesday support evenings. The Friday Lunch Club bounced back quickly following the impact of Covid with average weekly numbers reaching 21 towards the end of the period. The Tuesday support evenings have also been well attended with a number of new faces joining from time to time.</p> <p>We put a lot of store by all those who help run the club, but that should never over shadow the input of everyone associated with the charity. Many live with dementia day in day out and hold memories of loved ones that are cared for and they show such courage in sharing experiences, supporting one another, creating a safe place for people living with dementia and caring for those with this unkind and isolating disease.</p> <p>Ken, one of our members with dementia, frequently reminds us all that he wants us to educate people about dementia. He doesn't seem to realise that by being with us and sharing his experience of living with dementia he is educating all of us. Our main aim is supporting the carers of those looking after loved ones, that said, we all benefit from understanding how it feels to live with and be confused by dementia.</p> <p>This year has been challenging for us all. Many lost their battle with dementia. We still live with the effects of COVID and poor health has affected many of our family. It has felt like a year of trying to catch up. Rather than beating ourselves up for things we couldn't do, we as an organisation are now starting to get back up on our feet and getting back to what we do best.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

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Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Income and Expenditure for the Forget Me Not's was once again impacted by the ramifications of COVID. Grants received from Crawley Borough Council (£5k) this year and Independent Age (£12.9k) towards the end of the previous year have been key to the charity being in a position to continue providing the same support and guidance as usual, in line with the charity's overall objectives.</p> <p>Opportunities to raise funds and attract donations were very few, but the value received was, nonetheless, significantly more than the previous year thanks to a very generous donation from Glencore who ran a raffle that generated £10k for the benefit of the charity.</p> <p>Whilst income from subscriptions resumed, this was still lower than pre-Covid as the number of Tuesday support evenings and Friday lunch sessions held were severely restricted in terms of numbers able to attend and owing to the complete suspension of these activities for part of the year. Overall income reduced from £23.6k to £21.6k</p> <p>Expenditure increased slightly from £16.5k to £17.3k mostly due to costs associated with the resumption of Tuesday and Friday sessions. A review</p>
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		<p>of staff working processes generated a small reduction of staff costs which totalled £12.2k, down from £13.3k. Both our coordinators continued to support members whilst the sessions were suspended with twice weekly telephone calls to check on their welfare, provide verbal support and checking whether they need any shopping or prescriptions collected.</p> <p>Overall the charity delivered a surplus of £4k for the year with total funds reaching £79k of which £68k is ring-fenced.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22%	The charity maintains reserves to ensure it can continue to operate for a minimum of 1 year if grants are withdrawn or donations fall away.
Amount of reserves held	Para 1.22	£16k
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution last amended 25th January 2022
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by FMN club members at AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Forget Me Not's (Crawley)
Other name the charity uses	The Forget Me Nots
Registered charity number	1173729
Charity's principal address	24 Clive Way Pound Hill Crawley West Sussex RH10 7AH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Wendy Wilson	Chair		FMN Club members
2.	Beverly Loxston-Bown	Vice Chair		FMN Club members
3.	Stephen Remfry	Treasurer		FMN Club members
4.	Alison Burke	General Fundraising Mgr		FMN Club members
5.	Carlos Portal Castro	Critical Funding Officer		FMN Club Members

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Reference and Administrative details

Charity name	The People's Trust (Charity)
Charity number	1473725
Charity's principal address	24 Clive Way Pound Hill Crawley West Sussex RH10 7AH

Names of the charity trustees who manage the charity

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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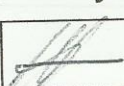
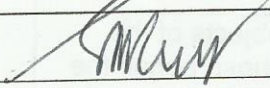
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Wendy E Wilson	STEPHEN REMAZI
Position (eg Secretary, Chair, etc)	Chair	TREASURER.
Date	28 th January 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

The Forget Me Not's (Crawley)

No (if any)

1173729

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2021

To

Period end date
31/03/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Subscriptions	1,300	-	-	1,300	121
Grants	-	5,000	-	5,000	17,903
Donations	6,886	6,886	-	13,773	5,463
Fundraising Events	619	-	-	619	100
Tea/coffee/lunch	678	-	-	678	-
Other	216	-	-	216	-
	-	-	-	-	-
Sub total (Gross income for AR)	9,699	11,886	-	21,585	23,588
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,699	11,886	-	21,585	23,588
A3 Payments					
Staff	1,394	10,836	-	12,230	13,323
Premises	-	-	-	-	151
Storage	1,536	-	-	1,536	1,399
Equipment	-	-	-	-	-
Staff Uniform	-	-	-	-	-
Training	-	-	-	-	-
Marketing	-	-	-	-	300
Entertainment	247	-	-	247	-
Events	371	-	-	371	16
Catering	576	-	-	576	12
Member Trips	-	-	-	-	-
Stationery	216	-	-	216	-
Travel	-	1,073	-	1,073	120
IT	668	-	-	668	668
Misc Costs	378	-	-	378	495
Sub total	5,387	11,909	-	17,296	16,485
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,387	11,909	-	17,296	16,485
Net of receipts/(payments)	4,312	- 22	-	4,290	7,103
A5 Transfers between funds	- 15,000	15,000	-	-	-
A6 Cash funds last year end	37,283	37,346	-	74,630	67,527
Cash funds this year end	26,596	52,324	-	78,919	74,630

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	26,596	52,323	-
	Crawley Borough Council Account	-	1	-
		-	-	-
	Total cash funds	26,596	52,324	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

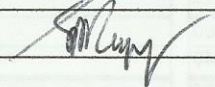
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



STEPHEN REMFRY

26/11/22

Trustees
The Forget Me Not Club (Crawley)

Anthony Neale

24/01/2023

Dear Trustees

I can confirm that from the documents supplied and Income and Expenditure Analysis that the Receipts and Payments Accounts provided to the Charity Commission for the period 01/04/21 to 31/03/22 are verified and correct.

I agree with your finance summary that it has been a difficult year and more and more charities have relied on corporate donations rather than the usual fund-raising activities.

I also agree with the treatment of the overpayment of £216.00 due to the small amount, which is not material.

Best Regards

A. D. W.

Anthony Neale FCMA (retired)